

**UNIVERSITY of CUMBRIA ACADEMIC PROCEDURES AND PROCESSES**

**Appendix 3g**

**Transcripts and Certificates**

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## Transcripts and Certificates

### 1. Certificated University Awards

#### 1.1 Students receive:

- i. An annual, and an end of programme, transcript
- ii. Diploma Supplement on successful completion
- iii. Award Certificate on successful completion

Note: Awards of less than 60 credits receive a transcript only (not a formal certificate); awards of 60 credits or more receive a formal certificate, transcript and diploma supplements (where applicable).

#### 1.2 Programme Transcript

##### 1.2.1 The Annual Transcript includes:

- Name of the University
- Location of study – University campus or the name and location of any relevant partner organisation
- Full name of the student and registration number
- Student's date of birth
- Name and title of the programme of study as shown on the validated programme specification
- Details of the study undertaken for the year: module number(s) and title(s), year and term/semester of module, credit value, credit awarded, level, assessment attempts and results, overall outcome for the year
- APL accreditation (if appropriate)

##### 1.2.2 The End of Programme Transcript includes:

- Name of the University
- Location of study – University campus or the name and location of any relevant partner organisation
- Full name of the student and student registration number
- Student's date of birth
- Name and title of the programme of study as shown on the validated programme specification and programme code
- Level of the qualification awarded
- Study details for the complete programme; module numbers(s) and title(s), year and term/semester of module, credit value, level, results, attempt
- APL accreditation (if appropriate)
- Result (including classification or achievement designation, if appropriate) and date of qualification

### 1.3 **Diploma Supplement**

1.3.1 The Diploma Supplement is produced to the format agreed by the European Commission, the Council of Europe and UNESCO and endorsed by the Bologna signatory states. It lists the following information:

- Full name of the student and University registration number
- Student's date of birth
- The name and title of qualification
- The main field of study
- The name and status of the University (as awarding body)
- Level of the qualification
- Length of the programme and its access requirements
- Mode and location of study
- Programme/study details; module number(s) and title(s), year and term/semester of module, credit value, (ECTS), credits (where appropriate) level, result, attempt and including placements and study abroad, APL accreditation (if appropriate)
- Programme specification information
- Grading and classification schemes used
- Information on the function of the qualification and access to further study

### 1.4 **Award Certificate**

1.4.1 The award certificate is printed on University parchment carrying the approved security marks and shows:

- Coat of Arms of the University
- Name of the University (and delivery partner where appropriate)
- Full name of the graduate
- Verification that award has been made ('has been awarded')
- Title of the award
- Classification or achievement designation, if appropriate (see 1.4.2 - .3 below)
- Verification of successful completion of approved course of study ('having successfully completed the requirements for an approved programme in')
- Title of subject of study, 'with' or 'and' (if appropriate) Title of additional subject of study (if appropriate)
- Date of the award
- Signatures of the Vice-Chancellor of the University
- University seal or security device

- Parchment certificate number
- Indicator of Professional Registration (where appropriate)
- The principal language of study where this is not English.

1.4.2 Classification for Honours Degrees shall be expressed as:

- First Class Honours
- Second Class Honours (Upper Division: 2.1)
- Second Class Honours (Lower Division: 2.2)
- Third Class Honours
- Ordinary.

1.4.3 Classification for other designated awards (see Regulation H3.5) shall be expressed as:

- Distinction
- Merit
- Pass

## 1.5 **Other University Awards (60 credits or below) including Certificates of Achievement**

1.5.1 A Certificate (Academic Transcript) is awarded to recognise academic credit gained on successful completion of a programme of study or an award of 60 or below\*. It details:

- Name of the University
- Name and location of any relevant partner organisation
- Full name of the student
- Details of the study undertaken: module number(s) and title(s), year and term/semester of module, credit value, level, assessment attempts and results
- Credit awarded and date of award

\* students on a 60-credit PGCE programme will receive a formal Certificate

## 2. **Withholding of Transcripts and Certificates**

2.1 Where the student is in academic debt to the University, subject to the provisions of the Data Protection Act, the University Assessment Board will withhold the award and related certificates/transcripts. (Academic Regulation H 1.4)

## 3. **Review of the procedures**

3.1 The University reviews these procedures periodically.