

Regulations and Procedures for the Conferment of University Awards

Issued by the Standards and Enhancement Office.

Technical updates of this document are undertaken on an annual basis to reflect and to incorporate earlier, approved amendments to related policies, procedures and regulations.

This document relates to the current year. If you become aware of any previous versions that are available online please notify SEO@bolton.ac.uk so that action can be taken to remove the document(s).

REGULATIONS AND PROCEDURES FOR THE CONFERMENT OF UNIVERSITY AWARDS

Conferment under Collaborative Partnership Arrangements

- 2.7 Where the University makes an academic award with one or more collaborative partner organisations, the formal written collaborative agreement shall specify the regulations to
- 2.8 Where the University has authorised a collaborative partner organisation to operate a course or programme of study leading to an academic award of the University, conferment of awards shall in such cases be governed by these regulations and/or by such other regulations as may be agreed by Senate.
- 2.9 The University may from time to time be authorised to recommend students for, and possibly then to confer, the awards of other bodies. In some such cases the conferment regulations of the other bodies may apply; where such regulations do not exist or are silent on any specific point, University regulations shall be applied as far as is practicable.

3. Conditions for receipt of an Academic Award

- 3.1 An academic award will be conferred when the following conditions are satisfied:
- (a) the individual was a registered student of the University at the time of his or her assessment for an award, had satisfied the academic requirements to qualify for the award, and had met any other applicable requirements of the University and/or of any relevant collaborative partner organisation as specified in the relevant University and/or collaborative partner organisation terms, conditions and regulations;
 - (b) , gender, course or programme of study followed and the award to be conferred have been registered by the University;
 - (c) the award to be conferred is one approved by Senate under its degree awarding and academic powers as resulting from successful completion of the relevant course or programme of study;
 - (d) conferment of the award has been recommended by an Assessment Board, or delegated to its chair or an authorised subcommittee, convened, constituted and acting under regulations approved by Senate under its degree awarding and academic powers;
 - (e) the recommendation of the award has been signed as detailed elsewhere in these regulations, confirming that the assessments have been carried out in accordance with the University's requirements and that the recommendations have received the consent of the external examiners.

4. Exit Awards

- 4.1 Unless otherwise agreed by Senate in respect of specific courses (e.g. for courses leading to double awards), no student may receive more than one award for study on a course.
- 4.2 Students who do not go on (through academic failure or withdrawal) to achieve the final award for which they are which they have qualified and are eligible, provided the conditions specified in 3.1 above are met. Acceptance of such an award does not preclude subsequent registration in order to study for a regulations.

- 4.3 Exceptionally, students who are continuing to the final stage of a course or programme of study may apply individually to the appropriate officer in Student Data Management (or whatever is the responsible organisational unit) and request that an exit award is issued in recognition of their successful completion of a stage of their course or programme of study. Alternatively, at the time of programme approval or subsequently, an academic department may request that all students are issued with certificates in recognition of their successful completion of the appropriate stage of a course or programme of study. This information will be recorded on the University's course validation record and Student Data Management will be informed of the need to issue certificates in accordance with the awards lists emanating from Assessment Boards.
- 4.4 Once an award has been conferred, that qualification is normally not withdrawn if a higher qualification is subsequently achieved. However exit awards may not be claimed retrospectively once the final stage has been successfully completed.

5. Aegrotat and Posthumous Awards

- 5.1 The definitions, circumstances and conditions under which a student may be recommended for an Aegrotat award, including posthumously, are described in the separate document: *Regulations and Procedures for the Award of Aegrotat Qualifications (including Posthumous Awards)*.

6. Rescinding an Award

- 6.1 In very exceptional circumstances it may be necessary for an academic award to be rescinded where approval or conferment has already occurred. This could arise for the following reasons:
- (a) if it should come to the attention of the chair of the Assessment Board after the Board had met that there had been a breach of regulations which would affect the final outcome of the assessment and of which the Board was not aware;
 - (b) if an error in recording the decisions of the Board remained undetected;
 - (c) other circumstances, for example:
 - irregularities in registration and enrolment procedures affecting individual students;
 - the outcome of investigations into academic misconduct by students;
 - material irregularity in the assessment procedures which is established after the Assessment Board has met;
 - the outcome of an academic appeal by students.
- 6.2 Any of these circumstances shall be brought to the attention of the chair of the Assessment Board who may consult with the Academic Registrar and/or with the appropriate officer in Student Data Management, as appropriate to the circumstances. Subject to their advice, the following action should be taken:

(a) If it appears that a breach of regulations has taken place, all students affected by it

8. Degree Congregations

Ceremonies

- 8.1 University of Bolton Degree Congregations are events at which academic or honorary awards are conferred on eligible recipients (whether in person or *in absentia*) and where recipients receive formal recognition of their award and congratulations from the University community.
- 8.2 Recipients of awards are invited by the Graduation Office to wear the academic dress for which they are eligible; all participants should comply with the relevant University policies, procedures and regulations, especially in respect of professional behaviour and dress code, and conform to any particular requirements of the ceremony.

Attendance

- 8.3 Only those whose eligibility for an award is finally confirmed and communicated to Student Data Management by the published deadline each year will be eligible to attend a particular ceremony (see Appendix 4 for possible exceptions). All those whose awards are finally confirmed after this deadline will be able to attend a subsequent ceremony.

B. PROCEDURES

9. Administration of Awards

- 9.1 The administrative procedures relating to the stages of action prior to the conferment of awards will be controlled by Student Data Management, in co-operation with Chairs of Assessment Boards, Academic Suoperation with Chairs of

- Student number.
- (d) Where anomalies are identified which require action, these are resolved before the relevant list is issued. Lists not requiring correction would be taken to the appropriate Assessment Board for the recording of results.
- 9.5 For each award title to be considered at any Assessment Board for taught programmes a Header Sheet will be completed by Academic Support Services from a template published by Student Data Management, stating the award, date and place of the meeting and the

10.4 Unless the award is made by an external body, the certificate will be in the format approved by the Vice Chancellor or nominee on behalf of the University. Samples of the approved format and wording of certificates will be held by Student Data Management. Certificates will bear the signature of the Vice Chancellor. Certificates improperly issued or without correct signatures, or which have been amended after issue, are not valid.

10.5 The following will be recorded on the certificate pertaining to academic awards:

- (a) the name of the University;
- (b) the name of the student;
- (c) the award achieved,

Duplicate Certificates

- 10.12 An application for a duplicate certificate must be directed through the institution and addressed to Student Data Management using the application form supplied.
- 10.13 Each duplicate certificate will be issued only with the consent of the appropriate officer in Student Data Management and each request will be dealt with on an individual basis.
- 10.14 Each duplicate certificate issued will be endorsed "**Duplicate**" and in all other respects will be identical to the certificate originally issued.
- 10.15 Duplicate certificates are only issued upon payment of the appropriate fee.

Replacement Certificates

- 10.16 In cases where alterations or amendments to names have taken place after the date of award, **replacement certificates will not normally be issued**, except in cases of gender reassignment, where a replacement certificate will be issued free of charge upon receipt of a written request accompanied by acceptable proof of the change of name, e.g. statutory declaration or deed poll. Otherwise, responsibility rests with the candidate himself/herself to prove that he/she was previously known under another name.
- 10.17 A quality checking procedure for award certificates will be carried out by Student Data Management staff under the supervision of the appropriate officer in Student Data Management. It is recognised that despite extensive checks, errors may still occasionally arise in the information printed on certificates, including names. Similarly, although great care is taken on the transit. Certificates requiring replacement due to incorrect information or because of damage should therefore be returned to the University for correction as soon as possible, normally at no cost to the student.
- 10.18 For a certificate to qualify as a replacement the original certificate must be normally returned to the University or acceptable proof of destruction provided to the appropriate officer in Student Data Management; otherwise the certificate issued will normally be a duplicate certificate and will be endorsed as such.

11. Transcripts

12. Endorsements in respect of collaborative arrangements

Where the course or programme of study has been followed at a collaborative partner organisation, and unless the University agrees otherwise with the partner, the transcript will be endorsed with the name of the organisation, the location (and country if it is outside the UK) and the language of study and assessment if it was not English. In the case of postgraduate research degrees or other collaborative programmes where no transcript is issued, these endorsements will be recorded on the award certificate.

APPENDIX 1

Header Sheets to be used for the Preparation of Results Lists for Assessment Boards

A fully completed Header Sheet will be provided by Academic Support Services from a template produced by Student Data Management for each award title to be considered at an Assessment Board, with the following details included:

- (a) AWARD TITLE
- (b) SUBJECT FOR CONFERMENT (where relevant)
- (c) COURSE CODE/S
- (d) COURSE TITLE/S
- (e) THE MODE OF STUDY FOR EACH AWARD AT THE ASSESSMENT BOARD
FULL-TIME PART-TIME DISTANCE LEARNING
- (f) DATE OF ASSESSMENT BOARD AND PLACE HELD
 1. *The recommendations for Awards made at this Assessment Board meeting are in accordance with the approved regulations for the above validated course/s or programme/s of study.*
 2. *The signatures below are of the External Examiners who were present at the meeting of this Assessment Board and who concur with its recommendations.*
- (g) NAME AND SIGNATURE OF EXTERNAL EXAMINERS
 3. *The individual results on the list of named candidates as presented to and approved by this Assessment Board are a correct record of the recommendations made that relate to the above Awards.*
- (h) NAME AND SIGNATURE OF CHAIRPERSON
 4. *The proceedings of this Assessment Board complied with the current Academic Regulations of the University as determined by Senate.*

APPENDIX 2

Procedure for the Recording of Student Names

Student results lists will always contain the following information:

STUDENT NUMBER

SURNAME

APPENDIX 3

Format of Award Certificates

The certificate of an award conferred by the University will record information relating to:

- a. The University;
- b. the full student's name - forenames first;
- c. *has been admitted to or awarded* the **award title**
(Formatted according to agreed nomenclature and University Regulations), followed by any classifications;
- d. **the title of the programme of study.**
(Formatted according to agreed nomenclature);
- e. endorsements, such as:
 - (i) any other distinctions approved for inclusion;
 - (ii) in specific cases as agreed, any recognition of the award by a professional, statutory or regulatory body;
 - (iii)

FIGURE 1

ANNABEL EAGLE

has been admitted to the degree of

Bachelor of Science

ANNABEL EAGLE

has been admitted to the degree of

Doctor of Philosophy

having followed an approved postgraduate research programme entitled

Title of Thesis

Studied at New York College, Athens, Greece

June 2023

APPENDIX 4

Outstanding Financial Obligations to the University and Unresolved Breaches of University Regulations

1. A student having any outstanding financial obligations to the University may be subject to a range of sanctions which could affect, amongst other actions, the issue of their transcript, HEAR, or certificate and/or attendance by the student and/or their guests at a degree congregation, as outlined in the applicable Course Fees policy governing their enrolment and registration.
3. Evidence confirming the fulfilment of the outstanding financial obligation should be presented to Student Data Management (and, for research degrees, the Research and Doctoral Division), so that completion of the award may take place.
4. Where a breach of the Regulations has been confirmed, the resulting action may include the relevant Assessment Board rescinding the award.

--