

The Academic Regulations Appendix 20: Certification of Awards

2025-2026



Edge Hill
University

The Academic Regulations

Appendix 20 – Certification of Awards

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Summary

All students who successfully complete a University award will be issued with an Award Certificate and a Transcript. Appendix 20 details the regulations governing the certification of awards at Edge Hill University.

Glossary of Terms

Term	Meaning
Assessment Board	The name given to the meeting that confirms student's results and overall progression.
Transcript	A document detailing a student's performance on their programme of study.

Regulations

The regulations governing the certification of awards at Edge Hill University encompass any printed verification of academic achievement or award issued by the University. Irrespective of the level of award, all such certification produced by the University should conform to institutional guidelines, outlined in this document, and be identifiable to those staff with responsibility for the validation of such documents.

1 Parchments

- 1.1 Four levels of award are currently in operation; comprehensive details of each level are outlined in Appendix A. Each level has been assigned a template parchment incorporating security features that correlate to the level of award, ultimately leading to the highest level of security aspects featuring in the certificates of those Major Awards conferred by the Academic Board. For the purpose of this paper, 'Major Awards' comprise those in excess of thirty academic credits, with the exception of the University Certificate.
- 1.2 Parchments are securely stored within the central Academic Registry. In order to ensure quality control, access to the template parchments is restricted as detailed in Appendix A. The access rights outlined in Appendix A are managed by the Head of Academic Registry and any queries in relation to amending these should be directed to [Academic Registry](#) in the first instance.
- 1.3 Each parchment, in respect of Major Awards, is numbered and a log is maintained within Academic Registry.
- 1.4 Wording for these certificates will vary according to purpose but must be approved by the Head of Academic Registry. Appendix B details the mandatory wording in respect of Major Awards conferred by the Academic Board.

2 Verification of Academic Qualifications

2.1 Academic Transcript

- 2.1.1 Module/block year marks are subject to internal moderation and confirmation by a properly constituted Assessment Board, acting with delegated authority from Academic Board. Results remain provisional until such time that all mandatory processes have been completed.

Academic Transcripts issued by the University comply with QAA guidance which incorporates the requirements of the Diploma Supplement. Assessment above level four must incorporate an appropriate level of external examiner involvement. The Composition and Responsibilities of Assessment Boards are outlined in H9 of the Academic Regulations.

- 2.1.2 The Academic Transcript is the student's formal verification of their results and is only issued after the results have been confirmed by the relevant Assessment Board. For an exhaustive definition of the Transcript's purpose, please refer to Appendix 19 of the Academic Regulations.
- 2.1.3 Final Award Academic Transcripts issued by the University are not valid unless printed on Edge Hill University Watermarked paper.
- 2.1.4 All Academic Transcripts issued by the University are accompanied with the Academic Registry contact details for enquiries in relation to the validity of the document.

2.2 Certificates

- 2.2.1 Certificates are issued to denote a particular award. Certificates are normally issued at the end of the programme however, when agreed in the programme validation, certificates may be issued at an intermediate stage to signify a recognised point of award within a programme.

- 2.2.2 All University certificates incorporate the appropriate level of authentication outlined in Appendix A.
- 2.2.3 Certificates in respect of Major Awards are bound by the mandatory wording detailed in Appendix B. Regardless of delivery mode, method or location; the words and terms used on all University certificates are consistent.
- 2.2.4 Local certification for academic purposes is prohibited except as outlined in this document.
- 2.2.5 Certificates may be withheld from those in academic-related debt to the University.
- 2.2.6 Certificates in respect of awards granted by Lancaster University (Edge Hill's former validating body), are produced by Lancaster University. Edge Hill University will not produce certificates for awards that it has not conferred.
- 2.2.7 Certificates are legal documents. Academic Registry will produce all certificates in the full legal name (including any 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.

2.3 Student Name Changes

- 2.3.1 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. Full details of how a student can change their name with the University are outlined on the [Academic Registry webpages](#).
- 2.3.2 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.

2.3.3 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 certificate aside from where one, or more, of the conditions set out in 2.3.4 is met.

2.3.4 The University may make an exception to 2.3.3 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 (2004).
- 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 certificate in a new name. The Head of Academic Registry will consider such applications on a case-by-case basis, outcomes will depend on the reasons given and evidence provided.

3 Academic Partnerships

3.1 The issue of award certificates and transcripts for students undertaking a University award at a partner institution remains under the control of Edge Hill University.

3.2 Subject to any overriding statutory or legal requirements or constraints in any relevant jurisdiction, the Academic Transcript records the name of the Teaching Institution and Awarding Institution.

- 3.3 It will be articulated on the certificate that where the location of study and/or teaching institution is not Edge Hill University, this will be indicated on the transcript that accompanies the certificate.

4 Communication of Academic Results

- 4.1 Marks and results are issued to students following assessment boards and within the timeframes published by Academic Registry.
- 4.2 Individual results will not be reported to a third party without consent from the student concerned (except from where legal obligations preside), which would normally take the form of a signed declaration of consent.
- 4.3 In accordance with J5.3 of the University's Academic Regulations; marks and results considered and ratified by Award and Progression Boards will not be disclosed by telephone or e-mail for security reasons.

5 Duplication of Certification

- 5.1 All certification will be issued in the initial instance without a direct charge. A fee will be applied for duplicates. Guidance on the process for requesting a duplicate certificate or transcript is provided on the [Academic Registry webpages](#).
- 5.2 Where a request is made to replace a damaged certificate, the original certificate must be returned prior to the duplicate being issued.
- 5.3 If the certificate is lost, destroyed, or stolen, the full circumstances surrounding the request must be outlined in the application. The Head of Academic Registry may request additional information and reserves the right to refuse a request for the duplication of a certificate.

- 5.4 Duplicate certificates will have the following statement printed on the back of the parchment; 'This document is a duplicate of the original; reprinted on Day Month Year'

6 Revocation of Certification

- 5.5 Awards made by Edge Hill University are conferred in good faith. Allegations of misconduct relating to the award which are made subsequent to conferment will be investigated and, if proven, may lead to the revocation or re-classification of the award. Evidence of falsification of material factors concerned with student registration or improper use of any award conferred will be similarly investigated.
- 5.6 In any instance where an award is revoked, the student will be required to return the original certificate and the University's certification log will be appropriately annotated.
- 5.7 Full details of Edge Hill University's regulations for the revocation of awards are outlined in Appendix 24 of The Academic Regulations.

Key to Relevant Documents

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

- The Academic Regulations Appendix 3: List of Named Award Titles
- The Academic Regulations Appendix 19: Information Provided to Students Upon Completion of their Studies
- The Academic Regulations Appendix 24: Revocation of Awards

The full list of [Academic Registry Appendices](#) can be found [here](#).

Annexes in Table Format

Appendix A: Certification Level Descriptors

Level	Award Range	Issued by	Authorising Signature	Parchment	Security feature	Mandatory Wording
CertA	Certificate of attendance, development or achievement	Faculties and Human Resources	Course Tutor/ Head of Staff Development (HR) ¹	Cream 120gsm linen paper	University Logo	- Name of award recipient - Description of achievement²
CertB	Academic Transcript	Academic Registry <i>(with delegated authority to Faculties when applicable)</i>	Pro Vice-Chancellor & University Secretary	White plain 95gsm paper	Edge Hill University logo water mark³	Full details provided in Appendix 19 of the Academic Regulations
CertC	Awards conferred by the Academic Board to the value of 30 credits, University Certificate, Module level certificates ⁴ , Academic Achievement Scholarships and Study Prizes.	Academic Registry and Faculties <i>(under the supervision of the Head of Academic Registry)</i>	Vice Chancellor and Pro Vice-Chancellor & University Secretary	Cream 120gsm linen paper	- Signature of Vice Chancellor and Pro Vice-Chancellor & University Secretary - University Logo	- Full name of award recipient as per that confirmed by the relevant Award Board - Title of award as per definitive course document - Level of Award - Date of Conferral

¹ Unless especially commissioned by the Vice-Chancellor.

² The wording for all templates must be approved in the initial instance by the Head of Academic Registry.

³ All certification secured by a water mark will be invalid if not printed on Edge Hill University water marked paper

⁴ See J6.2 of the Academic Regulations for details of when module certificates are issued.

Level	Award Range	Issued by	Authorising Signature	Parchment	Security feature	Mandatory Wording
CertD	Awards, in excess of 30 credits, conferred by the Academic Board (with the exception of the University Certificate).	Academic Registry	Vice Chancellor and Pro Vice-Chancellor & University Secretary	• Cream 120gsm linen paper	• Signature of Vice Chancellor and Pro Vice-Chancellor & University Secretary • University Hologram • Numbered Parchment • University Coat of Arms	• Full name of award recipient as per that confirmed by the relevant Award Board • Title of award as per definitive course document • Study site (if not at an Edge Hill campus/outreach centre) • Level of Award • Classification Date of Conferral

Appendix B: Mandatory Wording

Award:	Field 1	Field 2	Field 3	Field 4	Field 7
Certificates and Diplomas	It is hereby certified that	<i>Full Name</i>	has qualified for the award of	<i>Award Title</i> ⁵	with <i>classification (if applicable)</i>
Foundation Degree	It is hereby certified that	<i>Full Name</i>	has qualified for the award of	<i>Award Title</i>	with <i>classification</i>
Ordinary Degree	It is hereby certified that	<i>Full Name</i>	has qualified for the award of	<i>Award Title (with the omission of Honours)</i>	N/A
Honours Degree	It is hereby certified that	<i>Full Name</i>	was admitted to the degree of	<i>Award Title</i>	with <i>Class Honours, Division division</i> ⁶ <i>and Distinction in the Placement</i>
(Taught) Masters	It is hereby certified that	<i>Full Name</i>	has qualified for the award of	<i>Award Title</i>	with <i>classification</i>
(Research) Masters	It is hereby certified that	<i>Full Name</i>	has qualified for the award of	<i>Award Title</i>	for a programme of research entitled (<i>research programme title</i>) ⁷

⁵ All references to the Award Title are in accordance with Appendix 3 'List of Named Award Titles'

⁶ As per J3.11 of the regulations, the certificate will also be endorsed with the text '*and Distinction in the Placement*' where a student has achieved an overall average mark of 70% or above in the placement year.

⁷ Certificates for Research Masters awards completed prior to 2016 do not include the research programme title.

Award:	Field 1	Field 2	Field 3	Field 4	Field 7
Doctorate	It is hereby certified that	<i>Full Name</i>	has qualified for the award of	<i>Doctor of Philosophy</i>	for the defence of a thesis entitled (<i>thesis title</i>)
Doctorate by Publication	It is hereby certified that	<i>Full Name</i>	has qualified for the award of	<i>Doctor of Philosophy</i>	for the defence of a body of published work collectively entitled (<i>thesis title</i>)

Annexes in Accessible Format

Appendix A: Certification Level Descriptors

Level: Cert A

Information	Details
Award Range	• Certificate of attendance, development or achievement
Issued By	• Faculties and Human Resources
Authorising Signature	• Course Tutor/ Head of Staff Development (HR) (unless especially commissioned by the Vice-Chancellor)
Parchment	• Cream 120gsm linen paper
Security Feature	• University Logo
Mandatory Wording	• Name of award recipient • Description of achievement The wording for all templates must be approved in the initial instance by the Head of Academic Registry.

Level: Cert B

Information	Detail
Award Range	• Academic Transcript
Issued By	• Academic Registry (with delegated authority to Faculties when applicable)
Authorising Signature	• Pro Vice-Chancellor & University Secretary
Parchment	• White plain 95gsm paper
Security Feature	• Edge Hill University logo water mark All certification secured by a water mark will be invalid if not printed on Edge Hill University water marked paper.
Mandatory Wording	• Full details provided in Appendix 19 of the Academic Regulations

Level: Cert C

Information	Detail
Award Range	• Awards conferred by the Academic Board to the value of 30 credits • University Certificate • Module level certificates (see J6.2 of the Academic Regulations for details of when module certificates are issued) • Academic Achievement Scholarships • Study Prizes
Issued By	• Academic Registry and Faculties (under the supervision of the Head of Academic Registry)
Authorising Signature	• Vice Chancellor and Pro Vice-Chancellor & University Secretary
Parchment	• Cream 120gsm linen paper
Security Feature	• Signature of Vice Chancellor and Pro Vice-Chancellor & University Secretary • University Logo
Mandatory Wording	• Full name of award recipient as per that confirmed by the relevant Award Board • Title of award as per definitive course document

Information	Detail
	• Level of Award • Date of Conferral

Level: Cert D

Information	Detail
Award Range	• Awards, in excess of 30 credits, conferred by the Academic Board (with the exception of the University Certificate).
Issued By	• Academic Registry
Authorising Signature	• Vice Chancellor and Pro Vice-Chancellor & University Secretary
Parchment	• Cream 120gsm linen paper
Security Feature	• Signature of Vice Chancellor and Pro Vice-Chancellor & University Secretary • University Hologram • Numbered Parchment • University Coat of Arms
Mandatory Wording	• Full name of award recipient as per that confirmed by the relevant Award Board • Title of award as per definitive course document • Study site (if not at an Edge Hill campus/outreach centre)

Information	Detail
	• Level of Award • Classification • Date of Conferral

Appendix B: Mandatory Wording Included on Certification

Award: Certificates and Diplomas

Field	Detail
Field 1	It is hereby certified that
Field 2	Full Name
Field 3	has qualified for the award of
Field 4	Award Title (All references to the Award Title are in accordance with Appendix 3 'List of Named Award Titles')
Field 7	with classification (if applicable)

Award: Foundation Degree

Field	Detail
Field 1	It is hereby certified that
Field 2	Full Name
Field 3	has qualified for the award of
Field 4	Award Title (All references to the Award Title are in accordance with Appendix 3 'List of Named Award Titles')
Field 7	with classification

Award: Ordinary Degree

Field	Detail
Field 1	It is hereby certified that
Field 2	Full Name
Field 3	has qualified for the award of
Field 4	Award Title (with the omission of Honours) (All references to the Award Title are in accordance with Appendix 3 'List of Named Award Titles')
Field 7	Not applicable

Award: Honours Degree

Field	Detail
Field 1	It is hereby certified that
Field 2	Full Name
Field 3	was admitted to the degree of
Field 4	Award Title (All references to the Award Title are in accordance with Appendix 3 'List of Named Award Titles')
Field 7	with Class Honours, Division and Distinction in the Placement As per J3.11 of the regulations, the certificate will also be endorsed with the text 'and Distinction in the Placement' where a student has achieved an overall average mark of 70% or above in the placement year.

Award: (Taught) Masters

Field	Detail
Field 1	It is hereby certified that
Field 2	Full Name
Field 3	has qualified for the award of
Field 4	Award Title (All references to the Award Title are in accordance with Appendix 3 'List of Named Award Titles')
Field 7	with classification

Award: (Research) Masters

Field	Detail
Field 1	It is hereby certified that
Field 2	Full Name
Field 3	has qualified for the award of
Field 4	Award Title
Field 7	for a programme of research entitled (research programme title) Note: Certificates for Research Masters awards completed prior to 2016 do not include the research programme title.

Award: Doctorate

Field	Detail
Field 1	It is hereby certified that
Field 2	Full Name
Field 3	has qualified for the award of
Field 4	Award Title
Field 7	for the defence of a thesis entitled (<i>research programme title</i>)

Award: Doctorate by Publication

Field	Detail
Field 1	It is hereby certified that
Field 2	Full Name

Field	Detail
Field 3	has qualified for the award of
Field 4	Award Title
Field 7	for the defence of a body of published work collectively entitled (<i>thesis title</i>)

Endmatter

Information	Detail
Title	Appendix 20: Certification of Awards
Policy Owner	Head of Academic Registry
Policy Manager(s)	Senior Registrar: Records, Assessment and Awards Assistant Registrar: Award Ceremonies & Certification
Approved by	Regulations Review Sub-Committee
Date of Approval	September 2017
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