

## SECTION 11

### RESULTS, CONFERMENT, AWARD CERTIFICATES AND TRANSCRIPTS<sup>78</sup>

#### (A) Publication of Results

- 11.1 The Director of the Academic Office (or nominee) is responsible for the publication to students (including students registered at a UK or international Associate College) of all module results and all decisions on student continuation and the conferment of an Anglia Ruskin award. No other member of staff is authorised to release such results or decisions, unless the Senate has agreed otherwise.
- 11.2 The publication of module results and decisions on student continuation and the conferment of an Anglia Ruskin award is normally made electronically to students individually via e-Vision.
- 11.3 In certain circumstances it may be necessary to communicate results and/or decisions either by letter to individual students and/or on an official Anglia Ruskin University noticeboard. In the latter case the provisions of the 1998 Data Protection Act are observed and students who have opted not to have their results notified in this way will be omitted from any listings placed on official Anglia Ruskin University noticeboards. Under no circumstances may results and/or decisions be released to students by telephone.
- 11.4 No results or decisions are published until the full cycle of Anglia Ruskin University's two-tiered assessment process has been completed, as set out in Section 7 of these Academic Regulations. Results and/or decisions are published only after they have been approved by the formally constituted Anglia Ruskin Awards Board whose decisions have been endorsed by the signature of at least one External Examiner on the results documentation in accordance with the *Senate Code of Practice on External Examiners for Taught Courses* (available at [www.anglia.ac.uk/codes](http://www.anglia.ac.uk/codes)).
- 11.5 The Director of the Academic Office (or nominee) publishes to students during each teaching/learning period a final date by which the results and decisions related to that period will be communicated to students.
- 11.6 Students are entitled to receive feedback from module tutors on assessed work when it is returned to them. Such feedback clearly states that the mark awarded for the assignment is provisional and is subject to internal and external moderation and that the final mark for an item of assessment and the overall module result is published by the Director of the Academic Office (or nominee) only after they have been approved by the Anglia Ruskin Awards Board.

#### (B) Conferment of Anglia Ruskin Awards

- 11.7 The authority to confer an award on behalf of Anglia Ruskin University rests solely with the Senate. The Senate may delegate its responsibility for such matters to the Anglia Ruskin Awards Board. No certificates, records, transcripts or similar documentation may be issued in the name of Anglia Ruskin University unless prior authorisation has been given by, or on behalf of, the Senate.
- 11.8 An Anglia Ruskin award may be conferred only on students who have satisfied the general requirements for students, as set out in Regulation 3.40 of these Academic Regulations,

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<sup>78</sup> These Academic Regulations do **not** cover the provision of Certificates of Credit or Certificates of Attendance which are requested by certain PSRBs for students for students completing certain modules which do not lead to an Anglia Ruskin award

and who have subsequently been recommended for the conferment of an award by the formally constituted Anglia Ruskin Awards Board.

- 11.9 Conferment of an award is withheld from any student who has not fulfilled a legitimate requirement of Anglia Ruskin University, including the settlement of any outstanding debt to Anglia Ruskin University or to an Associate College at which the student has studied in partial or complete fulfilment of the academic requirements of the course for which the student is registered.

### **(C) Award Certificates**

- 11.10 Anglia Ruskin University provides an award certificate to each student on whom it confers an award.

- 11.11 Such certificates record:

- the name of Anglia Ruskin University;
- the full name of the student as entered on Anglia Ruskin University's Student Record System. It is the responsibility of the student to ensure that this information is correctly entered;
- the award title as defined in Regulation 2.1 of these Academic Regulations;
- the approved course title;
- any award classification, as appropriate (e.g. upper second class honours, merit or distinction);
- the month and year of the Anglia Ruskin Awards Board meeting at which the recommendation to confer the award was made;
- subject to the prior approval of the Senate, the name of any Associate College with whom Anglia Ruskin University has collaborated in relation to the named award; *[NB: this currently does not apply to any Associate College]*
- a reference to the existence of a transcript, if the principal language of instruction for the award is not English and/or the language of assessment is not English<sup>79</sup>
- an appropriate reference if the award includes credit based on accredited prior certificated learning (APCL) or accredited prior experiential learning (APEL).

- 11.12 The certificate bears the signature of the Vice-Chancellor.

- 11.13 The Director of the Academic Office (or nominee) is responsible for the provision of all award certificates, prepared in secure conditions and in a format designed to minimise the risk of forgery.

- 11.14 The Director of the Academic Office (or nominee) is also responsible for maintaining a record of the names of all recipients of an academic award conferred by Anglia Ruskin University.

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<sup>79</sup> This reference is to satisfy the expectations contained within Section B10 of the QAA's UK Quality Code for Higher Education (December 2011). The requirement does not apply to courses (or their constituent modules) relating to the study of a foreign language where the principal language of assessment is also the language of study

## **(D) Transcripts**

*[NB The provision, structure and content of transcripts are subject to Anglia Ruskin University's progressive implementation of the Bologna Process, including provision of the "Diploma Supplement" and the Higher Education Achievement Report (HEAR)]*

- 11.15 The purpose of a transcript is to provide a formal, verifiable and comprehensive record of a student's learning. It is designed to meet the needs of those who require such information, including employers, PSRBs and admissions tutors at higher education institutions.
- 11.16 Anglia Ruskin University routinely provides all students with an individual, updated transcript on completion of the assessment cycle at the end of each teaching/learning period.
- 11.17 The transcript contains:
- the full name of the student as entered on Anglia Ruskin University's Student Record System. It is the responsibility of the student to ensure that this information is correctly entered;
  - the award and course title for which the student is currently registered;
  - a record of the outcome of every module in which the student has been assessed (whether or not the student has passed the module) with details of the module title, level, credit volume, module result and date of completion;
  - where appropriate, the award conferred on the student. This may be an intermediate award rather than the award for which the student was originally registered;
  - the date of publication of the transcript, namely the month and year of the Anglia Ruskin Awards Board meeting at which the most recent module results were confirmed;
  - the name of any Associate College with whom Anglia Ruskin University has collaborated in relation to the named award;
  - a reference to the principal language of instruction for the award if this is not English<sup>80</sup>;
  - a reference to the language of assessment for the award if this is not English<sup>80</sup>;
  - an appropriate reference to the award of any credit based on APCL or APEL.
- 11.18 The reverse of the transcript contains a glossary of terms and abbreviations used in the transcript.
- 11.19 All transcripts are published by the Academic Office in accordance with these Academic Regulations and are subject to any detailed guidelines agreed by the Senate or published by external bodies or agencies.

## **(E) Retracting Anglia Ruskin Credit or an Award after Conferment**

- 11.20 On rare occasions, it may become apparent that Anglia Ruskin credit has been awarded to, and/or an Anglia Ruskin award has been conferred on, a student who was admitted to Anglia Ruskin University on the basis of forged documents or who has gained unfair advantage in some other way. Alternatively, some other form of deception has occurred.
- 11.21 In the event that such evidence comes to light, the matter is referred to the Secretary & Clerk who considers the evidence and is responsible for determining whether a case exists against the holder of the credit and/or award. Where the Secretary & Clerk considers there to be insufficient evidence, the matter is dropped and no further action is taken.

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<sup>80</sup> This reference is to satisfy the expectations contained within Section B10 of the QAA's UK Quality Code for Higher Education (December 2011). The requirement does not apply to courses (or their constituent modules) relating to the study of a foreign language where the principal language of assessment is also the language of study

- 11.22 If the Secretary & Clerk considers that a case does exist, he/she discusses the matter with the Vice-Chancellor who together determine the most appropriate action to take. In reaching this decision, the Vice-Chancellor and Secretary & Clerk consider the need to maintain the integrity and reputation of Anglia Ruskin's awards and academic standards. Such action can include the retraction of any or all credit and/or awards already awarded or conferred by Anglia Ruskin and formal notification of such action to relevant PSRBs. The Director of the Academic Office maintains a record of such decisions and these are reported to the next scheduled meeting of the Senate.