

Section 57 Graduation, certificates, transcripts and prizes

57.1 Scope

- 57.1.1 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).
- 57.1.2 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.

57.2 Notification of results

- 57.2.1 All students will be notified of results annually and will be invited to re-enrol where applicable.
- 57.2.2 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.

There are a number of sources that a student or organisation might refer to in undertaking their own comparison:

- [Foreign Credits, GPA Calculator](#)

57.3 Official student name

- 57.3.1 The student's official name is used on the certificate and transcript.
- 57.3.2 Although students can log a 'known as' name on their student record, the 'known as' name will not appear on the final award certificate or transcript. A 'known as' name is used on a student's IT account, Student/Library card, Moodle/Mahara accounts and is the name by which University staff should refer to the student.
- 57.3.3 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 and show supporting evidence that the new name is valid, such as a birth or marriage certificate, passport, deed poll (enrolled or unenrolled) or statutory declaration of name change. Overseas students must show their passports. For more information, please visit our [change of name page](#).

57.4 Transcripts of results

- 57.4.1 A transcript is a full academic record of a student's career and includes module marks and grades attained at the University.
- 57.4.2 One copy of the formal transcript of results will be made available with the award certificate. Further copies will be made available on request for which there will be a charge.
- 57.4.3 A digital version of the transcript will be available for students to access by registering a Gradintel account soon after the Progress and Award Examination Panel. The Student Records team in Registry will send full details to students when the transcript is available.
- 57.4.4 For more information, please visit our [academic transcripts page](#).

57.5 Award certificates

- 57.5.1 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 conferred by the Progress and Award Examination Panel. These will be supplied via Gradintel, full details of how to register to access digital credentials will be provided by Student Records when the documents are available for release approximately 3 weeks after the PAEP.
- 57.5.2 In the absence of a certificate the student's official award letter should be sufficient confirmation of award for employers or education providers.
- 57.5.3 Certificates and transcripts of results may be withheld pending the payment of outstanding academic fees.

- 57.5.1 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.
- 57.5.2 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.
- 57.5.3 Certificates for franchise partner institutions (franchise provision) and validated partner organisations (validated provision) are produced by the University following Progress and Award Examination Panel meetings. The certificates are normally mailed to the partner institutions for distribution to students.

57.6 Graduation

- 57.6.1 The University holds graduation ceremonies annually in November to bestow degrees and awards upon students of the University who have successfully completed their studies and had their award conferred at the Progress and Award Examination Panel (PAEP).
- 57.6.2 Students eligible to attend graduation will be invited to register for graduation online from August. Students may request guest tickets and order their academic robes during the registration process.
- 57.6.3 Programmes eligible for graduation are normally intended awards and include:
- Foundation degrees
 - Bachelor's degrees (Honours and Ordinary)
 - Graduate diplomas
 - Postgraduate Certificates in Education (PGCE), and its exit award Professional Graduate Certificate in Education
 - Postgraduate diplomas (where this was the student's intended award, i.e., not an exit award; or where the exit award is a professional body qualification i.e., the postgraduate Diploma in Counselling)
 - Master's degrees
 - Doctorate and Professional Doctorate degrees
- 57.6.4 Programmes not eligible for graduation are normally exit awards and include:
- Foundation certificates
 - University diplomas and certificates
 - Diplomas of Higher Education
 - Certificates of Higher Education
 - Graduate certificates
 - Postgraduate certificates (this does not include PGCE)
 - Postgraduate diplomas (where these were awarded as an exit award)
- 57.6.5 For more information and guidance, please visit our [graduation page](#).

57.7 University prizes

- 57.7.1 The University awards several university prizes at graduation to celebrate student achievement.
- 57.7.2 Successful prize winners are normally notified in October, and the prizes are issued at the graduation ceremonies.
- 57.7.3 For more information and guidance, please visit our [graduation prize page](#).
- 57.7.4 Requests by Schools for new university prizes are considered by the Prizes Committee, a sub-committee of the Progress and Award Examination Panel. Procedures for prizes funded through donations are also subject to the procedures set out in the 'Donation Acceptance Policy'. Further information can be sought from the Assessment team by emailing assessment@yorks.ac.uk.