

Part 6: Conferment for taught courses

Section 20: Regulations for the conferment of awards

Academic awards

- 20.1. For the purpose of these regulations, the phrase 'academic award' is used to describe all awards of the University of Westminster other than research degrees and honorary awards (which are governed by separate regulations available at westminster.ac.uk/doctoral-research-framework).
- 20.2. The portfolio of current academic awards of the University is detailed within Section 2. The authority to approve a new academic award rests with the Academic Council of the University, which will consider proposals in the context of the University's existing portfolio of awards, the characteristics and level of the proposed award, and the likely demand and recognition thereof.

Conferment

Conferment under collaborative arrangements

- 20.3. Where the University grants an academic award with one or more other institutions, the Memorandum of Collaboration shall specify the conferment regulations to be followed, having due regard to the requirements of the University.
- 20.4. Where the University has authorised another institution to operate a programme of study leading to an academic award of the University, Academic Council may authorise the academic authority of that other institution to confer named awards of the University on its behalf. In such cases, conferment shall be governed by these regulations or by such other regulations as may be agreed by Academic Council.

Conditions for conferment

- 20.5. The authority to confer academic awards on behalf of the University rests with Academic Council; such authority may be delegated by Council to another named person or body. No certificates, records, transcripts or similar may be issued in the name of the University other than with the prior authorisation of or on behalf of Academic Council.
- 20.6. An academic award of the University may be conferred only in respect of students registered by and with the University of Westminster, who have followed an approved programme and satisfied the academic requirements of the named award (other than in the circumstances described in 20.4 above).
- 20.7. An academic award of the University shall be conferred only on the recommendation of a Progression and Award Board constituted and acting under the University of Westminster Academic Regulations and any regulations applying specifically to that award, and with the approval of the duly appointed external examiners.

Conferment procedures

- 20.8. Academic Council shall agree detailed procedures governing the conferment of awards; no award may be conferred other than in accordance with these procedures.
- 20.9. Where a student has not yet fulfilled a legitimate requirement of the University, including the settlement of any outstanding debt to the University, or to a partner institution at which the student has studied as part of their course scheme at the University of Westminster, the Deputy Registrar (Student Administration) , or nominee may withhold from the student any academic award conferred by the University and the student shall not be entitled to confirmation of their results.

Pass lists

20.10. Conferment shall be processed only on the basis of an approved pass list, signed by the Chair of the Progression and Award Board or Secretary to the Progression and Award Board and received formally by the Deputy Registrar (Student Administration), or nominee. Pass lists shall be issued from the Student Record System (SRS) for each mode and level of award within a validated programme of study. The pass list shall contain the full name of each student recommended for the award, by classification where appropriate, together with a unique identifier, in the form of the student registration number. The pass list shall be used for formal notification of results and shall therefore include a disclaimer confirming that the recommendations are subject to ratification on behalf of Academic Council.

Certification

Certificate

20.11. The University of Westminster shall provide a certificate of award to each person on whom it confers an academic award. Such certificate shall record:

- a) the name of the University;
- b) the name of any other organisation with whom the University is collaborating in relation to the named award;
- c) the full name of the student as entered on the University's Student Record System; it shall be the responsibility of the student to ensure that their name is correctly entered;
- d) the level of award;
- e) the validated title of the programme as approved for the purposes of the certificate;
- f) any classification, merit or distinction as appropriate;
- g) the date of conferment, which shall be the date on which the recommendation was made by the Progression and Award Board.

20.12. The certificate shall bear the signature of the Vice-Chancellor of the University, and the Chairman of the Court of Governors.

20.13. The Student Lifecycle Office shall maintain a record of all academic awards conferred by the University of Westminster.

Record of achievement

20.14. A record of achievement (a transcript) shall be made available to any student who has successfully completed a programme of study leading to an academic award of the University of Westminster and on fulfilment of all the University's requirements including the settlement of any outstanding debt to the University or to a partner institution at which the student has studied as part of their course scheme at the University of Westminster. A record of achievement shall record:

- a) the full name of the student;
- b) the dates of the student's registration;
- c) the elements of study successfully completed, with details of title, level, credit value, grade/mark achieved and date of completion.

20.15. A Student Module Profile shall be made available to any student who is registered for a programme of study leading to an academic award of the University of Westminster as an indication of academic progression and provisional marks.

20.16. A Diploma Supplement, as a synopsis of their course and the assessment record of the graduate, shall be made available to any student who has been conferred with an academic award of the University of Westminster.

20.17. A Higher Education Achievement Record (HEAR) will be available to all undergraduate students who commence their studies from September 2014. The HEAR is a formal degree

transcript that provides a full record of your university achievements, including both academic and extra-curricular achievement.

Replacement certificates

- 20.18. The University will replace any certificates incorporating an error, provided that such an error does not arise from any error or omission on the part of the student. It shall be the responsibility of the student to demonstrate that an error has occurred and to provide such evidence thereof as the University may reasonably demand. Replacement certificates will not normally be issued in respect of name changes subsequent to the date of conferment.
- 20.19. A former student whose certificate is lost or accidentally destroyed may request a duplicate from the Academic Registrar's Department, by completing a declaration form. The University reserves the right to charge a fee for such provision. An individual may only receive one duplicate certificate.

Rescinding an award and/or academic credit

- 20.20. Exceptionally Academic Council may rescind an intermediate or final award or the award of academic credit including that awarded by RPL, previously conferred in accordance with these regulations. Such a decision may not be delegated to any other person or body, and shall be taken only after full consultation with the Chair of the Progression and Award Board, the approved external examiner(s) and the Academic Registrar.
- 20.21. Where it is proposed that an award be rescinded, the individual previously conferred shall be advised and offered the opportunity to submit an appeal in accordance with Section 10 Academic Misconduct Regulations to the Deputy Registrar (Quality and Standards).
- 20.22. There shall be no further right of appeal against a decision of Academic Council to rescind an award.

Awards of other bodies

- 20.23. The University is also authorised to recommend students for the awards of other bodies. In such cases, the regulations of that other body shall normally apply; where such regulations do not exist or are silent on any specific point, these regulations will be followed as far as practicable.
- 20.24. The University holds a Licence Agreement with Edexcel BTEC on whose behalf BTEC awards are conferred.