

# UNIVERSITY OF WALES DIPLOMA SUPPLEMENT AND ACADEMIC TRANSCRIPT

## Preparing University of Wales Diploma Supplements and Transcripts

All University of Wales certificates for students who have undertaken validated schemes of study will be issued with a formal University of Wales' diploma supplement or transcript. Collaborative centres are provided with standard templates to be completed for each student and returned to the Registry. These notes explain how and when to complete the templates.

### Which template should we use?

All students registered on University of Wales validated programmes from the 1st January 2005 receive a diploma supplement providing they successfully complete their award.

Students who are not successful in obtaining their award, or who receive an exit qualification, will receive a University of Wales transcript.

Students who successfully completed their award before the 1st January 2005 are eligible to receive a University of Wales transcript on request.

There are diploma supplement templates and one transcript template. They differ in relation to the grading schemes applicable to an award type. It is therefore important that the correct template is used.

### How is the template completed?

Section	Title
1.	<b>Information Identifying the Holder of the Qualification</b> Full details of the student and their registration on the University of Wales validated scheme should be provided in this section, according to each heading.
2.	<b>Information Identifying the Qualification</b> Provide the full title of the validated award and information on any specialisms or pathways undertaken by the student as part of this award. Provide the full and formal name of your collaborative centre, as it appears on agreed publicity material.
3.	<b>Information on the Level of the Qualification</b> The level of the qualification and final award should be described according to the National Qualifications Framework (NQF), as agreed by the Credits and Qualifications Framework for Wales (CQFW) and outlined in the table in Annex 1. Entry requirements should describe the admissions criteria for the validated award and make particular reference to any arrangements agreed to facilitate the transfer of credit from previous qualifications and/or professional experience.
4.	<b>Information on the Contents and Results Gained</b> Mode of study refers to whether the student undertook the full or part time route for the scheme of study. Where appropriate, there should also mention here whether the study has been undertaken via distance learning. Programme requirements should describe the rules of progression through the validated scheme as well as the criteria by which the award is made (e.g. 180 CQFW credits at Level 7). ECTS credits should also be referenced when completing diploma supplements*. Information on compulsory elements of the programme should also be provided here. By using the correct template, the appropriate grading scheme for the qualification will appear. Information on local scales of grading may be provided in 'additional information' if appropriate. The overall classification and date of the award should be as that given on the formal

	<p>award certificate.</p> <p>The record of achievement should provide information on the student's performance at modular level. The marks presented here must be as they were agreed at the formal University of Wales Examining Board. The credit weighting allocated to each module should be listed and the total should be equal to the criteria outlined under 'Programme Requirements'.</p> <p>Where students use former study towards credit transfer the module details, as validated, should be listed as above and the credit transfer should be noted by including the code CT in the 'marks' field in lieu of a mark. Collaborative centres should not include details of the student's former study but should instead clearly indicate those modules from which the student has been exempted. The following statement should then be inserted into the 'additional information' field:</p> <p>'CT = Credit Transfer. Student gained exemption from &lt;&lt;number of&gt;&gt; credits based on the accreditation of prior learning. Please refer to the University of Wales Credit Accumulation and Transfer scheme for further information.</p> <p>Where a student's marks have been compensated or condoned this should be indicated by including the codes CM and CN respectively alongside the mark in the appropriate field. The following statement should then be inserted into the 'additional information' field as appropriate:</p> <p>'CM = Compensation. Student was awarded a pass grade, in exceptional circumstances, at the discretion of the Examining Board. The final mark given by the Examining Board is represented in the record of achievement above.</p> <p>CN = Condonement. Students mark was condoned following the decision of the Examining Board that the student should not be penalised in terms of progression or award for failure in an element or elements of assessment in the indicated module. The actual overall mark achieved by the student for the module is represented in the record of achievement above.</p> <p>When submitting Diploma Supplements ECTS credits should be listed.*</p> <p>Where students have gained extra marks or credits from internal commendations, this should be clearly listed under the 'Additional Information' section and NOT included in the record of achievement grid. The Record of Learning and Achievement grid should give a clear indication on the level of study in relation to marks and credits within the University of Wales context, for the award. Therefore, the grid should remain a reflection of the programme as it was validated, unless amendments to the programme have since been approved by the University of Wales.</p>
5.	<p><b>Information on the Function of the Qualification</b></p> <p>It may be useful to include information on any relevant professional associations the validated programme may have.</p>
6.	<p><b>Additional Information</b></p> <p>Please provide any further information on the validated award which may be useful to employers and/or other Higher Education Institutions in their evaluation of the student's achievements. Details on the formula for producing the final degree aggregate could also be given here.</p>

\*Please note that normally 1 University of Wales' credit is equal to half an ECTS credit.

### Submitting completed templates

Draft transcripts and diploma supplements should be sent to [registryhelpdesk@wales.ac.uk](mailto:registryhelpdesk@wales.ac.uk) as email attachments and within two weeks of your examining board meeting or notification of dissertation/thesis results. Please ensure that all data provided is accurate to the best of your knowledge and that the document is completed according to the following guidance notes.

The University will check the content of each document and it will be officially authorised.

Provided that the transcripts or diploma supplements information is provided in an accurate and timely fashion, the University would normally expect to issue formal transcripts or diploma supplements alongside award certificates within four weeks of receiving drafts.

## Annex 1 – Information relating to University of Wales Awards, Credits and Levels

Qualification	Min overall credits studied	FHEQ Level *	The range of CQFW levels	Corresponding FQ-EHEA Cycle	Classifications
Professional Doctorate	540 credits	8	Levels 7,8 Min 360 credits at Level 8	Third cycle (end of cycle) qualifications	40% > Pass <40% Fail
Master's Degree	180 credits	7	Level 7 180 credits at Level 7	Second cycle (end of cycle) qualifications	70% > Distinction 40-69% Pass <40% Fail
PG Diploma	120 credits		Level 7 120 credits at Level 7		40-100% Pass <40% Fail
PG Cert	60 credits		Level 7 60 credits at Level 7		40-100% Pass <40% Fail
Graduate Diploma	120 credits	6	Levels 6 120 credits at Level 6	First cycle (end of cycle) qualifications	40-100% Pass <40% Fail
Graduate Certificate	60 credits		Levels 6 60 credits at Level 6		40-100% Pass <40% Fail
Honours Degree	360 credits		Levels 4,5,6 120 credits at Level 4 120 credits at Level 5 120 credits at Level 6 (note top-up degrees may differ in credits)		70% > First Class Honours 60-69% - Second Class Honours, Division One 50-59% - Second Class Honours, Division Two 40-49% - Third Class Honours 35-39% Pass Degree <35% Fail
General Degree	360 credits		Levels 4,5,6 120 credits at Level 4 120 credits at Level 5 120 credits at Level 6 (note top-up degrees may differ in credits)		70% > First Class Honours 60-69% - Second Class Honours, Division One 50-59% - Second Class Honours, Division Two 35-49% - Pass <35% Fail
Ordinary Degree	300 credits		Levels 4,5,6 120 credits at Level 4 120 credits at Level 5 60 credits at Level 6		40-100% Pass <40% Fail
Foundation Degree	240 credits	5	Levels 4,5 120 credits at Level 4 120 credits at Level 5	Short cycle (within or linked to the first cycle) qualifications	70% > Distinction 60-69% Merit 40-59% Pass <40% Fail
Diploma HE	240 credits		Levels 4,5 120 credits at Level 4 120 credits at Level 5		70% > Distinction 40-69% Pass <40% Fail
Certificate HE	120 credits	4	Levels 4 120 credits at Level 4		70% > Distinction 40-69% Pass <40% Fail
Foundation Certificate	120 credits		Level 3 120 credits at Level 3		70% > Distinction 60-69% Merit 40-59% Pass <40% Fail

\* Formerly, the levels were identified as Certificate (C), Intermediate (I), Honours (H), Masters (M) and Doctoral (D).

## Annex 2 – Diploma Supplement Template – initial degrees

### DIPLOMA SUPPLEMENT

This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient recognition of qualification (diplomas, degrees, certificates etc). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all seven sections should be provided. Where information is not provided, please provide the reasons why.

#### 1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

Surname: \*\*\*\*\*

First Name (s): \*\*\*\*\*

Date of Birth: \*\*\*\*\*

Student ID number (if available): \*\*\*\*\*

#### 2. INFORMATION IDENTIFYING THE QUALIFICATION

Name of qualification and (if applicable) title conferred: \*\*\*\*\*

Main field(s) of study for the qualification: \*\*\*\*\*

Name and status of awarding institution (in original language): University of Wales

Name and status of teaching Collaborative Centre (in original language): \*\*\*\*\*

Language(s) of instruction/examination \*\*\*\*\*

#### 3. INFORMATION OF THE LEVEL OF THE QUALIFICATION

Level of qualification: \*\*\*\*\*

Official length of programme: \*\*\*\*\*

Access requirements: \*\*\*\*\*

#### 4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

Mode of Study: \*\*\*\*\*

Programme requirements: \*\*\*\*\*

Programme details: Given below as record of learning and achievement

Degree grading scheme and, if available, grade distribution guidance:

Overall Average	Classification
> 70 %	First Class Honours
60 - 69	Upper Second Honours
50 – 59	Lower Second Honours
40 – 49	Third Class Honours
35 – 39	Pass Degree
< 35 %	Fail

Overall classification of the qualification (in original language): \*\*\*\*\*

