

Section 47 Graduation, certificates, transcripts and prizes

47.1 Scope

- 47.1.1 This section applies to students enrolled on programmes delivered in whole by the University, or in whole or part by a franchise partner institution (franchise provision).
- 47.1.2 The procedure to be followed in relation to programmes delivered by a validated partner organisation (validated provision) will be set out in the programme documentation provided by the validated partner.

47.2 Notification of results

- 47.2.1 All students will be notified of results annually and will be invited to re-enrol where applicable.
- 47.2.2 The University does not provide an approximation of a cumulative grade point average (GPA) as this could potentially prove misleading and be open to challenge.
- 47.2.3 There are several sources that a student or organisation might refer to in undertaking their own comparison:
- [Foreign Credits, GPA Calculator](#)

47.3 Official student name

- 47.3.1 The student's official name and not any 'KNOWN AS' name is used on the certificate and transcript.
- 47.3.2 Students who wish to change their official name from the one used when they first enrolled with the University must submit a [Notification of Change of Official Name](#) form and provide supporting evidence that the new name is valid. For more information, please email certificates@yorks.ac.uk online portal.

47.4 Transcripts of results

- 47.4.1 A transcript includes all module marks and grades attained at the University.
- 47.4.2 A digital version of the transcript will be available for students to access by registering a GradIntelligence account soon after the School Assessment Board. The Student Records team in Registry will send full details to students when the transcript is available. Digital transcripts can be shared with third parties as a verified record of results and award.
- 47.4.3 Physical copies of transcripts can be made available upon request for which there will be a charge.
- 47.4.4 For more information, please visit our [Student Hub](#) online portal.

47.5 Award certificates

- 47.5.1 Certificates will be supplied for successful students for programmes of study leading to awards of York St John University. Certificates and supplementary transcripts will be released to students when their award has been approved by the School Assessment Board (SAB). These will be supplied via GradIntelligence, full details of how to register to access digital credentials will be provided by the Student Records team in Registry when the documents are available for release approximately 3 weeks after the SAB.
- 47.5.2 In the absence of a certificate the student's official award letter should be sufficient confirmation of award for employers or education providers.
- 47.5.3 Certificates and transcripts of results may be withheld pending the payment of outstanding academic fees.
- 47.5.4 Certificates and transcripts of results for apprenticeship programmes may be withheld pending the submission of documentation required by the Education and Skills Funding Agency (ESFA) to release payments.
- 47.5.5 For apprenticeship programmes, certificates and transcripts for awards that form part of the programme will be withheld until end-point assessment (EPA) has been completed.
- 47.5.6 Physical certificates will be presented to students attending their graduation ceremony on the day and posted following the ceremonies to those who were unable to attend.

- 47.5.7 Certificates for franchise partner institutions (franchise provision) and validated partner organisations (validated provision) are produced by the University following the School Assessment Board meetings. The certificates are normally mailed to the partner institutions for distribution to students. Franchise partnership students whose awards were confirmed from July 2023 onwards will also be eligible for an account through GradIntelligence.

47.6 Graduation

- 47.6.1 The University holds graduation ceremonies annually to bestow degrees and awards upon students at the University who have successfully completed their studies and had their award approved at a School Assessment Board.
- 47.6.2 Programmes eligible for graduation are intended awards and include:
- Certificates of Higher Education (where this was the student's intended award, that is not an exit award).
 - Foundation degrees.
 - Diplomas of Higher Education (where this was the student's intended award, that is not an exit award).
 - Bachelor's degrees (Honours and Ordinary).
 - Graduate diplomas.
 - Postgraduate Certificates in Education (PGCE), and its exit award Professional Graduate Certificate in Education.
 - Postgraduate certificates (where this was the student's intended award, that is not an exit award)
 - Postgraduate diplomas (where this was the student's intended award, that is not an exit award; or where the exit award is a professional body qualification, for example, the Postgraduate Diploma in Counselling).
 - Master's degrees.
 - Doctorate and Professional Doctorate degrees.
- 47.6.3 Programmes not eligible for graduation are normally exit awards and include:
- Foundation certificates.
 - University diplomas and certificates.
 - Certificates of Higher Education (where these were awarded as an exit award).
 - Diplomas of Higher Education (where these were awarded as an exit award).
 - Graduate certificates.
 - Postgraduate certificates (where these were awarded as an exit award).
 - Postgraduate diplomas (where these were awarded as an exit award).
- 47.6.4 For more information and guidance, please visit our [graduation page](#).

47.7 University prizes

- 47.7.1 The University awards several university prizes at graduation to celebrate student achievement.
- 47.7.2 For more information and guidance, please visit our [graduation prize page](#).
- 47.7.3 Requests by Schools for new university prizes are considered by the Prizes Committee, a sub-committee of the University Assessment Board. Further information can be sought from the Assessment team in Registry.