

# Certificate and Transcript Policy

Student and Academic Services

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## Introduction

This policy describes the documentation which is awarded to students following the completion of modules and award of credit, and the granting of an award (where appropriate). The policy also sets out the criteria by which students may obtain replacement or duplicate copies of these documents.

Students who complete an award of the University or who have achieved credit at the University are entitled to receive a formal document confirming this. Students are sent an award certificate and certificate of credit following the publication of results. Students who have not completed an award and wish to terminate their registration must submit a request for a certificate of credit following the exam board at which their credit is awarded.

Student and Academic Services are responsible for the production of certification in accordance with the [Academic Regulations](#). Full details are published on the web pages for [award certificate and certificate of credit](#).

Following the publication of results, award certificates and certificates of credit are produced and sent to student home addresses (not term addresses). Students are responsible for keeping their details up to date and are liable for any postage costs for resending their certificate if returned to UWE.

## Certification types

The **award certificate** shows the following details:

- the name of the university and if appropriate the name of any other organisation sharing responsibility for the programme of study or research
- the student's name as held in the student record
- the name of the award and any differential level of award (as appropriate)
- overall classification
- date awarded

A certificate of credit is a list of all the modules successfully completed at UWE in the order in which they were completed, together with the mark or grade achieved for each module, credit points and credit levels (including European Credit Transfer and Accumulation System credits). The certificate of credit is solely a record of achieved modules and therefore does not show the overall classification / differential level of award or which module a module contributed to.

## Certificate of credit – availability of module marks / grades

### **Prior to 01 January 1997**

The University does not have records of module marks prior to 01 January 1997. For request earlier than this the University is unable to produce a certificate of credit. It is possible to produce a letter stating a student's overall award and date of award, and if one is available, a copy of the relevant prospectus page giving details of the award studied.

## Post 01 January 1997

For students registered between 1997 and 2002 the University cannot guarantee that all module marks will be available and therefore may not be able to produce a certificate of credit. In this case we can provide a letter stating a student's overall award and date of award, and if one is available, a copy of the relevant prospectus page giving details of the award studied.

## Post 2002

Students who were issued with a certificate of credit with their award certificate at the time of graduation may apply and pay for duplicate copies.

## Certified true copies

Where a student requires a copy or copies of the original award certificate and / or the certificate of credit, the originals must be sent to the University where copies will be made, stamped and signed, and returned by post.

## Notification of credit and assessment marks - current students only

Students can print their own notification of credit and assessment marks from myUWE whilst registered as a student at the University (or up to 42 days after achievement of their award or withdrawal from the University). After that point the Faculty Student Administration Team should be contacted to provide this.

## Replacement award certificates

There can be only one original degree certificate in existence at any one time. If an award certificate has been lost, stolen or damaged students can request a replacement by following the guidance on the [certificates](#) webpages.

As the award certificate is a unique document it should be kept carefully. A request for a replacement certificate is deemed to constitute a declaration that the original is lost or damaged. To prevent fraud and misuse the University reserves the right to decline requests for replacement certificates at its discretion or where replacement has already been issued.

Replacement certificates are only sent to the former student and no third-party requests can be accepted. Replacement certificates have the same standing as the original certificate which they replace and are produced in the format current at the time of request.

Certificate or replacement award certificate are not issued to students with any tuition fee debt.

Original certificates which have been posted to students will not be considered lost until two months after the original date of posting. After this time, a replacement certificate can

be applied for. If the original certificate is subsequently found the student must return the duplicate immediately to the University.

## Module specifications

Module specifications for modules currently running are available on the [UWE website](#).

For any modules specifications not currently showing on the website please request using the contact details on the [UWE website](#). The University can only provide module specifications for modules that ran from September 2002. These are provided as hard copies signed and stamped to verify authenticity.

## Programme specification

Programme specifications for current programmes are available via the [UWE website](#).

For any programmes not currently listed can be requested using the contact details on the [UWE website](#).

## Ownership and Oversight

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Policy Author:	Deputy Head of Student Administration
Overseeing committee:	Learning Teaching and Student Experience Committee
Compliance measures:	Monitor timeliness of policy reviews
Related policies, procedures and codes of practice:	
Related legislative and/or regulatory requirements	

## Version history

Version	Date	Summary of changes	Author
V22.06.01	08/06/2022	New policy	Deputy Head of Student Administration