

# The Academic Regulations Appendix 19: Information Provided to Students Upon Completion of Their Studies

2019-2020



Edge Hill  
University

# The Academic Regulations

## Appendix 19 – Information Provided to Students Upon Completion of Their Studies

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## Summary

All Edge Hill students, and students studying toward an Edge Hill Award, will receive an official Academic Transcript detailing their achievement on an annual basis and at the end of the registered programme of study. Appendix 19 details the information included as part of this process.

## Glossary of Terms

| Term               | Meaning   |
|--------------------|---|
| Transcript         | A document detailing a student's performance on their programme of study.                                   |
| Bologna Guidelines | The Bologna guidelines, or Bologna process seeks to bring more coherence to higher education across Europe. |

## Purpose

Edge Hill recognises that transcripts are produced for two different purposes;

- The first purpose is to provide learners with a record of their learning while they are studying. This information is intended to help them monitor and reflect on their progress and plan their further academic development. It is an aid to learning and an essential element of their personal development records.
- The second purpose is to provide a student who has completed their programme (or at a point of interruption or termination) with a formal, verifiable and comprehensive record of learning for whoever needs such information. As such, it will have to satisfy a variety of interests and needs including employers, HE admissions tutors, professional bodies and statutory regulatory authorities in the UK and overseas

# Regulations

## 1. Information provided to students on completion of their studies

All Edge Hill students, and students studying toward an Edge Hill Award, will receive an official Academic Transcript detailing their achievement on an annual basis and at the end of the registered programme of study. Students that exit their programme prior to the point of completion will be issued with an Academic Transcript to record their confirmed achievement at that stage.

A Diploma Supplement and Certificate, which comply with Bologna guidelines on recording achievement, will be issued to those that successfully complete a Target Award and candidates that qualify for an Exit Award.

The University has an agreed policy on the retention of academic records and an approved procedure for alumni to acquire duplicates of their certification. Detailed information on the retention and retrieval process can be accessed at:

Retention:

<https://www.edgehill.ac.uk/registry/files/2019/04/RecordsRetentionSchedule2018i.pdf>

Retrieval:

<https://www.edgehill.ac.uk/registry/files/2019/02/Requesting-certification-FAQs-Feb-2019.pdf>

## 2. Academic Transcripts

2.1 The policy objectives for the HE Transcript are:

- to improve the quality and consistency of information on the learning and achievement of individual students in higher education for the benefit of everyone who has an interest in such information;
- to promote awareness of the national qualifications frameworks and national and international transparency and recognition of higher education awards; to contribute to an individual's lifelong record of learning and achievement;
- to support the process of personal development planning;
- to promote good practice in the provision of information on the outcomes of UK higher education.

2.2 Edge Hill recognises that transcripts are produced for two different purposes;

- The first purpose is to provide learners with a record of their learning while they are studying. This information is intended to help them monitor and reflect on

their progress and plan their further academic development. It is an aid to learning and an essential element of their personal development records.

- The second purpose is to provide a student who has completed their programme (or at a point of interruption or termination) with a formal, verifiable and comprehensive record of learning for whoever needs such information. As such, it will have to satisfy a variety of interests and needs including employers, HE admissions tutors, professional bodies and statutory regulatory authorities in the UK and overseas.

2.3 Edge Hill transcripts reflect the complete record of academic learning and achievement and include information on what was studied, what was successfully completed and what was not successfully completed.

2.4 Edge Hill operates a standard data set for all University transcripts. Details, and an example, are provided under Appendix A.

2.5 Transcripts are legal documents. Academic Registry will produce all transcripts in the full name (including middle names) as presented to the Award Board which confirms the final award. This will be the name that students are formally registered with at the University on the date of the award board.

### 3. Student Name Changes

3.1 Should a student's name change during the course of their studies it is the student's responsibility to inform Academic Registry and to provide the relevant documentation to confirm the change.

3.2 Name changes should be reported to the University as soon as is reasonably possible and by no later than the end of teaching for the final term.

3.3 Once students have completed their course and final results have been confirmed by an Award Board, the University will not normally permit retrospective changes to the name on a transcript aside from where one, or more, of the conditions set out in 3.4 is met.

3.4 The University may make an exception to 3.3 and retrospectively amend the name that an award is confirmed under where one or more of the following circumstances is evidenced<sup>1</sup>:

- i. Where a name change has been made in accordance with the Gender Recognition Act.

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<sup>1</sup> Further details of how a student can retrospectively change their name with the University are outlined in the *Name Change Procedure* on the Academic Registry webpages

- ii. Where a change of name is associated with vital personal security such as victim or witness protection, where a former student changes their identity and the police or security services recommend that the change should include the individual's qualifications.
- iii. Other highly exceptional circumstances where the individual's human rights or vital interests justify the reissue of a transcript in a new name. The Academic Registrar will consider such applications on a case by case basis, depending on reasons and evidence provided.

## Key to Relevant Documents

This policy refers to the following documents, which you may find useful.

Name Change Procedure: <https://www.edgehill.ac.uk/registry/data-management/>

Bologna Process: [https://ec.europa.eu/education/policies/higher-education/bologna-process-and-european-higher-education-area\\_en](https://ec.europa.eu/education/policies/higher-education/bologna-process-and-european-higher-education-area_en)

## Annexes

### A.1: Data Set for an Edge Hill Programme Transcript & Diploma Supplement

#### Student

- Name
- Date of birth
- Institutional registration number
- HESA reference number

#### Qualification

- Name of qualification
- Level of qualification in National Qualifications Framework (NQF)
- Name of awarding institution
- Name of teaching institution
- Location of study
- Language(s) of instruction (*to meet European Communities requirement*)
- Language(s) of assessment (*to meet European Communities requirement*)
- Professional Body accreditation
- Statutory Regulatory Body recognition/approval
- Mode of study
- Field of study

#### Record of Learning and Achievement

- Name of programme
- Module or unit study code (this should also indicate the level in the NQF that the module/unit is studied)
- Module or unit study title
- Number of credits awarded for each module/unit completed
- Date (year) in which credit studied

- Mark or grade for each module or unit studied

### **Other Types of Learning within the context of a programme**

- Study Abroad (include ECTS credits if applicable)
- Work placement
- Work experience
- Accredited prior transcript and experiential learning
- Accredited Key Skills

### **Award**

- Overall credits achieved
- Overall classification or performance indicator (e.g. merit/distinction)
- Professional/Statutory Body recognition *(if applicable, an indication that in gaining the award a candidate has satisfied the academic requirements for registration or membership etc)*
- Information on dual award institutions *(if applicable)*
- Date of award

### **Authentication**

- Date Generated
- Signature/seal (Academic Registrar)
- Telephone number for validating information

### **Explanatory information (provided in the accompanying results letter and Diploma Supplement)**

- Guidance on how to interpret the transcript
- Information on the grading scheme
- Overview of the National Qualification Awards Framework
- Overview of the UK HE system



## A.2 Sample Transcript



**Edge Hill  
University**

SAM SAMPLE  
123 Street Avenue  
Ormskirk  
Lancashire  
L39 1AA

### Academic Transcript

Registration Number 20022002  
HESA Number 1234567898765  
Date of Birth 1 May 1984  
Date Generated 28 January 2016  
Location of Study Ormskirk  
Teaching Institution Edge Hill University  
Awarding Institution Edge Hill University  
Language of Instruction English  
Language of Assessment English  
Mode of Study Full Time  
Field of Study Midwifery

Course Title BSC (HONS) MIDWIFERY

| Module Code | Module Title   | Level | Credit Value | Module Mark | Coded Decision | Academic Session |
|-------------|--|-------|--------------|-------------|----------------|------------------|
| PUP1144M_A  | INTER-PROFESSIONAL LEARNING: PROFESSIONAL ROLES, INTERACTION & COLLABORATION | 4     | 20           | 53          | P              | 2012             |
| PUP1148A    | MIDWIFERY PRACTICE & SKILLS  | 4     | 40           | 53          | P              | 2012             |
| PUP1149A    | PREPARING FOR MIDWIFERY  | 4     | 20           | 92          | P              | 2012             |
| PUP1150A    | THE DEVELOPING MIDWIFE PRACTITIONER  | 4     | 20           | 70          | P              | 2012             |
| PUP1151A    | BREASTFEEDING & HEALTH   | 4     | 20           | 64          | P              | 2012             |
| PUP2168M_A  | INTER-PROFESSIONAL LEARNING: UNDERSTANDING SERVICE GOVERNANCE                | 5     | 20           | 72          | P              | 2013             |
| PUP2196M_A  | APPRAISING RESEARCH IN HEALTH & SOCIAL CARE                                  | 5     | 20           | 58          | P              | 2013             |
| PUP2201A    | DIVERSITIES IN CHILDBIRTH & WOMEN'S HEALTH                                   | 5     | 40           | 81          | P              | 2013             |
| PUP2202A    | ENHANCING MIDWIFERY PROFICIENCY  | 5     | 20           | 95          | P              | 2013             |
| PUP2203A    | FACTORS AFFECTING NEONATAL HEALTH & WOMEN'S REPRODUCTIVE HEALTH              | 5     | 20           | 87          | P              | 2013             |
| PUP3135M_A  | INTER-PROFESSIONAL LEARNING: PREPARING FOR THE PROFESSIONAL ROLE             | 6     | 30           | 68          | P              | 2014             |
| PUP3136A    | CRITICAL ANALYSIS OF MIDWIFERY   | 6     | 30           | 86          | P              | 2014             |
| PUP3144A    | CULTURALLY SENSITIVE HOLISTIC CARE   | 6     | 20           | 86          | P              | 2014             |
| PUP3145A    | THE COMPETENT MIDWIFERY PRACTITIONER   | 6     | 20           | 98          | P              | 2014             |
| PUP3146A    | CASE LOAD MIDWIFERY  | 6     | 20           | 89          | P              | 2014             |
| MDW1000     | NMC LOGBOOK  |       | 0            | 100         | P              | 2014             |
| MDW1001     | ESSENTIAL SKILLS CLUSTER   |       | 0            | 100         | P              | 2014             |

Scheme Assessment Board Date SAMPLE  
Total Graded Credits 360  
Classification 1  
Overall Recommendation for Level Pass - Completed Award  
Telephone number for validation 01695 584432

Signature of Academic Registrar

*SIGNATURE*

## Endmatter

|                  |  |
|------------------|--|
| Title            | Appendix 19: Information Provided to Students Upon Completion of their Studies |
| Policy Owner     | Senior Registrar: Assessment and Awards<br>Academic Registrar                  |
| Approved by      | Regulations Review Sub-Committee   |
| Date of Approval | September 2017   |
| Date for Review  | July 2020  |