Production of Transcripts of Academic Record for students on collaborative programmes

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* The University has adopted the principles of Designing for Diverse Learners, and all policy documents should be written with reference to these principles. Further information is available at the [Designing for diverse learners website](https://designingfordiverselearners.info/).
* An Equality Impact Assessment (EIA) must be considered for all new and amended policies. Further information is available from the [EIA section of SharePoint](https://hullacuk.sharepoint.com/Services/EDI/SitePages/Equality-Impact-Assessments-(EIAs).aspx).
* This document is available in alternative formats from [**policy@hull.ac.uk**](mailto:policy@hull.ac.uk).
* All printed or downloaded versions of this document are classified as uncontrolled

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# Scope

* 1. The University has devolved the responsibility to partner institutions to initiate the production of transcripts for directly funded University awards delivered by partner institutions leading to a University of Hull award. The University does however retain the authority to monitor the accuracy of those transcripts prior to them being distributed to students.
  2. This Code of Practice sets out the University’s expectations governing the production of such transcripts. It sets out the processes that partner institutions and the University **must** follow to ensure that consistent and accurate transcripts are issued to students.
  3. The Code of practice applies to those students who are registered on directly funded collaborative programmes. For students on indirect-funded programmes, the University will be responsible for the production and distribution of transcripts.

# Authority

* 1. The University Education Committee is the final arbiter of the interpretation and application of this Code.

# Prior to the Production of Transcripts

* 1. Each partner institution **must** nominate one individual to act as the contact person for any queries or issues regarding transcripts, to co-ordinate activities at the partner institution and to liaise with Registry Services, the University’s contact, accordingly.
  2. The partner institution **must** agree with Registry Services, prior to the production of the transcripts, a template transcript to be used for all students receiving University of Hull awards. The template transcript must clearly record the name and location of the partner institution engaged in the delivery of the programme of study. To ensure consistency across all collaborative programmes, the University’s transcript **should** be adopted with appropriate modifications to meet the requirements of the partner institution. Any amendments to the template require the approval of Registry Services.
  3. The partner institution **must** also agree with Registry Services the letterhead that the transcript will be printed on. The visual identities of both institutions **must** be included on the letterhead.
  4. Once both the transcript template and the letterhead have been agreed, Registry Services will circulate copies to University Quality Support Service for information.

# Production of Transcripts

## Responsibilities of the Partner Institutions

* 1. Transcripts **must not** be produced prior to the ratification of results by the relevant University Board of Examiner meeting.
  2. The partner institution **must** produce the transcripts in accordance with the template as agreed above using the appropriate letterhead. The partner institution **must** have their own mechanisms for checking the accuracy of the data and not rely on the University’s monitoring processes.
  3. The partner institution **must** ensure that the award, programme title and module titles are identical to those approved by the University’s Education Committee in the original programme approval documentation and/or any subsequent agreed major/minor amendments.
  4. The partner institution **must** keep a copy of each transcript for their own records and send all copies to the University Quality Support Service.

# Checking Transcripts

## Responsibilities of the University

* 1. The University Quality Support Service **must** check that the partner institution is using the template and letterhead agreed by Registry Services. Any anomalies **should** be reported to the Registry Services.
  2. Using the relevant Board of Examiners’ and programme approval documentation, as a minimum, the University Quality Support service **must** check the following on all finalists’ transcripts:
* Student name and registration number
* Programme title
* Final award i.e. 2:1, 2:2 etc.
* Module titles and marks
* Period of study
  1. The University Quality Support Service **should** also check a sample of non-finalist transcripts.
  2. The University Quality Support Service **should** conduct the transcript check within 5 working days of receipt from the partner institution. They must inform the partner institution once the check has been completed and transcripts may be issued to students.
  3. Where the University Quality Support Service identifies inaccuracy in the data of the transcript, this **must** be reported to the partner institution. The partner institution **must** rectify the inaccuracy of the transcript prior to it being distributed to students.
  4. Any recurrent issues **should** be reported to the Director of Quality and Collaborative Provision and, if appropriate, the matter **should** be discussed at the relevant Joint Board of Studies and, if necessary, the Joint Development Board.

# Issuing the Transcripts

## Responsibility of the Partner Institutions

* 1. The partner institution is responsible for distributing transcripts to relevant students.
  2. The approved version of the transcript **should** be issued to students within two weeks of approval by the University.

# Version control

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| **Version** | **Author** | **Date approved** | **Relevant sections** |
| 1.03 |  |  | Included the following changes:   1. Updated responsibility of some tasks to the Head of Quality 2. Strengthened the requirement for the Partner to check accuracy of data prior to sending to university 3. Clarified sample of transcripts to be checked |
| 1. 04 |  | August 2015 | Updated references to external documents and replaces Head of Quality with Quality Manager |
| 1. 05 |  |  | Introduced the following changes:   1. Replaced department with school 2. Replaced Head of Student Administrative Services with Head of Registry Services 3. Other minor amendments |
| 1.06 |  |  | Replaced LEAP with Learning and Teaching Enhancement |
| 2 00 | Quality Manager CP, Registry Operations Manager | Approved by Education Committee (25.02.25) | Included the following changes:   1. Renames the Code of Practice 2. Removal of outdated guidance documentation 3. Removes references to use of Student Information system by Bishop Burton College 4. Confirmation of the scope of the Code with reference to direct/indirect funded students 5. Replaces Student Services Directorate references with Registry Services 6. Replaces University faculty / School references with Quality Support Services 7. Confirms the ratification of awards by the Board of Examiners *not* the Student Progress Committee 8. Confirms the designation for checking transcripts at the University 9. Confirms arrangements for sample checking of transcripts |