

## **EXAM LETTERS - GUIDE TO USE**

Notes: When in doubt, look at the total text of the letter to confirm it is appropriate.  
Letter codes marked \* are not reported to MEC

### **January**

<b><u>Student Group</u></b>	<b><u>Problem/Situation</u></b>	<b><u>Comment</u></b>	<b><u>Letter</u></b>	<b><u>Page</u></b>
HLS courses involving practice based modules Semester 1/2/3 any Stage	Unsatisfactory performance on practice module	Warning: consequences of failing practice based module	MXWP*	49
Stage I or Foundation full-time first year	Failed a compulsory Level 4	Warning: may not be able to pass 6 in year/ may not be able to pass all compulsories	MXWS*	49
Stage I Continuing previously sent MX120	Passed additional modules	Now passed 6 or otherwise retrieved position. May enter Stage II	MX3	43
Extended Foundation Stage previously sent MX120.EF	Passed additional modules	Satisfied Extended Foundation Stage requirements and may proceed to Foundation Diploma Stage	MX3.EF	43
Foundation Stage previously sent MX120.F	Passed additional modules	Satisfied Foundation Stage requirements and may proceed to Stage I	MX3.F	44
Stage II full-time just started Stage II	Failed modules	Warning: may not be able to pass 6 in year	MXWF*	47
Stage II full-time Continuing previously sent MX111 (unsuccessful year)	Passed additional modules	Retrieved position (N.B. Must pass at least 6 from start of each year of Student Support - no carry forward of previous surplus)	MX130	32
Any not in step with cohort	Awards, unsatisfactory progress, etc	Only a small proportion of students are in this group	See list for June	

### **June**

<b><u>Student Group</u></b>	<b><u>Problem/Situation</u></b>	<b><u>Comment</u></b>	<b><u>Letter</u></b>	<b><u>Page</u></b>
HLS courses involving practice based modules Semester 1/2/3 any Stage	Unsatisfactory performance on practice module	Warning: consequences of failing practice based module	MXWP*	49
Extended Foundation Stage	Not passed 4 module credits	Can continue with amended programme;	MX120.EF	21
	Not passed 4 module credits	May be eligible for continuing Student Support May retrieve the position by passing resit(s)	MX120R.EF	26
Foundation FT end of first year	Not passed 8 and/or not passed compulsories	Can continue with amended programme; may be eligible for continuing Student Support	MX120.F	22
	Not passed 8/compulsories	May retrieve the position by passing resit(s)	MX120R.F	27
Stage I FT end of first year	Not passed 6 and/or not passed compulsories	Cannot redeem position by passing resit; may continue with adjusted programme but might not complete in normal full-time period; may be eligible for continuing Student Support	MX120	24

Stage I FT end of first year	Not passed 6, etc	Can redeem position by passing resit(s)	MX120R	30
	Passed 6/7 Level 4/is missing compulsories, has not met normal progression rules but may progress at subject(s) discretion	Can continue, but must pass outstanding compulsories and/or additional level 4 in order to qualify for an award	MXW121*	46
Continuing FT or PT	Passed additional modules following previous MX120(Stage I) or MX111(Stage II)	Has retrieved position (Stage 1)	MX3	43
Stage I, II		Has retrieved position (Stage 2) (Don't send to P/T students continuing normally.	MX130	32
Stage II FT end of year 2/3 but not at end of course/not in Graduating book	Not passed 6	Not passed satisfactory full-time programme; can continue with adjusted programme. May be eligible for continuing Student Support.	MX111	12
Stage II FT end of year 2/3 but not at end of course/not in Graduating book	Not passed 6	Can redeem position by passing resit(s)	MX111R	18
Stage II completed normal time but not awarded	Will break 22 Rule	No longer eligible for honours	MX19	32
Graduating students	First class honours	Congratulations	MXC1	44
	Distinction	Congratulations	MXC1D	44
Expected Graduates FT or PT	Not met minimum requirements	Allow to continue for honours if 22 Rule allows.	MX191H	37
		Restrict to non-hons if 22 Rule would be broken	MX191N	39
		Allow to continue for diploma	MX191D	34
		Allow to continue for certificate	MX191C	35
		Will break 22 Rule but exceptionally allowed to take 1 further acceptable & remain eligible for honours	MX191E	36
		Can complete by passing resit(s) for honours (H) or non-hons (N) or diploma (D) or certificate (C)	MX191RH	42
			MX191RN	42
			MX191RD	41
			MX191RC	40
		Can continue for Hons taking outstanding non-acceptable Level 4 only– cannot take further acceptables or will break 22 Rule	MX191B	33
		To remain eligible for Honours must take & pass resit offered and not fail any further acceptables	MX191S	43
	Met minimum requirements but has mitigating circumstances	Offered deferred resit/retake, can opt to take award	MX191MC	39
Any student	Not passed 3 modules in any 2 consecutive semesters (N.B. allow for any approved time out)	Academic Failure: student is withdrawn from the modular programme.	MX110	12
Any student	Appears to have taken no assessments during the semester	Assume withdrawn unless we have confirmation to the contrary within 3 weeks.	M15	10

Any student	DD grade not yet resolved	DD grade needs to be resolved before a decision on the students progress can be made	MXWDD	47
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**Letters only relevant to students who have placement year**

<b><u>Student Group</u></b>	<b><u>Problem/Situation</u></b>	<b><u>Comment</u></b>	<b><u>Letter</u></b>	<b><u>Page</u></b>
<u>Stage I Hospitality, Tourism or Language Subjects</u> Semester 1	Failed modules or given resit(s)	Warning - may not pass 6 modules by end of year and compulsory Level 4 and then will not be allowed to go on placement	MXW.CD*	45
Semester 2	Failed modules	Has not passed 6 & compulsory Level 4; can't go on placement; continue with adjusted programme. May be eligible for continuing Student Support	MX120.CD	19
Semester 2	Resit(s) given	as above, but can retrieve situation by passing resit(s):	MX120RCD	29
<u>Stage II Sandwich Subjects</u>				
Semester 1	Failed modules	Warning: may not pass 6 by end of the year / meet specific subject requirements for placement	MXW.IP*	45
Semester 2	Failed modules	Not passed 6 in a year but may go on placement. May be eligible for continuing Student Support	MX111IP1	14
Semester 2	Failed modules but awarded resit(s)	Not passed 6 or compulsories in the year but may go on industrial placement by passing resit(s)	MX111IP2R	15
	Failed modules	Not passed 6 in a year, may NOT go on industrial placement; may be eligible for continuing Student Support	MX111IP2	16
	Has not secured placement	May take modules next semester	MX1.IP	11

**July Resit Examination Committee**

<b><u>Student Group</u></b>	<b><u>Problem/Situation</u></b>	<b><u>Comment</u></b>	<b><u>Letter</u></b>	<b><u>Page</u></b>
Graduating students	First class honours: Distinction	Congratulations Congratulations	MXC1 MXC1D	44 44
Stage I students sent MX120R in June and Stage II students send MX111R in June	Passed resit(s)	Qualified to proceed; advise SLC if appropriate.	R120R	50
	Not passed resit(s)	Confirm has not passed year successfully – not passed 6. Continue with adjusted programme; may be eligible for continuing Student Support	FR2	9
Extended Foundation students sent MX120R.EF in June	Not Passed resit(s)		FR2.EF	6
Foundation students sent MX120R.F in June	Not Passed resit(s)		FR2.F	7
Stage I students sent MX120R in June	Not passed resit(s)	May nevertheless continue because has minimum of 6 modules. Must pass further Level 4 modules.	FR121	6

Stage II sent MX191R in July	Not passed resit(s)	Allowed to continue for honours if 22 Rule allows.	MX191H	37
		Restricted to non-honours if 22 Rule will be broken	MX191N	39
		Allow to continue for Diploma	MX191D	34
Sent MX120RCD or MX111IP2R	passed resit(s)	Qualified to proceed	R120R	50
Any student	DD grade not yet resolved	DD grade needs to be resolved before a decision on the students progress can be made	MXWDD	47

**Letters relevant to students on programmes governed by both University and Nursing and Midwifery Council (NMC) requirements.**

<b><u>Student Group</u></b>	<b><u>Problem/Situation</u></b>	<b><u>Comment</u></b>	<b><u>Letter</u></b>	<b><u>Page</u></b>
Any student	Failed modules	Warning: may not be able meet specific subject and/or course requirements for the year or stage	MXWF.HC*	50
Stage I FT end of first year	Not passed compulsories	Can redeem position by passing resit(s)	MX120R.HC	51
Stage II FT end of year 2/3 but not at end of course/not in Graduating book	Not passed compulsories	Can redeem position by passing resit(s)	MX111R.HC	55
Stage II FT end of year 2/3 but not at end of course/not in Graduating book	Not passed compulsories	Not passed all compulsories; can continue with adjusted programme. May be eligible for continuing Student Support.	MX111.HC	52
Stage I FT end of first year	Not passed compulsories	Cannot redeem position by passing resit; may continue with adjusted programme but might not complete in normal full-time period; May be eligible for continuing Student Support.	MX120.HC	52
Continuing FT or PT Stage I, II	Passed additional modules following previous MX120.HC (Stage I) or MX111.HC(Stage II)	Has retrieved position (Stage 1)	MX3.HC	53
		Has retrieved position (Stage 2)	MX130.HC	54
Sent MX120R.HC in June or MX111R.HC in June.	passed resit(s)	Qualified to proceed	R120R	50
	Not passed resit(s)	Confirm has not passed all compulsories. Continue with adjusted programme; may be eligible for continuing Student Support.	FR2.HC	54

**Letters relevant to students on Integrated Master's programmes**

<b><u>Student Group</u></b>	<b><u>Problem/Situation</u></b>	<b><u>Comment</u></b>	<b><u>Letter</u></b>	<b><u>Page</u></b>
End of Stage II	Cannot progress	Doesn't qualify to progress to year 4: can switch subjects and continue on honours degree	MX410U	56
		Doesn't qualify to progress to year 4: can switch subjects and continue on ordinary degree	MX410N	57
		Can extend to retake failed modules	MX420	57
		Can progress if resit(s) passed	MX420R	58
Graduating students	Doesn't qualify for award	Can extend to retake failed modules	MX491	59
		Will qualify for award if resit passed	MX491R	59
		Can switch subjects, extend and study for honours	MX491U	60
	Congratulations	Awarded highest classification	MXC1M	61

**Reference: FR121**

**This letter contains important information. Please read it carefully.**

The Examination Committee has noted that you did not pass the resit(s) which, you were awarded.

Nevertheless it has been agreed that you may continue normally into the next Stage of the course. However, you should note that any outstanding Level 4 compulsory modules must still be passed to meet the requirements for the award of an honours degree, degree or diploma.

We hope that you will now be able to continue normally with the course. However you are reminded that programmes containing more than 8 module credits per academic year will be surcharged for the excess.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take.
- Please note you will need to use the M99a (late module addition form). You will need to adjust your Stage II programme immediately to meet these requirements.
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the coming semester.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or Brookes Union Advice Service to discuss it as soon as possible.

**Reference: FR2.EFh**

**This letter contains important information. Please read it carefully.**

The Examinations Committee has noted that you did not pass the resit(s) which you were awarded. You have therefore failed to complete the Foundation Stage requirements and you must do so in order to qualify for entry into the Foundation Diploma stage of the course.

If you are in receipt of Student Support, the Student Loans Company will be informed that you have not satisfactorily completed a year of full-time study and they will normally suspend your support temporarily. If you apply, the University will support your claim for continued funding in order for you to take further modules. Normally you will only be eligible if last year was your first year of university study.

The Foundation Stage must be completed within one year of commencing the course. Foundation Diploma modules passed in the Foundation Stage cannot later be counted or re-taken and counted towards the Foundation Diploma requirements.

Our regulations are framed to make it possible for students to continue when they have had some difficulties. We hope you will find it possible to continue. Please let me know if you are not able to do so.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take.
- Please note you will need to use the M99a (late module addition form). Meanwhile, your currently registered future programme of study will be erased.
- Write to the Student Loans Company giving them full details of your new programme of study as soon as possible if you think that you are eligible for continuing Student Support.
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You must either pay the fees yourself or have confirmation from the Student Loans Company that they have agreed to continue funding. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Temporary Withdrawal" for the semester that you are not studying.

- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of advisers may be obtained from your Faculty Administrator. Your Academic Adviser should be your 'first port of call' but in the event that they are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling.  
Each of these offices will be open from 10.00-4.00 Mon-Fri.  
If you have a Financial Aid query you should contact Student Central for advice. This office is open from 09.30-4.30 Mon-Fri.

**Reference: FR2.EFo**

**This letter contains important information. Please read it carefully.**

The Examinations Committee has noted that you did not pass the resit(s) which you were awarded.

You have so far failed to complete the normal Foundation Stage requirements. In order to qualify for entry into the Foundation Diploma stage of the course you must pass four acceptable module credits including all the compulsory modules.

The Foundation Stage must be completed within one year of commencing the course. Foundation Diploma modules passed in the Foundation Stage cannot later be counted or re-taken and counted towards the Foundation Diploma requirements.

Our regulations are framed to make it possible for students to continue when they have had some difficulties. We hope you will find it possible to continue. Please let me know if you are not able to do so.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take.
- Please note you will need to use the M99a (late module addition form). Meanwhile, your currently registered future programme of study will be erased.
- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need advice please contact the International Student Advice Team (ISAT) to discuss how this situation may affect your immigration status. <http://www.brookes.ac.uk/student/services/isas/contactus.html>
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Temporary Withdrawal" for the semester that you are not studying. However you are advised to discuss this with the International Student Advice Team to avoid visa difficulties.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible.

**Reference: FR2.Fh**

**This letter contains important information. Please read it carefully.**

The Examinations Committee has noted that you did not pass the resit(s) which you were awarded. You have therefore failed to complete the Foundation Stage requirements and you must do so in order to qualify for entry into Stage I of the course.

If you are in receipt of Student Support, the Student Loans Company will be informed that you have not satisfactorily completed a year of full-time study and they will normally suspend your support temporarily. If you

apply, the University will support your claim for continued funding in order for you to take further modules. Normally you will only be eligible if last year was your first year of university study.

The Foundation Stage must be completed within two years of commencing the course. Stage I modules passed in the Foundation Stage cannot later be counted or re-taken and counted towards the Stage I requirements.

Our regulations are framed to make it possible for students to continue when they have had some difficulties. We hope you will find it possible to continue. Please let me know if you are not able to do so.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take.
- Please note you will need to use the M99a (late module addition form). Meanwhile, your currently registered future programme of study will be erased.
- Write to the Student Loans Company, giving them full details of your new programme of study as soon as possible if you think that you are eligible for continuing Student Support.
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You must either pay the fees yourself or have confirmation from the Student Loans Company that they have agreed to continue funding. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Temporary Withdrawal" for the semester that you are not studying.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of advisers may be obtained from your Faculty Administrator. Your Academic Adviser should be your 'first port of call' but in the event that they are not available within a reasonable period you should contact the appropriate service below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service** (BUAS) for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: FR2.Fo**

**This letter contains important information. Please read it carefully.**

The Examination Committee has noted that you did not pass the resit(s) which, you were awarded.

You have so far failed to complete the normal Foundation Stage requirements. In order to qualify for entry into Stage I of the course you must pass eight acceptable module credits including all the compulsory modules.

The Foundation Stage must be completed within two years of commencing the course. Stage I modules passed in the Foundation Stage cannot later be counted or re-taken and counted towards the Stage I requirements.

Our regulations are framed to make it possible for students to continue when they have had some difficulties. We hope you will find it possible to continue. Please let me know if you are not able to do so.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take.
- Please note you will need to use the M99a (late module addition form). Meanwhile, your currently registered future programme of study will be erased.



- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note that most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need advice please contact the International Student Advice Team (ISAT) to discuss how this situation may affect your immigration status. <http://www.brookes.ac.uk/student/services/isas/contactus.html>
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Temporary Withdrawal" for the semester that you are not studying. However you are advised to discuss this with the International Student Advice Team to avoid visa difficulties.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible.

**Reference: FR2h**

**This letter contains important information. Please read it carefully.**

The enclosed examination results show that despite the opportunity to take a resit:

- 1) You have not passed six module credits in the last academic year and/or
- 2) You have not passed all the compulsory modules for your subject(s)

The Examinations Committee has therefore decided that you have not satisfactorily completed a year of full-time study and may not progress to the next Stage of the course.

If you are in receipt of Student Support, the Student Loans Company will be informed that you have not satisfactorily completed a year of full-time study and they will normally suspend your support temporarily. If you apply, the University will support your claim for continued funding. Normally you will only be eligible if last year was your first year of university study. The Examinations Committee will advise the Student Loans Company when you have passed sufficient modules to have recovered your position.

Our regulations are framed to make it possible for students to continue when they have had some difficulties. We hope you will find it possible to continue. Please let me know if you are not able to do so.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take.
- Please note you will need to use the M99a (late module addition form). Meanwhile, your currently registered future programme of study will be erased.
- Write to the Student Loans Company giving them full details of your new programme of study as soon as possible if you think that you are eligible for repeat funding.
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You must either pay the fees yourself or have confirmation from the Student Loans Company that they have agreed to continue funding. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- Please note regulation B2.7 (vi) Limitation on Modules taken "The 22 Rule", which concerns eligibility for the award of an Honours Degree for those expecting to extend their course.
- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Temporary Withdrawal" for the semester that you are not studying.
- You may wish to meet the missing requirements by credit transfer, i.e. undertaking equivalent study at another institution. To do this you should enquire with the other institution as to feasibility, and then your Programme Lead(s) to check that the proposed study is suitable in terms of level and content.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of advisers may be obtained from your faculty administrator. Your Academic Adviser should be your 'first port of call' but in the event that

they are not available within a reasonable period you should contact the appropriate service below to help with your difficulties.

- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other Support Services include:** Student Disability Service, Careers Centre and Counselling.  
Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: FR2o**

**This letter contains important information. Please read it carefully.**

The enclosed examination results show that despite the opportunity to take a resit:

- 1) You have not passed six module credits this academic year and/or
- 2) You have not passed all the compulsory modules for your subject(s)

The Examinations Committee has therefore decided that you have not satisfactorily completed a year of full-time study and may not progress to the next Stage of your course.

You are warned that you may not be able to complete the course requirements by the end of the normal period of full-time study, but you may continue if you modify your programme.

Our regulations are framed to make it possible for students to continue when they have had some difficulties. We hope you will find it possible to continue. Please let me know if you are not able to do so.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take.
- Please note you will need to use the M99a (late module addition form). Meanwhile, your currently registered future programme of study will be erased.
- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note that most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need advice please contact the International Student Advice Team (ISAT)  
<http://www.brookes.ac.uk/student/services/isas/contactus.html>
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Time Out from the Course" for the semester that you are not studying. However, you are advised to discuss this with the International Student Advice Team to avoid visa difficulties.
- You may wish to meet the missing requirements by credit transfer, i.e. undertaking equivalent study at another institution. To do this you should enquire with the other institution as to feasibility, and then your Programme Lead(s) to check that the proposed study is suitable in terms of level and content.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or Brookes Union Advice Service to discuss it as soon as possible.

**Reference: M15**

**This letter contains important information. Please read it carefully and respond within three weeks.**

The Examinations Committee noted that you have not completed any assessment recently. Please inform [programmesupport@brookes.ac.uk](mailto:programmesupport@brookes.ac.uk) in writing, within three weeks, which of the following statements applies to you:

1. You would like to continue with your studies. Please specify the semester in which you hope to return.
2. You do not intend to return to complete your studies and would like to permanently 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 Examinations Committee, please also note this on your response.

If the reason you have not completed any modules this semester is due to circumstances beyond your control, you should be aware that you can make a late request for mitigating circumstances. In order to make a request you would need to complete a mitigating circumstances form which can be accessed from your Record and Results page in PIP. We ask that you specify reasons for why the request is late, as well as details of the circumstances that affected you and any supporting evidence.

The Student Support Coordinators in your Faculty are available to support you if you have any queries when completing the mitigating circumstances form.

You must get in touch with us as soon as possible to confirm your intention to return to study. If you do not, then we will assume you have withdrawn from the course.

The Programme Support Team in Student Central are available for support and advice if you have any queries about this letter. Please do not hesitate to get in touch if there is anything you are unsure about.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser in the first instance. Your Academic Adviser should be your 'first port of call' but in the event that they are not available within a reasonable period, you should contact one of the support services below to assist you.
- **Student Support Coordinators** in your Faculty. Their contact details can be found on your Record and Results page in PIP.
- **Programme Support Team** in Student Central.
- **Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.
- Other support services include: Wellbeing and the Careers Centre. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid please head to: [www.brookes.ac.uk/studying-at-brookes/finance/financial-aid/](http://www.brookes.ac.uk/studying-at-brookes/finance/financial-aid/)
- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note that most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need advice, please contact the International Student Advice Team (ISAT) <http://www.brookes.ac.uk/students/isat/>

**Reference: MX1.IP**

**This letter contains important information. Please read it carefully.**

It was noted that you have not yet secured a placement for the coming year. You are reminded that the Industrial Placement is compulsory for the degree and Honours degree, and you should therefore actively continue to seek a placement.

However, the Examinations Committee has agreed that, if you are still 'un-placed' at the beginning of next semester, you may continue your course by taking further modules.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- Prior to enrolment you should consult your Academic Adviser, Programme Lead and/or Industrial Placement Tutor to decide your future programme for the coming year of study and the timing of your Industrial Placement.
- Register any modules you are intending to study using the M99a (late module addition form)
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If you are receiving Student Support or another sponsor is involved you are also advised to consult them regarding your student support.

- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of advisers may be obtained from your faculty administrator. Your Academic Adviser should be your 'first port of call' but in the event that they are not available within a reasonable period you should contact the appropriate service below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices are open from 10.00-4.00 Mon-Fri. For Financial Aid advice please contact Student Central.

**Reference: MX110**

**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 your course; therefore, the Examinations Committee has withdrawn you from the University.

There could be a number of reasons why you are being asked to leave at this point in your studies. For example, you may not have met the University requirement to pass at least three module credits in two successive semesters or you may not have completed the course requirements within the time allowed.

We are sorry that the outcome of your studies has not been successful. You will receive a transcript from the University showing the modules you have taken and grades obtained. If you think you have qualified for an award but this is not confirmed on your transcript, then please contact [programmesupport@brookes.ac.uk](mailto:programmesupport@brookes.ac.uk) without delay. Please also ensure that Student Central has your correct home address by updating your details on PIP.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you believe the reason for your failure to pass modules was due to ill health or difficult personal circumstances, you may be able to make an application for mitigating circumstances. For further advice on this contact the Brookes Union Advice Service.
- 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 but can talk to you about your options.
- If you are an international student, you may wish to talk to an international student adviser from the International Student Advice Team about failing your studies: email [isat@brookes.ac.uk](mailto:isat@brookes.ac.uk) or telephone 01865 484650 to make an appointment. Please note, if you are a Tier 4 student the UKVI will be notified of your withdrawal. Please understand that the international student adviser will not be able to change the decision but can talk to you about the consequences. **Please take your passport with you to any meeting you have with an international adviser.**

**Reference: MX111h**

**This letter contains important information. Please read it carefully.**

I regret to inform you that you have not passed six module credits over the past two semesters of study and have not, therefore, satisfactorily completed a year of full-time study. To progress you must pass a total of six module credits and as you have not met this requirement you will remain in the current year of your course until you do so.

If you are funded by the Student Loans Company (SLC), they will be informed that you have not satisfactorily completed this year of your course and that you will be repeating. The University will send a repetition notice to the SLC to advise them of this.

Unless this was your first year of funding from the SLC, you will need to check with them that you are eligible for continued funding. You may also wish to contact the Brookes Union Advice Service for guidance on your options.

The Examinations Committee will advise you and the SLC (if appropriate) when you have passed sufficient modules to progress. You will also receive a letter from the Examinations Committee when you have met the progression requirements.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you believe the reason for your failure to pass modules was due to ill health or difficult personal circumstances, you may be able to make an application for mitigating circumstances. For further advice on this please contact your Student Support Coordinators.
- Contact your Academic Adviser or Student Support Coordinator to re-arrange your programme for the coming year to include the modules which you need to re-take. Please note you will need to use the M99a (late module addition form).
- You must now decide on the number of modules you wish to take in the coming year. If you register a full time programme you will be charged the current full time tuition fee. If you register more than eight module credits you may be charged an additional module fee.
- If you register for fewer than six module credits, you will be classified as a part time student. You should complete an M37 form and submit it to Student Central to request this change. This will ensure that you will be charged the correct amount of fees for the upcoming academic year. If you do not intend to revert to a full time programme after this coming year you will need to make a permanent change of mode and we recommend that you seek advice from the Brookes Union Advice Service and your Student Support Coordinators on the implications of this.
- If you are funded by the SLC you should apply for funding in the normal way as if you are a full time student. Please note that the University will only confirm you as a full time student in a part time mode of attendance for one year. If you have any queries about this please contact the Finance office at: [finance-fees@brookes.ac.uk](mailto:finance-fees@brookes.ac.uk).
- Please note the Modular Programme Regulation - B2.16 (i) which requires you to pass a minimum of three module credits in any two consecutive semesters in order to continue with the course.
- Enrol as a continuing student either online or with Student Central before the start of the semester in which you intend to continue your studies. You must either pay the fees yourself or have confirmation from SLC that they have agreed to the continued funding. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser or your Student Support Coordinators. Their contact details can be found on your Record and Results page in PIP.

**Reference: MX111o**

**This letter contains important information. Please read it carefully**

I regret to inform you that you have not passed six module credits over the past two semesters of study and have not, therefore, satisfactorily completed a year of full-time study. To progress you must pass a total of six module credits and this means you will remain in the current year of your course until you do so.

If you have a sponsor they will be informed that you have not satisfactorily completed a full-time year of study.

The Examination Committee will advise you and your sponsor (if appropriate) when you have successfully passed sufficient modules to progress.

Please be aware that you may still be able to complete the course requirements by the end of the normal period of full time study. For advice on making programme changes, please contact your Student Support Coordinators.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you believe the reason for your failure to pass modules was due to ill health or difficult personal circumstances you may be able to make an application for mitigating circumstances. For further advice on this, please contact your Student Support Coordinators.

- Contact your Academic Adviser or Student Support Coordinator to re-arrange your programme for the coming year to include the modules which you need to re-take. Please note you will need to use the M99a (late module addition form).
- You must now decide on the number of modules you wish to take in the coming year. If you register a full time programme you will be charged the full time tuition fee. If you register more than eight module credits you may be charged an additional module fee.
- If you register for fewer than six module credits, you will be classified as a part time student. You should complete an M37 form and submit it to Student Central. This will ensure that you will be charged the correct fees for the upcoming academic year.
- Please note the Modular Programme Regulation - B2.16 (i) which requires you to pass a minimum of three module credits in any two consecutive semesters in order to continue with the course.
- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note that most students on a Tier 4 visa can only study a maximum of five years at degree level.

If you need advice please contact the International Student Advice Team (ISAT)  
<http://www.brookes.ac.uk/students/isat/>

- Enrol as a continuing student either online or with Student Central before the start of the semester in which you intend to continue your studies. You must either pay the fees yourself or have confirmation from your sponsor that they have agreed to the continued funding. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser or your Student Support Coordinators. Their contact details can be found on your Record and Results page in PIP.

**Reference: MX111IP1h**

**This letter contains important information. Please read it carefully**

I regret to inform you that you have not passed six modules over the past academic year and have not, therefore, satisfactorily completed a year of full-time study. However, the Examinations Committee has decided that you may proceed to your Industrial Placement.

If you are in receipt of Student Support, the Student Loans Company will be informed that you have not satisfactorily completed a full-time programme of study. Normally they will suspend support temporarily and you should contact them to establish whether or not you are eligible for continued funding while you recover your position. We will advise the Student Loans Company when you have successfully passed sufficient modules to have recovered your position either by satisfactorily completing at least one full semester of your Industrial Placement or at least seven module credits since the beginning of Stage II.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- You must now decide whether to continue your course by full-time or part-time study, and you will be expected to pay the fees for any further modules you take or the coming semester of Industrial Placement whilst any Student Support is suspended.
- If you are continuing by part-time study, please note the Modular Programme Regulation which requires you to pass a minimum of three module credits in any two consecutive semesters in order to continue with the course. Please also note regulation B2.7 (vi) Limitations on Modules taken "The 22 rule", which concerns eligibility for the award of an Honours Degree for those expecting to extend their course.
- Please note you will need to use the M99a (late module addition form) if you need to add modules to your programme for next semester. Meanwhile, your currently registered future programme of study will be erased.
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- You may wish to meet the missing requirements by credit transfer, i.e. undertaking equivalent study at another institution. To do this you should approach the institution direct as to feasibility, and then your Programme Lead(s) to check that the proposed study elsewhere is suitable in terms of level and content.

- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Time Out from the Course" for the semester that you are not studying.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of advisers may be obtained from your faculty administrator. Your Academic Adviser should be your 'first port of call' but in the event that they are not available within a reasonable period you should contact the appropriate service below to assist with your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices is open from 10.00-4.00 Mon-Fri. For Financial Aid advice please contact Student Central.

**Reference: MX111IP1o**

**This letter contains important information. Please read it carefully**

I regret to inform you that you have not passed six modules over the past academic year and have not, therefore, satisfactorily completed a year of full-time study. However, the Examination Committee has decided that you may proceed to your Industrial Placement.

You are warned that you may not be able to complete the course requirements by the end of the normal period of full-time study.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser, Student Support Coordinator or Industrial Placement Tutor to rearrange your programme for the coming year to include the modules which you need to re-take.
- Please note you will need to use the M99a late module addition form. Meanwhile, your currently registered future programme of study will be erased.
- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need advice please contact the International Student Advice Team (ISAT) to discuss how this situation may affect your immigration status. <http://www.brookes.ac.uk/student/services/isas/contactus.html>
- If you are continuing, please note the Modular Programme Regulation which requires you to pass a minimum of three module credits in any two consecutive semesters in order to continue with the course. Please also note regulation B2.7 (vi), Limitation on modules taken "The 22 rule", which concerns eligibility for the award of an Honours Degree for those expecting to extend their course.
- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Temporary Withdrawal" for the semester that you are not studying. However, you are advised to discuss this with the International Student Advisory Team to avoid visa difficulties.
- If you are at all unclear what this letter means for you, or what you should do next then please contact your Academic Adviser, Student Support Coordinator or placement tutor to discuss it as soon as possible. The Brookes Union Advice Service can explain to you what your financial and academic options are. Telephone 01865 484770 to make an appointment with an adviser.

**Reference: MX111IP2Rh**

**This letter contains important information. Please read it carefully**

I regret to inform you that you have not met the requirements to proceed on your Placement. However, if you pass the resit(s) of the following <system to insert resit module number/s> you will be able to proceed on your Placement.

Please note the date of the resit examination is printed on your student record. This is also the date by which any resit coursework must be submitted to the lecturer concerned.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- Prepare for and take the resit assessment at the appropriate time.
- If you are in receipt of Student Support, the Student Loans Company will be informed that you have not satisfactorily completed the full-time programme of study required to continue normally on your placement. We will advise the Student Loans Company after the resits if you are eligible to proceed. If this is not the case, the Student Loans Company will normally suspend your Student Support temporarily and you will have to contact them to ascertain if you are eligible for continued funding while you redeem your position.
- If you are unclear about what this letter means to you or what to do next, contact your Academic Adviser, Student Support Coordinator or Programme Lead.
- For other information contact:  
**Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices is open from 10.00-4.00 Mon-Fri. For Financial Aid advice please contact Student Central.

**Reference: MX111IP2Ro****This letter contains important information. Please read it carefully**

I regret to inform you that you have not met the requirements to proceed on your Placement. However if you pass the resit(s) of the following <system to insert resit module number/s> you will be able to proceed on your Placement.

Please note the date of the resit examination is printed on your student record. This is also the date by which any resit coursework must be submitted to the lecturer concerned.

**Please see the reverse of this letter for important information on how to proceed****What you should do now:**

- Prepare for and take the resit assessment at the appropriate time.
- If you are unclear about what this letter means to you or what to do next, contact your Academic Adviser, Student Support Coordinator or Programme Lead.
- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need advice please contact the International Student Advice Team (ISAT) to discuss how this situation may affect your immigration status. <http://www.brookes.ac.uk/student/services/isas/contactus.html>
- For other information contact:  
**Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support service include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice please contact Student Central.

**Reference: MX111IP2h****This letter contains important information. Please read it carefully**

I regret to inform you that you have not passed six modules over the past academic year and have not, therefore, satisfactorily completed a year of full-time study. The Examinations Committee has decided that you may not proceed to your Industrial Placement.

If you are in receipt of Student Support, Student Loans Company will be informed that you have not satisfactorily completed a full-time programme of study. Normally they will suspend support temporarily and you should contact them to establish whether or not you are eligible for continued funding while you recover your position. We will advise Student Loans Company when you have successfully passed at least six module credits since the beginning of the period in question. Only at that point will you be able to proceed to your Industrial Placement.

**Please see the reverse of this letter for important information on how to proceed****What you should do now:**



- You must now decide whether to continue your course by full-time or part-time study, and you will be expected to pay the fees for any further modules you take or the coming semester of Industrial Placement whilst any Student Support is suspended.
- If you are continuing by part-time study, please note the Modular Programme Regulation which requires you to pass a minimum of three module credits in any two consecutive semesters in order to continue with the course. Please also note regulation B2.7 (vi) Limitation on modules taken "The 22 Rule" which, concerns eligibility for the award of an Honours Degree for those expecting to extend their course.
- Please note you will need to use the M99a (late module addition form). Meanwhile, your currently registered future programme of study will be erased.
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- You may wish to meet the missing requirements by credit transfer, i.e. undertaking equivalent study at another institution. To do this you should approach the institution direct as to feasibility, and then your Programme Lead(s) to check that the proposed study elsewhere is suitable in terms of level and content.
- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Time Out from the Course" for the semester that you are not studying.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of tutors may be obtained from your Faculty Administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service** (BUAS) for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: MX111IP2o**

**This letter contains important information. Please read it carefully**

I regret to inform you that you have not passed six modules over the past academic year and have not, therefore, satisfactorily completed a year of full-time study. The Examinations Committee has decided that you may not proceed to your Industrial Placement.

You are warned that you may not be able to complete the course requirements by the end of the normal period of full-time study.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser to rearrange your programme for the coming year to include the modules which you need to re-take.
- Please note you will need to use the M99a (late module addition form). Meanwhile, your currently registered future programme of study will be erased.
- If you are continuing, please note the Modular Programme Regulation which requires you to pass a minimum of three module credits in any two consecutive semesters in order to continue with the course. Please also note regulation B2.7 (vi) Limitation on Modules taken "The 22 Rule" which, concerns eligibility for the award of an Honours Degree for those expecting to extend their course.
- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note that most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need advice please contact the International Student Advice Team (ISAT)  
<http://www.brookes.ac.uk/student/services/isas/contactus.html>
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.

- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Time Out from the Course" for the semester that you are not studying. However you are advised to discuss this with the International Student Advice Team to avoid visa difficulties.
- If you are at all unclear what this letter means for you, or what you should do next then please contact your Academic Adviser, Student Support Coordinator or placement tutor to discuss it as soon as possible. The Brookes Union Advice Service can explain to you what your financial and academic options are. Telephone 01865 484770 to make an appointment with an adviser.

**Reference: MX111Rh**

**This letter contains important information. Please read it carefully**

I regret to inform you that you have not passed six modules over the past academic year. The Examinations Committee has therefore decided that unless you satisfactorily complete the resit(s) for one or more of the following modules

**<system to insert resit module number/s>**

**you** will not have satisfactorily completed a full-time year.

Please note the date of the resit exam, which is printed on your student record. This is also the date by which any resit coursework must be submitted to the lecturer concerned.

If you are in receipt of Student Support and you do not satisfactorily complete the resit Student Loans Company will be informed that you have not satisfactorily completed a full-time programme of study. Normally they will suspend support temporarily and you should contact them to establish whether or not you are eligible for continued funding while you recover your position. We will advise Student Loans Company when you have successfully passed sufficient modules to have recovered your position by passing at least six module credits since the beginning of Stage II.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- Prepare for and take the resit assessment at the appropriate time.
- Check with your Academic Adviser or Student Support Coordinator whether or not you need to alter your programme of study for the coming academic year. Please note you will need to use the M99a (late module addition form).
- If you are continuing by part-time study, please note the Modular Programme Regulation which requires you to pass a minimum of three module credits in any two consecutive semesters in order to continue with the course. Please also note regulation B2.7 (vi) Limitation on Modules taken "The 22 Rule" which, concerns eligibility for the award of an Honours Degree.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of tutors may be obtained from your Faculty Administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service** (BUAS) for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice please contact Student Central.

**Reference: MX111Ro**

**This letter contains important information. Please read it carefully**

I regret to inform you that you have not passed six modules over the past academic year. The Examinations Committee has therefore decided that unless you satisfactorily complete the resit(s) for one or more of the following module/s

**<system to insert resit module number/s>**

**you** will not have satisfactorily completed a full-time year.

Please note the date of the resit exam which, is printed on your student record. This is also the date by which any resit coursework must be submitted to the lecturer concerned.

You are warned that you may not now be able to complete the course requirements by the end of the normal period of full-time study if you do not pass the resit(s).

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- Prepare for and take the resit assessment at the appropriate time.
- Check with your Academic Adviser or Student Support Coordinator whether or not you need to alter your programme of study for the coming academic year. Please note you will need to use the M99a (late module addition form).
- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note that most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need advice please contact the International Student Advice Team (ISAT)  
<http://www.brookes.ac.uk/student/services/isas/contactus.html>
- If you are continuing, please note the Modular Programme Regulation which requires you to pass a minimum of three module credits in any two consecutive semesters in order to continue with the course. Please also note regulation B2.7(vi) Limitation on Modules taken "The 22 Rule" which, concerns eligibility for the award of an Honours Degree for those expecting to extend their course.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible.

**Reference: MX120.CDh**

**This letter contains important information. Please read it carefully**

The enclosed examination results show that:

- 1) you have not passed six module credits this academic year and/or
- 2) you have not passed all the compulsory modules for your subject(s)

The Examinations Committee has therefore decided that you may not start your placement until you satisfy the above requirements.

If you are in receipt of Student Support, Student Loans Company will be advised that you have not satisfactorily completed a year of full-time study. If you apply for continued funding, the university will support your claim. Normally you will only be eligible if last year was your first year of university study. In the meantime you will remain in Stage I of the course. The Examinations Committee will advise the Student Loans Company when you have passed sufficient modules to proceed with your placement and the next stage of your programme.

Our regulations are framed to make it possible for students to continue when they have had some difficulties. We hope you will find it possible to continue. Please let me know if you are not able to do so.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take.
- Please note you will need to use the M99a (late module addition form). Meanwhile, your currently registered future programme of study will be erased.
- Write to Student Loans Company giving them full details of your new programme of study as soon as possible if you think that you are eligible for continued funding.
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You must either pay the fees yourself or have confirmation from your sponsor that they have agreed to the continued funding. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If you are continuing by part-time study, please note the Modular Programme Regulation which requires you to pass a minimum of three module credits in any two consecutive semesters in order to continue with

the course. Please also note regulation B2.7 (vi) Limitation on Modules taken "The 22 Rule" which, concerns eligibility for the award of an Honours Degree for those expecting to extend their course.

- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Time Out from the Course" for the semester that you are not studying.
- You may wish to meet the missing requirements by credit transfer, i.e. undertaking equivalent study at another institution. To do this you should approach the institution direct as to feasibility, and then your Programme Lead(s) to check that the proposed study elsewhere is suitable in terms of level and content.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of tutors may be obtained from your faculty administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: MX120.CDo**

**This letter contains important information. Please read it carefully**

The enclosed examination results show that:

- 1) you have not passed six module credits this academic year and/or
- 2) you have not passed all the compulsory modules for your subject(s)

The Examinations Committee has therefore decided that you may not start your placement until you satisfy the above requirements.

You are warned that you may not be able to complete the course requirements by the end of the normal period of full-time study, but you may continue if you modify your programme.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take.
- Please note you will need to use the M99a (late module addition form). Meanwhile, your currently registered future programme of study will be erased.
- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note that most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need advice please contact the International Student Advice Team (ISAT)  
<http://www.brookes.ac.uk/student/services/isas/contactus.html>
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- You may wish to meet the missing requirements by credit transfer, i.e. undertaking equivalent study at another institution. To do this you should approach the institution direct as to feasibility, and then your Programme Lead(s) to check that the proposed study elsewhere is suitable in terms of level and content.
- If you are continuing, please note the Modular Programme Regulation which requires you to pass a minimum of three module credits in any two consecutive semesters in order to continue with the course.
- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Time Out from the Course" for the semester that you are not studying. However you are advised to discuss this with the International Student Advice Team to avoid visa difficulties.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes

Union Advice Service to discuss it as soon as possible. The availability of tutors may be obtained from your Faculty Administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.

- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service** (BUAS) for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: MX120EFh**

**This letter contains important information. Please read it carefully**

The enclosed examination results show that you have failed to satisfy the Foundation Stage requirements.

The Examinations Committee has therefore decided that you may not proceed to the next stage of the course until you have satisfied the Foundation Stage requirements.

If you are in receipt of Student Support, Student Loans Company will be informed that you have not satisfactorily completed a period of full-time study. If you apply for continued funding, the university will support your claim. Normally you will only be eligible if last year was your first year of study. In the meantime you will remain in the Foundation Stage of the course. The Examinations Committee will advise Student Loans Company when you have passed sufficient modules to progress to the next stage of your programme.

Our regulations are framed to make it possible for students to continue when they have had some difficulties. We hope you will find it possible to continue. Please let me know if you are not able to do so.

The Foundation Stage must be completed within one year of commencing the course. Foundation Diploma modules passed in the Foundation Stage cannot later be counted or retaken and counted towards the Foundation Diploma requirements.

**Please see the reverse of this letter for important information on how to proceed**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take.
- Please note you will need to use the M99a (late module addition form). Meanwhile, your currently registered future programme of study will be erased.
- Write to Student Loans Company giving them full details of your new programme of study as soon as possible if you think that you are eligible for continued funding.
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You must either pay the fees yourself or have confirmation from Student Loans Company that they have agreed to the continued funding. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If you are continuing by part-time study, please note the Modular Programme Regulation which requires you to pass a minimum of three module credits in any two consecutive semesters in order to continue with the course.
- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Time Out from the Course" for the semester that you are not studying.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of tutors may be obtained from your faculty administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for programme advice.  
**Brookes Union Advice Service** (BUAS) for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.

**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: MX120EFo**

**This letter contains important information. Please read it carefully**

The enclosed examination results show that you have failed to satisfy the Foundation Stage requirements.

The Examinations Committee has therefore decided that you may not proceed to the next stage of the course until you have satisfied the Foundation Stage requirements.

Our regulations are framed to make it possible for students to continue when they have had some difficulties. We hope you will find it possible to continue. Please let me know if you are not able to do so.

The Foundation Stage must be completed within one year of commencing the course. Foundation Diploma modules passed in the Foundation Stage cannot later be counted or retaken and counted towards the Foundation Diploma requirements.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take.
- Please note you will need to use the M99a (late module addition form). Meanwhile, your currently registered future programme of study will be erased.
- If you are an International student with a Tier 4 student visa this may affect your immigration status. Please note that most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need advice please contact the International Student Advice Team (ISAT)  
<http://www.brookes.ac.uk/student/services/isas/contactus.html>
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Time Out from the Course" for the semester that you are not studying. However you are advised to discuss this with the International Student Advice Team to avoid visa difficulties.
- If you are continuing, please note the Modular Programme Regulation which requires you to pass a minimum of three module credits in any two consecutive semesters in order to continue with the course.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible.

**Reference: MX120.Fh**

**This letter contains important information. Please read it carefully**

Your examination results show that you have not met the requirements of the Foundation Stage of your course. To progress to Stage I a student must:

- 1) Pass a minimum of eight module credits
- 2) Pass the compulsory modules for their subject

You have not met these requirements, which means that you will remain on the Foundation Stage of your course until you do so. The Foundation Stage must be completed within two years of starting the course.

Stage I modules passed in the Foundation Stage cannot later be counted towards the Stage I requirements, nor can they be retaken.

If you are funded by the Student Loans Company (SLC) they will be informed that you have not satisfactorily completed this year of your course and that you will be repeating. The University will send a repetition notice to the SLC to advise them of this.

The Examinations Committee will advise you, and the SLC if appropriate, when you have passed sufficient modules to progress. You will also receive a letter from the Examinations Committee when you have met the progression requirements.

Unless this was your first year of funding from the SLC, you will need to check with them that you are eligible for continued funding. You may also wish to contact the Brookes Union Advice Service (BUAS) for guidance on your options.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you believe the reason for your failure to pass modules was due to ill health or difficult personal circumstances, you may be able to make an application for mitigating circumstances. For further advice on this please contact your Student Support Coordinators.
- Contact your Academic Adviser or Student Support Coordinators to re-arrange your programme for the coming year to include the modules which you need to re-take. Please note you will need to use the M99a (late module addition form). Meanwhile, your current Stage I programme has been erased.
- You must now decide on the number of modules you wish to take in the coming year. If you register a full time programme, you will be charged the current full time tuition fee.
- If you register for fewer than six module credits, you will be classified as a part time student. You should complete an M37 form and submit it to Student Central to request this change. This will ensure that you will be charged the correct fees for the upcoming academic year. If you do not intend to revert to a full time programme after this coming year you will need to make a permanent change of mode and we recommend that you seek advice from the Brookes Union Advice Service and your Student Support Coordinators on the implications of this.

If you are funded by the SLC you should apply for funding in the normal way, as if you are a full time student. Please note that the University will only confirm you as a full time student in a part time mode of attendance for one year. If you have any queries about this, please contact the Finance office at: [finance-fees@brookes.ac.uk](mailto:finance-fees@brookes.ac.uk).

- If the modules you need to re-take are not offered and/or you are not taking other modules in the coming semester, you will need to apply for Approved Time Out for the semester that you are not studying by completing an M201 form <http://www.brookes.ac.uk/students/your-studies/student-request-forms/ump/>.
- Please note the Modular Programme Regulation - B2.16 (i) which requires you to pass a minimum of three module credits in any two consecutive semesters in order to continue with the course.
- Enrol as a continuing student either online or with Student Central before the start of the semester in which you intend to continue your studies. You must either pay the fees yourself or have confirmation from SLC that they have agreed to the continued funding. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser or your Student Support Coordinators. Their contact details can be found on your Record and Results page in PIP.

**Reference: MX120.Fo**

**This letter contains important information. Please read it carefully**

Your examination results show that you have not met the requirements of the Foundation Stage of your course. To progress to Stage I a student must:

- 1) Pass a minimum of eight module credits
- 2) Pass the compulsory modules for their subject

You have not met these requirements, which means that you will remain on the Foundation Stage of your course until you do so. The Foundation Stage must be completed within two years of starting the course.

Stage I modules passed in the Foundation Stage cannot later be counted towards the Stage I requirements, nor can they be retaken.

If you are funded by the Student Loans Company (SLC) they will be informed that you have not satisfactorily completed this year of your course and that you will be repeating. The University will send a repetition notice to the SLC to advise them of this.

The Examinations Committee will advise you, and the SLC if appropriate, when you have passed sufficient modules to progress. You will also receive a letter from the Examinations Committee when you have met the progression requirements.

Unless this was your first year of funding from the SLC, you will need to check with them that you are eligible for continued funding. You may also wish to contact the Brookes Union Advice Service (BUAS) for guidance on your options.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you believe the reason for your failure to pass modules was due to ill health or difficult personal circumstances, you may be able to make an application for mitigating circumstances. For further advice on this please contact your Student Support Coordinators.
- Contact your Academic Adviser or Student Support Coordinators to re-arrange your programme for the coming year to include the modules which you need to re-take. Please note you will need to use the M99a (late module addition form). Meanwhile, your current Stage I programme has been erased.
- You must now decide on the number of modules you wish to take in the coming year. If you register a full time programme, you will be charged the current full time tuition fee.
- If you register for fewer than six module credits, you will be classified as a part time student. You should complete an M37 form and submit it to Student Central to request this change. This will ensure that you will be charged the correct fees for the upcoming academic year.
- If the modules you need to re-take are not offered and/or you are not taking other modules in the coming semester, you will need to apply for Approved Time Out for the semester that you are not studying by completing an M201 form <http://www.brookes.ac.uk/students/your-studies/student-request-forms/ump/>.
- If you are an International student with a Tier 4 student visa, part time study or temporary withdrawal may affect your immigration status. Please note that most students on a Tier 4 visa can only study a maximum of five years at degree level.  
If you need advice, please contact the International Student Advice Team (ISAT)  
<http://www.brookes.ac.uk/students/isat/>
- Please note the Modular Programme Regulation - B2.16 (i) which requires you to pass a minimum of three module credits in any two consecutive semesters in order to continue with the course.
- Enrol as a continuing student either online or with Student Central before the start of the semester in which you intend to continue your studies. You must either pay the fees yourself or have confirmation from your sponsor that they have agreed to the continued funding. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser or your Student Support Coordinators. Their contact details can be found on your Record and Results page in PIP.

**Reference: MX120h**

**This letter contains important information. Please read it carefully**

Your examination results show that you have not met the Stage I requirements of your course.  
To progress to Stage II a student must:

- 1) Pass a minimum of six module credits over two semesters (four semesters for a part-time student)
- 2) Pass the necessary compulsory modules for their subject(s)

You have not met this requirement, which means that you will remain in Stage I of your course until you do so.

If you are funded by the Student Loans Company (SLC) they will be informed that you have not satisfactorily completed this year of your course and that you will be repeating. The University will send a repetition notice to the SLC to advise them of this.

The Examinations Committee will advise you, and the SLC if appropriate, when you have passed sufficient modules to progress. You will also receive a letter from the Examinations Committee when you have met the progression requirements.

Unless this was your first year of funding from the SLC, you will need to check with them that you are eligible for continued funding. You may also wish to contact the Brookes Union Advice Service (BUAS) for guidance on your options.



**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you believe the reason for your failure to pass modules was due to ill health or difficult personal circumstances, you may be able to make an application for mitigating circumstances. For further advice on this please contact your Student Support Coordinators.
- Contact your Academic Adviser or Student Support Coordinators to re-arrange your programme for the coming year to include the modules which you need to re-take. Please note you will need to use the M99a (late module addition form). Meanwhile, your current Stage II programme has been erased.
- You must now decide on the number of modules you wish to take in the coming year. If you register a full time programme, you will be charged the current full time tuition fee. If you register more than eight module credits you may be charged an additional module fee.
- If you register for fewer than six module credits, you will be classified as a part time student. You should complete an M37 form and submit it to Student Central to request this change. This will ensure that you will be charged the correct fees for the upcoming academic year. If you do not intend to revert to a full time programme after this coming year you will need to make a permanent change of mode and we recommend that you seek advice from the Brookes Union Advice Service and your Student Support Coordinators on the implications of this.
- If you are funded by the SLC you should apply for funding in the normal way, as if you are a full time student. Please note that the University will only confirm you as a full time student in a part time mode of attendance for one year. If you have any queries about this, please contact the Finance office at: [finance-fees@brookes.ac.uk](mailto:finance-fees@brookes.ac.uk).
- Please note the Modular Programme Regulation - B2.16 (i) which requires you to pass a minimum of three module credits in any two consecutive semesters in order to continue with the course.
- Enrol as a continuing student either online or with Student Central before the start of the semester in which you intend to continue your studies. You must either pay the fees yourself or have confirmation from SLC that they have agreed to the continued funding. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser or your Student Support Coordinators. Their contact details can be found on your Record and Results page in PIP.

**Reference: MX120o**

**This letter contains important information. Please read it carefully**

Your examination results show that you have not met the Stage I requirements of your course. To progress to Stage II a student must:

- 1) Pass a minimum of six module credits over two semesters (four semesters for a part-time student)
- 2) Pass the necessary compulsory modules for their subject(s)

You have not met this requirement, which means that you will remain in Stage I of your course until you do so.

If you have a sponsor, they will be informed that you have not satisfactorily completed this year of your course.

The Examinations Committee will advise you and your sponsor when you have successfully passed sufficient modules to progress.

Please be aware that you may still be able to complete the course requirements by the end of the normal period of full time study. For advice on making programme changes, please contact your Student Support Coordinators.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you believe the reason for your failure to pass modules was due to ill health or difficult personal circumstances you may be able to make an application for mitigating circumstances. For further advice on this, please contact your Student Support Coordinators.

- Contact your Academic Adviser or Student Support Coordinator to re-arrange your programme for the coming year to include the modules which you need to re-take. Please note, you will need to use the M99a (late module addition form). Meanwhile, your current Stage II registered future programme of study will be erased.
- You must now decide on the number of modules you wish to take in the coming year. If you register a full time programme you will be charged the full time tuition fee. If you register more than eight module credits you may be charged an additional module fee.
- If you register for fewer than six module credits, you will be classified as a part time student. You should complete an M37 form and submit it to Student Central. This will ensure that you will be charged the correct fees for the upcoming academic year.
- Please note the Modular Programme Regulation - B2.16 (i) which requires you to pass a minimum of three module credits in any two consecutive semesters in order to continue with the course.
- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note that most students on a Tier 4 visa can only study a maximum of five years at degree level.

If you need advice, please contact the International Student Advice Team (ISAT)  
<http://www.brookes.ac.uk/students/isat/>

- Enrol as a continuing student either online or with Student Central before the start of the semester in which you intend to continue your studies. You must either pay the fees yourself or have confirmation from your sponsor that they have agreed to the continued funding. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser or your Student Support Coordinators. Their contact details can be found on your Record and Results page in PIP.

**Reference: MX120R.EFh**

**This letter contains important information. Please read it carefully**

The enclosed examination results show that you have not satisfied one or more of the Foundation Stage requirements:

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

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

**<system to insert resit module number/s**

Unless you pass 4 module credits in the academic year you will not have satisfactorily completed the Foundation Stage.

Please note the date of the resit examinations, which are displayed on your PIP. This is also the date by which any resit coursework must be submitted to the lecturer concerned.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- Prepare for and take the resit assessment at the appropriate time.
- If you are in receipt of Student Support and you do not satisfactorily complete the resit, Student Loans Company will be informed that you have not satisfactorily completed a full-time programme of study. If you apply for continued funding, the university will support your claim. Normally you will only be eligible if last year was your first year of university study. In the meantime you will remain in the Foundation Stage of the course. The Examinations Committee will advise Student Loans Company when you have passed sufficient modules to progress to the next stage of your programme.
- Check with your Academic Adviser or Student Support Coordinator about adjustments to your programme of study for the coming academic year.
- You will not be allowed to proceed to Stage I of the course until you have satisfied the Foundation Course requirements.
- Stage I modules passed in the Foundation Stage cannot later be counted or retaken and counted towards the Stage I requirements.

- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of tutors may be obtained from your faculty administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: MX120R.EFo**

**This letter contains important information. Please read it carefully**

The enclosed examination results show that you have not satisfied one or more of the Foundation Stage requirements:

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

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

**<system to insert resit module number/s**

Unless you pass 4 module credits in the academic year you will not have satisfactorily completed the Foundation Stage.

Please note the date of the resit examinations, which are displayed on your PIP. This is also the date by which any resit coursework must be submitted to the lecturer concerned.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- Prepare for and take the resit assessment at the appropriate time.
- Check with your Academic Adviser or Student Support Coordinator whether or not you need to alter your programme of study for the coming academic year.
- You will not be allowed to proceed to Stage 1 of the course until you have satisfied the Foundation Course requirements.
- Stage 1 modules passed in the Foundation Stage cannot later be counted or retaken and counted towards the Stage 1 requirements.
- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note that most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need advice please contact the International Student Advice Team (ISAT)  
<http://www.brookes.ac.uk/student/services/isas/contactus.html>
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service (BUAS) to discuss it as soon as possible. The availability of tutors may be obtained from your Faculty Administrator. Your Academic Adviser should be your "first port of call" but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: MX120R.Fh**

**This letter contains important information. Please read it carefully**

The enclosed examination results show that you have not satisfied one or more of the following Foundation requirements:

- 1) you have not passed eight module credits
- 2) you have not passed the compulsory modules

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

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

**<system to insert resit module number/s**

Unless you pass 6 module credits in the academic year you will not have satisfactorily completed a year of full-time study.

Please note the date of the resit examinations, which are displayed on your PIP. This is also the date by which any resit coursework must be submitted to the lecturer concerned.

**Please see the reverse of this letter for important information on how to proceed**

#### **What you should do now:**

- Prepare for and take the resit assessment at the appropriate time.
- If you are in receipt of Student Support and you do not satisfactorily complete the resit, Student Loans Company will be informed that you have not satisfactorily completed a full-time programme of study. If you apply for continued funding, the university will support your claim. Normally you will only be eligible if last year was your first year of university study. In the meantime you will remain in the Foundation Stage of the course. The Examinations Committee will advise Student Loans Company when you have passed sufficient modules to progress to the next stage of your programme.
- Check with your Academic Adviser or Student Support Coordinator about adjustments to your programme of study for the coming academic year.
- You will not be allowed to proceed to Stage I of the course until you have satisfied the Foundation Course requirements.
- Stage I modules passed in the Foundation Stage cannot later be counted or retaken and counted towards the Stage I requirements.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of tutors may be obtained from your faculty administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: MX120R.Fo**

**This letter contains important information. Please read it carefully**

The enclosed examination results show that you have not satisfied one or more of the following Foundation requirements:

- 1) you have not passed eight module credits
- 2) you have not passed the compulsory modules

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

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

**<system to insert resit module number/s**

Unless you pass 6 module credits in the academic year you will not have satisfactorily completed a year of full-time study.

Please note the dates of the resit examinations, which are displayed on your PIP. This is also the date by which any resit coursework must be submitted to the lecturer concerned.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- Prepare for and take the resit assessment at the appropriate time.
- Check with your Academic Adviser or Student Support Coordinator whether or not you need to alter your programme of study for the coming academic year.
- You will not be allowed to proceed to Stage 1 of the course until you have satisfied the Foundation Course requirements.
- Stage 1 modules passed in the Foundation Stage cannot later be counted or retaken and counted towards the Stage 1 requirements.
- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note that most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need advice please contact the International Student Advice Team (ISAT)  
<http://www.brookes.ac.uk/student/services/isas/contactus.html>
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service (BUAS) to discuss it as soon as possible. The availability of tutors may be obtained from your Faculty Administrator. Your Academic Adviser should be your "first port of call" but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: MX120RCDh**

**This letter contains important information. Please read it carefully**

The enclosed examination results show that you have not satisfied one of the following Stage I requirements:

1. You have not passed six module credits this academic year and/or
2. You have not passed all the compulsory modules for your subject.

The Examinations Committee has therefore decided that you may not start your placement until you have satisfied the requirements.

However you could redeem the situation by passing resit/s that have been awarded. The Examinations Committee has therefore decided to reconsider your situation following your performance on module/s;

**<system to insert resit module number/s**

Please note the dates of the resit examinations, which are displayed on your PIP. This is also the date by which any resit coursework must be submitted to the lecturer concerned.

If you are in receipt of Student Support and you do not satisfactorily complete the resit Student Loans Company will be informed that you have not satisfactorily completed a full-time programme of study. If you apply for continued funding, the university will support your claim. Normally you will only be eligible if last year was your first year of university study. In the meantime you will remain in Stage I of the course. The Examinations Committee will advise Student Loans Company when you have passed sufficient modules to proceed with your placement and the next stage of your programme.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- Prepare for and take the resit assessment at the appropriate time.

- Check with your Academic Adviser whether or not you need to alter your programme of study for the coming academic year.
- You will not be allowed to proceed to your placement year until you have satisfied the above requirements.
- If you are continuing by part-time study, please note the Modular Programme Regulation which requires you to pass a minimum of three module credits in any two consecutive semesters in order to continue with the course.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of tutors may be obtained from your faculty administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling  
Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: MX120RCDo**

**This letter contains important information. Please read it carefully**

The enclosed examination results show that you have not satisfied one of the following Stage I requirements:

1. You have not passed six module credits this academic year and/or
2. You have not passed all the compulsory modules for your subject.

The Examinations Committee has therefore decided that you may not start your placement until you have satisfied the requirements.

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

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

**<system to insert resit module number/s**

Please note the dates of the resit examinations, which are displayed on your PIP. This is also the date by which any resit coursework must be submitted to the lecturer concerned.

You are warned that you may not be able to complete the course requirements by the end of the normal period of full-time study.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- Prepare for and take the resit assessment at the appropriate time.
- Check with your Academic Adviser or Student Support Coordinator whether or not you need to alter your programme of study for the coming academic year.
- You will not be allowed to proceed to your placement year until you have satisfied the above requirements.
- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note that most students on a Tier 4 visa can only study for a maximum of 5 years at degree level. If you need advice please contact the International Student Advice Team (ISAT)  
<http://www.brookes.ac.uk/student/services/isas/contactus.html>
- If you are continuing, please note the Modular Programme Regulation which requires you to pass a minimum of three module credits in any two consecutive semesters in order to continue with the course.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact Academic Adviser, Student Support Coordinator, Placement Tutor, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible.

**Reference: MX120Rh**

**This letter contains important information. Please read it carefully**

The enclosed examination results show that you have not satisfied one of the following Stage I requirements.

1. You have not passed 6 module credits this academic year and/or
2. you have not passed all the compulsory modules for your subject(s).

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

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

**<system to insert resit module number/s>**

Unless you pass 6 module credits in the academic year you will not have satisfactorily completed a year of full-time study.

Please note the dates of the resit examinations, which are displayed on your PIP. This is also the date by which any resit coursework must be submitted to the lecturer concerned.

If you do not satisfactorily complete one of the resit/s Student Loans Company will be informed that you have not satisfactorily completed a year of full-time study and they will normally suspend you award temporarily. If you apply for continued funding, the university will support your claim. Normally you will only be eligible if last year was your first year of university study. In the meantime you will remain in Stage I of the course. The Examinations Committee will advise Student Loans Company when you have passed sufficient modules to retrieve your situation and proceed to the next stage of your programme.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- Prepare for and take the resit assessment at the appropriate time.
- Check with your Academic Adviser whether or not you need to alter your programme of study for the coming academic year.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible.
- The Brookes Union Advice Service can explain to you what your financial and academic options are. Telephone 01865 484770 to make an appointment with an adviser.

**Reference: MX120Ro**

**This letter contains important information. Please read it carefully**

The enclosed examination results show that you have not satisfied one of the following Stage I requirements:

1. You have not passed 6 module credits this academic year and/or
2. You have not passed all the compulsory modules for your subject(s).

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

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

**<system to insert resit module number/s>**

Unless you pass 6 module credits in the academic year you will not have satisfactorily completed a year of full-time study.

Please note the dates of the resit examinations, which are displayed on your PIP. This is also the date by which any resit coursework must be submitted to the lecturer concerned.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- Prepare for and take the resit assessment at the appropriate time.
- Check with your Academic Adviser or Student Support Coordinator whether or not you need to alter your programme of study for the coming academic year.

- You are warned that you may not be able to complete the course requirements by the end of the normal period of full-time study. You will remain in Stage I until you pass the relevant modules.
- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note that most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need advice please contact the International Student Advice Team (ISAT) <http://www.brookes.ac.uk/student/services/isas/contactus.html>
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible.

**Reference: MX130h**

**This letter contains important information. Please read it carefully**

This is to confirm that you have now met the requirements previously placed on you by the University's Examination Committee (MX111h). We will now advise the Student Loans Company (SLC) that you have recovered your position and are continuing to the next stage of your programme.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- Contact your Academic Adviser or Student Support Coordinator for advice on adjusting your programme for the coming year.
- If you wish to change mode of study from full-time to part-time or vice versa or if you do not wish to return to study next semester and need "Approved Time Out from the Course", you should make this request to me. You are advised to confirm these arrangements with Student Loans Company.
- Enrol as a continuing student either online or with the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- Please note Regulation B2.7 (vi) Limitation on Modules taken, "The 22 Rule", which concerns eligibility for the award of an Honours Degree for those expecting to extend their course.
- We hope you will now be able to complete your course successfully.

**Reference: MX130o**

**This letter contains important information. Please read it carefully**

With reference to my previous letter (ref. MX111o), I can confirm that you have recovered your position by passing further acceptable modules in the academic session that has just ended.

We hope you will now be able to complete your course successfully though you may need to extend beyond the original point that you expected to graduate.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- Please note Regulation B2.7 (vi) Limitation on Modules taken, "The 22 Rule", which concerns eligibility for the award of an Honours Degree for those expecting to extend their course.
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- Register your programme of study for the coming Academic year. Please note you will need to use the M99a (late module addition forms).
- If you do not wish to return in the next semester, you should apply to me for "Approved Time Out from the Course" for the semester that you are not studying. However you are advised to discuss this with the International Student Advice Team to avoid visa difficulties.

**Reference: MX19**

**This letter contains important information. Please read it carefully**



The Examinations Committee has noted that your results to date put you outside the regulations for a Degree with Honours.

Specifically, you have broken Modular Programme Regulation B2.7 (vi) by taking too many acceptable modules over an extended period of time. You are, therefore, no longer eligible for an Honours Degree.

You are eligible to continue with your studies but for the award of a Degree without Honours only.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of tutors may be obtained from your Faculty Administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: MX191B**

**This letter contains important information. Please read it carefully**

The Examinations Committee has noted that you have not yet met the minimum requirements for a degree with Honours, but that you are eligible to continue on the course for this award.

Under Modular Programme Regulations you may elect to continue in order to complete your award.

You should note that under Regulation B2.7 (vi) you are allowed to continue to take only a Level 4 module. If you take additional acceptable modules you will make yourself ineligible for an Honours Degree. You will be expected to pay for any further modules you take.

Our regulations are framed to make it possible for students to continue when they have had some difficulties. We hope you will find it possible to continue. Please let me know if you are not able to do so

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take.
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- You may wish to meet the missing requirements by credit transfer, i.e. undertaking equivalent study at another institution. To do this you should approach the institution direct as to feasibility, and then your Programme Lead(s) to check that the proposed study elsewhere is suitable in terms of level and content.
- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Time Out from the Course" for the semester that you are not studying.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of tutors may be obtained from your Faculty Administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.

**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.

**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice please contact Student Central.

**Reference: MX191Dh**

**This letter contains important information. Please read it carefully**

The Examinations Committee has noted that you have not yet met the minimum requirements for a diploma, but that you are eligible to continue on the course.

Our regulations are framed to make it possible for students to continue when they have had some difficulties. We hope you will find it possible to continue. Please let me know if you are not able to do so.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take. Please note you will need to use the M99a (late module addition form).
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- You may wish to meet the missing requirements by credit transfer, i.e. undertaking equivalent study at another institution. To do this you should approach the institution direct as to feasibility, and then your Programme Lead(s) to check that the proposed study elsewhere is suitable in terms of level and content.
- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Time Out from the Course" for the semester that you are not studying.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Centre to discuss it as soon as possible. The availability of tutors may be obtained from your Faculty Administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other Support Services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: MX191Do**

**This letter contains important information. Please read it carefully**

The Examinations Committee has noted that you have not yet met the minimum requirements for a diploma, but that you are eligible to continue on the course.

Our regulations are framed to make it possible for students to continue when they have had some difficulties. We hope you will find it possible to continue. Please let me know if you are not able to do so.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take. Please note you will need to use the M99a (late module addition) forms.
- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note that most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need

advice please contact the International Student Advice Team (ISAT).

<http://www.brookes.ac.uk/student/services/isas/contactus.html>

- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Time Out from the Course" for the semester that you are not studying. However you are advised to discuss this with the International Student Advice Team to avoid visa difficulties.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support\_Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of tutors may be obtained from your Faculty Administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: MX191Ch**

**This letter contains important information. Please read it carefully**

The Examinations Committee has noted that you have not yet met the minimum requirements for a Certificate, but that you are eligible to continue on the course.

Our regulations are framed to make it possible for students to continue when they have had some difficulties. We hope you will find it possible to continue. Please let me know if you are not able to do so.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take. Please note you will need to use the M99a (late module addition form).
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- You may wish to meet the missing requirements by credit transfer, i.e. undertaking equivalent study at another institution. To do this you should approach the institution direct as to feasibility, and then your Programme Lead(s) to check that the proposed study elsewhere is suitable in terms of level and content.
- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Time Out from the Course" for the semester that you are not studying.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support\_Team or the Brookes Union Advice Centre to discuss it as soon as possible. The availability of tutors may be obtained from your Faculty Administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: MX191Co**

Last Updated: Monday, 12 March 2018

**This letter contains important information. Please read it carefully**

The Examinations Committee has noted that you have not yet met the minimum requirements for a Certificate, but that you are eligible to continue on the course.

Our regulations are framed to make it possible for students to continue when they have had some difficulties. We hope you will find it possible to continue. Please let me know if you are not able to do so.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take. Please note you will need to use the M99a (late module addition) forms.
- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note that most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need advice please contact the International Student Advice Team (ISAT).  
<http://www.brookes.ac.uk/student/services/isas/contactus.html>
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Time Out from the Course" for the semester that you are not studying. However you are advised to discuss this with the International Student Advice Team to avoid visa difficulties.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of tutors may be obtained from your Faculty Administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service** (BUAS) for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: MX191E**

**This letter contains important information. Please read it carefully**

The Examinations Committee has noted that you have not yet met the minimum requirements for a degree with Honours. It also noted you cannot meet the honours requirement without taking more than the number of acceptable modules allowed for a student who extends his or her course. (See Regulation B2.7 (vi) or if you were admitted with prior credit Regulation A6 (vi)).

Notwithstanding this failure the Examinations Committee has agreed that if you take and pass one more acceptable module and thereby satisfy the Course and Subject requirements, you will be awarded an honours degree. If you do not pass this additional acceptable module you will no longer be eligible for honours.

The Examinations Committee may moderate the class of honours eventually awarded to you if it believes that you may have gained advantage over the other students through this concession.

Our regulations are framed to make it possible for students to continue when they have had some difficulties. We hope you will find it possible to continue. Please let me know if you are not able to do so.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take. Please note you will need to use the M99a (late module addition) forms.
- If you are an International student with a Tier 4 student visa, contact the International Student Advice Team (ISAT) to discuss how this situation may affect your immigration status. Please email [isat@brookes.ac.uk](mailto:isat@brookes.ac.uk) or Telephone 01865 484650 to make an appointment with an adviser. Please take your passport and this letter to your interview with an international adviser.
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If you do not wish to return to study next semester you should apply to me for "Approved Time Out from the Course".
- You may wish to meet the missing requirements by credit transfer, i.e. undertaking equivalent study at another institution. To do this you should approach the institution direct as to feasibility, and then your Programme Lead(s) to check that the proposed study elsewhere is suitable in terms of level and content.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of tutors may be obtained from your Faculty Administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: MX191Hh**

**This letter contains important information. Please read it carefully**

The Examinations Committee has noted that you have not yet met the minimum requirements for a degree with Honours, but that you are eligible to continue on the course for this award.

If you were in receipt of Student Support, Student Loans Company (SLC) will be informed that you have not completed the course within the normal time as a full-time student. They may support you for further study and you should contact them to confirm if you eligible for continued funding.

Under Modular Programme Regulations you may elect to continue in order to complete your award. Please pay careful attention to Regulation B2.7 (vi) when devising your future programme of study. You will be expected to pay the fees for any further modules you take.

Our regulations are framed to make it possible for students to continue when they have had some difficulties. We hope you will find it possible to continue. Please let me know if you are not able to do so.

If you do not intend to undertake further study and you believe that you are already qualified for a degree without honours, you must make a request in writing and your award will be confirmed at the next Examination Committee. Please address your request to graduate without honours to The Clerk to the Modular Examinations Committee, Student Central ([studentrecords@brookes.ac.uk](mailto:studentrecords@brookes.ac.uk)).

Once your award has been confirmed by the Modular Examinations Committee you will need to contact the Graduation Office to register a place at a Graduation Ceremony.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take. Please note you will need to use the M99a (late module addition form).

- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If you do not wish to return to study next semester you should apply to me for "Approved Time Out from the Course".
- You may wish to meet the missing requirements by credit transfer, i.e. undertaking equivalent study at another institution. To do this you should approach the institution direct as to feasibility, and then your Programme Lead(s) to check that the proposed study elsewhere is suitable in terms of level and content.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of tutors may be obtained from your Faculty Administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: MX191Ho**

**This letter contains important information. Please read it carefully**

The Examinations Committee has noted that you have not yet met the minimum requirements for a degree with Honours, but that you are eligible to continue on the course for this award.

Under Modular Programme Regulations you may elect to continue in order to complete your award. Please pay careful attention to Regulation B2.7 (vi) when devising your future programme of study. You will be expected to pay the fees for any further modules you take.

Our regulations are framed to make it possible for students to continue when they have had some difficulties. We hope you will find it possible to continue. Please let me know if you are not able to do so.

If you do not intend to undertake further study and you believe that you are already qualified for a degree without honours, you must make a request in writing and your award will be confirmed at the next Examination Committee. Please address your request to graduate without honours to The Clerk to the Modular Examinations Committee, Student Central (studentrecords@brookes.ac.uk).

Once your award has been confirmed by the Modular Examinations Committee you will need to contact the Graduation Office to register for a place at a Graduation Ceremony.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take. Please note you will need to use the M99a (late module addition form).
- If you are an International student with a Tier 4 student visa this may affect your immigration status. Please note that most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need advice please contact the International Student Advice Team (ISAT)  
<http://www.brookes.ac.uk/student/services/isas/contactus.html>
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Time Out from the Course" for the semester that you are not studying. However you are advised to discuss this with the International Student Advice Team to avoid visa difficulties.

- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible.

**Reference: MX191MC**

**This letter contains important information. Please read it carefully**

The Examinations Committee has noted that you have met the minimum requirements for your award but have been offered a deferred resit/retake following your claim for mitigating circumstances.

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

Please note the dates of the resit examinations, which are displayed on your PIP. This is also the date by which any resit coursework must be submitted to the lecturer concerned.

If you do not wish to take the deferred resit/retake that you have been offered and you would like to take the award that you are already qualified for, you must make a request in writing to The Clerk to the Modular Examinations Committee, Student Central ([studentrecords@brookes.ac.uk](mailto:studentrecords@brookes.ac.uk)) by 4.30pm on \*deadline inserted\*.

Once your award has been confirmed by the Modular Examinations Committee you will need to contact the Graduation Office to register a place at a Graduation Ceremony.

**What you should do now:**

- If successful in your resit/retake(s) you will be recommended for an award at the next Examinations Committee. If you do not wish to take the deferred resit/retake and would like to take the award you have qualified for, you must make a request in writing to the Clerk to the Modular Examinations Committee.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of tutors may be obtained from your Faculty Administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: MX191Nh**

**This letter contains important information. Please read it carefully**

The Examinations Committee has noted that you have not yet met the minimum requirements for your expected award, but that you are eligible to continue on the course for a degree without honours. If you were previously aiming for an honours degree this letter means that the Examinations Committee will no longer allow you to complete for that award.

If you were in receipt of Student Support, Student Loans Company will be informed that you have not completed the course within the normal time as a full-time student. They may support you for further study and you should contact them to confirm if you eligible for continued funding.

You may elect to continue in order to complete your award, but when devising your future programme of study please note that you are expected to pass at least three modules per year to continue with the course. You will be expected to pay the fees for any further modules you take.

Our regulations are framed to make it possible for students to continue when they have had some difficulties. We hope you will find it possible to continue. Please let me know if you are not able to do so.

**Please see the reverse of this letter for important information on how to proceed**  
**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take. Please note you will need to use the M99a (late module addition) forms.
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If you do not wish to return to study next semester you should apply to me for "Approved Time Out from the Course".
- You may wish to meet the missing requirements by credit transfer, i.e. undertaking equivalent study at another institution. To do this you should approach the institution direct as to feasibility, and then your Programme Lead(s) to check that the proposed study elsewhere is suitable in terms of level and content.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of tutors may be obtained from your Faculty Administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: MX191No**

**This letter contains important information. Please read it carefully**

The Examinations Committee has noted that you have not yet met the minimum requirements for your expected award, but that you are eligible to continue on the course for a degree without honours. If you were previously aiming for an honours degree this letter means that the Examinations Committee will no longer allow you to complete for that award.

You may elect to continue in order to complete your award. You will be expected to pay the fees for any further modules you take.

Our regulations are framed to make it possible for students to continue when they have had some difficulties. We hope you will find it possible to continue. Please let me know if you are not able to do so.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you decide to continue you must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules which you need to re-take. Please note you will need to use the M99a (late module addition form).
- If you are an International student with a Tier 4 student visa this may affect your immigration status. Please note that most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need advice please contact the International Student Advice Team (ISAT)  
<http://www.brookes.ac.uk/student/services/isas/contactus.html>
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should apply to me for "Approved Time Out from the Course" for the semester that you are not studying. However you are advised to discuss this with the International Student Advice Service to avoid visa difficulties.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible.

**Reference: MX191RC**



**This letter contains important information. Please read it carefully**

The Examinations Committee has noted that you have not yet met the minimum requirements for the award of a certificate.

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

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

**< system to insert resit module number >**

Please note the dates of the resit examinations, which are displayed on your PIP. This is also the date by which any resit coursework must be submitted to the lecturer concerned.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If successful in your resit you will be recommended for an award by the Examinations Committee at the end of the next semester.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of tutors may be obtained from your Faculty Administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service** (BUAS) for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial aid advice please contact Student Central.

**Reference: MX191RD**

**This letter contains important information. Please read it carefully**

The Examinations Committee has noted that you have not yet met the minimum requirements for the award of a diploma.

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

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

**< system to insert resit module number >**

Please note the dates of the resit examinations, which are displayed on your PIP. This is also the date by which any resit/s coursework must be submitted to the lecturer concerned.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If successful in your resit and you are then qualified, you will be recommended for an award at the next Examinations Committee.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of tutors may be obtained from your Faculty Administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for programme advice.  
**Brookes Union Advice Service** (BUAS) for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.

**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: MX191RH**

**This letter contains important information. Please read it carefully**

The Examinations Committee has noted that you have not yet met the minimum requirements for the award of a degree with Honours.

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

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

**< system to insert resit module number >**

Please note the dates of the resit examinations, which are displayed on your PIP. This is also the date by which any resit coursework must be submitted to the lecturer concerned.

If you do not intend to resit the assessment/s that you have been offered and you believe that you are already qualified for a degree without honours, you must make a request in writing and your award will be confirmed at the next Examination Committee. Please address your request to graduate without honours to The Clerk to the Modular Examination Committee, Student Central (studentrecords@brookes.ac.uk).

Once your award has been confirmed by the Modular Examinations Committee you will need to contact the Graduation Office to register a place at a Graduation Ceremony.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If successful in your resit/s and you are then qualified, you will be recommended for an award at the next Examinations Committee.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible. The availability of tutors may be obtained from your Faculty Administrator. Your Academic Adviser should be your 'first port of call' but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- **Programme Support Team** in Student Central for Programme advice.  
**Brookes Union Advice Service (BUAS)** for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
**Other support services include:** Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice please contact Student Central.

**Reference: MX191RN**

**This letter contains important information. Please read it carefully**

The Examinations Committee has noted that you have not yet met the minimum requirements for the award of a degree only, since you are no longer eligible for a degree with Honours.

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

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

**<system to insert resit module number>**

Please note the dates of the resit examinations, which are displayed on your PIP. This is also the date by which any resit coursework must be submitted to the lecturer concerned.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If successful in your resit/s and you are then qualified, you will be recommended for an award at the next Examinations Committee.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible.

**Reference: MX191S**

**This letter contains important information. Please read it carefully**

The Examinations Committee has noted that you have not yet met the minimum requirements for the award of a degree with Honours.

However, it was further noted that you would remain eligible for the above award, if you take and pass the resit awarded and do not fail any further acceptable modules in subsequent semesters.

**<systems to insert resit module number/s>**

Please note the resit date, which is printed on your student record and PIP. This is also the date by which any resit coursework must be submitted to the lecturer concerned.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you are successful in your resit/s and the extra acceptable module(s) and you are then qualified, you will be recommended for an award by the Examinations Committee at the end of the semester you qualify for your award aim.
- If you are an International student with a Tier 4 student visa, contact the International Student Advice Team (ISAT) to discuss how this situation may affect your immigration status. Please email [isat@brookes.ac.uk](mailto:isat@brookes.ac.uk) or Telephone 01865 484650 to make an appointment with an adviser. Please take your passport and this letter to your interview with an international adviser.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible.

**Reference: MX3**

**This letter contains important information. Please read it carefully**

I am pleased to inform you that the Examinations Committee noted that you have satisfactorily completed the requirements laid upon you and may now proceed to the next stage of your course.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- If you receive Student Support, Student Loans Company will be informed that you will be proceeding to the next stage of your course.
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If you do not wish to return to study next semester you should apply to me for approved time out. However, if you are an International student you are advised to discuss this with the International Student Advice Team to avoid visa difficulties.
- You are advised to contact Student Loans Company to clarify any changes to your funding arising from this.
- Please see your Academic Adviser or Student Support Coordinator to discuss your future programme as soon as possible.
- We hope you will now be able to complete your course successfully.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible.

**Reference: MX3.EF**

**This letter contains important information. Please read it carefully**

I am pleased to inform you that the Examinations Committee noted that you have satisfactorily completed the requirements for the Extended Foundation Stage and are now qualified to proceed to Foundation Diploma Stage of the course.

If you receive Student Support, Student Loans Company will be informed that you will be proceeding to Foundation Diploma Stage next semester and, if support was suspended, it should be reinstated with effect from that date

**What you should do now:**

- Register your intended programme of study using the M99a (late module addition form).
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If you do not wish to return to study next semester you should apply to me for approved time out. However, if you are an International student you are advised to discuss this with the International Student Advice Team to avoid visa difficulties.
- You are advised to contact Student Loans Company to clarify any changes to your funding arising from this.
- Please see your Academic Adviser or Student Support Coordinator to discuss your future programme as soon as possible.
- We hope you will now be able to complete your course successfully.

**Reference: MX3.F**

**This letter contains important information. Please read it carefully**

I am pleased to inform you that the Examinations Committee noted that you have satisfactorily completed the requirements for the Foundation Stage and are now qualified to proceed to Stage I of the course.

If you receive Student Support, Student Loans Company will be informed that you will be proceeding to Stage I next semester and, if support was suspended, it should be reinstated with effect from that date

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- Register you intended programme of study using the M99a (late module addition form).
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If you do not wish to return to study next semester you should apply to me for approved time out. However if you are an International student you are advised to discuss this with the International Student Advice Team to avoid visa difficulties.
- You are advised to contact Student Loans Company to clarify any changes to your funding arising from this.
- Please see your Academic Adviser or Student Support Coordinator to discuss your future programme as soon as possible.
- We hope you will now be able to complete your course successfully.

**Reference: MXC1**

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.

**Reference: MXC1D**

Your tutors join me in offering congratulations on being awarded a Distinction in your Diploma programme. 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.

**Reference: MXW.CDh**

**This letter contains important information. Please read it carefully**

The course regulations concerning progression to a placement may be summarised as follows:

A student must

- 1) Pass three module credits within a year to continue the course;
- 2) Pass six module credits to satisfactorily complete a year of full-time study;
- 3) Pass the compulsory Level 4 modules for his/her subject(s).

In considering your results for the last academic session your tutors were concerned that you might not meet one or more of these requirements.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- You are therefore advised to seek advice from your Placement Tutor for Hotel & Restaurant Management/appropriate Programme Lead as soon as possible to discuss your future programme of study, so that you may take appropriate steps to try to satisfy the requirements and if necessary reschedule your placement.
- Please note that if you do not meet the first requirement you might not be allowed to continue the course. If you do not meet the other requirements you will have to extend your course and if you are receiving Student Support would need to contact Student Loans Company to confirm your eligibility for continued funding.

**Reference: MXW.CDo**

**This letter contains important information. Please read it carefully**

The course regulations concerning progression to a placement may be summarised as follows:

A student must

- 1) Pass three module credits within a year to continue the course;
- 2) Pass six module credits to satisfactorily complete a year of full-time study;
- 3) Pass the compulsory Level 4 modules for his/her subject(s).

In considering your results for the last academic session your tutors were concerned that you might not meet one or more of these requirements.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- You are therefore advised to seek advice from your Placement Tutor for Hotel & Restaurant Management/appropriate Programme Lead as soon as possible to discuss your future programme of study, so that you may take appropriate steps to try to satisfy the requirements and if necessary reschedule your placement.
- Please note that if you do not meet the first requirement you might not be allowed to continue the course.
- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need advice please contact the International Student Advice Team (ISAT) to discuss how this situation may affect your immigration status. <http://www.brookes.ac.uk/student/services/isas/contactus.html>

**Reference: MXW.IPh**

**This letter contains important information. Please read it carefully**

The course regulations concerning progression to a placement may be summarised as follows:

A student must

- 1) Pass three module credits within a year to continue the course;
- 2) Pass six module credits to satisfactorily complete a full-time year of study;
- 3) Meet specific subject and/or course requirements for his/her subject(s).

In considering your results for the last academic session your tutors were concerned that you might not meet one or more of these requirements.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- You are therefore advised to seek advice from your Academic Adviser, Programme Lead and Industrial Placement Tutor as soon as possible to discuss your future programme of study, so that you may take appropriate steps to try to satisfy the requirements and if necessary reschedule your industrial placement.
- If you do not meet the requirements you might not be allowed to proceed directly to your industrial placement or continue the course. If you are in receipt of Student Support, Student Loans Company will be informed and support would normally be suspended temporarily. You should contact them to ascertain if you are eligible for continued funding while you recover your position.

**Reference: MXW.IPo**

**This letter contains important information. Please read it carefully**

The course regulations concerning progression to a placement may be summarised as follows:

A student must

- 1) Pass three module credits within a year to continue the course;
- 2) Pass six module credits to satisfactorily complete a full-time year of study;
- 3) Meet specific subject and/or course requirements for his/her subject(s).

In considering your results for the last academic session your tutors were concerned that you might not meet one or more of these requirements.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- You are advised to seek advice from your Academic Adviser, Programme Lead and Industrial Placement Tutor as soon as possible to discuss your future programme of study, so that you may take appropriate steps to try to satisfy the requirements and if necessary reschedule your industrial placement.
- If you do not meet the requirements you might not be allowed to proceed directly to your industrial placement or continue the course.
- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need advice please contact the International Student Advice Team (ISAT) to discuss how this situation may affect your immigration status. <http://www.brookes.ac.uk/student/services/isas/contactus.html>

**Reference: MXW121**

**This letter contains important information. Please read it carefully**

The enclosed examination results show that:

- 1) You have not passed eight Level 4 module credits and/or
- 2) You have not passed all the compulsory modules for your subject(s) and/or

Nevertheless it has been agreed that you may continue normally into the next Stage of the course. However, you should note that any outstanding Level 4/ Level 4 compulsory modules must still be passed and to meet the requirements for the award of an honours degree, degree or diploma.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- You must first contact your Academic Adviser or Student Support Coordinator to rearrange your programme for the coming year to include the modules, which you need to re-take. Please note you will need to use the M99a (late module addition) forms. Failure to do so may delay your progression or even lead to your becoming ineligible for an award.
- If you have been awarded a resit this session you are strongly advised to take the reassessment offered.
- Please note that if you do not pass at least eight modules each year you must attempt more than eight modules in successive year(s) in order to meet the requirements of an Honours degree within the normal full-time period.

- For the purposes of fee assessment any full-time programme containing more than 8 modules in an academic year will be subject to a surcharge for each additional module.
- If you are an International student with a Tier 4 student visa, please contact the International Student Advice Team (ISAT) to discuss how this situation may affect your immigration status. Please email [isat@brookes.ac.uk](mailto:isat@brookes.ac.uk) or Telephone 01865 484650 to make an appointment with an adviser. **Please take your passport and this letter to your interview with an international adviser.**

**Reference: MXWDD**

**This letter contains important information. Please read it carefully.**

Your record contains a Deferred Disciplinary grade (DD). Until this has been moderated/resolved the Modular Examinations Committee has deferred making any decision about your record.

As soon as this matter has been resolved the Modular Examinations Committee will review your record and make a decision about your continued study at Oxford Brookes University.

It is in your best interest to get this matter resolved as soon as possible and you are advised to contact the Faculty's Academic Conduct Officer through your Faculty Administration Office or Academic Adviser.

**Please see the reverse of this letter for important information on how to proceed.**

What you should do now:

- It is in your best interest to get this matter resolved as soon as possible and you are advised to contact the Faculty's Academic Conduct Officer through your Faculty Administration Office or Academic Adviser.

**Reference: MXWFh**

**This letter contains important information. Please read it carefully**

The course regulations concerning progression may be summarised as follows:

A student must

- 1) Pass three module credits within a year to continue the course;
- 2) Pass six module credits to satisfactorily complete a full-time year of study;
- 3) Meet specific subject and/or course requirements for the year or Stage.

In considering your results for the last academic session your tutors were concerned that you might not meet one or more of these requirements.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- You are advised to seek advice from your Academic Adviser or Student Support Coordinator as soon as possible and not later than the end of week 0 of the next semester, so that you may take appropriate steps to try to satisfy the requirements.
- Please note that if you do not meet the first requirement you might not be allowed to continue the course. If you do not meet the other requirements and are receiving Student Support, you would need to contact Student Loans Company to confirm your eligibility for continued funding while you recover your position.

**Reference: MXWFO**

**This letter contains important information. Please read it carefully**

The course regulations concerning progression may be summarised as follows:

A student must

- 1) Pass three module credits within a year to continue the course;
- 2) Pass six module credits to satisfactorily complete a full-time year of study;
- 3) Meet specific subject and/or course requirements, for the year or stage.

In considering your results for the last academic session your tutors were concerned that you might not meet one or more of these requirements.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- You are advised to seek advice from your Academic Adviser or Student Support Coordinator as soon as possible and not later than the end of week 0 of the next semester, so that you may take appropriate steps to try to satisfy the requirements.
- Please note that if you do not meet the first requirement you might not be allowed to continue the course.
- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note that most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need advice please contact the International Student Advice Team (ISAT)  
<http://www.brookes.ac.uk/student/services/isas/contactus.html>



**Reference: MXWP**

**This letter contains important information. Please read it carefully**

The Examinations Committee has noted that you have not achieved a satisfactory mark for one or more practice-based module(s) during this last semester. This letter is to remind you of the Undergraduate Programme Regulation B2.16 (vii) concerning the number of times practice-based modules may be failed, and to advise you of the action you must take. This regulation states that no practice-based module may be failed more than once and a student may not fail more than one such module. Students who do so will be required to withdraw from the course. The regulation can be found via your PIP under the Undergraduate Modular Programme Handbook.

The Subject Examination Committee advises that you take the following action to avoid breaking regulation B2.16 (vii).

If you have been awarded a resit grade, it is important that you take and pass this. A mark below 40% on a resit will constitute a practice-based module fail.

If you have been awarded a fail grade, it is essential that you pass all subsequent practice-based modules, either first time or at resit (if this is offered to you). A second practice-based module fail will result in your programme being discontinued.

**Please see the reverse of this letter for important information on how to proceed.**

**What you should do now:**

- If offered, prepare for and take the resit/s at the appropriate time following the instructions you will have received via your PIP.
- Check with your Academic Adviser or Student Support Coordinator whether or not you need to alter your programme of study for the coming academic year.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Team to discuss it as soon as possible. The availability of tutors may be obtained from your Faculty Administrator. Your Academic Adviser should be your first point of contact but in the event that tutors are not available within a reasonable period you should contact the appropriate section below to sort out your difficulties.
- Programme Support Team in Student Central for Programme advice.  
Brookes Union Advice Service (BUAS) for advice and information about your entitlement to continued funding and/or the costs of trying to continue with your course.  
Other support services include: Student Disability Service, Careers Centre and Counselling. Each of these offices will be open from 10.00-4.00 Mon-Fri. For Financial Aid advice, please contact Student Central.

**Reference: MXWSh**

**This letter contains important information. Please read it carefully**

The course regulations concerning progression may be summarised as follows:

A student must

- 1) Pass three module credits within a year to continue the course;
- 2) Pass six module credits to satisfactorily complete a full-time year of study;
- 3) Pass Level 4 compulsory modules in Stage I.

In considering your results for the last academic session your tutors were concerned that you might not meet one or more of these requirements.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- You are therefore advised to seek advice from your Academic Adviser or Student Support Coordinator as soon as possible and not later than the end of week 0 of the next semester, so that you may take appropriate steps to try to satisfy the requirements.
- Please note that if you do not meet the first requirement you might not be allowed to continue the course. If you do not meet the other requirements and you are receiving Student Support you would need to contact Student Loans Company to confirm your eligibility for continued funding while you recover your position.

**Reference: MXWSo**

**This letter contains important information. Please read it carefully**

The course regulations concerning progression may be summarised as follows:

A student must

- 1) Pass three module credits within a year to continue the course;
- 2) Pass six module credits to satisfactorily complete a full-time year of study;
- 3) Pass Level 4 compulsory modules in Stage I.

In considering your results for the last academic session your tutors were concerned that you might not meet one or more of these requirements.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- You are therefore advised to seek advice from your Academic Adviser or Student Support Coordinator as soon as possible and not later than the end of week 0 of the next semester, so that you may take appropriate steps to try to satisfy the requirements.
- Please note that if you do not meet the first requirement you might not be allowed to continue the course.
- If you are an International student with a Tier 4 student visa, this may affect your immigration status. Please note that most students on a Tier 4 visa can only study a maximum of 5 years at degree level. If you need advice please contact the International Student Advice Team (ISAT)  
<http://www.brookes.ac.uk/student/services/isas/contactus.html>

**Reference: R120R**

**This letter contains important information. Please read it carefully**

I am pleased to inform you that you have passed the resit assessment and you are now qualified to proceed to the next Stage of the Course.

**Please see the reverse of this letter for important information on how to proceed**

**What you should do now:**

- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact your Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible.

**Reference: MXWF.HC**

**This letter contains important information. Please read it carefully.**

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 considering your results for the last academic session, your tutors are concerned that you might not meet these requirements. Your examination results show that you have either:

1. failed one or more compulsory modules
2. been offered a resit for one or more compulsory modules

The Examinations Committee is writing to warn you that you are at risk of not satisfactorily passing all compulsory modules, which would mean you would not be able to proceed to the next year of study.

If you do not pass your resit(s) and/or there is no opportunity for you to retake any failed modules before the end of the current year of study, you will not be able to proceed to the next academic year.

All decisions are taken by the Subject Exam Committee.

**What you should do now:**

- You are advised to seek advice from your Academic Adviser or Student Support Coordinator as soon as possible and not later than the end of week 0 of the next semester, so that you may take appropriate steps to try to satisfy the requirements.
- After collecting your work and reading your feedback (if a coursework resit), seek advice from the module leader about the requirements to meet a pass grade.
- Seek advice from UPGRADE if you need additional help with preparing your resit submission or exam.
- 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 that this may not always be possible).
- If you have a resit exam and you are on placement, request the day of the exam off from placement.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible.

**Reference: MX120R.HC**

**This letter contains important information. Please read it carefully.**

The enclosed examination results show that you have not passed all of the compulsory Stage I modules and so have not met the requirements for progression to the next Stage of your course.

You have been offered a resit for one or more compulsory modules. The Examinations Committee is unable to make a decision about your progression until you have completed these resits. The Faculty will be writing to you separately to outline your options, but it is important to note that you will not be deemed to have successfully progressed to the next Stage/year of your course until you pass your resit(s), even if you start the modules for the next year of your course.

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 your course. If this happens, you will be required to withdraw from any modules you may be undertaking until you have successfully retaken the failed module(s). However, by passing your resit(s) on the module(s) below you will redeem your position and will be allowed to progress normally;

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.

All decisions are taken by the Subject Exam Committee.

**What you should do now:**

- After collecting your work and reading your feedback (if a coursework resit), seek advice from the module leader about the requirements to meet a pass grade.
- Seek advice from UPGRADE if you need additional help with preparing your resit submission or exam.
- 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 that this may not always be possible).
- If you have a resit exam and you are on placement, 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.

- If you are at all unclear about what this letter means for you, or what you should do next, then please contact Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible.

Please note the dates of the resit examinations, which are displayed on your PIP. This is also the date by which any resit coursework must be submitted to the lecturer concerned.

**Reference: MX120.HC**

**This letter contains important information. Please read it carefully**

I regret to inform you that your results show that you have not passed all the compulsory modules for your current year and/or you have not passed resits for modules from last semester.

The Examinations Committee has therefore decided that as you have not satisfactorily passed all the compulsory modules for your subject you may not proceed to your next year of study.

Progression between years of study of your programme is governed by both University and Nursing and Midwifery Council (NMC) requirements. The NMC rules stipulate that students are required to pass all assessment components for each progression point.

All decisions are taken by the Subject Exam Committee.

**RE: Extending Programme – impact on Student Loans Company funding**

If you are funded by the Student Loans Company (SLC) they will be informed that you have not satisfactorily completed this year of your course and that you will be repeating. The University will send a repetition notice to the SLC to advise them of this.

The Examinations Committee will advise you, and the SLC if appropriate, when you have passed sufficient modules to progress. You will also receive a letter from the Examinations Committee when you have met the progression requirements.

Unless this was your first year of funding from the SLC, you will need to check with them that you are eligible for continued funding. You may also wish to contact the Brookes Union Advice Service (BUAS) for guidance on your options.

**RE: Extending Programme - impact on Bursary payments**

If you are in receipt of an NHS bursary, we are required by Health Education Thames Valley (HETV) and Health Education South West (HESW) and Health Education South London (HES) Local Education Training Boards (LETB) to provide information on all students who need to, or have, requested time out and need to extend their programme. This is to keep the LETBs updated with any changes, but also so that they can authorise bursary payments for extensions of programmes.

Students retaking modules either on a full or part-time basis may need additional bursary to ensure they have sufficient funds to support them through to completion. If you are extending your programme due to mitigating circumstances, you will have your bursary funded and all fees paid.

If the reason for an application for additional funding is due to academic failure, the LETB will only provide additional funding if the academic failure was due to 'Extenuating Circumstances'. The LETB views 'Extenuating Circumstances' as 'those rarely occurring, unplanned life-events, over which a student has no control, that are acknowledged and recorded by a Progression or Exam Board, that cause a temporary failure of assessment performance or a deferment of assessment'.

Therefore, if you consider that such circumstances have affected your performance in your assessments, please speak with your Academic Advisor or Subject Coordinator.

**What you should do now:**

- If you decide to continue you must first contact your Academic Advisor to rearrange your programme for the coming year to include the modules which you need to re-take.
- Register online via your PIP or submit an M99a form to select your module choice(s). Meanwhile, your currently registered future programme of study will be erased.

- You may wish to meet the missing requirements by credit transfer, i.e. undertaking equivalent study at another institution. To do this you should approach the institution direct as to feasibility, and then your Programme Lead(s) or Subject Coordinator to check that the proposed study elsewhere is suitable in terms of level and content.
- If the modules you must re-take are not offered, and/or you are not taking other modules in the coming semester you should contact Student Central to apply for "Approved Time Out from the Course" for the semester that you are not studying.

**Reference: MX111.HC**

**This letter contains important information. Please read it carefully**

I regret to inform you that your results show that you have not passed all the compulsory modules for your current year and/or you have not passed resits for modules from last semester.

The Examinations Committee has therefore decided that as you have not satisfactorily passed all the compulsory modules for your subject you may not proceed to your next year of study.

Progression between years of study of your programme is governed by both University and Nursing and Midwifery Council (NMC) requirements. The NMC rules stipulate that students are required to pass all assessment components for each progression point.

All decisions are taken by the Subject Exam Committee.

**RE: Extending Programme - impact on Bursary payments**

If you are in receipt of an NHS bursary, we are required by Health Education Thames Valley (HETV) and Health Education South West (HESW) and Health Education South London (HES) Local Education Training Boards (LETB) to provide information on all students who need to, or have, requested time out and need to extend their programme. This is to keep the LETBs updated with any changes, but also so that they can authorise bursary payments for extensions of programmes.

Students retaking modules either on a full or part-time basis may need additional bursary to ensure they have sufficient funds to support them through to completion. If you are extending your programme due to mitigating circumstances, you will have your bursary funded and all fees paid.

If the reason for an application for additional funding is due to academic failure, the LETB will only provide additional funding if the academic failure was due to 'Extenuating Circumstances'. The LETB views 'Extenuating Circumstances' as 'those rarely occurring, unplanned life-events, over which a student has no control, that are acknowledged and recorded by a Progression or Exam Board, that cause a temporary failure of assessment performance or a deferment of assessment'.

Therefore, if you consider that such circumstances have affected your performance in your assessments, please speak with your Academic Advisor or Subject Coordinator.

**RE: Extending Programme – impact on Student Loans Company funding**

If you are funded by the Student Loans Company (SLC) they will be informed that you have not satisfactorily completed this year of your course and that you will be repeating. The University will send a repetition notice to the SLC to advise them of this.

The Examinations Committee will advise you, and the SLC if appropriate, when you have passed sufficient modules to progress. You will also receive a letter from the Examinations Committee when you have met the progression requirements.

Unless this was your first year of funding from the SLC, you will need to check with them that you are eligible for continued funding. You may also wish to contact the Brookes Union Advice Service (BUAS) for guidance on your options.

**What you should do now:**

- If you decide to continue you must first contact your Academic Advisor to rearrange your programme for the coming year to include the modules which you need to re-take.

- Register online via your PIP or submit an M99a form to select your module choice(s). Meanwhile, your currently registered future programme of study will be erased.
- You may wish to meet the missing requirements by credit transfer, i.e. undertaking equivalent study at another institution. To do this you should approach the institution direct as to feasibility, and then your Programme Lead(s) or Subject Coordinator to check that the proposed study elsewhere is suitable in terms of level and content.
- If the modules you must re-take are not offered, and/or you are not taking other modules in the coming semester, you should contact Student Central to apply for "Approved Time Out from the Course" for the semester that you are not studying.

**Reference: MX3.HC**

**This letter contains important information. Please read it carefully.**

This is to confirm that you have now met the requirements previously placed on you by the University's Examination Committee in relation to progression between stages and years of your programme, governed by both University and Nursing and Midwifery Council (NMC) requirements.

If you are eligible for NHS bursary payments, we will now advise your Local Education Training Boards (LETB) that you have recovered your position and are continuing to the next stage of your programme, so that they can authorise bursary payments for the remainder of your programme (if relevant).

If you receive Student Support, the Student Loans Company will be informed that you will be proceeding to the next stage of your course.

**What you should do now:**

- Contact your Academic Adviser or Student Support Coordinator for advice on adjusting your programme for the coming year.
- If you wish to change mode of study from full-time to part-time or vice versa or if you do not wish to return to study next semester and need "Approved Time Out from the Course", you should make this request to Student Central.
- You are advised to confirm these arrangements with Student Loans Company.
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.

**Reference: MX130.HC**

**This letter contains important information. Please read it carefully.**

This is to confirm that you have now met the requirements previously placed on you by the University's Examination Committee in relation to progression between stages and years of your programme, governed by both University and Nursing and Midwifery Council (NMC) requirements.

If you are eligible for NHS bursary payments, we will now advise your Local Education Training Boards (LETB) that you have recovered your position and are continuing to the next stage of your programme, so that they can authorise bursary payments for the remainder of your programme (if relevant).

If you receive Student Support, the Student Loans Company will be informed that you will be proceeding to the next stage of your course.

**What you should do now:**

- Contact your Academic Adviser or Student Support Coordinator for advice on adjusting your programme for the coming year.

- If you wish to change mode of study from full-time to part-time, or vice versa, or if you do not wish to return to study next semester and need "Approved Time Out from the Course", you should make this request to Student Central.
- You are advised to confirm these arrangements with Student Loans Company.
- Enrol as a continuing student either online or with Student Central and the Student Finance Office before the start of the semester in which you intend to continue your studies. You may not be able to complete the enrolment process unless your fee payments can be confirmed.
- Please note Regulation B2.7 (vi) Limitation on Modules taken, "The 22 Rule", which concerns eligibility for the award of an Honours Degree for those expecting to extend their course.

**Reference: FR2.HC**

**This letter contains important information. Please read it carefully.**

The enclosed examination results show that despite the opportunity to take a resit:

- 1) You have not passed all the compulsory modules for your subject(s).

The Examinations Committee has therefore decided that as you have not satisfactorily passed all the compulsory modules for your subject you may not progress to the next Stage of the course.

Progression between years of study of your programme is governed by both University and Nursing and Midwifery Council (NMC) requirements. The NMC rules stipulate that students are required to pass all assessment components for each progression point.

All decisions are taken by the Subject Exam Committee.

**RE: Extending Programme - impact on Bursary Payments**

If you are in receipt of an NHS bursary, we are now required by Health Education Thames Valley (HETV) and Health Education South West (HESW) and Health Education South London (HES) Local Education Training Boards (LETB) to provide information on all students who need to, or have, requested time out and need to extend their programme. This is to keep the LETBs updated with any changes, but also so that they can authorise bursary payments for extensions of programmes.

Students retaking modules either on a full or part-time basis, may need additional bursary to ensure they have sufficient funds to support them through to completion. If you are extending your programme due to mitigating circumstances, you will have your bursary funded and all fees paid.

If the reason for an application for additional funding is due to academic failure, the LETB will only provide additional funding if the academic failure was due to 'Extenuating Circumstances'. The LETB views 'Extenuating Circumstances' as 'those rarely occurring, unplanned life-events, over which a student has no control, that are acknowledged and recorded by a Progression or Exam Board, that cause a temporary failure of assessment performance or a deferment of assessment'.

Therefore, if you consider that such circumstances have affected your performance in your assessments, please speak with your Academic Advisor or Subject Coordinator.

**RE: Extending Programme – impact on Student Loans Company Funding**

If you are funded by the Student Loans Company (SLC) they will be informed that you have not satisfactorily completed this year of your course and that you will be repeating. The University will send a repetition notice to the SLC to advise them of this.

The Examinations Committee will advise you, and the SLC if appropriate, when you have passed sufficient modules to progress. You will also receive a letter from the Examinations Committee when you have met the progression requirements.

Unless this was your first year of funding from the SLC, you will need to check with them that you are eligible for continued funding. You may also wish to contact the Brookes Union Advice Service (BUAS) for guidance on your options.

### **What you should do now:**

- If you decide to continue you must first contact your Academic Advisor to rearrange your programme for the coming year to include the modules which you need to re-take.
- Register online via your PIP or submit an M99a form to select your module choice/s. Meanwhile, your currently registered future programme of study will be erased.
- You may wish to meet the missing requirements by credit transfer, i.e. undertaking equivalent study at another institution. To do this you should approach the institution direct as to feasibility, and then your Programme Lead(s) or Subject Coordinator to check that the proposed study elsewhere is suitable in terms of level and content.
- If the modules you must re-take are not offered and/or you are not taking other modules in the coming semester you should contact Student Central to apply for "Approved Time Out from the Course" for the semester that you are not studying.

### **Reference: MX111R.HC**

**This letter contains important information. Please read it carefully.**

The enclosed examination results show that you have not passed all of the compulsory modules for the current stage of your course and so have not met the requirements to progress.

You have been offered a resit for one or more compulsory modules. The Examinations Committee is unable to make a decision about your progression until you have completed these resits. The Faculty will be writing to you separately to outline your options, but it is important to note that you will not be deemed to have successfully progressed to the next Stage/year of your course until you pass your resit(s), even if you start the modules for the next year of your course.

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 your course. If this happens, you will be required to withdraw from any modules you may be undertaking until you have successfully retaken the failed module(s). However, by passing the resit(s) on the module(s) below you will redeem your position and will be allowed to progress normally;

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.

All decisions are taken by the Subject Exam Committee.

### **What you should do now:**

- After collecting your work and reading your feedback (if a coursework resit), seek advice from the module leader about the requirements to meet a pass grade.
- Seek advice from UPGRADE if you need additional help with preparing your resit submission or exam.
- 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 that this may not always be possible).
- If you have a resit exam and you are on placement, 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.
- If you are at all unclear about what this letter means for you, or what you should do next, then please contact Academic Adviser, Student Support Coordinator, Programme Support Team or the Brookes Union Advice Service to discuss it as soon as possible.

Please note the dates of the resit examinations, which are displayed on your PIP. This is also the date by which any resit coursework must be submitted to the lecturer concerned.



**Reference: MX410U**

**This letter contains important information. Please read it carefully.**

The examination results for this academic year show that you do not qualify for progression to the final year of your Integrated Master's degree, and the Examination Committee has confirmed that you are no longer eligible to continue studying towards your current award.

However, you are eligible to continue studying towards an honours degree in a related subject.

If you are funded by the Student Loans Company (SLC) they will be informed that you have not satisfactorily completed this year of your course and that you will be repeating. The University will send a repetition notice to the SLC to advise them of this.

If you have a sponsor, they will be informed that you have not satisfactorily completed this year of your course.

**What you should do now:**

- If you decide to continue you must first contact your Student Support Coordinator or your Academic Advisor to arrange your subject change and to rearrange your programme of study for the coming academic year to include the module(s) which you need to take for your new subject and award.
- Enrol as a continuing student either online or with Student Central and Student Finance before the start of the semester in which you intend to continue your studies.
- If the module(s) you need to take are not offered and / or you are not taking other modules in the coming semester you should request a period of approved temporary withdrawal. Please go to [www.brookes.ac.uk/forms](http://www.brookes.ac.uk/forms), complete and submit Form M201.

If you are at all unclear about what this letter means for you, or what you should do next, then please contact one of the following members of staff / Teams:

- your Student Support Coordinator (as shown on your PIP 'Records & Results' page)
- your Academic Advisor (as shown on your PIP 'Records & Results' page)
- the Programme Support Team ([programmesupport@brookes.ac.uk](mailto:programmesupport@brookes.ac.uk))
- the Brookes Union Advice Service ([su.advice@brookes.ac.uk](mailto:su.advice@brookes.ac.uk)) for advice and information about your entitlement to continued funding and / or the costs of trying to continue with your course.

Other support services include: Student Disability Service, Careers Centre and Counselling.  
<http://www.brookes.ac.uk/students/support-services/>.

**Reference: MX410N****This letter contains important information. Please read it carefully.**

The examination results for this academic year show that you do not qualify for progression to the final year of your Integrated Master's degree, and the Examination Committee has confirmed that you are no longer eligible to continue studying towards your current award.

However, you are eligible to continue studying towards an ordinary degree in a related subject.

If you are funded by the Student Loans Company (SLC) they will be informed that you have not satisfactorily completed this year of your course and that you will be repeating. The University will send a repetition notice to the SLC to advise them of this.

If you have a sponsor, they will be informed that you have not satisfactorily completed this year of your course.

What you should do now:

- If you decide to continue you must first contact your Student Support Coordinator or your Academic Advisor to arrange your subject change and to rearrange your programme of study for the coming academic year to include the module(s) which you need to take for your new subject and award.
- Enrol as a continuing student either online or with Student Central and Student Finance before the start of the semester in which you intend to continue your studies.
- If the module(s) you need to take are not offered and / or you are not taking other modules in the coming semester you should request a period of approved temporary withdrawal. Please go to [www.brookes.ac.uk/forms](http://www.brookes.ac.uk/forms), complete and submit Form M201.

If you are at all unclear about what this letter means for you, or what you should do next, then please contact one of the following members of staff / Teams:

- your Student Support Coordinator (as shown on your PIP 'Records & Results' page)
- your Academic Advisor (as shown on your PIP 'Records & Results' page)
- the Programme Support Team ([programmesupport@brookes.ac.uk](mailto:programmesupport@brookes.ac.uk))
- the Brookes Union Advice Service ([su.advice@brookes.ac.uk](mailto:su.advice@brookes.ac.uk)) for advice and information about your entitlement to continued funding and / or the costs of trying to continue with your course.

Other support services include: Student Disability Service, Careers Centre and Counselling.  
<http://www.brookes.ac.uk/students/support-services/>.

**Reference: MX420****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 your compulsory modules for the current stage of your course. The Examination Committee has therefore decided that you may not proceed to the final year of your Integrated Master's degree.

If you are funded by the Student Loans Company (SLC) they will be informed that you have not satisfactorily completed this year of your course and that you will be repeating. The University will send a repetition notice to the SLC to advise them of this.

If you have a sponsor, they will be informed that you have not satisfactorily completed this year of your course.

The Examinations Committee will advise you, and the SLC / your sponsor if applicable, when you have passed sufficient modules to progress to your final year.

**What you should do now:**

- If you decide to continue you must first contact your Student Support Coordinator or your Academic Advisor to rearrange your programme of study for the coming academic year to include the module(s)

which you need to re-take. Please pay careful attention to your course regulations when devising your future programme of study, especially B2.8(vii) which details the maximum limit on the number of credits which can be attempted for an Integrated Master's degree.

- Enrol as a continuing student either online or with Student Central and Student Finance before the start of the semester in which you intend to continue your studies.
- If the module(s) you must retake are not offered and / or you are not taking other modules in the coming semester you should request a period of approved temporary withdrawal. Please go to [www.brookes.ac.uk/forms](http://www.brookes.ac.uk/forms), complete and submit Form M201.

If you are at all unclear about what this letter means for you, or what you should do next, then please contact one of the following members of staff / Teams:

- your Student Support Coordinator (as shown on your PIP 'Records & Results' page)
- your Academic Advisor (as shown on your PIP 'Records & Results' page)
- the Programme Support Team ([programmesupport@brookes.ac.uk](mailto:programmesupport@brookes.ac.uk))
- the Brookes Union Advice Service ([su.advice@brookes.ac.uk](mailto:su.advice@brookes.ac.uk)) for advice and information about your entitlement to continued funding and / or the costs of trying to continue with your course.

Other support services include: Student Disability Service, Careers Centre and Counselling.  
<http://www.brookes.ac.uk/students/support-services/>.

**Reference: MX420R**

**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. This means that you do not currently qualify to progress onto the final year of your Integrated Master's degree.

However, you could redeem the situation by passing resit/s that have been awarded and meeting any other additional progression requirements for your subject. Most commonly this is a required minimum overall average but please check your subject specific regulations for details on progression requirements.

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

**<system to insert resit module number/s>**

**What you should do now:**

- Note the dates of the resit examinations, which are displayed on your PIP. This is also the date by which any resit coursework must be submitted.
- Prepare for and take the resit assessment at the appropriate time.
- Check with your Student Support Co-ordinator or your Academic Adviser whether or not you need to alter your programme of study for the coming academic year.

If you are at all unclear about what this letter means for you, or what you should do next, then please contact one of the following members of staff / Teams:

- your Student Support Coordinator (as shown on your PIP 'Records & Results' page)
- your Academic Advisor (as shown on your PIP 'Records & Results' page)
- the Programme Support Team ([programmesupport@brookes.ac.uk](mailto:programmesupport@brookes.ac.uk))
- the Brookes Union Advice Service ([su.advice@brookes.ac.uk](mailto:su.advice@brookes.ac.uk)) for advice and information about your entitlement to continued funding and / or the costs of trying to continue with your course.

Other support services include: Student Disability Service, Careers Centre and Counselling.  
<http://www.brookes.ac.uk/students/support-services/>.

**Reference: MX491**

**This letter contains important information. Please read it carefully.**

The Examination Committee has noted that you have not yet met the minimum requirements for an Integrated Master's degree, but that you are eligible to continue on the course for this award.

You will be expected to pay the fees for any further modules you take.

If you were in receipt of Student Support, the Student Loans Company (SLC) will be informed that you have not completed the course within the normal time as a full-time student. They may support you for further study and you should contact them to confirm if you are eligible for continued funding.

**What you should do now:**

- If you decide to continue you must first contact your Student Support Coordinator or your Academic Advisor to rearrange your programme of study for the forthcoming academic year to include the modules which you need to re-take. Please pay careful attention to your course regulations when devising your future programme of study, especially B2.8(vii) which details the maximum limit on the number of credits which can be attempted for an Integrated Master's degree.
- Enrol as a continuing student either online or with Student Central and Student Finance before the start of the semester in which you intend to continue your studies.
- If you would like to return to complete your studies but need to request a period of approved temporary withdrawal, please go to [www.brookes.ac.uk/forms](http://www.brookes.ac.uk/forms), complete and submit a Form M201.
- If you decide to not return to complete your studies and believe you may have qualified for and would like to be recommended for an award at the next meeting of the Examination Committee, please go to [www.brookes.ac.uk/forms](http://www.brookes.ac.uk/forms), complete and submit a Form M200. Within this form you will need to indicate your reason for leaving and confirm that you believe that you qualify for an award.

If you are at all unclear about what this letter means for you, or what you should do next, then please contact one of the following members of staff / Teams:

- your Student Support Coordinator (as shown on your PIP 'Records & Results' page)
- your Academic Advisor (as shown on your PIP 'Records & Results' page)
- the Programme Support ([programmesupport@brookes.ac.uk](mailto:programmesupport@brookes.ac.uk))
- the Brookes Union Advice Service ([su.advice@brookes.ac.uk](mailto:su.advice@brookes.ac.uk)) for advice and information about your entitlement to continued funding and / or the costs of trying to continue with your course.

Other support services include: Student Disability Service, Careers Centre and Counselling.  
<http://www.brookes.ac.uk/students/support-services/>.

**Reference: MX491R**

**This letter contains important information. Please read it carefully.**

The Examination Committee has noted that you have not yet met the minimum requirements for an Integrated Master's degree.

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 the resits awarded for module/s;

**< system to insert resit module number >**

**What you should do now:**

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- Note the dates of the resit examinations, which are displayed on your PIP. This is also the date by which any resit coursework must be submitted.
- Prepare for and take the resit assessment at the appropriate time.

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

If you are at all unclear about what this letter means for you, or what you should do next, then please contact one of the following members of staff / Teams:

- your Student Support Coordinator (as shown on your PIP 'Records & Results' page)
- your Academic Advisor (as shown on your PIP 'Records & Results' page)
- the Programme Support Team (programmesupport@brookes.ac.uk)
- the Brookes Union Advice Service (su.advice@brookes.ac.uk)

Other support services include: Student Disability Service, Careers Centre and Counselling.  
<http://www.brookes.ac.uk/students/support-services/>.

**Reference: MX491U**

**This letter contains important information. Please read it carefully.**

The examination results for this academic year show that, due to the limit on the number of modules you are permitted to attempt at level 7 for the Integrated Master's degree (Regulation B2.8.vii), you are no longer eligible to continue studying towards your current award.

However, you are eligible to continue studying towards an honours degree in a related subject. You will be expected to pay the fees for any further modules you take.

If you are funded by the Student Loans Company (SLC) they will be informed that you have not satisfactorily completed this year of your course and that you will be repeating. The University will send a repetition notice to the SLC to advise them of this.

If you have a sponsor, they will be informed that you have not satisfactorily completed this year of your course.

**What you should do now:**

- If you decide to continue you must first contact your Student Support Coordinator or your Academic Advisor to arrange your subject change and to rearrange your programme of study for the coming academic year to include the module(s) which you need to take for your new subject and award.
- Enrol as a continuing student either online or with Student Central and Student Finance before the start of the semester in which you intend to continue your studies.
- If the module(s) you need to take are not offered and / or you are not taking other modules in the coming semester you should request a period of approved temporary withdrawal. Please go to [www.brookes.ac.uk/forms](http://www.brookes.ac.uk/forms), complete and submit Form M201.

If you are at all unclear about what this letter means for you, or what you should do next, then please contact one of the following members of staff / Teams:

- your Student Support Coordinator (as shown on your PIP 'Records & Results' page)
- your Academic Advisor (as shown on your PIP 'Records & Results' page)
- the Programme Support Team (programmesupport@brookes.ac.uk)
- the Brookes Union Advice Service (su.advice@brookes.ac.uk) for advice and information about your entitlement to continued funding and / or the costs of trying to continue with your course.

Other support services include: Student Disability Service, Careers Centre and Counselling.  
<http://www.brookes.ac.uk/students/support-services/>.

**Reference: MXC1M**

Your tutors join me in offering congratulations on being awarded a Distinction in your Integrated Master's 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.