**Conditional Proceed - Trail and Repeat PIT Code: PTR**

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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 the decision of the Board of Examiners is that you may progress to the next stage of your course in September.   However you have not managed to complete Stage x of your course as you have not achieved the minimum overall pass mark in the module(s) listed below. Therefore you should repeat the following modules during the next academic year alongside your next stage modules.  You will not be permitted to proceed or graduate next year unless you have obtained all Stage x credits. | | | | | | | | | | | |
| **Type** | | | **Module Code** | | **Module Title** | | | **Method of Reassessment** | | | |
| Penalised | | | ABCD1234 | | Module title 1 | | | Repeat module in attendance | | | |
| Penalised | | | ABCD1237 | | Module title 4 | | | Repeat module in attendance | | | |
| **Key**   * Unpenalised means the final module mark in which you are reassessed will not be capped at the minimum pass mark * Penalised 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 | | | | | | | | | | | |
| Repeat of a module means attendance at all lectures, seminars, workshops and laboratory sessions as appropriate, and following the full assessment requirements. Any marks already obtained for individual elements of assessment will not be carried forward. You should discuss module options and availability with your Division\*.  **Fees:** You should note that you will be required to pay fees for your tuition. Please contact our [Income Office](https://www.kent.ac.uk/guides/finance-contacts) for details or the [Financial Aid Office](mailto:financialaid@kent.ac.uk) for funding advice. | | | | | | | | | | | |
| **Alternatively**, you may choose to undertake reassessment in your failed modules at the end of the next academic year without tuition (or alternative modules provided that the requirements of the course are still being met). | | | | | | | | | | | |
| **What you need to do now** Your record will be set up to repeat your failed modules in the next academic year, unless you notify your Division\* **no later than 10 days** from the date of this letter that you intend to take the alternative option of reassessment without tuition at the end of the next academic year. | | | | | | | | | | | |
| 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 |
| Undergrad Stage x | ABCD1237 | Module title 4 | |  | | 31 (100%) |  | | 31 | Fail | 0 |
| 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 | | | | | | | | | | | |