

NORWICH UNIVERSITY OF THE ARTS

**STUDENT REGULATIONS AND PROCEDURES
2024-25**

**SECTION I — ACADEMIC TRANSCRIPTS,
CERTIFICATES AND GRADUATION**

Academic Year 2024-25

SECTION I — ACADEMIC TRANSCRIPTS, CERTIFICATES AND GRADUATION

This section details the way we formally record for you your academic achievements at the University, and how we give completing students the opportunity to celebrate their achievements at our graduation ceremonies.

The Academic Registry is responsible for academic transcripts and certificates for awards made by the University, and the Academic Support Office organises the University's graduation ceremonies. If you have qualified for a research degree at the University, the Academic Support Office will contact you about graduation, and the University of the Arts London (UAL) will issue your degree certificate and other supporting information for your award. Email research@norwichuni.ac.uk for more information.

If you are a student on a course at a partner institution that is validated by Norwich University of the Arts, you will receive a transcript, certificate and invitation to a graduation ceremony from Norwich, except where alternative arrangements have been agreed. Where alternative arrangements are in place, details will be provided in this section.

- If you have any **queries about University academic transcripts or award certificates**, please email registry@norwichuni.ac.uk.
- This section explains how we organise our graduation ceremonies. In exceptional circumstances it may not be possible to hold large-scale events and so our graduation ceremonies would need to be postponed or cancelled. If this happens we'll endeavour to write to students eligible to attend as early as possible.
- If you have any **queries about graduation**, [click here to see our intranet page about our ceremonies](#), search the intranet for 'Graduation' or email graduation@norwichuni.ac.uk.

1 Academic transcripts

1.1 An academic transcript is the official document that formally records your academic achievements while studying at the University. The University can issue an academic transcript to any student who has studied here (or with a relevant partner institution, as outlined above). The transcript contains the following information:

- your name and student details;
- the dates you studied at the University (or partner institution);
- the course or courses you studied on;
- the unit codes and titles of any units you attempted and which we recorded a grade or mark for;
- your marks or grades and if appropriate the academic credit for each of your units;

- your total academic credit and any award we have made to you.

- 1.2 The Academic Registry issues an academic transcript to you when you successfully complete your course at the University (or partner institution). If you withdraw before you complete your course, the Academic Registry can also issue you with an academic transcript.

2 Award and course completion certificates

- 2.1 After you qualify for an academic award of the University, we issue a certificate for you to mark your achievement. The award certificate is a formal document of the University and records:

- your full name, including any middle names;
- your academic award and if appropriate the classification or grade; and
- the date the award was made.

We issue University award certificates to students in the period after qualification, but not as part of our graduation ceremonies.

- 2.2 If you lose your University award certificate, we make a charge for printing a new one for you.

Click on the following link for more information about replacement certificates:

<https://norwichuni.ac.uk/after-university/alumni/replacement-certificates/>

- 2.3 We issue course completion certificates for successful completion of Level 4 or Level 6 short courses.

3 Graduation ceremonies

- 3.1 We hold graduation ceremonies at the end of each academic year so that students who have completed their studies can celebrate their academic achievements. Graduation is a very popular event and most of our qualifying students come to their ceremony, but it's up to you whether or not you want to attend.

- 3.2 There is no charge for a student to attend their own graduation ceremony, but we reserve the right to sell tickets for guests to come to graduation. Because you can choose whether or not to come to your graduation ceremony, any costs involved in attending a ceremony are not included as part of your tuition fees.

- 3.3 Graduation is a formal occasion, so you must dress appropriately and hire the gown, hood and cap appropriate to your award. The Academic Support Office provides information on this and other organisational aspects of graduation in the months leading up to the ceremonies.

3.4 Which students we invite to a particular graduation ceremony depends on when they qualify and which award they have qualified for. The way we organise our ceremonies is set out below.

3.5 **If you are an undergraduate student** who has fulfilled the academic requirements of your course and you have received one of the following awards, we would invite you to attend a graduation ceremony held at the end of the **current** academic year:

- Bachelor degree with Honours (BA (Hons) or BSc (Hons))
- Bachelor degree (Unclassified) (BA)
- Diploma of Higher Education (DipHE), including with the award of a Level 5 Diploma – but see below.

If the Programme Assessment Board gives you a resubmission opportunity for a Year 3 unit, you can still come to graduation in the current year in recognition of a Bachelor degree (Unclassified) or a DipHE as well as completing the work for your resubmission.

If your resubmission is successful and you gain a higher award as a consequence – for example, a Bachelor degree with Honours – we'll also invite you to graduation the following year. You would be welcome to attend a second ceremony even if you attended your ceremony the year before for the lower award.

See section E for more about resubmission.

3.6 **If you are awarded a Diploma of Higher Education** we would invite you to attend a graduation ceremony at the end of the current academic year, if during 2024-25:

- you have attempted one or more Year 3 or Level 5 Diploma units; and
- you are or were registered as a 'live' student at the University.

If you are awarded a Diploma of Higher Education in other circumstances, for example if you didn't return to the University after you had been on a period of intermission, we wouldn't invite you to graduation.

See section G for more about intermission.

3.7 **If you are awarded a Certificate of Higher Education**, or you have completed a **Level 4 or Level 6 short course** only, we wouldn't invite you to attend a graduation ceremony.

3.8 **If you are a postgraduate taught student** who has fulfilled the academic requirements of your course and you have received one of the following awards,

we would invite you to attend a graduation ceremony held at the end of the **next** academic year:

- Master of Arts (MA)
- Postgraduate Diploma of Higher Education (PGDip)
- Postgraduate Certificate of Higher Education (PGCert)
- Postgraduate Certificate in Higher Education: Creative Education (PGCertHE).

This means that a postgraduate taught student who qualifies for one of these awards in the summer one year is invited to attend a graduation held in the summer the next year. Students who successfully complete the award of Master of Architecture (MArch), however, are invited to attend graduation in the current academic year.

3.9 If you are a research degree student who has fulfilled the academic requirements of your course and you have received one of the following awards of the University of the Arts London (UAL), we would invite you to attend a graduation ceremony at the University:

- Doctor of Philosophy (PhD)
- Master of Philosophy (MPhil).

We'll invite you to attend a graduation ceremony as soon as is practicable after UAL have sent you an award letter. The award letter confirms the degree you have been awarded, the date of the award and the title of your thesis.

3.10 If you have any outstanding debts to the University, we may not allow you to attend graduation.

See section A for more about paying your fees and debts.

3.11 If for any reason you can't attend your graduation ceremony in the year we invite you, or you choose not to, we would normally only invite you to a ceremony the following year if you had qualified for a higher award in the meantime.

3.12 If you arrive late for your graduation, we may not admit you to the ceremony and we may not give you a further opportunity to attend – either in the current year or at a ceremony in a future year.

3.13 You can still come to a graduation ceremony if you have made an appeal to us. If you attend graduation before we have written to you with the outcome of your appeal, and you then receive a higher award as a result of your appeal, you can attend a second ceremony the following year if you would like to. For example, your circumstances might be as follows:

- you attend a ceremony in one year because you have qualified for a Bachelor degree (Unclassified);

- you make a successful appeal and receive a Bachelor degree with Honours as a consequence; and
- you then attend another ceremony the following year.

If you are in this or another position where you have received a higher award after making a successful appeal, the Academic Support Office will write to invite you to attend a second ceremony.

See section J for more about the circumstances in which you can make an appeal to us.

- 3.14 If you only receive a higher degree classification as a result of a successful appeal, we wouldn't invite you to attend a second degree ceremony.
- 3.15 If we have made an award to a student after they have died, we can acknowledge this at a graduation ceremony. In these circumstances, we would only make an acknowledgement of this type following consultation with the family and/or friends of the student.

See section H for more about posthumous awards.

- 3.16 If we had to reschedule or cancel one or more of our graduation ceremonies, we'd refund the cost of any tickets sold as appropriate, but we wouldn't be liable for any other expenses incurred by students or their guests in relation to attending a graduation ceremony.