

Type	Publication	Progress	Award	Study Aim
T225.JAN.PGR.NETC	23/01/19	A3	-	PGR (EdD)



**UNIVERSITY OF
PLYMOUTH**
Doctoral College

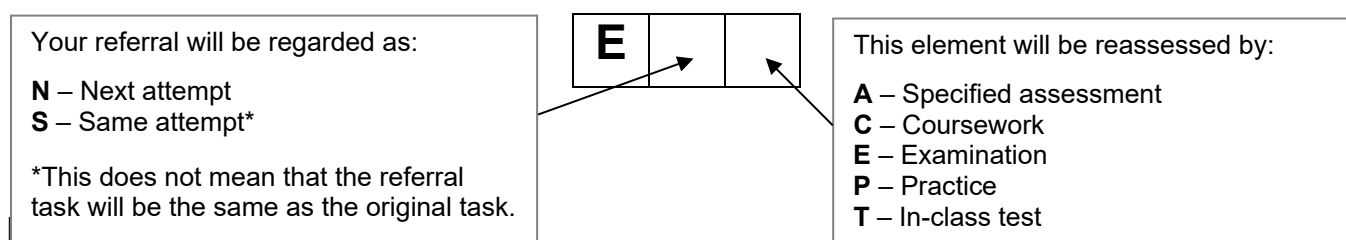
Important information regarding your results

You have **not yet passed all of your modules.**

You may progress to the next stage but must complete **exceptional referral** assessment.

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 **E** next to one or more elements is a referral code which means you must complete further assessment in that element for the corresponding module. An element is **coursework, examination, practice, in-class test** or **pass/fail assessment**. The other two letters indicate whether the exceptional referral is as a **S** same or **N** next attempt, and how the element will be reassessed.



Here are some examples:

ENC against **coursework** means that you have been **referred in that coursework** and must complete **reassessment by coursework** and this would be regarded as your next attempt.

ESC against **coursework** means that you have been **referred in that coursework** and must complete **reassessment by coursework** and this would be regarded as the same attempt.

Instructions for your referral work will follow very shortly by email. Please ensure that you check your University of Plymouth email address regularly. In the event of you failing your referral work, you may be unable to achieve your award. It is extremely important that you ensure that we receive your completed work by **Thursday 14 March 2019**.

If you are unsure of anything or think that you will not be able to complete your work on time, please contact the Doctoral College urgently.

Results of your referrals

Your provisional results for your referral will be available in your online Statement of Results within 20 working days of the deadline. Your referral result will be confirmed when your results are published next July.

For more information about **exceptional referral** 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 stage**

To continue your studies over the next academic year, you must now complete the [online enrolment](#) process.

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

If you **do not** wish to take the option of the exceptional referral but would prefer to repeat the module(s), please 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. Please note that this decision may have an impact on the amount of fees you would be liable for.



Surname: _____

Forename(s): _____

Student number: _____

I wish to repeat the modules I have been given an exceptional referral option for. I understand that this decision may have an impact on the level of fees I may be liable for.

Signature: _____

Date: _____



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 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.