RATIFICATION AND REVOCATION OF AWARDS

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<td>University of London awards, College Awards and Date of the award Sections 1-3</td>
<td>These sections have been rewritten to reflect the new governance arrangements in terms of responsibility for the approval of research degree programme outcomes arising from the restructuring, to update information on the release of results and certificates to students with academic related debt and the signing of the degree certificate by the Deputy Principal (Operations).</td>
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1. University of London awards

(1) The College is authorised to grant awards of the University of London to students registered on its programmes under the terms of the University of London Ordinances and Regulations. This authority is exercised by the Principal through regulations and procedures made by the Academic Board.

(2) University of London awards are confirmed:

(a) in the case of Research Degrees, by the Research Degrees Programmes Committee, on the recommendation of the examiners who conducted the final examination of the thesis;

(b) in the case of all other awards, by the relevant School Progression and Awards Board, and External Examiner(s).

(3) Following approval by the relevant Research Degree Programmes Committee or School Progression and Awards board, pass lists for University of London awards are authorised by the Director of Academic Services, or their representative, on behalf of the Principal.

(4) Addresses and copies of the pass lists for University of London awards are sent to the University for the production and despatch of certificates of award.

(5) Students deemed to have an academic related debt to the College or the University of London will have this indicated on the pass lists and will not be sent a degree certificate. On clearance of the debt, a cleared debtor memorandum is produced and sent to the University of London, who will produce and despatch the certificate of award.
2. College awards

(1) The College is authorised to grant awards of Royal Holloway and Bedford New College to students registered on its programmes under the terms of its Degree Awarding Powers. This authority is exercised by the Principal through regulations and procedures made by the Academic Board.

(2) Provision for the award of certificates and diplomas of Royal Holloway and Bedford New College is made within the Terms of Reference of the Academic Board.

(3) Royal Holloway and Bedford New College Awards are confirmed:
   (a) in the case of Research Degrees, by the Research Degrees Programme Committee on the recommendation of the examiners who conducted the final examination of the thesis;
   (b) in the case of all other awards, by the relevant School Progression and Awards board, and External Examiner(s).

(4) Following approval by the Research Degrees Programme Committee or School Progression and Awards Board, Certificates of award are produced by the Director of Academic Services or their representative and signed by the Principal and Chief Operating Officer.

(5) Students deemed to have an academic debt to the College and/or in case of collaborative provision a partner institution, will not be sent an award certificate. On clearance of the debt, an award certificate is produced by the Director of Academic Services or their representative and signed by the Principal and Chief Operating Officer.

3. Date of the award

(1) The date of the award will normally be:
   (a) in the case of Research Degrees, the first day of the month after the award was approved
   (b) in the case of Undergraduate Degrees the 1 July
   (c) in the case of standard Postgraduate Taught Degrees the 1 November
   (d) in the case of all other awards, the first day of the month after the award was approved
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| Consideration of applications Section 2 (2) | The following paragraph has been amended so that either the Head of Academic Quality or nominee on the Committee has devolved responsibility for decisions on requests for ad hoc exam access arrangements.  

(2) The Executive Committee for Assessment will devolve authority to consider applications for which there is a clear precedent to the Head of Academic Quality and Policy or nominee on the Committee, on the condition that s/he will not turn down any application without first seeking the approval of the Chair and one other member of the Committee. The Head of Academic Quality and Policy or nominee on the Committee may also grant requests for additional rest time, special seating arrangements, the use of an amanuensis and/or the use of technological aids, but not requests for additional writing time or extensions to coursework deadlines, for which there is no precedent but for which justification exists in the documentary evidence submitted in support of the application. All decisions taken by the Head of Academic Quality and Policy or nominee on the Committee under these provisions will be reported at the next meeting of the Committee. | 1    |