Important information regarding your results

Congratulations on passing your modules over the last academic year!

For more detail to accompany the brief points below, please visit 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 continue with your studies 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 continue with your studies. Please contact Finance & Sustainability on 01752 588130 or email tuitionfees@plymouth.ac.uk

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

If you **do not** wish to continue your studies over the next academic year, see overleaf.
If you do not wish to continue your studies 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.

- **Withdraw from your studies**
  If you withdraw, you will cease being a student at the University of Plymouth and would need to re-apply if you decided to study at the University in future. To withdraw, please complete and return the form below as soon as possible to your Faculty Office.

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**Surname:**

**Forename(s):**

**Student number:**

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.

**Signature:**

**Date:**

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If you withdraw from your studies, please note the following:

- **New Transcript**
  You will receive a new transcript confirming that we have amended your records.

- **Graduation Ceremony**
  If you become entitled to an award upon withdrawal, you may be eligible to attend your school's graduation ceremony. Graduation ceremonies will take place from **Monday 18 September 2017** until **Saturday 23 September 2017** inclusive. Ticket booking opens on **Tuesday 1 August 2017**. To book tickets once you have notified your withdrawal to your faculty and for more information, please visit [www.plymouth.ac.uk/graduation](http://www.plymouth.ac.uk/graduation)

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