**Fail Year in Subject, transfer back to substantive course PIT Code: FYICTFR**

- used for retrieval of failed credit via reassessment for Year In Subject courses

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| **Your Results: 2022**  Date of letter: dd/mm/yyyy  Dear StudentName,  Student number: 12345678  Course: CourseTitle | | | | | | | | | | | |
| I am writing to inform you that you have not managed to complete the year in xxx course as you have not achieved the minimum overall pass mark in the module(s) listed below.  The decision of the Board of Examiners is that you must undertake reassessment before the start of the next academic year. | | | | | | | | | | | |
| **Type** | | | **Module Code** | | **Module Title** | | | **Method of Reassessment** | | | |
| With penalty | | | ABCD1234 | | Module title 1 | | | Reassessment 100% Exam | | | |
| **Key**   * Without penalty means the final module mark in which you are reassessed will not be capped at the minimum pass mark * With penalty means the final module mark in which you are reassessed will be capped at the minimum pass mark, providing you reach or exceed the pass mark * A held module means that your final module mark is not yet available [as you have delayed taking an assessment]   For further information, please refer to the [Exam result FAQs](https://www.kent.ac.uk/guides/exam-result-faqs) in the Student Guide | | | | | | | | | | | |
| For coursework reassessment, you **must** click [here](https://moodle.kent.ac.uk/2021/course/index.php?categoryid=87) for details of the specific reassessment requirements and submission deadlines for each module. | | | | | | | | | | | |
| **Alternatively**, you may transfer to your substantive course of study and remove your year in contribution. | | | | | | | | | | | |
| **What you need to do now** *If not final year student*  Your record will be set up to undertake reassessment in the modules you have failed, unless you notify this [office](mailto:csao@kent.ac.uk) **no later than 10 days** from the date of this letter that you want to transfer to your substantive course of study.  *If final year student*  Your record will be set up to undertake reassessment in the modules you have failed, unless you notify this [office](mailto:csao@kent.ac.uk) **no later than 5 days** from the date of this letter that you want to transfer to your substantive course in order to graduate. | | | | | | | | | | | |
| If you are unsure or wish to obtain further information or academic advice, then please contact your Division\*. | | | | | | | | | | | |
| **Module Results** | | | | | | | | | | | |
| **Stage** | **Module Code** | **Module Name** | | **Coursework Mark** | | **Project Mark** | **Exam Mark** | | **Final Mark** | **Result** | **Credits Awarded** |
| Undergrad Stage x | ABCD1234 | Module title 1 | |  | |  | 33 (100%) | | 33 | Fail | 0 |
| Undergrad Stage x | ABCD1235 | Module title 2 | | 81 (75%) | |  | 65 (25%) | | 77 | Pass | 20 |
| Undergrad Stage x | ABCD1236 | Module title 3 | |  | | 43 (100%) |  | | 43 | Pass | 30 |
| A transcript of your results can be accessed via Kent Vision in My Transcript. | | | | | | | | | | | |
| **Further Information** | | | | | | | | | | | |
| If you are required by UK Visas and Immigration to hold a visa, any changes to your studies may impact your conditions to stay in the UK. It is imperative that you seek further information from [Student Immigration Compliance](mailto:visacompliance@kent.ac.uk) or advice from [Kent Union Advice Centre (Canterbury)](https://kentunion.co.uk/welfare/advice) or [GKSU Advice Centre (Medway)](https://gksu.co.uk/advice-and-support) | | | | | | | | | | | |
| **Appeals**  Your rights within University regulations to appeal against this recommendation are set out in [Annex 13 of the Credit Framework](https://www.kent.ac.uk/teaching/qa/credit-framework/). We recommend that you read annex 13 section 3 prior to proceeding.  Before entering the formal appeals process, please contact Appeals\* **within 5 working days** in order to attempt early informal resolution. It is beneficial to resolve concerns and queries via this route as it provides a speedy resolution without the potential stress of the formal route. Further information on appeals can be found [here](https://www.kent.ac.uk/education/academic-appeals).  If you would like independent and impartial advice regarding submission of an appeal, you can contact [Kent Union Advice Centre (Canterbury)](https://kentunion.co.uk/welfare/advice) or [GKSU Advice Centre (Medway)](https://gksu.co.uk/advice-and-support) | | | | | | | | | | | |
| Please read this letter in conjunction with our [FAQs](https://www.kent.ac.uk/csao/exams/exam-faqs.html)  For further information, please contact your Division\*. | | | | | | | | | | | |
| *If Medway*  Medway Student Administration, University of Kent  *If not Medway*  Central Student Administration, University of Kent | | | | | | | | | | | |