

Exam Committee Decision Codes

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Introduction

The aim of this guide is to provide information regarding the communication sent to a student following an Examination Committee.

These decision codes can be used for both Undergraduate and Postgraduate students unless stated otherwise.

Students studying on a Tier 4 Visa/ Student Visa Route who receive notification that they are unable to progress, remain on their current award or graduate will be advised to contact the International Student Advice Team.

Examination Committee Decision codes

P1 Can progress to next stage

When to use this Decision code?

When a student is not at their expected completion date but at a progression point and has met the progression requirements of their current stage.

Where appropriate this letter can be combined with a warning letter listed at the bottom of this document.

No response from the student is needed.

Student may still need to amend their programme, as can progress without passing all of the required modules - except students studying under AFR.

The letter content

This letter contains important information. Please read it carefully.

I am pleased to inform you that the Examination Committee Meeting noted that you may proceed to the next stage of your course.

What should you do now:

- Complete your online enrolment as a continuing student before the start of your next academic year. We will contact you to inform you when it is possible to complete the online enrolment process.
- Where appropriate please add your modules you may need to retake during the current module registration amendment period. Please see the [Examination and Results FAQ's](#) for guidance.
- If you do not wish to return to study next semester you should apply for [approved time out](#). However, if you are a student studying on a Student Visa you are advised to discuss this with the [International Student Advice Team](#) first to avoid visa difficulties.

If you are at all unclear about what this letter means for you, please refer to the [Examination and Results FAQ's](#) for details of who to contact as soon as possible.

P2 Can progress: compensation applied (UG Academic Framework students)

When to use this Decision code?

When a student under the Academic Framework regulations is not at their expected completion date but has reached a progression point following a resit opportunity. The student can meet the progression requirements of their current stage through compensation.

Compensation regulations:

Maximum of 30 credits at Level 4 can be compensated where a student has achieved between 30-39% at resit.

Maximum of 15 credits at Level 5 can be compensated where a student has achieved between 30-39% at resit.

No response from the student is needed.

No amendments to the students programme required.

The letter content

This letter contains important information. Please read it carefully.

I am pleased to inform you that the Examination Committee has applied compensation and noted that you may proceed to the next stage of your course. Please see the [Examination and Results FAQ's](#) for more details regarding compensation.

What should you do now:

- Complete your online enrolment as a continuing student before the start of your next academic year. We will contact you to inform you when it is possible to complete the online enrolment process.
- If you do not wish to return to study next semester you should apply for [approved time out](#). However, if you are a student studying on a Student Visa you are advised to discuss this with the [International Student Advice Team](#) first to avoid visa difficulties.

If you are at all unclear about what this letter means for you, please refer to the [Examination and Results FAQ's](#) for details of who to contact as soon as possible.

P3 Cannot progress: continue on current award

When to use this Decision code?

When a student is not at their expected completion date but at a progression point. They have not met the progression requirements of their current stage but are still eligible to continue for their current award. Outstanding compulsory requirements must still be passed.

No response from the student is needed.

Student will need to add/ amend programme during module registration amendment period.

The letter content

This letter contains important information. Please read it carefully.

The examination results for this academic year show that you have not passed enough module credits, and/or you have not passed all of the compulsory modules, for the current stage of your course. The Examination Committee has therefore decided that you may not proceed to the next stage of your course.

What you should do now:

- Complete your online enrolment as a continuing student before the start of your next academic year. We will contact you to inform you when it is possible to complete the online enrolment process.
- Please contact your [Student Support Coordinator](#) or your Academic Advisor to rearrange your programme of study within the current module registration amendment period. You need to re-

register your programme including the module(s) which you need to re-take for the coming academic year. Please see the [Examination and Results FAQ's](#) for guidance.

- If you do not wish to return to study next semester you should apply for [approved time out](#).

If you are at all unclear about what this letter means for you, please refer to the [Examination and Results FAQ's](#) for details of who to contact as soon as possible.

P3 Cannot progress: continue on current award (Foundation - September 2019 starters only)

When to use this Decision code?

When a Foundation student who commenced their study in September 2019 has completed two semesters of study. They have not met the progression requirements of their current stage but are still eligible to continue for their current award. Outstanding compulsory requirements must still be passed.

Please note for Sept 2020 starters they have 3 years to complete the Foundation stage so can receive the P3 listed above.

No response from the student is needed.

Student will need to add/ amend programme during module registration amendment period.

The letter content

This letter contains important information. Please read it carefully.

The examination results for this academic year show that you have not passed enough module credits, and/or you have not passed all of the compulsory modules, for the current stage of your course. The Examination Committee has therefore decided that you may not proceed to the next stage of your course.

Please note, if you began your Foundation Stage prior to September 2020, you must be completed within four semesters of study and within two calendar years from the commencement of study.

What you should do now:

- Complete your online enrolment as a continuing student before the start of your next academic year. We will contact you to inform you when it is possible to complete the online enrolment process.
- Please contact your [Student Support Coordinator](#) or your Academic Advisor to rearrange your programme of study within the current module registration amendment period. You need to re-register your programme including the module(s) which you need to re-take for the coming academic year. Please see the [Examination and Results FAQ's](#) for guidance.
- If you do not wish to return to study next semester you should apply for [approved time out](#). However, if you are a student studying on a Student Visa you are advised to discuss this with the [International Student Advice Team](#) first to avoid visa difficulties.

If you are at all unclear about what this letter means for you, please refer to the [Examination and Results FAQ's](#) for details of who to contact as soon as possible.

P4 Cannot progress: continue on lower award

When to use this Decision code?

When a student's results mean that they can no longer satisfy the requirements of the award for which they are aiming but they are eligible to continue on a lower award (on the same course)

No response from the student is needed.

Student will need to add/ amend programme during module registration amendment period.

The letter content

This letter contains important information. Please read it carefully.

The examination results for this academic year show that you are no longer eligible to continue studying towards your current award. However, the Examination Committee has decided that you may continue studying towards a lower award on your course

What you should do now:

- Complete your online enrolment as a continuing student before the start of your next academic year. We will contact you to inform you when it is possible to complete the online enrolment process.
- Please contact your [Student Support Coordinator](#) or your Academic Advisor to rearrange your programme of study within the module registration amendment period. You need to re-register your programme including the module(s) which you need to re-take for the coming academic year. Please see [Examination and Results FAQ's](#) for guidance.
- If you do not wish to return to study next semester you should apply for [approved time out](#).

If you are at all unclear about what this letter means for you, please refer to the [Examination and Results FAQ's](#) for details of who to contact as soon as possible.

T1: Can progress: trailing modules

When to use this Decision code?

When a student is not at their expected completion date but at a progression point and has met the progression requirements of their current stage. However the student has errors because they still need to meet the compulsory requirements of their current stage.

For undergraduates they may still need to complete 8x Level 4 module credits/ meet the compulsory requirements. This letter is not applicable for AFR students who must complete 120 acceptable Level 4 credits including all of the compulsory requirements before they can progress.

No response from the student is needed.

Student will need to add/ amend programme during module registration amendment period.

The letter content

This letter contains important information. Please read it carefully.

The examination results for this academic year show that you have not passed enough module credits, and/or you have not passed all of the compulsory modules, for the current stage of your course.

Nevertheless, the Examination Committee has decided that you may still proceed to the next stage of your course. You should note that any outstanding modules/ compulsory modules must still be passed to meet the requirements of the award for which you are aiming.

What you should do now:

- Complete your online enrolment as a continuing student before the start of your next academic year. We will contact you to inform you when it is possible to complete the online enrolment process.
- If you have been awarded a resit this session you are strongly advised to take the reassessment offered.
- Please contact your [Student Support Coordinator](#) or your Academic Advisor to rearrange your programme of study to include any modules you may need to retake within the module registration amendment period . Please see [Examination and Results FAQ's](#) for guidance.

- If you do not wish to return to study next semester you should apply for [approved time out](#). However, if you are a student studying on a Student Visa you are advised to discuss this with the [International Student Advice Team](#) first to avoid visa difficulties.

If you are at all unclear about what this letter means for you, please refer to the [Examination and Results FAQ's](#) for details of who to contact as soon as possible.

G1 Qualifies for current award

No letter required

G2 Does not qualify: continue on current award

When to use this Decision code?

When a student is at their expected completion date and they have not met the requirements of their award but are still eligible to continue for their current award.

No response from the student is needed.

Student will need to add/ amend programme during module registration amendment period.

The letter content

This letter contains important information. Please read it carefully.

The examination results for this academic year show that you have not yet met the minimum requirements for your expected award, but you are eligible to continue studying towards this award.

What you should do now:

- Complete your online enrolment as a continuing student before the start of your next academic year. We will contact you to inform you when it is possible to complete the online enrolment process.
- Please contact your [Student Support Coordinator](#) or your Academic Advisor to rearrange your programme of study to include any modules you may need to retake within the module registration amendment period. Please see [Examination and Results FAQ's](#) for guidance.
- If you do not wish to return to study next semester you should apply for [approved time out](#).

If you are at all unclear about what this letter means for you, please refer to the [Examination and Results FAQ's](#) for details of who to contact as soon as possible.

G3 Does not qualify: continue on lower award (UG)

When to use this Decision code?

When a student is at their expected completion date but they have not met the requirements of the award for which they are aiming. The student is eligible to continue on a lower award.

No response from the student is needed.

Student will need to add/ amend programme during module registration amendment period.

The letter content

This letter contains important information. Please read it carefully.

The examination results for this academic year show that you have not met the minimum requirements for your expected award, and that you are no longer eligible to continue studying towards it. However,

the Examination Committee has decided that you may continue studying towards a lower award on your course.

What you should do now:

- Complete your online enrolment as a continuing student either online or with Student Central before the start of your next academic year. We will contact you to inform you when it is possible to complete the online enrolment process.
- Please contact your [Student Support Coordinator](#) or your Academic Advisor to rearrange your programme of study to include any modules you may need to retake within the module registration amendment period. Please see [Examination and Results FAQ's](#) for guidance.
- If you do not wish to return to study next semester you should apply for [approved time out](#). However, if you are a student studying on a Student Visa you are advised to discuss this with the [International Student Advice Team](#) first to avoid visa difficulties.

If you are at all unclear about what this letter means for you, please refer to the [Examination and Results FAQ's](#) for details of who to contact as soon as possible.

G3 Does not qualify: continue on lower award (PG)

When to use this Decision code?

When a student is at their expected completion date but they have not met the requirements of the award for which they are aiming. The student is eligible to continue on a lower award.

No response from the student is needed.

Student will need to add/ amend programme during module registration amendment period.

The letter content

Examination Committee Meeting of >Day Month Year<

This letter contains important information. Please read it carefully.

The examination results for this academic year show that you have not met the minimum requirements for your expected award, and that you are no longer eligible to continue studying towards it. However, the Examination Committee has decided that you may continue studying towards a lower award on your course.

What you should do now:

- Complete your online enrolment as a continuing student before the start of your next academic year. We will contact you to inform you when it is possible to complete the online enrolment process.
- Please contact your [Student Support Coordinator](#) or your Academic Advisor to rearrange your programme of study to include any modules you may need to retake within the module registration amendment period . Please see [Examination and Results FAQ's](#) for guidance.
- Please pay careful attention to your course regulations when devising your future programme of study, especially those which refer to a [maximum limit on the number of credits](#) which can be attempted.
- If you do not wish to return to study next semester you should apply for [approved time out](#). However, if you are a student studying on a Student Visa you are advised to discuss this with the [International Student Advice Team](#) first to avoid visa difficulties.

If you are at all unclear about what this letter means for you, please refer to the [Examination and Results FAQ's](#) for details of who to contact as soon as possible.

D1 Decision deferred: awaiting response from student

When to use this Decision code?

When a student has scored 0 for every module registered in the previous semester.

For Postgraduate students this letter can also be used when a student has been on a period of unapproved temporary withdrawal and they have not yet completed the requirements of the award for which they are aiming but is still within time limits and has not exceeded the maximum number of acceptable credits limit.

This letter requires a response from the student. They will need to decide whether they will return or not and communicate this decision to the Student Record and Curriculum Management Team.

The letter content

This letter contains important information. Please read it carefully.

The Examination Committee has noted that you have not completed any assessment recently and have not yet met the requirements of the award for which you are aiming. However, you are still within the time limits allowed.

What you should do now:

Please inform the [Registry](#), within **three weeks** of the date this message was issued, which of the following statements applies to you and provide any additional information:

- 1. You would like to return to complete your studies.** Please specify the semester or term in which you hope to return. This should normally be no later than one academic year after your last period of study. If you do not wish to return to study next semester you should apply for [approved time out](#).
- 2. You do not intend to return and would like to withdraw from your course.** If you believe you may have qualified for an award and would like this to be considered at the next meeting of the Examination Committee, please also note this in your response. Please see the [permanent withdrawal](#) webpage for guidance.

If you do not contact the Registry within three weeks of the date this message was issued you will be withdrawn from your course and will be given any award for which you may have qualified.

If you are at all unclear about what this letter means for you, please refer to the [Examination and Results FAQ's](#) for details of who to contact as soon as possible.

D2 Decision deferred: pending disciplinary

When to use this Decision code?

When a student has a deferred disciplinary (DD) grade on their student record. This grade needs to be resolved for the examination committee to make a decision about their continued study at the University.

No response from the student is needed.

The letter content

This letter contains important information. Please read carefully.

Your record contains a Deferred Disciplinary grade (DD). Until this has been resolved, the Examination Committee has deferred making any decision on your record. As soon as this matter has been resolved the Examination committee will review your record and make a decision about your progression/ award.

What you should do now:

A piece of your work has been referred to the [Student Investigation and Resolution Team](#).

This is because during the marking process possible concerns were raised about its academic integrity. A Student Investigation and Resolution Officer will now review it, decide whether your case should proceed through the Academic Conduct Procedure and contact you again to let you know either way.

You may find it helpful to read the [Academic Conduct Regulations](#) which set out the process that is being followed.

There is nothing you need to do regarding this referral until a member of our investigating team contacts you. Please check your email for correspondence over the next few weeks.

If you have any questions about the process, you should get in touch with SIRT via sirt@brookes.ac.uk or on 01865 484203.

D3 Decision deferred: pending resits

When to use this Decision code?

When a student is either

- *At a progression point but they have not met the progression requirements of their current stage but they could retrieve the situation by passing the resits they have been given.*
- or*
- *At their expected completion date but their results do not satisfy the requirements of the award for which they are aiming but they could retrieve the situation by passing the resits they have been given.*

The student's situation should then be revisited at the resit examination committee and a decision made based on the resit results.

No response from the student is needed.

The letter content

This letter contains important information. Please read it carefully.

The examination results for this academic year show that either:

- You have not passed enough module credits for the current stage of your course
- You have not passed all of the compulsory requirements for the current stage of your course
- You have not yet met the minimum requirements for your award.

However, you could redeem the situation by passing resit/s that have been awarded.

The Examination Committee has therefore decided to reconsider your situation following your performance on module/s;

<insert module numbers> & >components<

What you should do now:

- Note the dates of any resit examinations, which are displayed on your Record and Results page. Prepare for and take the resit assessment at the appropriate time.
- Please contact your module leader regarding any resit coursework requirements.

If successful in your resit/s you will be recommended for progression or award at the next Examination Committee.

If you are at all unclear about what this letter means for you, please refer to the [Examination and Results FAQ's](#) for details of who to contact as soon as possible.

D3 Decision deferred: pending resits (UG, Healthcare)

When to use this Decision code?

When a student is either

- *At a progression point but they have not met the progression requirements of their current stage but they could retrieve the situation by passing the resits they have been given.*
- or*
- *At their expected completion date but their results do not satisfy the requirements of the award for which they are aiming but they could retrieve the situation by passing the resits they have been given.*

The student's situation should then be revisited at the resit examination committee and a decision made based on the resit results.

No response from the student is needed.

The letter content

This letter contains important information. Please read it carefully.

The examination results for this academic year show that either:

- You have not passed enough module credits for the current stage of your course
- You have not passed all of the compulsory requirements for the current stage of your course
- You have not yet met the minimum requirements for your award.

However, you could redeem the situation by passing resit/s that have been awarded.

The Examination Committee has therefore decided to reconsider your situation following your performance on module/s;

<insert module numbers> >components<

What you should do now:

- Note the dates of any resit examination, which are displayed on your Google Calendar. Prepare for and take the resit assessment at the appropriate time.
- Please contact your module leader regarding any resit coursework requirements.
- If you are on placement, you may wish to discuss with your link lecturer, mentor and/or placement lead about whether you need any time out from placement to have time to prepare your resit (Please note this may not always be possible)
- If you have a resit exam and you are on placement, please request the day of the exam off from placement.
- If you are currently taking a Professional Practice Experience module please continue with this as usual.

It is important to note that if you do not pass your resits, you will not have satisfactorily passed all compulsory modules and you will not be allowed to proceed to the next Stage of the course. Progression between stages and years of your programme is governed by both University and Nursing and Midwifery Council (NMC) requirements. The NMC rules for progression require that nursing students must pass all requirements for each NMC Progression point (1, 2) in order to progress to the following year of study. In your case, if you do not pass your resit(s), you will not be able to progress to the next academic year.

If successful in your resit you will be recommended for progression or award at the next Examination Committee.

If you are at all unclear about what this letter means for you, please refer to the [Examination and Results FAQ's](#) for details of who to contact as soon as possible.

AF Academic failure

When to use this Decision code?

When a student's results to date do not satisfy the requirements of the award for which they were aiming and they cannot retrieve the situation.

For example an Undergraduate student:

- *Has not passed at least 45 module credits in the past two semesters (excluding periods of temporary withdrawal) – this applies to students who started prior to September 2020. For any students who commenced study after September 2020 please refer to the new regulations surrounding [credit limits](#).*
- *Has failed a Healthcare practice module twice*
- *Is on a Foundation course and is unable to complete within 4 semesters/ 2 years*
- *Has failed a compulsory module on the second attempt (if first attempt was Sept 2019 onwards)*
- *Has exceeded their maximum period of registration*
- *Has exceeded their maximum period of registration for their stage*
- *Has exceeded their credit limit for their stage*

The examination committee must determine whether the student is eligible for an alternative/ lower award and if so, confer the award.

No response from the student is needed

The letter content

This letter contains important information. Please read it carefully.

I regret to inform you that your results to date do not satisfy the requirements of the award for which you are aiming. The Examination Committee has therefore decided that you be withdrawn from the University immediately. This could be due to a number of reasons, please see [Examination and Results FAQ's](#) for guidance.

What you should do now:

- If you would like to talk to someone now that the University has withdrawn you, you should make contact with the [Brookes Union Advice Service](#) or ask for an appointment with either a Wellbeing or Careers Counsellor. Please understand that the adviser will not be able to change the decision of the Examination Committee but can talk to you about your options.
- Please also ensure that we have your correct home address by [updating your details](#)
- If you are a student studying on a Student Visa please note, the UKVI will be notified of your withdrawal. You may wish to talk to an International Student Adviser from the [International Student Advice team](#) about failing your studies. Please understand that the ISAT adviser will not be able to change the decision but can talk to you about the consequences.

You will receive an electronic transcript from the University showing the modules you have taken and grades obtained. If you have qualified for a lower award, then the details of this will be posted on your Record and Results page.

We are sorry that the outcome of your studies has not been successful. If you are at all unclear about what this letter means for you, please refer to the [Examination and Results FAQ's](#) for details of who to contact as soon as possible.

W1 Credit limit breached

When to use this Decision code?

When a student is not at a progression point or their expected completion date and they exceed the number of modules they are permitted to attempt for their stage or award

No response from the student is needed.

Student will need to add/ amend programme during module registration amendment period.

The letter content

This letter contains important information. Please read it carefully.

The Examination Committee has noted that you have exceeded the number of modules you are permitted to attempt for your award. Therefore, you have not met the minimum requirements for your expected award, but you are eligible to continue on the course for a lower award.

What you should do now:

- Complete your online enrolment as a continuing student before the start of your next academic year. We will contact you to inform you when it is possible to complete the online enrolment process. .
- Please contact your [Student Support Coordinator](#) or your Academic Advisor to rearrange your programme of study to include any modules you may need to retake within the module registration amendment period. Please see the [Examination and Results FAQ's](#) for guidance.
- If you do not wish to return to study next semester you should apply for [approved time out](#). However, if you are a student studying on a Student Visa you are advised to discuss this with the [International Student Advice Team](#) first to avoid visa difficulties.

If you are at all unclear about what this letter means for you, please refer to the [Examination and Results FAQ's](#) for details of who to contact as soon as possible.

W2 Credit limit warning

When to use this Decision code?

When a student is not at a progression point or their expected completion date and they are close to exceeding the number of modules they are permitted to attempt for their award.

No response from the student is needed.

Student will need to add/ amend programme during module registration amendment period.

The letter content

This letter contains important information. Please read it carefully.

The Examination Committee has noted that you are close to exceeding the number of modules you are permitted to attempt for your award. If you exceed the maximum number of credits you will no longer be eligible for the award you are aiming for but you will be able to continue on the course for a lower award.

What you should do now:

- Complete your online enrolment as a continuing student before the start of your next academic year. We will contact you to inform you when it is possible to complete the online enrolment process.
- Please contact your [Student Support Coordinator](#) or your Academic Advisor to rearrange your programme of study to include any modules you may need to retake within the module registration amendment period. Please see [Examination and Results FAQ's](#) for guidance.
- If you do not wish to return to study next semester you should apply for [approved time out](#).

If you are at all unclear about what this letter means for you, please refer to the [Examination and Results FAQ's](#) for details of who to contact as soon as possible.

W3 Reached maximum number of attempts for an acceptable/optional module

When to use this Decision code?

When a student has not passed a module following a second attempt (at the module). The student is eligible to continue but must not attempt the same module again else they will fall foul of the regulations. This letter is not available for UMP students.

No response from the student is needed.

Student will need to add/ amend programme during module registration amendment period.

The letter content

This letter contains important information. Please read it carefully

The Examination Committee has noted that you have not passed an acceptable/ optional module following a second attempt of that module. You are eligible to continue on the course for your award but you must not register and attempt this same module again. An alternative acceptable/ optional module must be selected.

What you should do now:

- Complete your online enrolment as a continuing student before the start of your next academic year. We will contact you to inform you when it is possible to complete the online enrolment process.
- Please contact your [Student Support Coordinator](#) or your Academic Advisor to rearrange your programme of study to include any modules you may need to retake within the module registration amendment period. Please see [Examination and Results FAQ's](#) for guidance.
- If you do not wish to return to study next semester you should apply for [approved time out](#).

If you are at all unclear about what this letter means for you, please refer to the [Examination and Results FAQ's](#) for details of who to contact as soon as possible.

W4 Seek support (UG)

When to use this Decision code?

When a student is not at a progression point or at their expected completion date and the student's academic performance thus far may put them at risk of not progressing / completing.

The letter content

This letter contains important information. Please read it carefully.

The Examination Committee has considered your results and your tutors are concerned that you might not meet the requirements for your award by the end of the academic year.

The regulations state that a student who does not meet the minimum requirements as set out [here](#) may not be able to progress to the next stage of their course, and may not be eligible to continue for their current award.

Please note:

- A student who does not pass a compulsory module, which is a subject specific requirement, within two attempts will not be eligible to continue for their current award.
- A student who started their course in or after September 2020 cannot fail more than three module credits within a stage and remain eligible for their current award.
- A student who has resits for Semester 1 modules and is at a progression point in January should understand the importance of passing those resits even if they have been allowed to register and study modules from the next stage during Semester 2. Not passing those resits will impact their ability to continue on the new stage of the course.
- Where applicable, a student must not fail a practice based module more than once and may not fail more than one such module.

- Foundation students should refer to the regulations [here](#) for information about their time limits and credit requirements.

What you should do now:

- Contact your [Student Support Coordinator](#) or your Academic Advisor for advice and guidance.
- If you do not wish to return to study next semester you should apply for [approved time out](#). However, if you are a student studying on a Student Visa you are advised to discuss this with the [International Student Advice Team](#) first to avoid visa difficulties.

If you are at all unclear about what this letter means for you, please refer to the [Frequently Asked Questions](#) for details of who to contact as soon as possible.

W5 Time limit warning

When to use this Decision code?

When a student is not at a progression point or their expected completion date and they are close to exceeding the maximum period of registration for their award.

No response from the student is needed.

The letter content

This letter contains important information. Please read it carefully.

The Examination Committee has noted that you are close to exceeding the maximum period of registration for your award. If you exceed the maximum time permitted you will no longer be eligible for the award you are aiming for and will be excited at the earliest available opportunity with the award achieved at the point this regulation was breached.

What you should do now:

- Complete your online enrolment as a continuing student before the start of your next academic year. We will contact you to inform you when it is possible to complete the online enrolment process.
- Please contact your [Student Support Coordinator](#) or your Academic Advisor to rearrange your programme of study to ensure you can meet the requirements of your award within the time permitted. Please see [Examination and Results FAQ's](#) for guidance.

If you are at all unclear about what this letter means for you, please refer to the [Examination and Results FAQ's](#) for details of who to contact as soon as possible.

W6 Has not passed (outstanding) resit following permission to progress (UG, Tier 4 & non-Tier 4)

When to use this letter?

When a student, at a progression point in January, was exceptionally allowed to progress to the next stage with a resit (outstanding) for a Semester 1 module, and they have subsequently not passed that resit.

No response from the student is needed.

The letter content

This letter contains important information. Please read it carefully.

The Examination Committee has noted that you were exceptionally allowed to progress to the next stage of your programme with at least one resit from a previous semester, and you have subsequently not passed the resit(s). You must recover this position and ensure that you pass the correct number of credits and all compulsories for the previous stage *before* you can progress beyond your current stage of study.

Remember that:

- A student who does not pass a compulsory module, which is a subject specific requirement, within two attempts will not be eligible to continue for their current award.

- A student who started their course in or after September 2020 cannot fail more than three module credits within a stage and remain eligible for their current award.
- Where applicable, a student must not fail a practice based module more than once and may not fail more than one such module.

What you should do now:

- Contact your Student Support Coordinator or your Academic Advisor for advice and guidance.
- If you do not wish to return to study next semester you should apply for [approved time out](#). However, if you are a student studying on a Tier 4 visa you are advised to discuss this with the [International Student Advice Team](#) first to avoid visa difficulties.

If you are at all unclear about what this letter means for you, please refer to the [Examination and Results FAQ's](#) for details of who to contact as soon as possible.

C1 Congratulations (UG)

When to use this Decision code?

When a student meets the requirements of the award for which they were aiming and achieves the highest classification possible.

No response from the student is needed.

The letter content

Your tutors join me in offering congratulations on being awarded a First Class Degree. It represents the culmination of a great deal of hard work and effort, which has been justly rewarded. I hope that your future plans will be equally successful.

Your tutors hope to see you at the awards ceremony.

C1 Congratulations (PG)

When to use this Decision code?

When a student meets the requirements of the award for which they were aiming and achieves the highest classification possible.

No response from the student is needed.

The letter content

Your tutors join me in offering congratulations on being awarded a Distinction. It represents the culmination of a great deal of hard work and effort, which has been justly rewarded. I hope that your future plans will be equally successful.

Your tutors hope to see you at the awards ceremony.