



# Regulations and Procedures for the Conferment of University Awards

## 2022-23

Issued by the Standards and Enhancement Office, December 2016.

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](mailto:SEO@bolton.ac.uk) so that action can be taken to remove the document(s).







## **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*.

## **6. Rescinding an Award**

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**7. Responsibilities for Record-keeping**

7.1 On behalf of the University, Student Data Management shall be responsible for the maintenance of the record of academic awards conferred by the University. The records shall include the full title of the award and the date it was conferred, together with the name (as shall be recorded on the certificate issued to the student), gender, and date of birth and the registration number of the student. In the case of students granted an award of the University having studied at another institution, then the name of that institution shall also be present in the records, along with any additional information as shall from time-to-time be deemed necessary or appropriate.

## **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 Support Services, the Research and Graduate School and the Standards and Enhancement Office.
- 9.2 Academic Support Services (and/or the Research and Graduate School in the case of research students) will prepare results lists from the course and student information on the appropriate University Records.
- 9.3 For research degrees the results lists comprise the relevant examination forms,

- 9.8 Student Data Management will produce a conferment checking list of the successful candidates. This will be based upon the results list recommendations made by the Assessment Board as prepared by the Secretary of each Board immediately following the meeting.





directly to the student's recorded home address. Confirmation is required from international students of the address to which the certificate is to be posted.

- 10.10 Exceptionally and giving reasons acceptable to the Student Data Manager, a student may request of Student Data Management that their certificate be collected; if agreed, then before release the certificate must be signed for by the student or the student's representative upon presentation of identification and authority acceptable to the Student Data Manager.

### ***Security***

- 10.11 Until they are issued, all certificates will be filed and retained within a secure environment.

### ***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 Student Data Manager 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 be issued**





## UNIVERSITY OF BOLTON

THE CONFERMENT OF AWARDS 2017/18  
HEADER SHEET FOR ASSESSMENT BOARD RESULTS LIST

Course Title/s \_\_\_\_\_

Course Code/s \_\_\_\_\_

Award Title/s \_\_\_\_\_

Date of Assessment Board \_\_\_\_\_ Place \_\_\_\_\_

Mode of Study: Full Time / Sandwich / Part Time / Distance Learning

*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.

## THE EXTERNAL EXAMINER/S:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Present Y / N

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Present Y / N

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Present Y / N

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Present Y / N

*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.

CHAIR PERSON \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_

## STUDENT DATA MANAGEMENT - ASSESSMENT AND AWARDS

Date Received \_\_\_\_\_ Date Published \_\_\_\_\_

**APPENDIX 2**

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## 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. *having followed an approved.....programme in* the **title of the programme of study**.  
(Formatted according to agreed nomenclature);
- e. endorsements, such as:
  - (i) sandwich mode of study;
  - (ii) any other distinctions approved for inclusion;

**FIGURE 1****ANNABEL EAGLE***has been admitted to the degree of***Bachelor of Science****with First Class Honours Bachelor of Science**





## 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 and certificate and/or their attendance 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 Graduate School), 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.

## **Equality Impact Assessment**

“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 equa