

Type	Publication	Progress	Award	Study Aim
T210.SEP.UGPG	13/09/18	A1	-	UG/PG



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 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 continue with your studies. Please contact Finance & Sustainability on 01752 588130 or email tuitionfees@plymouth.ac.uk

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

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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 Plymouth University 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 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 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