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

2021-2022

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[1]:

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

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.

[1] Further details of how a student can retrospectively change their name with the University are outlined on the Academic Registry webpages

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 Head of Academic Registry 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.

- Bologna Process

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
- 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	Leve	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	Head of Academic Registry
Lead for Updates	Senior Registrar: Assessment and Awards
Policy Contributor	None
Approved by	Regulations Review Sub-Committee
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