

**The Conferment of
University Awards**

First approved by Academic Board: 19 March 1997

Revised: 2004/05

E1. **Regulations for the Conferment of Awards**

E1.1 **Awards**

The awards approved by the Academic Board of the University are defined in Part A of Volume One of the Academic Handbook. The list of awards may be added to with the approval and authority of the Academic Board.

E1.2 **Principles of conferment**

1.2.1 The Academic Board shall confer academic awards on behalf of the University in accordance with these Regulations.

1.2.2 An academic award (other than honorary) can be given only to a student who is registered for that award and who has satisfied the academic requirements to qualify for the award and all other requirements of the University, including the discharge of any outstanding debts.

1.2.3 Only the Assessment Board for an award has authority to decide that a student has met the requirements within the approved regulations for the scheme/pathway/programme of study. (For research degrees the Assessment Board is the University's Research Degrees Committee).

1.2.4 The date of conferment of an award will normally be the date of the final decision by the Assessment Board that the student has qualified for the award.

1.2.5 In very exceptional circumstances it may be necessary for an award to be rescinded. This could arise for the following reasons:

- (a) if it should come to the attention of the Chair of the Assessment Board after the Board had met that there had been a breach of regulations which would affect the final outcome of the assessment and of which the Board was not aware;
- (b) if an error in recording the decisions of the Board remained undetected;
- (c) other circumstances, for example:
 - irregularities in registration and enrolment procedures affecting individual students;
 - the outcome of investigations into the use of unfair means by students;
 - disciplinary action which still remains to be resolved after the Assessment Board has met;
 - material irregularity in the assessment procedures

which is established after the Assessment Board has met.

- 1.2.6 Any of these circumstances shall be brought to the attention of the Chair of the Assessment Board who may consult with the Head of Academic Quality and Standards or the Head of Student Data Management on the circumstances. Subject to their advice, the following action should be taken:
- (a) If it appears that a breach of regulations has taken place, all students so affected in that cohort should be informed that their awards are deferred and the Assessment Board should be reconvened to reconsider the results of the students involved. At least one external examiner (the Chief External where there is one) should be present at the reconvened meeting; however in view of the commitments of External Examiners and the need to act with speed in such cases, the External Examiner(s) may be consulted separately by the Chair of the Board and his/her opinion obtained in writing to be put before the Board at its meeting. The decisions of the reconvened meeting will be issued in the form of a new results list and letters will be sent by the Chair of the Board to the student(s) whose results have been affected.
 - (b) If a recording error has taken place, the Chair of the Assessment Board will inform all members of the Board and issue a corrected record as quickly as possible, writing individually to the student(s) affected.
- 1.2.7 Providing the normal conditions of award as specified in these Regulations have been satisfied, any award of the University may be conferred posthumously and accepted on the student's behalf by a parent, spouse or other individual deemed appropriate by the Head of Student Data Management.
- 1.2.8 The University may confer awards of other institutions, validating and accrediting bodies where it is agreed between the University and the other institution or body that this should be the case.
- 1.2.9 Except for honorary academic degrees, an academic award shall only be deemed to be conferred as and when the Academic Board has confirmed the recommendation for an award of an Assessment Board convened, constituted and acting under approved regulations for this purpose.
- 1.2.10 The Academic Board will delegate its powers of confirmation to the Dean of Students.
- 1.2.11 The University shall maintain a register of all the academic awards it shall confer whether confirmed on its behalf by the Academic Board or by another institution. The register shall state the full title of the award and the date it was conferred together with the name (as shall be

recorded on the Certificate issued to the student), gender, and date of birth and except for recipients of honorary awards shall state the registration number of the student. In the case of students granted an award of the University having studied on a University validated course at another institution, then the name of that institution shall also be entered in the register.

1.2.12 The Head of Student Data Management shall be responsible for the proper maintenance of the register of academic awards conferred by the University.

E1.3 Verification of Award and Course of Study Details

1.3.1 The title of the award, the course and the subject(s) of study will be confirmed at the time of validation and subsequent re-approval. The details of the award title and course/subject of study will be entered into the University's computerised Course Records once the process of validation and re-approval has been confirmed by the Senior Academic Affairs Officer. Any changes to these details consequent upon re-approval must be authorised by the Academic Quality and Standards Unit and the Course Records amended accordingly. The Results and Conferment Lists will be based on the Course Records, which will be checked and validated annually by Student Data Management and the Academic Quality and Standards Unit.

Where the title of an award is further qualified by the particular programme of study followed by individual students (for example in the case of Modular Schemes, the Credit Accumulation and Transfer Scheme and Research Degrees) separate results and conferment listings will be prepared for Assessment Boards, identifying each individual award category and the names of students following the programme of study leading to that particular award. The Chair of the Assessment Board will ensure that awards are made which conform to the approved titles.

The process for annually confirming the correctness of the title of the award, the course and the subject of study will take the following form:

Senior Academic Affairs Officer (Academic Quality and Standards Unit) informs the Head of Student Data Management of all courses due for validation and review during academic session and enters new or amended courses on Course Database with **pending** classification

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Senior Academic Affairs Officer ensures validation and review exercises have taken place, informs Head of Student Data Management of the outcomes of the completed validation and review exercise together with notification of any discontinued

courses and prepares Draft Course Record for next academic session

Senior Academic Affairs Officer checks the Draft Course Record and inputs new validation information and validates all the titles, awards and periods of approval of both new and existing courses

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Senior Academic Affairs Officer then issues final Course Record for completion by the Head of Student Data Management

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The Course Record is completed and student enrolment is permitted

1.3.2 **Approval of the course, maintenance of the definitive course document**

The University will retain a copy of the definitive course document for each course approved/re-approved under the University's validation and review procedures.

It will be the responsibility of the Senior Academic Affairs Officer to retain the documents and to record any amendments to individual course documents which are approved by the Academic Standards Committee. It will be the responsibility of the Senior Academic Affairs Officer to amend the computerised Course Records in liaison with the Head of Student Data Management following the introduction of new courses or the amendment of existing courses.

E1.4 **Responsibilities for the Conferment Process**

- 1.4.1 The procedures relating to the stages of action prior to the Conferment of Awards will be controlled by the Head of Student Data Management, in co-operation with the Head of Academic Quality and Standards, the Senior Academic Affairs Officer, the Chairs of the Assessment Boards, and Department/Research Degrees Administrators.

For taught programmes the responsibilities in respect of each stage will be as follows:

- i. The Head of Student Data Management will be responsible for maintaining the University's official Student Records from which information relating to the conferment of awards will be drawn.
- ii. The Senior Academic Affairs Officer will be responsible for confirming all course approvals, course titles, award titles, periods of course validation and external examiner appointments and will ensure that this information is entered on the University's Course Records.
- iii. Student Data Management will prepare Results Lists from the course and student information on the University Records.

For research degrees the responsibilities in respect of each stage will be as follows:

- iv. The Research Degrees Administrator will be responsible for maintaining the University's official student records from which information relating to the conferment of awards will be drawn.
 - v. The Research Degrees Administrator will be responsible for confirming all approvals relating to programmes of study leading to research degrees, programme titles, periods of approval and external examiner appointments and will ensure that this information is entered on the University's official Student Records.
 - vi. The Research Degrees Administrator will prepare Examination Lists from the course and student information on the University Records. Copies of the Results Lists will be sent to the relevant Director of Study for checking of accuracy and completeness.
- 1.4.2 Prior to the presentation of Results Lists to Exam Boards, all data will be confirmed by the Department/Research Degrees Administrator and either the appropriate Course Leaders or, for Research Degrees, Directors of Study.

The checks carried out will ensure:

- That all relevant registered students are included on the Results List for the Assessment Board at which they are to be presented (irrespective of whether or not they will actually receive an award).
 - That there are no erroneously listed students.
 - The names listed are full and correct
 - Full, last, family or surname
 - first two forenames (in correct order)
 - Student number.
 - Where anomalies are identified which require action the Results List is returned to the Student Data Management or Research Degrees Administrator, for correction and reissue. Lists not requiring correction would be taken to the appropriate Assessment Board for the recording of results.
- 1.4.3 A Header Sheet will be prepared by the Department Administrator from a template provided by Student Data Management or, for research degrees, by the Research Degrees Administrator for each award title to be considered at the Assessment Board, stating the award, date and place of the meeting and the course/s on which the students are enrolled. The names of those present who are External Examiners and the Chair of the Assessment Board (or nominated representative) shall be entered and their signatures obtained at the end of the meeting where recorded results are decided.
- 1.4.4 The Assessment Board meetings will be held in accordance with the approved examination regulations. The Chair of the Assessment Board (or the nominated representative) will ensure the accurate recording of results and the recommendations for awards on the appropriate Results lists. Section B4 of the University's Academic Regulations on The Operation of Boards of Examiners or, in the case of research degrees, the University's Research Degree Regulations will be available at the meeting in order to ensure that Assessment Boards are conducted in accordance with approved regulations.
- 1.4.5 The Results List annotated with the recommended results will then be returned to Student Data Management or Research Degrees Administrator, the recommended results will be entered on the University's Student Record database. When the recommended results have been entered on the University's Student Record database two people will cross check the annotated Results List against the results entered on the Student Record database to ensure correctness.
- 1.4.6 Student Data Management or, for research degrees, the Research Degrees Administrator will produce a Conferment List of the successful candidates. This will be based upon the Results List recommendations made by the Assessment Board as prepared by the

Secretary of each Board immediately following the meeting.

E1.5 **Specific Procedures for the Conferment of Awards**

1.5.1 **Ensuring the correct name of the Candidate**

A separate Results List will be required for each award by mode of attendance. Each list will be in alphabetical order by surname of candidate for those who are registered and due to be examined for that award, as prepared from the University's Student Records. The procedure for recording the names of students is outlined in Appendix 2.

1.5.2 **Confirmation of individual registration for the award being made**

Student Data Management or, for research degrees, the Research Degrees Administrator will record and maintain all student registrations on the University's computerised Student Records and will check the accuracy of individual records with Departments or, for research degrees, with Directors of Study prior to the preparation of the official results and conferment lists.

University student identity numbers will be entered on the Results List as confirmation that all students are registered for a course of study on which they enrolled for the University award. Manual records will also be maintained.

When Student Data Management/Academic Quality and Standards Unit is notified of any approved change of course Student Data Management or, for research degrees, the Research Degrees Administrator will amend the Student Records accordingly.

1.5.3 **Confirmation of an individual student's fulfilment of University regulations**

Student Data Management or, for research degrees, the Research Degrees Administrator will ensure that all students on the Results List have enrolled and are currently registered as students of the University, and maintain records of any student who has financial obligations and/or is in breach of any University regulations. The responsible Department through its Course Leaders/Directors of Study, Administrators and Assessment Boards will ensure that all students will have been able to complete course requirements for the award for which they are entered, as defined in the definitive document for the course and University Regulations.

Specific responsibilities will be as follows:

- (a) ***Course Leaders/Directors of Study in Conjunction with Department/Research Degrees Administrators*** will monitor the students' assessment data (both computer and manual), collate historical assessment information, identify any problem

cases and calculate the level of attainment in anticipation of expected awards. They will also be required to keep accurate assessment data for presentation to the Assessment Board and to submit the collated assessment information at the meetings.

- (b) ***The Head of Student Data Management or, for research degrees, the Research Degrees Administrator*** will ensure that the student registration for the University award is complete, that information is available from Finance on any outstanding debts to the University and from the Department on unresolved breaches of University Regulations and that the Examination Regulations and procedures are distributed to each student who enrolls on a course.
- (c) ***Assessment Boards*** have overall responsibility for considering the assembled course assessment data and for determining and approving the Examination awards. External Examiners will monitor standards, take part in discussions and confirm the validity of the awards which are decided upon.

E1.6 **Verification of Assessment Board Procedures**

1.6.1 **Correct functioning of the Assessment Board and recording its procedures**

The terms of reference of Assessment Boards and the assessment regulations for courses will be established during the process of approval/re-approval of individual courses when it will be confirmed that they are in accordance with University Regulations. They will be presented to members of an Assessment Board for each meeting of the Board as part of the documentation for the meeting. Responsibility for ensuring that the Board acts in accordance with its terms of reference and regulations will rest with the Chair of the Assessment Board under the authority of the University's Academic Regulations Section B4 or, for research degrees, the University's Research Degree Regulations. A formal record of the proceedings will be taken by the Secretary to the Board. The Chair of the Assessment Board will be responsible for announcing the results of each named student together with the recommended award attained.

1.6.2 **Attendance of External Examiners at Assessment Board meetings and agreement to Assessment Board decisions**

The Department/Research Degrees Administrator, acting in their capacity as Secretary to any Assessment Board, will be responsible for arranging meetings of Boards and notifying External Examiners of their requirement to attend where appropriate. Administrators will ensure that External Examiners attend Assessment Boards where required and sign the Header Sheet for the list of recommended awards. If External Examiners are unable for good reason to attend an Assessment Board where awards are recommended they will be requested to confirm that they have been associated with the assessment process and are in agreement with its outcomes.

E1.7 **Authorisation of Awards List and Responsibility for the Conferment Process**

The procedure will be as follows:

- (a) A provisional Awards List will be prepared immediately following the Assessment Board. The Department/Research Degrees Administrator (or representative) will confer with Student Data Management to ensure that all details of awards are accurate and correct according to recommendations made by the Assessment Board and recorded at the meeting or subsequently approved by the Chair of the Board. This provisional Awards List will be authorised by the Chair of the Assessment Board or signed on their behalf as accurate.

NB. The provisional list may be subject to change within fourteen days and as such only constitutes the initial recommendations of the Assessment Board.

(b) **The Appeals Procedure (Taught Programmes of Study)**

An interim period is allowed between the publication of the signed Provisional Awards list recommendations and the publication of the Confirmed Awards list by the Head of Student Data Management for the Appeals procedure to be initiated under the authority of the Secretary to the Academic Board. The stages are laid down in the University's Examination Regulations which cover all courses and are as follows:

- i. Students wishing to appeal (ie. to request a review of the decision of an Assessment Board) must do so in writing to the Secretary of the Academic Board within 14 days of the initial publication of a provisional examination results list.
- ii. All appeals will be promptly attended to and processed by the Secretary to the Academic Board normally within 14 days. The Secretary to the Academic Board will formally notify in writing to the Head of Student Data Management the names of students whose cases are being considered under the appeals procedure.
- iii. The Head of Student Data Management will omit the name of any student affected by an unresolved appeal from the Confirmed Awards List if notified within 14 days of the Exam Board.
- iv. The Secretary to the Academic Board will submit in writing to the Head of Student Data Management and Senior Academic Affairs Officer the outcome of all outstanding appeals so that any changes will be reflected in the Confirmed Awards List for a particular course.

(c) **Research Degrees**

An interim period is allowed between the publication of the signed Provisional Awards list recommendations and the publication of the Confirmed Awards list by the Head of Student Data Management to allow research degree candidates to complete any minor amendments to the thesis required by the examiners. Once the student has completed the required amendments satisfactorily, the Director of Study shall submit form E3 to the Chair of the Research Degrees Committee as confirmation that the degree may be recommended for conferment. The Chair will notify the Research Degrees Administrator, who shall inform the Head of Student Data Management accordingly.

(d) **The Appeals Procedure (Research Degrees)**

Section 13 of the Research Degree Regulations contains the stages in the Appeals procedure for Research Degrees. These are:

- i. A student shall give notice in a letter to the Research Degrees

Administrator, within one month from the date of notification of the result, that (s)he wishes to request a review and shall submit the case for review within a further month from the date of giving notice.

- ii. All appeals will be promptly attended to and processed by the Research Degrees Administrator normally within one month of the initial receipt of the request. The Research Degrees Administrator will formally notify in writing to the Head of Student Data Management the name of any student whose case is being considered under the appeals procedure.
 - iii. The Head of Student Data Management will omit the name of any student affected by an unresolved appeal from the Confirmed Awards list if notified within 14 days of the Exam Board.
 - iv. The Research Degrees Administrator will submit in writing to the Head of Student Data Management the outcome of all outstanding appeals so that any changes will be reflected in the Confirmed Awards List for a particular course.
- (e) The Dean of Students will be responsible for the Administration of the Conferment Lists and for Authorising and Signing the official Confirmed Awards Lists for the University.

i. **Administration of the Conferment Lists**

This will include:

- The preparation of Results Lists of students for awards by the Student Data Management or, for research degrees, by the Academic Quality and Standards Unit.
- The administration of the Results Lists for consideration by Assessment Boards.
- Ensuring that Header Sheets are duly signed by the:
 - Appropriate External Examiners for taught programmes of study
 - The Chair of the Assessment Board
- Checking of the Provisional Awards List by the Secretary to the Exam Board and a further cross-checking of the Conferment Lists will take place by authorised staff within Student Data Management as a further verification of accurate and completed information.

ii. **Authorisation and Signature**

The official Awards List for the University will be signed by the Dean of Students and kept on file in a secure environment, along with all the relevant documentation including copies of the Assessment Board Results and Minutes.

- iii. The Conferment Listings of recommendations for awards will be processed by Student Data Management under the Head of Student Data Management's guidance for the purpose of ensuring the printing of certificates.
- iv. Final Pass List(s) in the required format will also be included in the information retained by Student Data Management for archiving purposes.

E1.8 The preparation and issue of award certificates

- 1.8.1 The certificate available to a student will be under the title specified in the regulations for the programme on which he/she is registered.
- 1.8.2 Students who do not go on to achieve the award for which they are registered may be awarded any other interim award for which they have qualified and are eligible. Acceptance of such an award does not preclude subsequent registration in order to study for a higher award.
- 1.8.3 Interim awards which are not Designated under the Fees and Awards Regulations (namely those of Certificate of Higher Education and Diploma of Higher Education as awards given to signify successful completion of part of an undergraduate degree and those of Postgraduate Certificate and Postgraduate Diploma as awards given to signify successful completion of part of a postgraduate degree) will normally only be issued to students when they leave the stage of the course to which the award applies and do not go on to complete the final award. Staged awards may not be claimed retrospectively once the final stage has been successfully completed.
- 1.8.4 Exceptionally, students who are continuing to the final stage of either an undergraduate degree or a postgraduate degree may apply individually to the Head of Student Data Management and request that an interim award is issued in recognition of their successful completion of a stage of an undergraduate or postgraduate degree. Alternatively, Course or Programme Leaders may, at the time of validation or subsequently, request that all students are issued with certificates or diplomas in recognition of their completion of the appropriate stage of a named degree or postgraduate degree. This information will be recorded on the University's course validation record and the Conferments section of Student Data Management will be informed of the need to issue certificates or diplomas in accordance with the awards lists emanating from Assessment Boards.
- 1.8.5 In the case of such Designated courses as degree courses where the first two years lead to a Higher National Diploma award students will be registered as both Higher National Diploma and Degree students

and will qualify for the Higher National Diploma award when they successfully complete the requirements for that award. The award will not be issued (unless the student is leaving the course at that stage or fails to complete their degree studies) until the student has completed the final stage of the higher award course, at which time, the student will be entitled, assuming that both stages have been successfully completed, to both the award of a Higher National Diploma and the award of a Degree.

- 1.8.6 It is the responsibility of the student to ensure that his/her name is correctly entered in Student Data Management records at their first enrolment on the course, as the name first registered is the one which will appear on the award certificate. If a student changes his/her name whilst registered for the award it is the responsibility of the student to notify Student Data Management, in writing, of the change.
- 1.8.7 The name shown on the certificate will be the student's full name as registered at the time the award is made. A change of name after that date will not result in a change of name on the certificate, it will be for the student to keep evidence that he/she was previously known by the name on the certificate.
- 1.8.8 Unless the award is made by an external body the certificate will be in the format approved by the Principal on behalf of the University. Samples of the approved format and wording of certificates will be held by the Student Data Management. Certificates will bear the signature of the Principal and Dean of Students. Certificates improperly issued or without correct signatures, or which have been amended after issue, are not valid.
- 1.8.9 The following will be recorded on the certificate:
 - (a) the name of the University
 - (b) the name of the student
 - (c) the award achieved including any classification if appropriate
 - (d) the title of the programme of study
 - (e) relevant endorsements, eg. that the programme of study was a sandwich programme
 - (f) the date of conferment of the award

E1.9 **Production of Certificate**

1.9.1 **Timescale**

As far as possible all certificates will be produced within a two month period of the Final Assessment Board date (or the date an appeal is resolved through a decision of the Exam Board).

1.9.2 Accuracy of Certificates

A quality checking procedure will be carried out by Student Data Management Staff under the supervision of the Head of Student Data Management.

1.9.3 Recording and Despatching Certificates

All certificates will be stored within the Student Centre. Accurate manual systems for recording and filing certificates for issue/release will be in operation. A strict certificate despatching procedure will be maintained.

Before collection, all certificates must be signed for by the student or the student's representative.

1.9.4 Security

All certificates will be filed and retained within a secure environment using locking metal filing cabinets.

E1.10 Duplicate Certificates

A rigorous procedure is followed and duplicate certificates are only issued upon payment of the appropriate fee.

- i. Each duplicate will be issued only with the consent of the Head of Student Data Management and each request will be dealt with on an individual basis.
- ii. An application for a duplicate certificate must be directed through the institution and addressed to the Student Data Management using the application form supplied by the institution.
- iii. Where a damaged or defaced certificate is returned to the University a replacement certificate can be issued.
- iv. Each duplicate certificate issued will be endorsed "**Duplicate**" unless the damaged or defaced certificate is returned.

E1.11 Replacement Certificates

- i. In cases where alterations or amendments to names have taken place **after the date of award**, replacement certificates will **not** be issued. The responsibility will rest with the candidate himself/herself to prove that he/she was previously known under another name.
- ii. It is recognised that despite extensive checks by an institution when drawing up Results Lists, errors may still occur in the spelling of a candidate's name. Certificates requiring replacement due to an incorrect spelling of a student's name should be returned as soon as possible for correction.

APPENDIX 1

Conferment Regulations

Header Sheets to be used for the Preparation of Results Lists for Assessment Boards

A fully completed Header Sheet will be provided by the Department Administrator from a template produced by Student Data management for each award title to be considered at an Assessment Board, with the following details included:

- (a) AWARD TITLE
- (b) SUBJECT FOR CONFERMENT (where relevant)
- (c) COURSE CODE/S
- (d) COURSE TITLE/S
- (e) THE MODE OF STUDY FOR EACH AWARD AT THE ASSESSMENT BOARD
FULL-TIME___ SANDWICH___ PART-TIME___ DISTANCE LEARNING
- (f) DATE OF ASSESSMENT BOARD AND PLACE HELD
 1. *The recommendations for Awards made at this Assessment Board meeting are in accordance with the approved regulations for the above validated course/s or programme/s of study.*
 2. *The signatures below are of the External Examiners who were present at the meeting of this Assessment Board and who concur with its recommendations.*
- (g) NAME AND SIGNATURE OF EXTERNAL EXAMINERS
 3. *The individual results on the list of named candidates as presented to and approved by this Assessment Board are a correct record of the recommendations made that relate to the above Awards.*
- (h) NAME AND SIGNATURE OF CHAIRPERSON
 4. *The proceedings of this Assessment Board complied with the current Academic Regulations of the University as determined by the Academic Board.*

UNIVERSITY OF BOLTON

THE CONFERMENT OF AWARDS 2003/2004

HEADER SHEET FOR ASSESSMENT BOARD RESULTS LIST

Course Title/s _____

Course Code/s _____

Award Title/s _____

Date of Assessment Board _____ **Place** _____

Mode of Study: Full Time / Sandwich / Part Time / Distance Learning

This is to certify that:-

1. The recommendations for Awards made at this Assessment Board meeting are in accordance with the approved regulations for the above validated course/s or programme/s of study.
2. The signatures below are of the External Examiner/s who were present at the meeting of this Assessment Board and who concur with its recommendations.

THE EXTERNAL EXAMINER/S:

Name _____ **Signature** _____

Name _____ **Signature** _____

Name _____ **Signature** _____

Name _____ **Signature** _____

This is to certify that:-

1. The individual results for the list of named candidates as presented to and approved by this Assessment Board are a correct record of the recommendations made that relate to the above Awards.
2. The proceedings of this Assessment Board complied with the current Academic Regulations of the University as determined by the Academic Board.

CHAIR PERSON _____ **Signature** _____

STUDENT DATA MANAGEMENT - ASSESSMENT AND AWARDS

Date Received _____

Date Published _____

APPENDIX 2

Conferment Regulations

Procedure for the Recording of Student Names

Student Results Lists will always contain the following information:

STUDENT NUMBER

SURNAME

FIRST TWO FORENAMES

STUDENT STATUS

Names of Candidates

- i. The University will ensure that the names listed on the Results Lists are the full and correct surnames of the candidates, as recorded at first enrolment and set out correctly.
- ii. The University will not use initials/abbreviations/punctuation in the names for Award Lists and Certificate production EXCEPT in cases where they have been legally adopted by the student.
- iii. The University will ensure that candidates have notified them of any such changes of name (eg. by marriage) and produced confirmatory legal evidence.
- iv. No change of name that has taken place later than the award date will be taken into account. Candidates will be made aware of this and informed at enrolment that they cannot alter their names at will.
- v. A student will not be awarded a degree under a married name if she marries AFTER the completion of her course, ie. after the date of the final meeting of the Assessment Board.

APPENDIX 3

Conferment Regulations

Certificate of Award

1. Format

The Certificate of an Award conferred by The University of Bolton will record basic information relating to:

- a. the University
- b. the full student's name - forenames first
- c. the Award - standard format according to University Regulations
- d. the title of the programme of study
- e. endorsements, such as
 - (i) sandwich mode of study
 - (ii) particular Distinctions
 - (iii) the name of any institution where the student has followed a programme of study validated by the University.
- f. date of award (the month and year in which the final decision was made by the Assessment Board or deferred to a Resit Board)
- g. signatures: Principal and Dean of Students

See example in Figure 1 on following page.

FIGURE 1

ANNABEL EAGLE

has been awarded the degree of

**Bachelor of Arts
with First Class Honours**

having followed an approved Honours programme in

Accountancy

July 2004

APPENDIX 4

Conferment Regulations

Outstanding Financial Obligations to the University and Unresolved Breaches of University Regulations

1. The announcement of an award recommendation or result by the University may be deferred until any outstanding requirement, which may include payment of financial debts, has been completed.
2. Evidence confirming the completion of the outstanding requirement should be presented to Student Data Management where appropriate, so that completion of the award may take place.
3. Where a breach of the Regulations has been confirmed, the resulting action may include the relevant Assessment Board rescinding the award.