

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

2024-2025



Edge Hill  
University

# The Academic Regulations

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

### Contents

Summary.....	3
Glossary of Terms.....	3
Purpose.....	3
Regulations .....	4
1.    Information provided to students on completion of their studies .....	4
2.    Academic Transcripts.....	4
3.    Student Name Changes.....	5
Key to Relevant Documents.....	7
Annexes .....	8
A.1:    Data Set for an Edge Hill Programme Transcript & Diploma Supplement .	8
A.2    Sample Transcript.....	10
Endmatter.....	11

## 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 or exited their programme 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 online Academic Transcript detailing their achievement on an annual basis and a final Academic Transcript 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 the links below:

- [Retention](#)
- [Retrieval](#)

## 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 qualification 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 or exited their programme 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 legal 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 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 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:

- 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.
- 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.

Guidance on how a student can retrospectively change their name with the University are outlined on the Academic Registry webpages.

## Key to Relevant Documents

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

- [Bologna Process](#)
- [The Academic Regulations Appendix 20: Certification of Awards](#)

## 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

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

- Guidance on how to interpret the transcript
- Contact details for validating 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  
57 St. Helens Road  
Ormskirk  
Lancashire  
L39 4QP

### Academic Transcript

**Registration Number** 21212121  
**HESA Number** 1010121213141  
**Date of Birth** 1 January 1970  
**Date Generated** 13 June 2022  
**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** Nursing

**Course Title** BSC (HONS) NURSING (ADULT)

Module Code	Module Title	Level	Credit Value	Module Mark	Coded Decision	Academic Session
PUP1176B	FOUNDATION SCIENCES FOR NURSING	4	30	93	P	2018
PUP1179B	UNDERSTANDING HEALTH & SOCIAL CARE	4	30	88	P	2018
PUP1180B	INTRODUCTION TO ADULT NURSING	4	20	67	P	2018
PUP1184B	SKILLS FOR NURSING PRACTICE 1	4	20	80	P	2018
PUP1185B	NURSING PRACTICE 1	4	20	70	P	2018
PUP2222B	APPLIED SCIENCES FOR HEALTH & WELLBEING (ONE)	5	30	72	P	2019
PUP2223B	RESEARCH METHODS IN HEALTH & SOCIAL CARE	5	20	48	P	2019
PUP2224B	CARE CO-ORDINATION FOR PEOPLE WITH LONG TERM CONDITIONS	5	30	68	P	2019
PUP2233B	SKILLS FOR NURSING PRACTICE 2	5	20	72	P	2019
PUP2234B	NURSING PRACTICE 2	5	20	70	P	2019
PUP3231B	APPLIED SCIENCES FOR HEALTH & WELLBEING (TWO)	6	20	64	P	2020
PUP3232B	PREPARING FOR THE PROFESSIONAL ROLE	6	30	60	P	2020
PUP3233B	MANAGEMENT OF PATIENTS WITH ACUTE & COMPLEX CARE NEEDS (ADULT)	6	30	80	P	2020
PUP3267B	SKILLS FOR NURSING PRACTICE 3	6	20	100	P	2020
PUP3268B	NURSING PRACTICE 3	6	20	100	P	2020

**Assessment Board Date** 1 January 2022  
**Total Graded Credits Achieved** 360  
**Classification** 1  
**Overall Recommendation for Level** Pass - Completed Award

**Pro Vice-Chancellor  
University Secretary**

## Endmatter

Title	Appendix 19: Information Provided to Students Upon Completion of their Studies
Policy Owner	Head of Academic Registry
Policy Manager	Senior Registrar: Records, Assessment and Awards
Approved by	Regulations Review Sub-Committee
Date of Approval	September 2017
Date for Review	June 2025 (last reviewed June 2024)