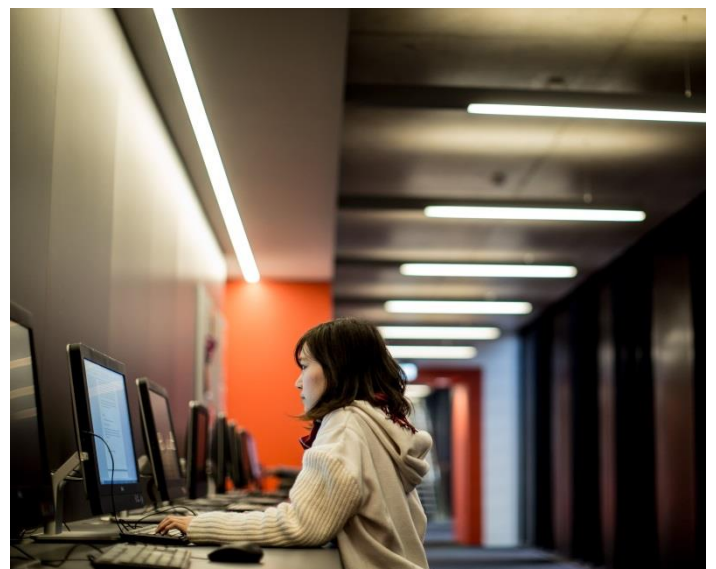


# PIP Error/Warning Message Guide

This guide contains the most common messages with guidance on how to resolve



## Introduction

The responsibility for the content of your programme lies with you and so it is important that you notice and act on the messages the University's Student Records System (SRS) generates for your benefit. Your programme of study is checked by the SRS against the rules for your course and modules. From the checks the SRS performs, a programme summary is generated which lists any problems identified as errors/warnings.

### Error

You will not be able to graduate unless resolved

### Warning

You may not be able to achieve your award within the normal timeframe

In general, the error/warning messages should be clear and will contain specific instructions on how to resolve the issue. You should take these errors seriously as failure to correct them may mean you will not be able to achieve your award at the normal time, or possibly at all.

If you have any error/warning messages, details are displayed via links at the top and bottom of your 'Records & Results' page on PIP:

The screenshot shows the 'View Student Record & Results' page. At the top, there are navigation tabs: 'View Timetable', 'Audit Trail', 'Student Search', 'View Photo', 'My PIP', 'Course/Student Management', 'Student Details', 'Student's File', 'Record & Results', and 'Exam & Assessment Schedule'. The main content area displays student information for '10000005 STUDENT, PRETEND', including the date of entry (01-Sep-2016), course (MSc in International Management (BU71)), stage, mode of study, academic adviser, and tier 4 visa status. A red circle highlights the message 'Attention: Student programme contains 7 errors/warnings', with a red arrow pointing to it from the right. Below this message, there are links to view student summary, examination letters, and a condensed version of the page. At the bottom, there is a 'Module Programme' table with columns for Session, Module, Status, Mark, Grade, and Study Mode.

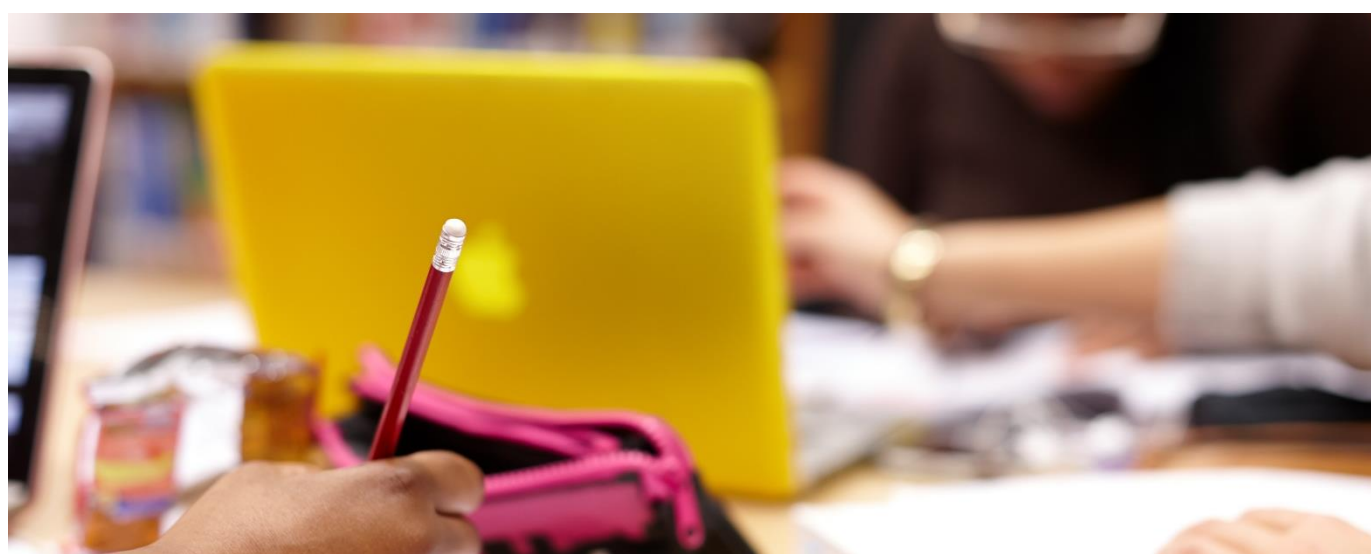
If you think the message is not applicable to you please discuss the matter with your Academic Adviser and/or Student Support Co-ordinator in the first instance. Remember it is still your responsibility to address any error/warning messages and you may help to uncover a wider issue.

## Further guidance

In addition to using this guide, you may also find it useful to refer to the regulations and guides listed below during your study at Oxford Brookes University:

- [Student PIP Guide](#)
- [Staff PIP Guide](#)
- [PIP training and support](#)
- [Programme advice and support](#)
- [Student request forms](#)
- [University Regulations](#)

Error Message	Description	Action
<ul style="list-style-type: none"> <li>You must add modules to your programme</li> <li>Not enough modules passed</li> </ul>	The modules in your programme do not add up to the amount of credit required for your award.	Add modules. If you have resits discuss further details with Academic Adviser and/or Student Support Co-ordinator
<ul style="list-style-type: none"> <li>You must add modules which are acceptable to subjects</li> </ul>	Acceptable modules are those that count towards your overall award aim.	Add acceptable modules
<ul style="list-style-type: none"> <li>Has not passed or included enough level 6 honours modules</li> </ul>	The minimum number of level 6 credits requirement has not been met.	Add the required number of level 6 modules to meet the minimum requirement and/or discuss further options with Academic Adviser and/or Student Support Co-ordinator
<ul style="list-style-type: none"> <li>Compulsory module not included or not passed</li> </ul>	A compulsory module to the course has not been included on your programme or has not been passed.	Add compulsory module and/or discuss further options with Academic Adviser and/or Student Support Co-ordinator
<ul style="list-style-type: none"> <li>No final award to be made until DD grade(s) resolved</li> </ul>	Deferred Disciplinary (DD) grade. Students cannot complete course with a DD grade on their programme.	Contact Academic Conduct Officer to discuss next steps
<ul style="list-style-type: none"> <li>Module in programme more than once</li> <li>Module in programme for second time. Only first pass will count</li> </ul>	A module that has already been passed cannot be retaken. Any work submitted will not replace previous grade.	Remove the duplicate module



Warning Message	Description	Action
<ul style="list-style-type: none"> <li>Module not acceptable to programme</li> </ul>	The module on your programme is not acceptable to your course and will not be used in final calculation of your award.	Contact Academic Adviser and/or Student Support Co-ordinator
<ul style="list-style-type: none"> <li>Combination of modules not allowed</li> </ul>	Selected modules are not allowed to be taken together.	Contact Academic Adviser and/or Student Support Co-ordinator
<ul style="list-style-type: none"> <li>Co-requisite must be started before completing module</li> </ul>	Module must be studied at the same time as another.	Add co-requisite module
<ul style="list-style-type: none"> <li>Cannot take module as prerequisite not passed. See Module Leader</li> </ul>	Other module must be passed before taking selected module.	Contact Module Leader
<ul style="list-style-type: none"> <li>Excess modules</li> </ul>	This means that you have registered more modules than are covered by the standard tuition fee.	Remove excess modules from programme and/or discuss further options with Academic Adviser and/or Student Support Co-ordinator
<ul style="list-style-type: none"> <li>Not allowed on restricted module</li> </ul>	This means that you have registered for a module that is restricted to specified groups of students.	Remove the module or discuss with Module Leader if you are able to take the module
<ul style="list-style-type: none"> <li>Level 5 or 6 module registered in Stage 1</li> </ul>	The warning will appear if you have registered Stage 2 modules (level 5 and 6) whilst in Stage 1 (level 4).	Contact Academic Adviser and/or Student Support Co-ordinator
<ul style="list-style-type: none"> <li>Breaks 22 Rule so not an honours programme</li> </ul>	Indicates that your programme breaks the "22 Rule" and you are ineligible for an Undergraduate Honours Degree. The "22 Rule" is a limitation on the number of credits that can be taken.	Discuss next steps with Academic Adviser and/or Student Support Co-ordinator

## Key contacts

**Course and Student Administration Team**  
 Tel: +44 (0)1865 483451  
[csa@brookes.ac.uk](mailto:csa@brookes.ac.uk)

**Academic Adviser**  
**Student Support Co-ordinator**  
 Student Central