

Type	Publication	Progress	Award	Study Aim
T205.SEP.UG.TOPUP	13/09/17	-	Pass Degree (non-honours)	UG

Important information regarding your results



Congratulations on completing your degree at the University of Plymouth!

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.
- Graduation ceremony**
We hope that if you have previously decided to attend your school's graduation ceremony, you have already booked your place. Ceremonies will take place from **Monday 17 September 2018** until **Saturday 22 September 2018** inclusive.
- Appeals**
If you wish to appeal against the decision of the Award Assessment Board, you must do so by **Wednesday 26 September 2018**.
- 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 University debts, you may be unable to receive your award or attend the graduation ceremony. 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>

Our support doesn't stop when you graduate! Don't forget to join the alumni community today to access a host of free benefits and services after you graduate. Find out more and join today at <https://www.plymouth.ac.uk/alumni-friends/alumni/class-of-18>

If you have any queries or if you require this in a larger print, please contact the Arts and Humanities Faculty Office – 01752 585020 or email artshumadmin@plymouth.ac.uk

If you wish to continue your studies for an honours degree, see overleaf.

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Application for Honours top-up

If you wish to continue your studies over the next academic year for an honours degree, please complete this form and return it to the Faculty Office by **Friday 28 September 2018**. We will then send you enrolment information for the next academic year. Please note:

- You will require a total of 120 level 6 credits for an Honours degree, so you will need to check the total you have achieved so far and register for the appropriate number to bring the total up to 120.
- If you are undertaking less than 120 credits you will be registered as a part-time student on a full time course next year.
- For information about tuition fees, please visit <http://www.plymouth.ac.uk/money>. Please note that you will be liable for the fees for any modules you undertake over the next academic year.
- If you are undertaking a project or dissertation as part of your top up year it is likely that you have already been in touch with your project advisor. You are advised to keep in regular contact with your project advisor and it is your responsibility to ensure you have the information required in respect of submission deadlines etc.
- For advice, please consult with your Faculty Office.

Please return this form to:

Faculty of Arts and Humanities, Room 109 RLB, University of Plymouth, Drake Circus,
Plymouth PL4 8AA



I wish to apply to top up to honours over the next academic year

Surname:

Forename(s):

Student number:

Module(s) required for top-up

Note that these plus the modules you have passed must total 120 credits

Module Code

Module Title

Signature:

Date:

For office use

Approved by Programme Leader..... Date.....

Approved by Faculty Registrar..... Date.....