

UNIVERSITY OF BEDFORDSHIRE

ACADEMIC REGULATIONS

SECTION 6: CONFERMENT

Document record

Document title	Academic Regulations Section 6: Conferment
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SECTION 6: CONFERMENT

6.1 Conferment of an Award

6.1.1 The Academic Board establishes authorised committees to make recommendations for the conferment of approved awards on students who having been registered as a student of the University have followed an approved course or programme of study and satisfied the relevant University Board of Examiners. These committees which act as University Boards of Examiners on behalf of Academic Board are:

- a) The Undergraduate Scheme Board of Examiners for taught courses up to and including level 6 and level 7 in the case of an Integrated Master's degree
- b) The Postgraduate Scheme Board of Examiners for taught courses above level 6
- c) The Research Degrees Committee for research programmes of study
- d) The Nominations and Honours Committee for honorary awards

6.1.2 An award of University of Bedfordshire is deemed to be conferred on a student at the time of a University Board of Examiners' decision – eg the Undergraduate Scheme Board. This conferment is through authority delegated by the Vice-Chancellor as the chair of the Academic Board to the designated senior member of University staff acting as chair of the Scheme Board of Examiners or as chair of the Research Degrees Committee. Such conferment includes action taken by the chair of the respective University Board of Examiners subsequently on its behalf.

6.1.3 An honorary academic degree of the University of Bedfordshire is conferred on an individual by the University Council or the Academic Board or designated senior member of the Academic Board acting in that capacity. Conferment is not made *in absentia* but face to face with the individual so honoured and in exceptional circumstances, as approved by the Academic Board, the award will be made through a ceremony specifically arranged for this purpose.

6.1.4 The date of the award is the date on which the respective University Board of Examiners was satisfied that the student had reached the required standard or the date of the relevant Graduation Ceremony in the case of honorary awards.

6.1.5 Students are considered to have exited their course or programme of study and registration with the University is completed, once they have been conferred with an award by the appropriate

- b) the details of that individual's legal full name, date of birth, gender, course or programme of study followed and award to be conferred have been registered by the University;
- c) the award to be conferred is one approved by the Academic Board under its degree awarding and academic powers
- d) it has been confirmed that the individual as a student of the University has completed a course or programme of study approved by the Academic Board as leading to the award being recommended;
- d) the conferment of the award has been recommended by a Board of Examiners convened, constituted and acting under regulations approved by the Academic Board under its degree awarding and academic powers;
- e) the recommendation of the award has been signed by the chair of the Board of Examiners and by the chair of the Academic Board or his/her appointed representative, confirming that the assessments have been carried out in accordance with the University's requirements and that the recommendations have received the consent of the external examiners.

6.2.2 Once an academic outcome has been achieved, and an award conferred, that qualification is not withdrawn if a higher qualification is subsequently achieved.

6.2.3 In cases where students do not complete the course of study for which they are registered through lack of academic progress, withdrawal or premature termination of their studies and cancellation of their registration, a University Board of Examiners may propose conferment of a lower level qualification to recognise the level and extent of achievement provided the conditions indicated in 6.2.1 above are met.

Conferment of an Aegrotat Award

6.2.4 An award may be conferred as an aegrotat award where the following conditions are satisfied in addition to those in 6.2.1 above:

- a) the individual was a registered student of the University but had been unable to complete all the requirements for the award they sought, because they could not complete the course or programme of study due to illness or similar valid cause for which evidence is provided at the time of consideration by the Board of Examiners;
- b) the University Board of Examiners has sufficient evidence to judge that the student would have reached the required threshold standard for the qualification, and where feasible, secures additional evidence to make a judgement on a classification or division.
- c) The Board of Examiners recommendation will be considered by the Scheme Board who will request that Academic Board approves aegrotat award recommendations.

6.2.5 A candidate may choose to decline an aegrotat award and continue to complete the courses or programme of study, but cannot then claim the aegrotat award in the event of subsequent failure.

6.2.6 The term "aegrotat" will not be recorded on the certification, unless the Board of Examiners decides it has insufficient evidence to make a judgement on a classification or division.

Conferment of an award Posthumously

6.2.7 An award may be conferred posthumously and accepted on the deceased student's behalf by a parent, spouse or other appropriate individual. The following conditions must be satisfied in addition to those in 6.2.1 above

- a) the individual was a registered student of the University but had been unable to complete all the requirements for the award they sought, at the time of his or her

death;

b) the Board of Examiners has sufficient evidence to judge that the student would have reached the required threshold standard for the qualification, and where feasible secures additional evidence to make a judgement on a classification or division.

At the discretion of the Vice Chancellor financial good standing conditions may be waived in the case of a posthumous award.

6.2.8 In the case of research degrees, there must be evidence that the student would be likely to have been successful had the oral examination taken place.

6.3 Rescinding an Award

d) the title of the award as agreed through the approval process for the course or