

Type	Publication	Progress	Award	Study Aim
T230.SEP.UGPG	13/09/18	G1	No Award – Repeat or blank	UG/PG



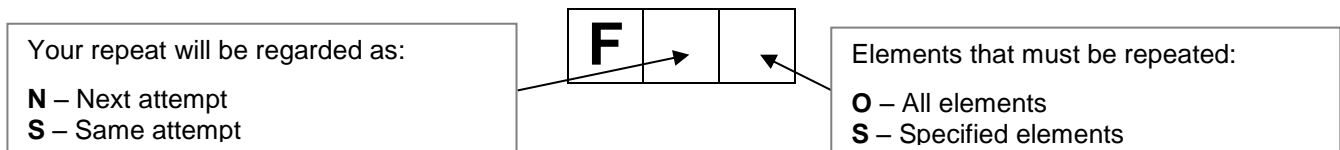
Important information regarding your results

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.



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

- 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 now complete the online enrolment process.
- 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 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.

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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.

○ **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:

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



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:



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**

Graduation ceremonies will take place from **Monday 17 September 2018** until **Saturday 22 September 2018** inclusive. More information is available from

www.plymouth.ac.uk/graduation.

If you are entitled to an award upon withdrawal, it *may* still be possible for you to attend your school's ceremony but you must contact your faculty urgently to:

- Confirm that you wish to withdraw
- Discuss graduation ceremony ticket booking and academic wear

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

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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