Certification Policy 2023-24

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# Conferments

1. The relevant Awards Board shall be the conferring body, having delegated authority from Academic Board, with the exception of honorary degrees.
2. An Awards Board shall not confer an award on a person unless they have enrolled on a course (or programme for research degree students) and has followed an approved programme of studies leading to the award or has fulfilled the regulations for the award of PhD by Prior Output or has been admitted to a course or programme with specific credit. The student shall also satisfy the Awards Board that, as demonstrated through formal assessment, they have fulfilled the aims and learning outcomes for that award.
3. The date of award, recorded on the certificate, shall be the date on which the Awards Board confers the award.
4. Section 3 regulation 5 of the General Student Regulations, states the conditions under which students’ results shall not be confirmed by Subject Standards Boards or where marks previously awarded are cancelled.

# Certification

1. Students shall be issued with a certificate as a record of the highest level of award conferred on them. Where a student’s registration is terminated (see Academic Regulations Section 4) or where the student has not declared their position and has not taken up the University’s invitation to re-enrol or intermit two months after the start of a new semester, the University shall issue the student with a certificate recording the highest level of award conferred on him or her.
2. Certificates bearing the University’s name shall be issued only on the authority of the Dean of Students (or nominee). They shall conform to the University’s house-style as determined from time to time by the Vice-Chancellor and the Dean of Students (or nominee). Certificates bearing the University’s name shall be issued only in accordance with the University’s systems and arrangements in place for managing the quality and standards of taught provision.
3. A Certificate issued in recognition of a University award in respect of a course offered at or partly at a partner institution, whether validated, franchised or jointly taught shall bear the name of the partner institution and the country the course is taught in and the words ‘taught in association with (Name of partner institution, Country).
4. The formulation of the award title on a certificate shall depend on whether the subject/s is/are studied as a single subject or in combination. For the latter, the relative proportion of subjects studied in combination shall determine the title of the award, with the subject studied in the greater proportion being named first. Where subjects have been studied in equal proportion, the subjects shall appear on the certificate in alphabetical order, save that Combined Studies shall appear last.
5. Only one certificate will be issued for each award conferred. In the event of loss or damage to a certificate, a student may apply for a replacement on supply of a declaration as to what happened to the original, together with payment of a fee as determined from time to time by the Dean of Students (or nominee).
6. Certificates and Records of Achievement may be issued by or on behalf of other awarding bodies in respect of courses offered at the University leading to the awards of other bodies. The style of certificate or record of achievement shall follow the conventions of the awarding body.
7. Certificates shall be posted to the address recorded on the Student Record System as the permanent home address of the student in question. It is the responsibility of the student to ensure that the information is updated as and when appropriate. Any certificate that is returned by the postal services will be retained until the student contacts the appropriate office to request redelivery.
8. Where the University has refused to confer an award or refused to confirm the conferment of an award by issuing a certificate (see Section 3, regulation 5.1.5 of the General Student Regulations), any certificate will be retained. A certificate shall only be issued as in paragraph 6 above when all outstanding fees have been paid and all items of University equipment on loan returned.

# Other forms of documentation certifying student achievement

1. Where a student has not completed the requirements for a full award, a Statement of Credit may be issued which shall certify a student’s achievement of credits and shall state the credits gained at each particular level.
2. Other than through approved Accreditation of Prior Learning (APL) procedures, Statements of Credit may not be accumulated towards an award unless (a) the student is admitted to an approved programme of study or (b) the various modules represented by more than one Statements of Credit include all those required to be completed to fulfil the learning outcomes of a specific course leading to a University award, approved in accordance with the University’s systems and arrangements in place for managing the quality and standards of taught provision.
3. Statements of Completion and Statements of Attendance may be issued to students who attend short courses, in accordance with the University’s systems and arrangements in place for managing the quality and standards of taught provision.
4. Transcripts shall be issued to all students who have a conferred award.
5. Certificates of exceptional achievement shall be issued to students who demonstrate they have met criteria laid down by Academic Board.

# Aegrotat awards

1. An Aegrotat may be awarded in respect of any taught course leading to a University award. An Aegrotat shall be awarded where a student has been certified as absent for valid reasons and is unable to complete the course, on the basis of sufficient evidence of the student’s performance submitted to an Awards Board. The Aegrotat award is unclassified. In the case of an Aegrotat having been awarded in respect of a classified award, exceptionally a student may subsequently elect to undertake the assessment and qualify for a classified award.

# Posthumous awards

1. Any award of the University may be conferred posthumously. The normal requirements of the award must be satisfied, except in the case of an Aegrotat award. The award certificate may be accepted on the student's behalf by an appropriate individual.

# Summary of types of documentation certifying student achievement

| **Type of certificate** | **Definition** | **Contents** |
| --- | --- | --- |
| Award certificate | Certifies the achievement of a credit-rated award conferred by an Awards Board | Name of graduate, title and level of award, date of award, signed by the Vice-Chancellor |
| Statement of completion (short course) | Certifies successful completion of a short course in that assessment has been undertaken and passed | Name of participant, name of short course, signed by the Vice-Chancellor |
| Statement of attendance | Certifies participation on a short course | Name of participant, name of short course, signed by the Vice-Chancellor |
| Transcript/ Progress file/ European Diploma Supplement Statement of credit | Records the detail of modules studied, results achieved, and credits given | Name of student, title and level of award, modules studied, results achieved by module, credits awarded, name of partner institution (if any), language of instruction (if other than English), signed by the Dean of Students (or nominee) |

# The formal removal of an award from a graduate

1. Academic Board may remove an award granted by the University from an individual on the recommendation of the Vice-Chancellor if:
   1. the person has been granted an award and has been found to have been admitted to the award route or granted the award under false pretenses or on material nondisclosure.
   2. the person has been granted an award has acted in a manner which the Academic Board considers would bring the name of the University into disrepute as a result of the graduate holding our award.

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