

<b>CERTIFICATION OF AWARDS</b>
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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<sup>1</sup> Awards conferred by the Academic Board.
- 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 Academic Registrar and any queries in relation to amending these should be directed to [ceremonies@edgehill.ac.uk](mailto:ceremonies@edgehill.ac.uk) 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 Academic Registrar. 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<sup>2</sup>**

- 2.1.1 Module marks are subject to internal moderation<sup>3</sup> and confirmation by a properly constituted Assessment Board, acting with delegated authority from Academic Board<sup>4</sup>. Results remain provisional until such time that all mandatory processes have been completed.
- 2.1.2 The Academic Transcript is the student's formal verification of their results<sup>5</sup> and is only issued after the results have been confirmed by the relevant Assessment Board.

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<sup>1</sup> For the purpose of this paper, 'Major Awards' comprise those in excess of thirty academic credits, with the exception of the University Certificate.

<sup>2</sup> Academic Transcripts issued by the University comply with QAA guidance which incorporates the requirements of the Diploma Supplement.

<sup>3</sup> Modules above level 4 must incorporate an appropriate level of external examiner involvement; details of institutional policy are given in the Edge Hill 'Guide to Enhancement'.

<sup>4</sup> The Composition and Responsibilities of Assessment Boards are outlined in H9 of the Academic Regulations

<sup>5</sup> For an exhaustive definition of the Transcript's purpose, please refer to Appendix 19 of the Academic Regulations

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2.1.3 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 display a telephone number 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 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 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<sup>6</sup>.

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.

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<sup>6</sup> Full details of how a student can change their name with the University are outlined in the *Name Change Procedure* on the Academic Registry webpages.

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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<sup>7</sup>:

- 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 Academic Registrar will consider such applications on a case by case basis, outcomes will depend on the reasons given and evidence provided.

### **3 Collaborative Provision<sup>8</sup>**

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 Partner Organisation.

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 Academic Transcripts are issued to students at the end of each session 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<sup>9</sup>, 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 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.

5.2 Where a request is made to replace a damaged certificate, the original certificate must be returned with the application form.

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<sup>7</sup> Further details of how a student can retrospectively change their name with the University are outlined in the *Name Changes Procedure* on the Academic Registry webpages.

<sup>8</sup> 3.1-3.2 adapted from the QAA website

<sup>9</sup> Except from where legal obligations preside.

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- 5.3 If the certificate is lost, destroyed or stolen, the full circumstances surrounding the request must be outlined in the application. The Academic Registrar 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<sup>10</sup>**

- 6.1 Awards made by Edge Hill University are conferred in good faith. Allegations of malpractice 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.
- 6.2 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.

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<sup>10</sup> Full details of Edge Hill University's regulations for the revocation of awards are outlined in Appendix 24 of The Academic Regulations.

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<b>Appendix A: Certification Level Descriptors</b>						
<b>Level</b>	<b>Award Range</b>	<b>Issued by</b>	<b>Authorising Signature</b>	<b>Parchment</b>	<b>Security feature</b>	<b>Mandatory Wording</b>
<b>CertA</b>	Certificate of attendance, development or achievement	Faculties and Human Resources	Course Tutor/ Head of Staff Development (HR) <sup>11</sup>	<ul style="list-style-type: none"> <li>• Cream 120gsm linen paper</li> </ul>	<ul style="list-style-type: none"> <li>• University Logo</li> </ul>	<ul style="list-style-type: none"> <li>• Name of award recipient</li> <li>• Description of achievement<sup>12</sup></li> </ul>
<b>CertB</b>	Academic Transcript	Academic Registry with delegated authority to Faculties when applicable	Academic Registrar	<ul style="list-style-type: none"> <li>• White plain 95gsm paper</li> </ul>	<ul style="list-style-type: none"> <li>• Edge Hill University logo water mark<sup>13</sup></li> <li>• Telephone number for validating document</li> </ul>	<ul style="list-style-type: none"> <li>• Full details provided in Appendix 19 of the Academic Regulations</li> </ul>
<b>CertC</b>	Awards conferred by the Academic Board to the value of 30 credits, University Certificate, Module level certificates <sup>14</sup> , Academic Achievement Scholarships and Study Prizes.	Academic Registry and Faculties ( <i>under the supervision of the Academic Registrar</i> )	Vice Chancellor & Academic Registrar	<ul style="list-style-type: none"> <li>• Cream 120gsm linen paper</li> </ul>	<ul style="list-style-type: none"> <li>• Signature of Academic Registrar and Vice Chancellor</li> <li>• University Logo</li> </ul>	<ul style="list-style-type: none"> <li>• Full name of award recipient as per that confirmed by the relevant Award Board</li> <li>• Title of award as per definitive course document</li> <li>• Level of Award</li> <li>• Date of Conferral</li> </ul>

<sup>11</sup> Unless especially commissioned by the Vice-Chancellor.

<sup>12</sup> The wording for all templates must be approved in the initial instance by the Academic Registrar.

<sup>13</sup> All certification secured by a water mark will contain the following sentence; '**Invalid** if not printed on Edge Hill University water marked paper'

<sup>14</sup> See J6.2 of the Academic Regulations for details of when module certificates are issued.

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CertD	Awards, in excess of 30 credits, conferred by the Academic Board with the exception of the University Certificate.	Academic Registry	Vice Chancellor & Academic Registrar	<ul style="list-style-type: none"> <li>• Cream 120gsm linen paper</li> </ul>	<ul style="list-style-type: none"> <li>• Signature of Academic Registrar and Vice Chancellor</li> <li>• University Hologram</li> <li>• Numbered Parchment</li> <li>• University Coat of arms</li> </ul>	<ul style="list-style-type: none"> <li>• Full name of award recipient as per that confirmed by the relevant Award Board</li> <li>• Title of award as per definitive course document</li> <li>• Study site (if not at an EdgeHill campus/outreach centre)</li> <li>• Level of Award</li> <li>• Classification</li> <li>• Date of Conferral</li> </ul>
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<b>Appendix B: Mandatory Wording</b>					
<b>Award:</b>	<b>Field 1</b>	<b>Field 2</b>	<b>Field 3</b>	<b>Field 4</b>	<b>Field 7</b>
Certificates and Diplomas	It is hereby certified that	<i>Full Name</i>	has qualified for the award of	<i>Award Title</i> <sup>15</sup>	<i>with 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>	<i>with 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>	<i>with Class Honours, Division division</i> <i><sup>16</sup>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>	<i>with classification</i>

<sup>15</sup> All reference to the Award Title are in accordance with Appendix 3 'List of Named Award Titles'

<sup>16</sup> 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.