

Certification and Transcript Procedure

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Forms and templates

Form 1
Template 1
Template 2
Template 3

Version 1.1

Applicable from April 2016

Previous versions: v1.0 (September 2014)

Owned by AQD

Approved by University Operations Board

If required this formal document is available in an alternative format eg Braille, tape, disc, email or a larger font size. Please contact the Academic Quality Directorate.

Overview

- 1 This procedure defines the processes and procedures related to the production and distribution of certificates and transcripts for Buckinghamshire New University registered students and graduates.

Certificates

- 2 In order to recognise the achievements of its students, Buckinghamshire New University provides formal certification of the programmes it awards, including those programmes taught at partner institutions.
- 3 Students who have undertaken a defined named award of the institution are entitled to a full Buckinghamshire New University certificate (template 1). Full named awards are those recognised in the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ), currently limited from level 4 (Certificate of Higher Education) to level 7 (Master's degrees, Postgraduate Diploma, Postgraduate Certificate).
- 4 Students who have undertaken and successfully completed a short course, usually less than 120 credits, which does not lead to an award of the institution, will be provided with a short course certificate (templates 2 and 3).

Full award certificates

- 5 All full award certificates will be produced, securely stored and distributed by the Academic Quality Directorate.
- 6 Students who complete their programme of study after April in each year will be presented with their certificate at the appropriate Graduation Ceremony. Should the student not attend their Graduation Ceremony, the certificate will be posted to the recorded home address, or be made available for collection following Graduation.
- 7 Students who complete their programme of study between September and April of the following year will either have their certificate posted to the recorded home address, or it will be made available for collection. Students who have received their certificate, and who subsequently attend a Graduation Ceremony, will be presented with just the certificate folder.
- 8 The certificate template will conform to the expectations and indicators set out in the *UK Quality Code, QAA*. Changes to the certificate design may only be made following agreement of the University Operations Board, or other relevant senior executive committee.
- 9 Certificates will be withheld from those students who continue to have a tuition fee debt to the University.
- 10 The University is also responsible for the production of certificates from Buckinghamshire Chilterns University College (BCUC), the name of the institution prior to Buckinghamshire New University. Replacement certificates will be produced for 30 years following the institution name change in 2007 (until 31 December 2027). Following this date only verification will be offered.

- 11 The University produces certificates in partnership with Pearson (formerly Edexcel) for specific HND or HNC awards. Due to the limited demand stock will be kept low, and reviewed if additional relevant programmes are validated.
- 12 Certificates will be printed by AQD on stock paper purchased in a minimum of 10K batches for the current template.
- 13 Minimum stock levels prior to re-order will be:
 - a. BCUC 500 sheets
(to be reduced to 200 in 2025)
 - b. Buckinghamshire New University 2500 sheets
- 14 Security measures will regularly be reviewed in line with sector best practice and developments.

Accreditation

- 15 The University is a provider of industry-facing vocational programmes and it recognises the endorsement of its provision by approved sector accreditation bodies on the students' formal recognition of achievement, the certificate.
- 16 Recognition of programmes in the sector may vary greatly from endorsement through to accreditation by a Professional Statutory Regulatory Body (PSRB) and it is noted that it is not always necessary or appropriate to add the details to the certificate.
- 17 Where the University Operations Board has approved inclusion of endorsement/accreditation on a programme's certificate, this will be for the length of the validation period of the programme or the endorsement/accreditation, whichever is shortest.
- 18 Applications for endorsement/accreditation inclusion on the formal certificate must be granted by the end of February in the year of graduation (e.g. February 2015 for programmes at the Graduation Ceremony in September 2015).
- 19 All applications must include full details of the accreditation and a high resolution image for printing, if required. A mock-up of the certificate will be produced by AQD, for illustration purposes to aid the approval process.
- 20 Any course team seeking to add accreditation details to the certificates for their programme must ensure that accrediting body approval mechanisms are met prior to publication of certificates in liaison with AQD.
- 21 The decision of the University Operations Board is final.
- 22 A formal template to incorporate possible accreditation details is available for use alongside the standard University template. No additional amendments to the template will be incorporated.

Short Course Certificates

- 23 Short course certificates will be produced in the Faculties using the approved template.
- 24 Short course certificates may apply to credit bearing and non-credit bearing programmes

- 25 Additional logos to that of the University must be approved at point of partnership approval, including the proofing and printing standards.

Student/Graduate name changes

- 26 Certificates and transcripts will be issued in the full registered name of the graduate as detailed in the University student records system at the awarding Assessment Board. Name changes that are effective post the Assessment Board will not normally be accepted because the enrolment has ceased; for audit and subsequent confirmation of awards the name on the certificate must match.
- 27 All name changes must be made following the full University procedure; for example, it may not be made in advance of marriage or divorce proceedings. For further information please contact the Student Centre.
- 28 Changes of name following the Assessment Board will not be permitted unless a spelling or administrative error has been made, except in circumstances where a post-operative transsexual who has changed name officially asks the University to reissue a degree certificate in their new name. This will be granted upon production of proof of name change.

Partner institution name changes

- 29 In such circumstances as a partner institution changes their name; from the effective dates any student completing the programme will be considered to have completed under the new name.
- 30 Students that completed their programme of study before the name change will always be issued with certificates and transcripts in the previous institution name.

Transcripts

- 31 The University provides two types of transcript: an academic transcript for marks and details of the award; and a placement transcript which provides details of formal placement or clinical experience.
- 32 The academic transcript gives details of the programme and of students' achievements including module name, code, level, mark, programme name, student identifying details and, in the case of completed students, completion date and award. The transcript also includes the language of study, and the location and name of the teaching institution where this differs from the University campuses.
- 33 The academic transcript is designed to meet the requirements of the Expectations and Indicators of the *UK Quality Code, QAA*.
- 34 The design of the transcript is devolved to the *Curriculum & Assessments sub-group*. Any changes to content must be approved by AQD prior to being rolled out for use.
- 35 Placement or clinical transcripts will be produced where this is a requirement as part of the programme of study, for example social work or pre-registration nursing. The

template will be agreed by the programme team and designed to meet the specific requirements of the programme.

- 36 Individual placement/clinical transcripts for nursing will be provided by request only, and following payment of the current agreed fee.

Replacement/Additional Items service

- 37 The University offers a replacement/additional items service.
- 38 The cost of replacement certificates and academic transcripts is regularly reviewed and published in the University on-line store.
- 39 Where a programme certificate had, at the time of issuing to the graduate, additional accreditation, this will be included. Later accreditation details will not be added to replacement certificates.
- 40 All requests for replacement items are aimed to be completed within two weeks of payment.
- 41 Additional items may be provided on payment of an administrative cost. These include placement/clinical transcripts and copies of definitive documents such as module descriptors and programme specifications.
- 42 The cost of replacement/additional items will be regularly reviewed and any changes agreed by the University Operations Board will normally come into effect on 1st September of that year.

Verification

- 43 Verification of study and overall results also referred to as an education reference will be provided for all graduates where records permit.
- 44 Verification requested directly by an employer or a graduate will not incur an administrative charge.
- 45 Verification requested by a third party organisation, excluding public service bodies, will be charged the agreed administrative fee. This fee is set by the University Operations Board and is under regular review.
- 46 In line with data protection legislation, the University will not provide verification unless a written authorisation has been provided by the student/graduate or suitable legal alternative has been received, such as a request from the Police under section 29 of Data Protection Act.