



Academic Quality Framework

Chapter 7 Academic Regulations for Degree Apprenticeships Part D - Conferment

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7.73 CONFERMENT OF AN AWARD

The College's Academic Board establishes an authorised committee to make recommendations for the conferment of approved awards on apprentices who, having been registered as a student at the College, have followed an approved programme of study in an apprenticeship and satisfied the Progression and Award Board (PAB).

An award of the College is deemed to be conferred on an apprentice at the time of the PAB decision. This conferment is through authority delegated by the Master as Chair of Academic Board to the designated Chair of the PAB. Such conferment includes action taken by the Chair of the respective PAB subsequently on its behalf.

Conferment is not made in absentia but face to face with the individual so honoured and in exceptional circumstances, as approved by Academic Board, the award will be made through a ceremony specifically arranged for this purpose.

An honorary academic degree of the College is conferred on an individual at the College graduation ceremony in person by the chair of Academic Board or designated senior member of Academic Board acting in that capacity.

Apprentices are considered to have exited their programme of study and completed their registration with the College once the appropriate Assessment Board has conferred them with an award.

Conferment of the College award is evidenced by the College through:

- The End-point Assessment has been completed.
- A formal degree award document which is provided to the apprentice as certification that the academic award has been achieved (i.e. Award Certificate).
- A transcript or similar record document setting out in the greater detail the programme of study followed, the course taken, the credits awarded, and the marks received from the College.

7.74 RESCINDING AN AWARD

In exceptional circumstances (e.g. as a consequence of the investigation of an academic offence or an academic appeal), Academic Board may rescind an award that has been conferred on an apprentice.

Where an honorary award is to be rescinded, the decision cannot be delegated but must be formally considered by Academic Board with the agreement of a majority of members.

When granting honorary awards including the decision to bring the award holder into the scholarly community of the College, behaviour, action or the support of actions that run counter to the College's mission or damage to its work will be considered in such cases.

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 Academic Board for College awards via Chair's action.

7.75 CONDITIONS FOR RECEIPT OF AN ACADEMIC AWARD

An award of the College will be conferred when the following conditions are satisfied:

- The details of that individual's legal full name, date of birth, gender, programme of study followed, and award to be conferred have been registered by the College.
- The award to be conferred is one approved by Academic Board under its taught degree awarding powers.
- It has been confirmed that the individual as a apprentice of the College has completed a programme of study approved by Academic Board as leading to the award being recommended.
- The conferment of the award has been recommended by the Assessment Board, convened, constituted and acting under regulations approved by Academic Board under its taught degree awarding powers.
- The recommendation of the award has been signed by the Chair of the Assessment Board confirming that the assessments have been carried out in accordance with the College's regulations and that the recommendations have received the consent of the External Examiners.

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

In cases where apprentices do not complete the programme of study for which they are registered through lack of academic progress, withdrawal, or premature termination of their studies and cancellation of their registration, the appropriate Assessment Board may propose conferment of a lower level qualification to recognise the Level and extent of achievement, provided the condition indicated above are met.

7.76 CONFERMENT OF AN AEGROTAT AWARD

An award may be conferred as an aegrotat award where the following conditions are satisfied:

- The individual was a registered apprentice of the College, who was close to achieving an award but due to illness or other valid reason, as approved by the College's Registrar, is unlikely to be able to complete their studies within the maximum registration period. The relevant PAB will consider each case on an individual basis.
- Where an apprentice is receiving an aegrotat undergraduate or postgraduate degree no classification shall be awarded.

A learner may choose to decline an aegrotat award and continue to complete the programme of study. However, the learner cannot then claim the aegrotat award in the event of subsequent failure.

The term 'aegrotat' will not be recorded on the Award Certificate or transcript unless the appropriate PAB decides it has insufficient evidence to make a judgement on the award of a distinction or similar.

7.77 CONFERMENT OF AN AWARD POSTHUMOUSLY

An award may be conferred posthumously and accepted on the deceased learner's behalf by a parent, spouse or other appropriate individual.

The following condition must be satisfied:

- The individual was a registered learner of the College but had been unable to complete all the requirements for the award they sought, at the time of their death.
- The appropriate PAB has sufficient evidence to judge that the learner would have reached the required threshold standard for the qualification and, where feasible, has secured additional evidence to make a judgment on the award of a distinction or similar.

At the discretion of the Chair of Academic Board, financial good standing conditions may be waived in the case of a posthumous award.

7.78 GRADUATION CEREMONY

All learners who have been conferred an award from the College are entitled to attend New College of the Humanities Graduation Ceremony.

Those attending the graduation ceremony as participants are required to wear the appropriate academic dress for which they are eligible, to comply with the College's regulations on professional behaviour and dress code, and to conform to graduation ceremonial procedures.

7.78.1 Academic Dress

Churchill Gowns is the graduation gown maker appointed by the College. They aid with the specification of the academic dress, and make the robes associated with the different awards.

All graduates and academic staff attending the graduation ceremony 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 College may not be replicated without the express authorisations of the Master, and Churchill Gowns.

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