

IMPORTANT INFORMATION RELATING TO THE DECISION OF THE EXAMINATION BOARD/COMMITTEE

NB: Under the Examinations Regulations students are responsible for finding out their results

For most students academic performance in Semester 1 modules is considered by examination boards/committees under the University's procedures for performance review. You should refer to section A for information on decisions made by these boards/committees.

For a small number of courses a Board of Examiners has been convened to consider the results of students who have completed their course or who are to be considered for progression to the next year or stage of the course. If your results have been considered by a Board of Examiners you should go to **Section B**.

A. Decision of Examination Board/Committee (performance review)

If you have been given a decision of F1 (first sit), T2 (transfer) or U1 (required withdrawal) you should receive, from the Faculty, a Communication of Progress Decision (CPD) form setting out details of the decision. This will normally be given in person by **14 February 2012**, or, if this is not possible, sent to the home address.

You should contact your Course/Subject Director as a matter of urgency if you have been given one of the codes above and have not received a CPD from by 14 February.

B. Decision of Board of Examiners (progression or award)

- **Students who are not proceeding normally or who have failed to qualify for an award**

If your academic progress decision is included in the list below you should receive, from the Faculty, a Communication of Results (CR) form setting out the details of the decision of the Board. This may be given in person but will more likely be sent to your home address within ten days of the Examination Board's decision. If you do not receive a form by this deadline you should contact your Course/Subject Director as a matter of urgency. After receiving your CR form you are strongly advised to contact your Course/Subject Director to discuss your academic performance.

Progress Decision: B3, D1, D2, D3, D4, D5, D6, N1, N2, N3, N4, N5, N6, P3, P4, P7, T2 or U1.

- **Students permitted to proceed to a higher linked course (P5, PD or P6)**

If you are proceeding to a linked higher course (e.g. from a Postgraduate Diploma to a Master's course) you should note that an award is not conferred at this stage. However, if you decide that you do not wish to proceed you should notify the Examinations Office in writing so that the award can be conferred at the next available conferment ceremony.

- **Students on a linked higher level course who are exiting with a lower award (S2 or SC)**

If your academic progress decision is S2 or SC you have qualified for a lower award instead of the higher award of the linked course. You should receive a Communication of Results form from the Faculty confirming the decision.

- **Students permitted to transfer course (T1)**

If you have been given the option of transferring to another course and wish to find out further information about the transfer you should contact the Course/Subject Director.

Important Debtor Information

You should note that the University will not confer awards or other academic distinctions on students who have failed to pay prescribed fees and any debts owed by them to the University. A student who is permitted to proceed will not be allowed to enrol for the next year of the course until all debts to the University have been discharged.