

Type	Publication	Progress	Award	Study Aim
T110.JAN.PGR	23/01/19	A1	-	PGR (EdD)



# 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](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 Stage**

To continue with your studies over the next academic year, you must complete the online enrolment process. [Online enrolment](#) is now open and further details will be e-mailed to you.

- **Appeals**

If you wish to appeal against the decision of the Award Assessment Board, you must do so by **Friday 08 February 2019**.

- **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](mailto:tuitionfees@plymouth.ac.uk).

If you have any further questions, please contact the Doctoral College 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.

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If you **do not** wish to continue your studies over the next academic year, you may:

○ **Interrupt your studies**

Interruption of studies means taking some time off 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 the Doctoral College or log onto [GradBook](#).

○ **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 log onto [GradBook](#) or complete and return the form below as soon as possible to: Doctoral College, 8-11 Kirkby Place, 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**

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 in September 2019. Ticket booking opens at the beginning of August. To book tickets once you have notified your withdrawal to the Doctoral College 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 the Doctoral College – 01752 587640 or email [doctoral.college@plymouth.ac.uk](mailto:doctoral.college@plymouth.ac.uk).