

UNIVERSITY OF BEDFORDSHIRE
ACADEMIC REGULATIONS
SECTION 6: CONFERMENT

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Document record

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	<p>Changes to previous version:</p> <ul style="list-style-type: none"> • 2.1 a) – remove his or her. • 5.2 – remove reference to Ede and Ravenscroft. • Inclusion of content table. • Updated Courses with approved variations. • Updated links. • Renumbering as appropriate. • Reformatting as appropriate. • Correction of grammar and punctuation. <p>Approved by Academic Board September 2021</p>

SECTION 6 CONFERMENT

Courses with approved variations

- **For details of the variations please see Section 7 of the Academic Regulations**

Midwifery – BSc (Hons) including the Apprenticeship routes

Midwifery – MSc including Apprenticeship route

Nursing – BSc (Hons) Adult Nursing, Children and Young People’s Nursing, Mental Health

Nursing including Apprenticeship routes

Nursing – MSc Adult Nursing, Children and Young People’s Nursing, Mental Health Nursing
including Apprenticeship routes

Nursing Associate including Apprenticeship route – FdSc

Occupational Therapy – BSc (Hons)

Operating Department Practice – BSc (Hons)

Paramedic Science – BSc (Hons)

Physiotherapy – BSc (Hons)

1 Conferment of an Award

- 1.1 The Academic Board establishes authorised committees to make recommendations for the conferment of approved awards on students who having been registered as students of the University have followed an approved course and satisfied the relevant Examination Board. These committees which act as Examination Board on behalf of Academic Board are:
 - 1.1.1 The Scheme Examination Board for taught courses up to level 7
 - 1.1.2 The Research Degrees Committee for research programmes of study
 - 1.1.3 The Nominations and Honours Committee for honorary awards
- 1.2 An award from University of Bedfordshire is deemed to be conferred on a student at the time of a 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 University staff 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 Examination Board subsequently on its behalf.
- 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.
- 1.4 The date of the award is the date on which the respective Examination Board was satisfied that the student had reached the required standard or the date of the relevant Graduation Ceremony in the case of honorary awards.
- 1.5 Students are considered to have completed their course and registration with the University once they have been conferred with an award by the appropriate Examination Board.
- 1.6 Conferment of a University award is evidenced by the University through a) a formal award certificate 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 title, all units taken, all credits awarded and all marks achieved.

2 Conditions for receipt of an Academic Award

- 2.1 An award from the University of Bedfordshire will be conferred when the following conditions are satisfied:
 - 2.1.1 the individual was a registered student of the University of Bedfordshire at the time of their assessment for an award;
 - 2.1.2 the award to be conferred is one approved by the Academic Board under its degree awarding and academic powers
 - 2.1.3 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;
 - 2.1.4 the conferment of the award has been recommended by an Examination

Board convened, constituted and acting under academic regulations approved by the Academic Board under its degree awarding and academic powers;

- 2.1.5 the recommendation of the award has been signed by the Chair of the Examination Board 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.
- 2.2 Once an academic outcome has been achieved, and an award conferred, that qualification cannot be withdrawn if you subsequently achieve a higher qualification.
- 2.3 If you do not complete your course through lack of academic progress, withdrawal or because your registration was cancelled, a University Examination Board will confer any lower level qualification to recognise the level and extent of achievement provided the conditions indicated in 6.2.1 above are met.

3 Posthumous and Aegrotat awards

Posthumous Awards

A **posthumous award** may be considered where a student has died and has either completed the programme of study, including the required assessments, and has satisfied the requirements for the award, or, has completed sufficient credit for an intermediate award.

- 3.1 An award may be conferred posthumously should the student meet conditions as set out in 2.1 and accepted on the deceased student's behalf by a parent, spouse or other appropriate individual.
- 3.2 Students on research degree programmes are not eligible for a posthumous award.
- 3.3 The Examination Board recommendation will be considered by the Scheme Examination Board.

Aegrotat Awards

An **aegrotat award** is an award, without classification, that may be made if a candidate is prevented from completing their studies and/or assessments by illness, death, or similar valid cause. Evidence is provided at the time of consideration by the Examination Board that the student had already completed a significant body of work. The University may award an aegrotat degree where the student is on the awarding level and where there is sufficient evidence that the student would have satisfied the standard required for the award, had they been able to continue their studies.

- 3.4 An award may be conferred as an aegrotat award should the student meet conditions as set out in 2.1 and the Examination Board has sufficient evidence to judge that the student would have reached the required threshold standard for the qualification.
- 3.5 The Examination Board recommendation will be considered by the Scheme Board who will request that the Academic Registrar, a delegate of Academic Board, approves aegrotat award recommendations.

- 3.6 Aegrotat awards from courses where the intended award leads to professional registration with a PSRB may not be permitted and are outlined in Section 7 – Variations to Academic regulations.
- 3.7 Aegrotat awards from courses where the intended award contributes to the completion of a higher or degree apprenticeship do not confer eligibility for receipt of the apprenticeship certificate
- 3.8 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.
- 3.9 A candidate may choose to decline an aegrotat award and continue to complete the courses but cannot then claim the aegrotat award in the event of subsequent failure.
- 3.10 The term 'aegrotat' will not be recorded on the certification.

4 Rescinding an Award

- 4.1 In exceptional circumstances, we may ask Academic Board to rescind your award.
- 4.2 We will rescind your award via the Chair of the Academic Board's approval if:
 - 4.2.1 You are found to have committed a serious academic offence
 - 4.2.2 It is the outcome of an academic appeal or complaint
- 4.3 Academic Board can only consider rescinding an honorary award at a full meeting of the Board and the majority of members must agree to the proposal. Reasons for rescindment of an honorary award may include, but are not limited to, where the behavior, actions or support of other actions or causes by the honorary award holder are contrary to the University's mission or will have a detrimental effect on the University's reputation and standing.

5 Award documentation and certification

Certification documents of an award

- 5.1 We will issue you a formal award certificate to provide formal legal evidence that we have made an academic award to you under the University's degree awarding and academic powers.
- 5.2 Your name will appear on your award certification exactly as it is given on our student record system at the time your award is conferred.
- 5.3 We will not change your name on your award certificate once it has been issued unless it is inaccurate. However, we will re-issue an award certificate in cases of gender reassignment subject to official documentary evidence.
- 5.4 The award certificate conferred by the University will record:
 - 5.4.1 the name of the University together with, if appropriate, the name of any other institution, collaborating in the provision of the course leading to the award;

- 5.4.2 the student's full and legal name as recorded on the University's student record system;
 - 5.4.3 the name and designation as appropriate of the award;
 - 5.4.4 the title of the award as agreed by the Academic Board, for the purposes of the certification.
- 5.5 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

- 5.6 We will issue you a transcript which will show all the units you have attempted and passed, the outcomes of those attempts, all the credits and awards you have achieved.
- 5.7 The transcript will record:
- 5.7.1 your full and legal name as recorded on the University's student record system;
 - 5.7.2 the units you have completed, with details of their level, grade achieved (where appropriate) and dates of registration and completion;
 - 5.7.3 the details of any periods of supervised work experience or placement in the UK or abroad, with marks where appropriate and dates;
- 5.8 The University Transcript will be signed on behalf of the Academic Board, by an authorised person, as approved by the Registrar.

6 Graduation Ceremonies

- 6.1 We hold Graduation ceremonies at which honorary degrees and awards conferred by Scheme Board. This is formal recognition and certification of their award and congratulation from the University community. If you are attending a Graduation ceremony to receive your award, you are required to wear the appropriate academic dress you are eligible for; comply with our regulations on professional behaviour and dress code and conform to graduation ceremonial procedures.

7 Academic Dress

- 7.1 All graduates and award holders of University of Bedfordshire are required to ensure that they wear the correct academic dress. It is an academic offence to wear an academic gown you are not eligible for.