

**UNIVERSITY of CUMBRIA ACADEMIC PROCEDURES AND PROCESSES**

**Appendix 3g**

**Transcripts and Parchments**

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## Transcripts and Parchments

### 1. Certificated University Awards

#### 1.1 Students receive:

- i. An annual and an end of programme transcript which complies with QAA requirements (Academic Regulation B2.6)
- ii. Diploma Supplement on successful completion (Academic Regulation B2.6)
- iii. Award Parchment on successful completion.

Note: Awards of less than 60 credits receive a transcript only (not a formal certificate); awards of 60 credits or more receive a formal certificate, transcript and diploma supplements (where applicable).

#### 1.2 Programme Transcript

##### 1.2.1 The Annual Transcript includes:

- Name of the University
- Location of study – University campus or the name and location of any relevant partner organisation
- Full name of the student and registration number
- Student's date of birth
- Name and title of the programme of study as shown on the validated programme specification
- Language of study and assessment
- Details of the study undertaken for the year: module number(s) and title(s), year and term/semester of module, credit value, credit awarded, level, assessment attempts and results, overall outcome for the year
- APL accreditation (if appropriate)
- Certification by Director of the Student and Academic Administration Service and official stamp
- Date of production of Transcript.

##### 1.2.2 The End of Programme Transcript includes:

- Name of the University
- Location of study – University campus or the name and location of any relevant partner organisation
- Full name of the student and student registration number
- Student's date of birth
- Name and title of the programme of study as shown on the validated programme specification and programme code
- Level of the qualification awarded
- Language of study and assessment

- Study details for the complete programme; module numbers(s) and title(s), year and term/semester of module, credit value, level, results, attempt
- APL accreditation (if appropriate)
- Result (including classification or achievement designation, if appropriate) and date of qualification
- Certification by Director of the Student and Academic Administration Service and official stamp
- Date of production of Transcript.

### 1.3 **Diploma Supplement**

1.3.1 The Diploma Supplement is produced to the format agreed by the European Commission, the Council of Europe and UNESCO and endorsed by the Bologna signatory states. It lists the following information:

- Full name of the student and University registration number
- Student's date of birth
- The name and title of qualification
- The main field of study
- The name and status of the University (as awarding body)
- The language of study and assessment
- Level of the qualification
- Length of the programme and its access requirements
- Mode and location of study
- Programme/study details; module number(s) and title(s), year and term/semester of module, credit value, (ECTS), credits (where appropriate) level, result, attempt and including placements and study abroad, APL accreditation (if appropriate)
- Programme specification information
- Grading and classification schemes used
- Information on the function of the qualification and access to further study
- Certification by Director of the Student and Academic Administration Service including capacity, date, official stamp.

### 1.4 **Award Parchment**

1.4.1 The award parchment is printed on University parchment carrying the approved security marks and shows:

- Coat of Arms of the University
- Name of the University (and delivery partner where appropriate)
- Full name of the graduate
- Verification that award has been made ('has been awarded')
- Title of the award

- Classification or achievement designation, if appropriate (see 1.4.2 - .3 below)
- Verification of successful completion of approved course of study ('having successfully completed the requirements for an approved programme in')
- Title of subject of study, 'with' or 'and' (if appropriate) Title of additional subject of study (if appropriate)
- Date of the award
- Signatures of the Vice-Chancellor of the University
- University seal or security device
- Parchment certificate number
- Indicator of Professional Registration (where appropriate)
- The principal language of study where this is not English.

1.4.2 Classification shall be expressed as:

- First Class Honours
- Second Class Honours (Upper Division: 2.1)
- Second Class Honours (Lower Division: 2.2)
- Third Class Honours
- Ordinary.

1.4.3 Achievement designations shall be expressed as:

- Distinction
- Merit
- Pass.

## 1.5 **Other University Certificates**

1.5.1 A Certificate of Achievement (Academic Regulation B2.5) is awarded to recognise academic credit gained on successful completion of a programme of study not leading to a formal award. It details:

- Name of the University
- Name and location of any relevant partner organisation
- Full name of the student
- Language of study and assessment
- Details of the study undertaken: module number(s) and title(s), year and term/semester of module, credit value, level, assessment attempts and results
- Credit awarded and date of award
- Certification by Director of the Student and Academic Administration Service and official stamp or security device.

## **2. Withholding of Transcripts, Parchments and Certificates**

- 2.1 Where the student is in academic debt to the University, subject to the provisions of the Data Protection Act, the University Assessment Board will withhold the award. (Academic Regulations F11.10 and H 1.4)

## **3. Review of the procedures**

- 3.1 The University reviews these procedures periodically.