

Issued by the Standards and Enhancement Office.

Technical updates of this document are undertaken on an annual basis to reflect changes to the University's organisational and management structures 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).

The University maintains a portfolio of awards approved by Senate which may be added to with the approval and authority of Senate.

- 2.1 Authority to approve and confer academic awards on behalf of the University resides with the University Senate. This authority may be delegated by Senate to named bodies or persons. No certificates, transcripts, records of achievement or similar may be legitimately issued in the Universi

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 be followed, having due regard to the University's requirements.
- 2.8 Where the University has authorised a collaborative partner organisation to operate a

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.

- (a) If it appears that a breach of regulations has taken place, all students affected by it should be informed that their awards are deferred and the Assessment Board should be reconvened to reconsider the results of the students involved.
 - (b) The views of at least one External Examiner should be considered by the reconvened Board. However in view of the commitments of External Examiners and the need to act with speed in such cases, the External Examiner(s) may be consulted separately by the chair of the Board and their opinion obtained in writing to be put before the Board.
 - (c) The decisions of the reconvened Board will be issued in the form of a new results list and letters will be sent on behalf of the chair of the Board to those student(s) whose results have been affected.
 - (d) If a recording error has taken place, the chair of the Assessment Board will inform all members of the Board and arrange for a corrected record to be issued as quickly as possible, writing individually to those student(s) affected.
- 6.3 The decision to rescind an honorary award will be governed by the *Honorary Awards: Regulations and Procedures*.

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()TTJ0 Tc 0 fo3r56 0 Td()Tj0.004 Tc -0.000 (nt)2 (i)5.9 (a56 0 T7556 -0 0 10.56 302 (he S(ogr

- Student number.

(d) Where anomalies are identified which require action, these are resolved be

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 _____ 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 _____, 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 University's part, damage to certificates may sometimes occur in 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.

An official, final transcript or equivalent (e.g. Higher Education Achievement Report – HEAR) will be made available to eligible students (see Appendix 4 for possible exceptions), in the format currently agreed by the University. It will normally include:

- (a) Name of Student;
- (b) University Reference (Student Number);
- (c) HESA Reference;
- (d) Qualification Aim;
- (e) Classification or distinction, if any;
- (f) Programme of Study;
- (h) Award date;
- (i) The titles of the modules studied in each year of the programme, their academic levels, grades, marks and credits awarded.

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.

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.*

This is to certify that:-

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 Examiner/s who were present at the meeting of this Assessment Board and who concur with its recommendations.

This is to certify that:-

1. The individual results for 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.
2. The proceedings of this Assessment Board complied with the current Academic Regulations of the University as determined by the Academic Board.

Student results lists will always contain the following information:

- STUDENT NUMBER
 - SURNAME
 - FIRST TWO FORENAMES
 - STUDENT STATUS
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- i. The University will ensure that the names listed on the results lists are the full and correct surnames of the candidates, as recorded at first enrolment and set out correctly.
 - ii. The University will not use initials/abbreviations/punctuation in the names for award lists and certificate production _____ in cases where they have been legally adopted by the student.
 - iii. The University will ensure that candidates have notified them of any such changes of name (eg. by marriage) and produced confirmatory legal evidence.
 - iv. No change of name that has taken place later than the award date will be taken into account. Candidates are made aware of this and informed at enrolment that they cannot alter their names at will.
 - v. A student will ____ be awarded a degree under a married name if they marry _____ the completion of their course, i.e. after the date of the final meeting of the Assessment Board.

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* (Formatted according to agreed nomenclature and University Regulations), followed by any classifications;
- d. *having followed an approved. programme in the* (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) volume and level of credits in the case of Continuing Professional Development awards;
- f. date of the award (the month and year in which the final decision was made by (or, with appropriate authority, on behalf of) the Assessment Board;
- g. in the case of collaborative postgraduate research degrees or other collaborative programmes where no transcript is issued, endorsements relating to the name of any other institution where the programme was studied (and its location if this is not readily apparent from its name, including the country if it is outside the UK), and the language of study and assessment (where it is not English). See examples in Figure 1 on the following pages;
- h. signature: Vice Chancellor.

ANNABEL EAGLE

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ANNABEL EAGLE

has been admitted to the degree of

Doctor of Philosophy

having followed an approved postgraduate research programme entitled

Studied at New York College, Athens, Greece

June 2023

“The University of Bolton is committed to the promotion of equality, diversity and a supportive environment for all members of our community. Our commitment to equality and diversity means that this procedure has been screened in relation to the use of plain English, the promotion of the positive duty in relation to race, gender and disability and avoidance of discrimination to other equality groups related to age, sexual orientation, religion or belief or gender reassignment.”

Policy ref.: