

Appendix 10: Results letters: Signposting for students

The table below provides some suggested wording for inclusion in results letters for students.

Signposting to International Student Support for Student Route students	Web: https://www.ntu.ac.uk/studenthub/international-student-support Email: int.support@ntu.ac.uk Phone: 0115 848 2631
Signposting to financial advice	If you are repeating a year of study, you are advised to seek advice as soon as possible regarding the impact of the change on your entitlement to your Student Funding and any action you need to take. Further information can be found on the website: www.ntu.ac.uk/changestostudy, or you can contact the University's Student Financial Support Service directly to discuss your situation (Tel: 0115 848 2494 or email: financial.support@ntu.ac.uk).
Signposting to Academic Appeals process	If you would like to appeal the decision of the Board, you can submit a Request for Reconsideration (R4R) via the online Appeals Portal. R4Rs must be submitted within 10 working days from the date of this letter and on the following grounds only: • If you believe that there was a material error or irregularity in the assessment process, or that one or more of the constituent parts which make up your final outcome are incorrect; or • If you have additional material information which could not have previously been made available through the CPC process or to the Board of Examiners. Dissatisfaction with your result in an assessment, module, or final award is not grounds for appeal because it constitutes disagreement with academic judgement. You can find the Appeals Portal and information on the R4R procedure here: https://www.ntu.ac.uk/studenthub/my-course/student-handbook/submit-an-nec-or-appeal You can seek independent advice from the Nottingham Trent Students' Union here: http://www.trentstudents.org/ias