

Part 10

Conferment of Awards

1 Conferment of substantive awards

- 1.1 No award or distinction of our University will be conferred without the authority of the Academic Board.
- 1.2 A **substantive** award of our University will be conferred in accordance with para 2 below only when the following conditions are satisfied:
- (a) the candidate is a student or associate student of our University at the time of his or her assessment for an award and has discharged all financial and other obligations to our University;
 - (b) the candidate has completed a course of study approved by our University as leading to the award being recommended;
 - (c) the award has been recommended by an Assessment Board (or, for research awards, the Academic Board Research Committee), constituted and acting under regulations approved by the University.
- 1.3 The award recommended by an Assessment Board will be the award for which the student is a candidate, or a lower award as specified in the approved course regulations for which the student has fulfilled the requirements.
- 1.4 Where course regulations make provision for students to progress from one stage to another and qualify for an award at each stage, the assessments for each intermediate stage will be assessments for eligibility to receive the relevant award: conferment of that award will not occur where the student is proceeding to the next stage.

2 Conferment of particular awards

- 2.1 An award will be conferred with merit or distinction or with an Honours classification where course regulations make such provision and where the student has satisfied the requirements of the course regulations for such an award.
- 2.2 An **aegrotat** award of our University (undergraduate level only) may be conferred when the conditions in Part 5 of this Manual are met.

- 2.3 A **posthumous** award of our University may be conferred and accepted on the student's behalf by a parent, spouse or other appropriate individual. Any award offered by our University may be conferred posthumously. The level of the award will be at the discretion of the Vice-Chancellor.
- 2.4 An **honorary** award of our University may be conferred upon persons of distinction who have either made major contributions to the work of our University or who have earned distinction for activities associated more widely with education, business, culture, creative work or public service.
- 2.5 A **fellowship** of our University may be conferred upon persons of distinction who are deemed to have made a significant contribution to the work of our University.

3 Revocation of award

- 3.1 If, *subsequent* to conferment of a **substantive** award, a breach of regulations shall have been established, the Academic Board shall have power to revoke the award.
- 3.2 The Academic Board shall have similar powers in respect of an **honorary** award in cases where the conduct of the recipient is subsequently deemed to reflect adversely upon our University.

4 Collaboration with other awarding bodies and with other institutions

- 4.1 Our University may act jointly with professional bodies and with other awarding bodies to make available courses of study leading to recognised awards of such associations and bodies.
- 4.2 Our University may permit other institutions to offer courses of study leading to an award of our University. Such courses of study will be validated and approved by our University in accordance with the provisions of the Quality Manual.

5 Documentation given to students

5.1 Award Certificate

5.1.1 The certificate for every award offered by our University will bear the signature of the Vice-Chancellor and will record:

- (a) the name of our University;
- (b) the recipient's name;

- (c) the award;
- (d) the title of the course;
- (e) an approved endorsement where appropriate;

5.1.2 Where a course is delivered in collaboration with another institution the name of the institution may, where previously agreed with the collaborating partner, appear on the award certificate. Where the partner is not named, the award certificate shall make clear that there is a diploma supplement which provides further information.

5.2 Diploma Supplement

5.2.1 A diploma supplement may be issued to a student who has successfully completed any approved elements of study.

5.2.2 The diploma supplement may record *inter alia*:

- (a) the name of our University together with the name of any other institution sharing responsibility for the student's course of study or research;
- (b) for courses delivered overseas, the place of registration;
- (b) the full name of the student;
- (c) the dates of the student's enrolment with our University;
- (d) the elements of study successfully completed, with details of their length and level, grade achieved (where appropriate) and date of completion;
- (e) details of any periods of supervised work experience or placement in the UK or abroad, with grades where appropriate and dates;
- (f) the language of instruction where this is not English. If the language of assessment was not the same as that used for the instruction this should also be clearly recorded.
- (g) other approved information requested by the student or required to meet the needs of an external agency.

5.3 Record of Credit

- 5.3.1 A Record of Credit may be issued to a student who has successfully completed a credit-rated non-award-bearing course validated by our University.
- 5.3.2 The Record of Credit shall indicate that the individual named on the Record has satisfactorily achieved general credit points for assessed learning.
- 5.3.2 The Record shall give details of the individual's assessed learning (both experiential and certified) together with the credit points and levels achieved for each, with dates.
- 5.3.3 The Record may be used to negotiate admission with credit to an approved course of study leading to an award.