

Certificate and Transcript Policy 2015 - 2016

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 this documentation.

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.

Academic Services are responsible for the production of certification and for full details of the process please refer to the [award certificates and certificate of credit](#) web pages. The process is managed in accordance with the Academic Regulations.

Following the publication of results, award certificates and certificates of credit are sent to a student's **home address** (not term address). It is the student's responsibility to ensure that their home address is up-to-date and valid. For UK addresses this may be done via the [myUWE Portal](#), for international addresses students must contact the relevant [Student Administration Team](#) for their faculty. Students may be charged postage if their home address is not maintained and a certificate has to be resent.

Exam Board period	Distribution of certificates
February	March
June / July	July / August
August / September	September

Certification types

The **award certificate** shows the following:

- 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 on 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 of 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 ECTS¹ 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 award a module contributed to.

¹ European Credit Transfer and Accumulation System

Certificate of credit - availability of module marks / grades

- **Prior to 1st January 1997**

The University does not have records of module marks prior to the 1st January 1997. For requests earlier than this the University is unable to produce a certificate of credit. However, it will be 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 1st January 1997**

If a student 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. If this is the case, it will be 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 2002**

Students who were issued with a certificate of credit with their award certificate at the time of graduation are now able to apply for duplicate copies (see table of costs on page 4). **Please note:** The cost for the first certificate of credit will be waived for those students who have never previously been issued with one.

Certified true copies

Where a student requires a copy or copies of the original award certificate and / or the certificate of credit the original/s must be sent to the University and will be copied and returned with stamped and signed copies.

Notification of credit and assessment marks – current students only

Students are able to print off their own notification of credit and assessment marks from myUWE but only whilst registered as a student at the University (or up to 42 days after achievement of their award or withdrawal from the University). After this point the notification is no longer available. Please note that the notification is organised by academic year and is not a collated list of all module marks achieved over the entire duration of a programme.

Replacement award certificates

Please note that there can be only one original degree certificate in existence at any one time. However, if a student's award certificate has been lost, stolen or damaged a replacement may be requested.

Where a student requires a replacement document or additional authorised copies they should follow the processes outlined on the [award certificates and certificates of credit](#) webpages. Applicants should note that under no circumstance will the University issue additional copies or duplicates to any applicant holding an original award certificate.

The award certificate is a unique and valuable document which should be carefully preserved by its owner. A request for a replacement certificate is deemed to constitute a declaration that the original is lost or damaged. Replacement certificates can only be sent directly to the former student and no third-party requests will be accepted. To prevent fraud and misuse, the University reserves the right to decline requests for replacement certificates at its discretion or where a student has already requested a replacement.

Replacements have precisely the same standing as the original which they replace; they will be produced in the format currently in use and may not be a facsimile/e-mail copy of the original.

No original or replacement award certificate can be issued to a student with a tuition fee debt.

Original certificates which have been posted to a student will not be considered as lost until two months after the original posting date. After this point a replacement may be applied for. A charge will be payable if the student requests a replacement more than one year after the initial posting date.

Should the original certificate be found, the student should return the duplicate immediately to the University.

Contact details

E-mail: certificates@uwe.ac.uk

Web: [Award Certificates and Certificate of Credit](#)

Timescales

Applications for replacement award certificates / duplicate or additional certificates of credit and certified true copies will be dealt with in the order in which they are received and applicants should expect a response to their request within 10 working days of receipt of their application. At certain periods of peak activity throughout the year (in particular February – March and July – November) applicants may experience some delay.

It is advisable to order the required documentation as early as possible to ensure it is ready in time for any deadlines.

Delivery methods

- **Original Award certificate / Original Certificate of Credit post-graduation**
Sent via second class post to a student's home address
Sent via airmail to overseas addresses
- **Replacement Award certificates**
Sent via Recorded Delivery to UK addresses
Sent via Special International Delivery to overseas addresses
- **Certified true copies**
Original certificate to be returned to UWE
Sent via Recorded Delivery to UK addresses
- **Duplicate Certificate of credit**
Sent via Recorded Delivery to UK addresses

Recorded delivery is not guaranteed for all overseas addresses, please check the royal mail website for details <http://www.royalmail.com/>

The University does not use couriers for the delivery of certification or associated documentation.

Module specifications

Specifications for modules which are currently running are available via the [UWE website](#)

If the required module specification/s are not on the website please contact sirt@uwe.ac.uk. Please note there is a £10 administration fee charged for this service.

The University can only provide copies of module specifications for modules which have run from September 2002 onwards. These will be made available as hard copies which are signed and stamped in order to verify their authenticity.

Programme specifications

Specifications for programmes which are currently running are available via the [UWE website](#)

If the required programme specification/s are not on the website please contact sirt@uwe.ac.uk. Please note there is a £10 administration fee charged for this service.

The University can only provide copies of programme specifications for programmes which have run from September 2002 onwards. These will be made available as hard copies which are signed and stamped in order to verify their authenticity.

Naming conventions on University documentation

At the University of the West of England, Bristol, UK, students are registered under their Forename(s) and their Surname.

In the UK, the name on the certificate will always be Forename(s) first followed by the Surname.

Costs

Original award certificate	<i>Free</i>
Replacement award certificate	<i>£50.00</i>
Original certificate of credit	<i>Free</i>
Replacement certificate of credit	<i>£20.00</i>
Additional copies (fee applies only if ordered at the same time as the replacement certificate of credit)	<i>£3.00 each</i>
Original transcript (BILP only)	<i>Free</i>
Replacement transcript 2002 onwards (BILP only)	<i>£20.00</i>
Certified true copy (first five copies)	<i>£15.00</i>
Additional copies (fee applies only if ordered at the same time as the certified true copy)	<i>£3.00 each</i>
Module / programme specifications (admin fee)	<i>£10.00</i>

<p>Nursing, Midwifery and Allied Health Professions programmes only Transcript requests requiring academic marks as well as clinical placement information, curriculum documents etc.</p> <p>Contact: HAS.SAT@uwe.ac.uk</p>	<p>£75.00 – <i>Full transcript (including completion of overseas verification forms and international recorded post)</i></p> <p>£50.00 – <i>Transcript excluding course syllabus</i></p> <p>£25.00 – <i>Additional copy of transcript</i></p> <p>£25.00 – <i>completion of forms which require the University to insert training information and are officially stamped / signed and any other document which requires reference to the student file</i></p>
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Review of the Policy

Version 1 10th July 2014
 Version 2 19th August 2015
 Academic Services