

# Ratification and Revocation of Awards

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## RATIFICATION OF AWARDS

### 1. University of London awards

- (1) The College is authorised to grant awards of the University of London to students registered on its courses 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 Doctoral School 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 Doctoral School Committee or School Progression and Awards board, pass lists for University of London awards are authorised by the Director of Student and 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 courses 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 Doctoral School 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 Doctoral School Committee or School Progression and Awards Board, Certificates of award are produced by the Director of Student and Academic Services or their representative and signed by the Principal and the Deputy Principal (Operations).
- (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 Student and Academic Services or their representative and signed by the Principal and the Deputy Principal (Operations).

### **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

## **REVOCATION OF AWARDS**

### **4. Revocation of awards**

- (1) The Principal may revoke any award made by the College as outlined in Sections 1 and 2 of these regulations and all privileges connected therewith if it shall be discovered at any time and proved to the satisfaction of the College that either:
  - (a) there was an administrative error in making the award under regulations and procedures approved by the Academic Board; or
  - (b) the examiners, having taken into account information which was unavailable at the time the award was made and which has been accepted under regulations and procedures made by the Academic Board, determine that the award should be revoked or that any details of the award should be altered.

## **JOINT AWARDS**

### **5. Joint awards**

- (1) Procedures for awards made jointly with other institutions will respect the above principles and, where applicable, the terms set out in the University of London Ordinances and Regulations, but will be detailed in the formal agreement between the two institutions.