Important information regarding your results

You have **not passed all of your modules.**
You have been invited to **repeat** modules over the next academic year.

Please take a careful look at your transcript. There is a key to the codes used on the reverse.

A three-letter code beginning with **F** next to one or more modules indicates that you must repeat the module. The other two letters indicate whether the repeat is as a **S** same or **N** next attempt, and what needs to be repeated.

Your repeat will be regarded as:

- **N** – Next attempt
- **S** – Same attempt

Elements that must be repeated:

- **O** – All elements
- **S** – Specified elements

An element is coursework, examination, practice, in-class test or pass/fail assessment.

Here are some examples:

**FNO** means that you must repeat all elements of the module with attendance over another academic year and this would be regarded as your next attempt.

**FNS** means that you must repeat the specified elements with attendance over another academic year and this would be regarded as your next attempt.

For more information about repeat results and for more detail to accompany the brief points below, please visit [www plymouth ac uk/results](http://www.plymouth.ac.uk/results)

- **Confirmation of marks**
  Please see the above link for a detailed explanation of the policies and procedures leading to the publication of your results.

- **Enrolment for next year**
  To repeat your modules over the next academic year, you must complete the online enrolment process. Online enrolment opens **Monday 07 August 2017**.

- **Appeals**
  If you wish to appeal against the decision of the Award Assessment Board, you must do so by **Friday 28 July 2017**.

- **Extenuating Circumstances**
  If you have submitted valid extenuating circumstances during the year, these will have been considered by the Award Assessment Board.

- **Outstanding Debts**
  If you have any outstanding debts with the University, you may be unable to repeat your modules, receive any award or attend the graduation ceremony. Please contact Finance & Sustainability on 01752 588130 or email tuitionfees@plymouth.ac.uk

- **International Students on Tier 4 visas**
  You must contact the International Student Advisory Service to check that you have enough time remaining on your visa to complete your studies and any other restrictions.
If you do not wish to repeat modules over the next academic year, you may:

- **Suspend your studies**
  Suspension of studies means taking a year or more out from your studies but remaining registered on your programme. Subject to a 'maximum period of registration', you could later resume your studies. To discuss this option, please contact your faculty.

- **Select an option on the form below.**
  This form must be completed & returned by **Friday 21 July 2017** to your Faculty Office.

Surname:

Forename(s):

Student number:

Tick one

- I wish to withdraw and collect any award to which I am entitled. I understand that I will cease being a student at the University of Plymouth and would need to re-apply if I decide to study at the University in future.
  
- I wish to take referrals in the following modules I was due to repeat in order to achieve an ordinary degree this year.

Module codes: __________ __________ __________ __________

I understand that I must have already achieved at least 20 level 6 credits. This is because referrals cannot be taken in more than 60 level 6 credits and at least 80 level 6 credits must be achieved for an ordinary degree.

Signature: __________________________ Date: __________________________

On receipt of the above form, we will send you a new transcript. Please note the following:

- **Referral Arrangements**
  Your faculty will send you instructions on how to download and submit your tasks. We would have to receive all of your completed referral tasks by the formal deadline of **15:00hrs on Thursday 17 August 2017**. Examinations take place from **Monday 21 August 2017** until **Friday 25 August 2017 inclusive**

- **Graduation ceremony**
  Ceremonies will take place from **Monday 18 September 2017** until **Saturday 23 September 2017 inclusive**. Ticket booking opens on **Tuesday 1 August 2017**. If you take referrals, please book your tickets after you have returned the above form but before your referral results are published; refunds can be claimed if you do not pass. For more information, please see [www.plymouth.ac.uk/graduation](http://www.plymouth.ac.uk/graduation).

If you have any further questions, please contact the faculty or see the Student Handbook at [https://www.plymouth.ac.uk/studenthandbook](https://www.plymouth.ac.uk/studenthandbook)

If you have any queries or if you require this in a larger print, please contact your Faculty Office –

Contact details for all Faculties are listed on the Results – Additional Guidance webpage