

CERTIFICATES, TRANSCRIPTS AND GRADUATION ARRANGEMENTS FOR STUDENTS ON COLLABORATIVE COURSES

This document will outline the University's standard position with regards to certificates, transcripts and graduation arrangements for students studying on collaborative courses, as well as the approval route for any variation from this standard position.

1. Definitions

A certificate is the documented confirmation of a conferred award. Any Sheffield Hallam certificate will contain a student's official name, the subject area of the award, the award title, the classification of the award (where appropriate) and the date of the award.

An academic transcript contains the confirmed and finalised results and is produced at the point of exit from a course.

A results transcript is an ongoing document which provides a student's results as they progress through a course.

An academic award is conferred by a Departmental Assessment Board, and it is upon that date that a student becomes a graduate. Graduation is a symbolic ceremony which publicly acknowledges and celebrates the academic achievements of graduates; however it has no legal impact on the status of a graduate.

2. Production of certificates and transcripts

Sheffield Hallam retains sole authority for issuing certificates for awards conferred by the University. A certificate will only be issued directly to the awarded student. This is the standard position for the University and cannot be varied as it is the means by which we ensure that we comply with our legal requirements to retain full control over the distribution of certificates to all students.

If the award is to be granted with one or more other awarding body (i.e. joint, double/dual or multiple awards) the production of the certificate will be specified in the partnership contract. Should a unique certificate be required then it will be in line with Sheffield Hallam branding, contain the Sheffield Hallam coat of arms and name (located in close proximity to each other), and bear the signature of the Chancellor and Vice-Chancellor. The certificate should be no less secure than that of a standard Sheffield Hallam certificate.

An academic transcript will be produced by Sheffield Hallam for any student exiting from their course of study and eligible for an award. Academic transcripts will only be issued directly to the awarded student.

Unless agreed otherwise in the partnership contract, the responsibility for issuing results transcripts to student is devolved to the partner institution, which will not normally contain Sheffield Hallam branding and will be produced in the local format. It is required that the name of the partner and location of study is recorded on the results transcript.

Where an international partner requires a copy of certificates and academic transcripts for audit purposes, Sheffield Hallam may agree to provide the partner with copies of such documents on an annual basis.

3. Graduation ceremonies

Students undertaking study at a partner institution which leads to a Sheffield Hallam award will be invited to a Sheffield Hallam graduation ceremony, held in Sheffield.

A presiding officer must always be present at a Sheffield Hallam graduation ceremony. This should be the Vice Chancellor, or a nominee who is a member or and can represent Academic Board, normally a Pro Vice-Chancellor.

4. Graduation ceremonies held at a partner institution

The position stated in (3) above is the standard position of the University. Individual course or institution contacts must not agree to the partner providing local graduation ceremonies at which Sheffield Hallam awards are made, or to provide senior staff to present awards on behalf of the University, without formal approval.

A compelling case for the strategic advantage of making a contractual commitment to support a local ceremony must be made to the Chief Operating Officer (or nominee). A partner's agreement to wholly or partly fund travel costs will not be seen as adequate consideration, as broader issues such as staff time, institutional reputation, University branding, geographical location, and event size and quality also need to be considered. Any costs associated with the ceremony (e.g. booklet production, staff gown hire, couriering charges etc.) will be met by the Faculty/partner in line with the partnership contract.

It is noted that there may be opportunities to agree attendance at local ceremonies on an ad hoc basis outside of the contract where this coincides with official visits by senior staff.

Should an institution wish to invite Sheffield Hallam students to their ceremony, a member of University staff should be present and seated on stage to acknowledge the award. Where graduates from Sheffield Hallam are invited to a partner ceremony alongside graduates from other institutions a presiding officer is not required, however a senior Faculty representative should be present. The Faculty is responsible for selecting the representative, liaising with the partner regarding arrangements, and notifying the Graduation Office for academic dress to be sourced.

Students must always be permitted to attend both the Sheffield Hallam and local graduation ceremony.

Where there is agreement that graduates are to be invited to attend a partner graduation ceremony, there are two options for consideration:

Option 1: Graduates are invited to a Sheffield Hallam UK ceremony and a partner ceremony

Graduates will be invited to a graduation ceremony in Sheffield and will be eligible to attend the partners own local graduation ceremony. The partner's local graduation ceremony will be branded as their ceremony and will include graduates receiving non-Sheffield Hallam awards.

Sheffield Hallam will support a partner ceremony by:

- providing a SHU representative in an academic gown to be a member of the platform party (but not to confer an award);
- provide a list of eligible graduates;
- communicating the ceremony information via the Graduation website.

The partner should agree to:

- undertake the full organisation of the ceremony;

- provide a graduation contact and ceremony information to the Graduation Office;
- confirm the date of the ceremony to the Graduation Office at least six months prior;
- liaise with the SHU representative ensuring that full logistical arrangements are communicated well in advance of the ceremony;
- ensure that all graduates attending the ceremony receive an equitable experience.

Option 2: The partner or Sheffield Hallam to hold a local Sheffield Hallam ceremony

Graduates will be invited to a graduation ceremony in Sheffield and a local Sheffield Hallam specific ceremony or celebration.

Sheffield Hallam will support the Sheffield Hallam specific partner ceremony by:

- producing a project plan outlining responsibilities and timeframes;
- providing a presiding officer and at least two SHU representatives in academic gown;
- providing a list of eligible students;
- production of the official Graduation Ceremony booklet (electronic version only);
- production of the ceremony invitation and official ticket (electronic version only);
- providing briefing notes and speeches for Sheffield Hallam staff;
- communicating the ceremony information via the Graduation website.

The partner should agree to:

- provide a graduation contact and send ceremony information to the Graduation Officer;
- in liaison with Sheffield Hallam, source a venue and set the attendance fees;
- distribute graduate, academic and VIP ceremony invitations and receive responses and payment (if applicable); printing of the ceremony booklet and ticket;
- coordinate briefings and manage the event on the day;
- respond to feedback from graduates regarding the ceremony experience.

Version:	1.0		
Original Version Approved by and date:	Joe Rennie, Director of Registry Services July 2017		
Date for Review:	July 2019		
Amendments since Approval:	Detail of Revision:	Date of Revision:	Revision Approved by: