

# **Edinburgh Napier University**

## **Certification Of Student Learning Policy**

### **Scope of Policy**

1. This policy covers all certification of student engagement and achievement in relation to learning activities. This pertains to all credit bearing and non-credit bearing activities, including whether it relates to a formal award of the university (as outlined in the university regulations) or relates to CPD/short-courses.
2. The University issues both paper and digital certification depending on the individual context of the student engagement and achievement. These are also covered by this policy and specified in paragraphs below for clarity.
3. Digital badges as a means of recognition of achievement or engagement with learning is an emerging issue in the sector and is also covered by the scope of this policy.

### **Background and Purpose**

4. The purpose of the Certification of Student Learning Policy is to ensure that the certificates produced by the University in relation to engagement or achievement are produced and delivered in a consistent and controlled manner, whilst accounting for the individual nuances of the various types of certificates. Furthermore, this policy ensures that the various certificates of the University are professional and appropriate.

5. Students who satisfy the requirements for an award of the University are awarded by the University under the powers conferred by the Privy Council and the awards that may be conferred through these certificates, the signatories and the wording within the certificates are determined in accordance with this Policy.
6. Students who do not satisfy the requirements outlined in the General Regulations for an award of the University, but who have achieved a recognised volume of credit through successful completion of an approved, credit-bearing short course or CPD, are awarded a Certificate of Credit by the University.
7. Students who do not satisfy the requirements for an award of the University or for a Certificate of Credit, but who have undertaken recognised non-credit bearing provision are awarded a Certification of Attendance or Certificate of Completion respectively.
8. University certificates covered by this policy are managed and distributed centrally by the School Support Service Student Administration team, to further mitigate and manage the risks associated with certification.
9. A number of University certificates are issued with security measures to ensure the authenticity and validity of our award certificates. These security measures are reviewed regularly to ensure they keep abreast of changes in the sector, particularly changes to ensure the security and validity of certificates. Changes to the security measures may be made from time to time at the discretion of the Academic Registrar without the need for approval by deliberative committees.

## **Amendments & Approval of Changes**

10. The University's arrangements for certification, as covered by this Policy, are curated by the Academic Registrar, in liaison with the Vice Principal (Learning & Teaching) and the Head of Quality & Enhancement.
11. Changes to the certification arrangements may only be made through a recommendation of the Academic Registrar to the relevant committees, such as

Quality & Standards Committee, Education & Student Experience Committee or Academic Board, on behalf of University Court.

12. No changes can be made without appropriate liaison and approval. Furthermore, no members of the university community should create and use certification to recognise engagement or achievement in learning without liaising with the Academic Registrar.

## **Certification - Credit Bearing Awards of the University**

13. Credit Bearing Awards of the University are issued on portrait certificate paper, which contain several security measures to ensure the authenticity and validity of our award certificates.
14. The certificate of a credit bearing award conferred by the University have two signatures of either the Chancellor, Vice-Chancellor or a Vice-Principal, and record the following information:
  - a. The name of the University together with, if appropriate, the name of any other institution sharing responsibility for the student's programme of study
  - b. The student's name
  - c. The award
  - d. The title of the programme as approved for the purpose of the certificate
  - e. The date of conferment (graduation)
  - f. In addition, and where appropriate, the certificate of award will record and approved endorsement:
    - i. That the programme of study was in the sandwich mode
    - ii. That the award is made with distinction or merit.
    - iii. That the award is made with an honours classification
    - iv. Indicating the date when the award was achieved (publication date)

15. Students who are recipients of Credit Bearing Awards of the University for programmes studied in the UK and Global Online programmes are usually eligible to attend University graduation ceremonies in Edinburgh. Students who study with international partners are usually invited to attend overseas graduation ceremonies if eligible to do so.
16. Students who are recipients of Credit Bearing Awards of the University are usually eligible to receive a digital copy of their certification in addition to a paper copy. Recipients are also eligible to receive an academic transcript, as outlined below.

## **Certification - Certificates of Credit**

17. Certificates of credit are issued on landscape certificate paper, which contain several additional security measures to ensure the authenticity and validity of the University's award certificates.
18. Students who have achieved a Certificate of Credit whilst undertaking an approved short course or CPD are entitled to receive a paper certificate of credit. Recipients are also eligible to receive an academic transcript, as outlined below.
19. Students who have achieved a Certificate of Credit who did not satisfy the requirements for an award of the University and were not undertaking an approved short course or CPD, are not entitled to receive a paper certificate of credit. An academic transcript will be issued in lieu of a certificate.
20. The Certificates of Credit awarded by the University for short courses / CPD record the following information:
  - g. The name of the University together with, if appropriate, the name of any other institution sharing responsibility for the student's programme of study

- h. The student's name
  - i. The terminology 'Certificate of Credit (Short Course/CPD)'
  - j. The title of the short course as approved for the purpose of the certificate
  - k. The date of award
  - l. The statement '*This certificate has been issued to complement the University's standard academic transcript.*'
  - m. Appropriate signatures on behalf of the University. This is usually the signatures of the Academic Registrar and the relevant Dean of School.
  - n. The SCQF level and value of the credit achieved.
21. Recipients of Certificates of Credit – including those associated with short courses/ CPD are NOT eligible to attend University graduation ceremonies based in the United Kingdom, or overseas.
22. Recipients of Certificates of Credit are usually ineligible to receive a digital copy of their certification in addition to a paper copy. A digital copy is sometimes available to view on Moodle, depending on the individual context of the Certificate of Credit.

## **Certification - Non-credit bearing provision**

23. Non-credit bearing certificates are issued on landscape certificate paper, which contain several additional security measures to ensure the authenticity and validity of our award certificates. The production in landscape deliberately differentiates such certificates from those of credit-bearing awards of the university.
24. The non-credit bearing certificates awarded by the University shall record the following information:

- a. The name of the University together with, if appropriate, the name of any other institution sharing responsibility for the student's programme of study
  - b. The student's name
  - c. The wording 'Certificate of Attendance' or 'Certificate of Completion'
  - d. The title of the short course as approved for the purpose of the certificate
  - e. The date of award
  - f. The statement '*This certificate has been issued for a non-credit bearing course. No credit has been awarded against the Scottish Credit and Qualifications Framework.*'
  - g. Appropriate signatures on behalf of the University. This is usually the signatures of the Academic Registrar and the relevant Dean of School.
25. Recipients of non-credit bearing certificates are NOT eligible to attend University graduation ceremonies based in the United Kingdom or overseas.
26. Recipients of non-credit bearing certificates are usually ineligible to receive a digital copy of their certification in addition to a paper copy. A digital copy is sometimes available to view on Moodle, depending on the individual context of the non-credit bearing certificates.

## **Certification – University Class Awards**

27. University Class Awards certificates are issued on landscape certificate paper, which contain several additional security measures to ensure the authenticity and validity of our award certificates. The award certificates officially replace all previous practice of issuing medals, quaiches and cups, none of which should be used or introduced in future.
28. These certificates can be awarded, at the discretion of the relevant Programme Assessment Board, to the highest performing student in each programme of study per cohort.

29. On an exceptional basis a second University Class Award can be awarded should two students be equally deserving of the award due to similar academic profiles. Approval for the second Class Award should be sought via the Student Administration Manager responsible for certification.
30. University Class Award certificates are non-credit bearing.
31. The Class Award certificates awarded by the University shall record the following information:
- a. The name of the University together with, if appropriate, the name of any other institution sharing responsibility for the student's programme of study
  - b. The student's name
  - c. The wording 'University Class Award'
  - d. The award
  - e. The title of the programme as approved for the purpose of the certificate
  - f. The date of award
  - g. The statement '*for the best academic performance on the follow approved programme*'.
  - h. Appropriate signatures on behalf of the University. This is usually the signature of the Academic Registrar.
32. Students who are recipients of University Class Award certificates for programmes studied in the UK and Global Online programmes are usually eligible to attend University graduation ceremonies in Edinburgh. Students who study with international partners are usually invited to attend overseas graduation ceremonies if eligible to do so.

## Digital Badges

33. Digital Badges are verified indicators that a learner has earned or achieved a specific skill or micro credential. The University does not currently offer Digital

Badges to students. Due to developments across the sector the implementation of Digital Badges is currently under review.

34. For the avoidance of doubt, any development and implementation of Digital Badges would fall under the Certification of Student Learning Policy, requiring appropriate consideration and approval through the routes outlined in this Policy.

## **Academic Transcripts**

35. The University provides students on credit-bearing activities academic transcripts. These are available to students during and after their programmes of study or other learning activity (e.g. short course or CPD).
36. Academic transcripts are a formal document that display an accurate record of numerous elements of a student's period of learning which include, but are not limited to, level of award; module details and results; periods of study; personal information.
37. Academic transcripts will be reviewed and updated regularly in response to developments in business and stakeholder requirements. Recommendations to amend the university academic transcript will be made by the Academic Registrar to the University's Quality & Standards Committee.
38. As approved by Quality & Standards Committee, the academic transcript at Edinburgh Napier replaces the issuing of the European Diploma Supplement and Higher Education Achievement Report and contains the key fields of data required by these two documents.



## **Non-Standard Certificates**

39. Any requests to produce non-standard certification which does not fall into the standard categories outlined in this Policy should be communicated to the Academic Registrar in writing for consideration.

**DATE APPROVED: February 2025**

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**DATE FOR REVIEW: Academic year 2028/29**