

UNIVERSITY OF BEDFORDSHIRE

ACADEMIC REGULATIONS 2014/15

SECTION 6 CONFERMENT

6.1 Conferment of an Award

- 6.1.1 The Academic Board establishes authorised committees to make recommendations for the conferment of approved awards on students who having been registered as a student of the University have followed an approved course or programme of study and satisfied the relevant University Board of Examiners. These committees which act as University Boards of Examiners on behalf of Academic Board are:
- a) The Undergraduate Scheme Board of Examiners for taught courses up to and including level 6 and level 7 in the case of an Integrated Master's degree
 - b) The Postgraduate Scheme Board of Examiners for taught courses above level 6
 - c) The Research Degrees Committee for research programmes of study
 - d) The Nominations and Honours Committee for honorary awards
- 6.1.2 An award of University of Bedfordshire is deemed to be conferred on a student at the time of a University Board of Examiners' decision – eg the Undergraduate Scheme Board. This conferment is through authority delegated by the Vice-Chancellor as the chair of the Academic Board to the designated senior member of the Academic Board acting as chair of the Scheme Board of Examiners or as chair of the Research Degrees Committee. Such conferment includes action taken by the chair of the respective University Board of Examiners subsequently on its behalf.
- 6.1.3 An honorary academic degree of the University of Bedfordshire is conferred on an individual at the University Graduation Ceremony in person by the chair of the Academic Board or designated senior member of the Academic Board acting in that capacity. Conferment is not made *in absentia* but face to face with the individual so honoured and in exceptional circumstances, as approved by the Academic Board, the award will be made through a ceremony specifically arranged for this purpose.
- 6.1.4 The date of the award is the date on which the respective University Board of Examiners was satisfied that the student had reached the required standard or the date of the relevant Graduation Ceremony in the case of honorary awards.
- 6.1.5 Students are considered to have exited their course or programme of study and registration with the University is completed, once they have been conferred with an award by the appropriate University Board of Examiners.
- 6.1.6 Conferment of a University award is evidenced by the University through a) a formal degree award document which is provided to the student as certification that the academic award has been achieved, and b) a transcript or similar record document setting out in greater detail the course or programme of study followed, the units taken, the credits awarded and the grades received.

6.2 Conditions for receipt of an Academic Award

- 6.2.1 An award of the University of Bedfordshire will be conferred when the following conditions are satisfied:
- a) the individual was a registered student of the University of Bedfordshire at the time of his or her assessment for an award and was in good financial standing with the University;
 - b) the details of that individual's legal full name, date of birth, gender, course or programme of study followed and award to be conferred have been registered by the University;
 - c) the award to be conferred is one approved by the Academic Board under its degree awarding and academic powers
 - d) it has been confirmed that the individual as a student of the University has completed a

course or programme of study approved by the Academic Board as leading to the award being recommended;

d) the conferment of the award has been recommended by a Board of Examiners convened, constituted and acting under regulations approved by the Academic Board under its degree awarding and academic powers;

e) the recommendation of the award has been signed by the chair of the Board of Examiners and by the chair of the Academic Board or his/her appointed representative, confirming that the assessments have been carried out in accordance with the University's requirements and that the recommendations have received the consent of the external examiners.

6.2.2 Once an academic outcome has been achieved, and an award conferred, that qualification is not withdrawn if a higher qualification is subsequently achieved.

6.2.3 In cases where students do not complete the course of study for which they are registered through lack of academic progress, withdrawal or premature termination of their studies and cancellation of their registration, a University Board of Examiners may propose conferment of a lower level qualification to recognise the level and extent of achievement provided the conditions indicated in 6.2.1 above are met.

Conferment of an Aegrotat Award

6.2.4 An award may be conferred as an aegrotat award where the following conditions are satisfied in addition to those in 6.2.1 above:

a) the individual was a registered student of the University but had been unable to complete all the requirements for the award they sought, because they could not complete the course or programme of study due to illness or similar valid cause for which evidence is provided at the time of consideration by the Board of Examiners;

b) the University Board of Examiners has sufficient evidence to judge that the student would have reached the required threshold standard for the qualification, and where feasible, secures additional evidence to make a judgement on a classification or division.

c) The Board of Examiners recommendation will be considered by the Scheme Board who will request that Academic Board approves aegrotat award recommendations.

6.2.5 A candidate may choose to decline an aegrotat award and continue to complete the courses or programme of study, but cannot then claim the aegrotat award in the event of subsequent failure.

6.2.6 The term "aegrotat" will not be recorded on the certification, unless the Board of Examiners decides it has insufficient evidence to make a judgement on a classification or division.

Conferment of an award Posthumously

6.2.7 An award may be conferred posthumously and accepted on the deceased student's behalf by a parent, spouse or other appropriate individual. The following conditions must be satisfied in addition to those in 6.2.1 above

a) the individual was a registered student of the University but had been unable to complete all the requirements for the award they sought, at the time of his or her death;

b) the Board of Examiners has sufficient evidence to judge that the student would have reached the required threshold standard for the qualification, and where feasible secures additional evidence to make a judgement on a classification or division.

At the discretion of the Vice Chancellor financial good standing conditions may be waived in the case of a posthumous award.

6.2.8 In the case of research degrees, there must be evidence that the student would be likely to have been successful had the oral examination taken place.

6.3 Rescinding an Award

6.3.1 In exceptional circumstances the Academic Board may rescind an award which has been conferred on a student.

- 6.3.2 Where an honorary award is to be rescinded the decision cannot be delegated but must be formally considered by the Academic Board decision-making standing committee with the agreement of a majority of members. Granting of an honorary award includes the decision to bring the award holder into the scholarly community of the University and behaviour, actions or the support of actions that run counter to the University's mission or damage its work will be considered in such cases.
- 6.3.3 Where an award is to be rescinded as a consequence of the investigation of an academic offence or an academic appeal, the decision to rescind may be taken on behalf of the Academic Board via chair's action.

6.4 Award documentation and certification

Certification documents of an award

- 6.4.1 The University issues documents as formal award certificates to provide formal legal evidence of the fact that an academic award has been made to an individual under the University's degree awarding and academic powers.
- 6.4.2 The name of the individual appearing on the award certification is the name held on the student's registration record at the time the award is conferred. The printed format for the name normally follows the UK convention but if the student's identity documents present the names in a different order from the norm in the UK, or evidence of an alternative international naming convention (as approved by the Registrar) is presented, names may appear in a different order.
- 6.4.3 Once issued there is normally no change permitted to the wording on an award certificate, unless a specific inaccuracy is proved eg a mis-spelling. However a replacement certificate may be issued in the case of gender reassignment on production of documentary evidence of the change.
- 6.4.4 The document provided as a certificate of an award conferred by the University shall record:
- a) the name of the University together with, if appropriate, the name of any other institution collaborating in the provision of the course or programme of study leading to the award;
 - b) the student's full and legal name as recorded on the University's registration record;
 - c) the name and designation as appropriate of the award;
 - d) the title of the award as agreed through the approval process for the course or programme of study by the Academic Board, for the purposes of the certification;

and in the case of research awards, the title of the thesis and the respective research institute;
e) the classification or division achieved by the student within the award where appropriate;
f) an approved endorsement or clarification, where appropriate eg that the course was in the sandwich mode; was through the medium of English; was by distance learning

- 6.4.5 The formal academic award document shall bear the signature of the chair of the Academic Board and the Registrar and have suitable security marking.

Statement of Credit – University Transcript

- 6.4.6 The University issues a statement of credit or transcript to a student who has successfully completed approved units of study or a stage of a University course leading to an approved award. The University expects to make such a transcript part of a Higher Education Achievement Report (HEAR) in a format approved by the Academic Board.

- 6.4.7 The transcript shall record:

a) the student's full and legal name as recorded on the University's registration record;
b) the units and elements of study successfully completed, with details of their length and level, grade achieved (where appropriate) and dates of registration and completion;
c) the details of any periods of supervised work experience or placement in the UK or abroad, with grades where appropriate and dates;
d) the details of exposure to transferable skills if appropriate.

- 6.4.8 The University Transcript and HEAR document shall be signed on behalf of the Academic Board by an authorised person approved by the Registrar.

6.5 Graduation Ceremonial

Graduation Ceremonies

- 6.5.1 University of Bedfordshire Graduation Ceremonies are events at which honorary degrees are conferred and at which those who have been conferred with an award by Boards of Examiners previously, receive the formal recognition and certification of their award and congratulation from the University community. Those attending a University of Bedfordshire Graduation Ceremony as participants are required to wear the appropriate academic dress for which they are eligible; comply with the General Regulations on professional behaviour and dress code and conform to Graduation Ceremonial Procedures.

Academic Dress

- 6.5.2 Ede and Ravenscroft Ltd are the gown makers appointed by the University of Bedfordshire. They aid with the specification of the academic dress and make the robes associated with the different awards. All graduates and award holders of University of Bedfordshire are required to ensure that they wear the correct gown, hat and hood when in full academic dress. It is an academic offence to wear the gown associated with an award for which an individual is not eligible. Gowns, hats or hoods for awards of the University of Bedfordshire may not be replicated without the express authorisation of Ede and Ravenscroft and the Registrar.