



## Academic Quality Framework

### Chapter 7 Academic Regulations for Taught Awards

#### Part D: Conferment

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### **7.76 CONFERMENT OF AN AWARD**

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

An award of the College is deemed to be conferred on a student at the time of the PAB decision. This conferment is through authority delegated by the 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.

Students 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:

- A formal degree award document which is provided to the student 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

### **7.77 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 a student.

Where an honorary award is to be rescinded, the decision cannot be delegated but must be formally considered by Academic Board with the agreement of a majority of members.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

### **7.78 CONDITIONS FOR RECEIPT OF AN ACADEMIC AWARD**

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

- The individual was a registered student of the College at the time of their assessment for an award and was in good financial standing with the College
- 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 student 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 PAB, 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 students 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.

### **7.79 CONFERMENT OF AN AEGROTAT AWARD**

An award may be conferred as an aegrotat award where the following conditions are satisfied in addition to those in section [7.81: Conditions for Receipt of an Academic Award](#):

- The individual was a registered student 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 a student is receiving an aegrotat undergraduate or postgraduate degree no classification shall be awarded

A student may choose to decline an aegrotat award and continue to complete the programme of study. However, the student 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.

## **7.80 CONFERMENT OF AN AWARD POSTHUMOUSLY**

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

The following condition must be satisfied in addition to those in section 7.81: **Conditions for Receipt of an Academic Award:**

- The individual was a registered student of the College but had been unable to complete all the requirements for the award they sought, at the time of their death
- The relevant PAB has sufficient evidence to judge that the student 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.

## **7.81 AWARD DOCUMENTATION AND CERTIFICATION**

The College issues documents as formal award certificates to provide formal and legal evidence of the fact that an academic award has been made to an individual under the College's taught degree awarding powers.

The name of the individual appearing on award certificates 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 document presents 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.

Once issued, there is normally no change permitted to the wording of an award certificate, unless specific inaccuracy is proved (e.g. a misspelling). However, a replacement certificate may be issued in the case of gender reassignment or legal name change, on production of documentary evidence of the change.

The document provided as a certificate of an award conferred by the College shall record:

- The name of the College together with, if appropriate, the name of any other institution collaborating in the provision of the programme leading to the award

- The student's full and legal name as recorded on the College's registration record
- The name and designation of the award as appropriate
- The title of the award as agreed through the programme approval process for the programme of study by Academic Board, for the purpose of certification
- The award of distinction, classification or similar achieved by the student within the award, where appropriate
- An approved endorsement or clarification, where appropriate (e.g. that the programme was delivered through the medium of English, was by distance learning, etc.)

The formal academic award document shall bear the signature of the Master and have suitable security marking.

## **7.82 STATEMENT OF CREDIT – TRANSCRIPT**

The College currently issues a statement of credit or transcript to a student who has successfully completed approved courses of study or a stage of a taught programme leading to an approved award.

The transcript shall record:

- The student's full and legal name as recorded on the College's registration record
- The courses and elements of study successfully completed, with details of their length and Level, mark achieved (where appropriate) and dates of registration and completion
- The details of any periods of supervised work experience or placement in the UK or abroad with marks where appropriate and dates
- The details of exposure to transferable skills if appropriate

## **7.83 GRADUATION CEREMONY**

All students 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.

### **7.83.1 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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External Reference Point(s)	UK Quality Code; Framework for Higher Education Qualifications of UK Degree-awarding Bodies.				