

### Academic Documents Procedure

Area Code:	EXAM
Author:	Catherine O Reilly, Examinations Secretary Aodhmar Cadogan, Assistant registrar
Head of Function responsible:	VP Academic Affairs and Registrar Michele Glacken
Approving Authority:	VP Academic Affairs and Registrar, Michele Glacken Academic Council

#### 1. Purpose

The purpose of this document is to outline different academic documents issued by the Institute and the procedures for issuing, original and duplicate versions of same.

#### 2. Scope

This procedure applies to all current students and graduates of the Institute of Technology, Sligo and graduates of the Regional Technical College Sligo.

#### 3. Reference Documents

None Applicable.

#### 4. Procedure

##### 4.1 Background

There are a number of official documents relating to the registration and academic history of a student. These documents can be in electronic and/or hard copy formats. Electronic documents are more widely available for students who registered after 2003.

The different types of academic documents are listed in Table 1 and described below.

Table 1. Types of academic documents

Academic document type	Format
Examination Results	Electronic after 2003 through Self Service banner Hardcopy prior to 2003
Statement of Examination Results / Academic Transcript	Electronic after 2003 through Digitary CORE Hardcopy prior to 2003
Academic Parchment	Hardcopy only up to 2019 From 2020 onwards: Electronic original and Hardcopy duplicates
European Diploma Supplement	Electronic format through Digitary CORE
Single subject Certificate	Hardcopy only up to 2019 From 2020 onwards: Electronic original only.

## **4.2 Examination results**

The examination results are a list of the marks / grades obtained in each module for a specific exam period (i.e. per semester or per year). This can be used as proof of the modules that a student has completed at any point in time during the course of their studies.

These results are available to all current students by logging on to their student account in Self Service banner. Students are sent a PIN code and access details via their student email before Semester 1, Semester 2 and Autumn exam results release. Students can also view the status of their fees in their student account.

## **4.3 Academic Transcript**

An academic 'Transcript' or 'Statement of Examination Results' lists the student's complete academic history for each stage of a programme including the student name, student number, name of the programme attended and a breakdown of the marks / grades of each module, the overall results, the final qualification awarded and the date of the award ( if applicable).

Academic transcripts are available to students who have completed a programme stage and have no outstanding balances in respect of fees and payments related to that stage.

Since 2016 Digitary CORE has been used to facilitate academic document management. It allows students to access, store and share their digitally certified records in a secure manner online, with employers, education providers, governments and other third parties.

The 'Statement of Examination Results' or 'Transcript' is issued to each student via Digitary CORE. An email is issued to each student to notify the student that they have been released by the examination office to Digitary CORE.

This is available on-line to a student for their lifetime. Before leaving the institute the student must change their access to their own private email address and password for future access.

Application for transcripts dating before 2016 may be made using an on-line application form, see EXAM015 for details. There is a charge for this service.

The Institute cannot release details of individual examination results to any person other than the student in question. In the case of a minor (under 18 years of age), details can be released to the parent or guardian.

It is a legal requirement (under the Data Protection Act) that the Institute obtains permission in writing from a student, approving the issue of his/her transcript results to a named third party.

## **4.4 Parchment**

A parchment is the official certification of the award. It shall list the student name, student number, awarding institute, award title and the discipline area. In some instances only the Award title is

required e.g. Bachelor of Business. If a discipline area is required, this can be added e.g. Bachelor of Science in Quantity Surveying. The classification of the award shall appear on the parchment unless the award is unclassified. The award date is the date the results were ratified by the Academic Council. The student becomes a graduate of the institute on this date.

The parchment is conferred upon a student at the end of their study. Parchments are available to students who have completed a validated award and have no outstanding balances in respect of fees and payments related to that programme of learning.

Prior to October 2020 one hardcopy parchment was issued to each student. Any subsequent request for a duplicate hardcopy is requested on-line using EXAM020 procedure.

From October 2020 a digital parchment will be issued through Digitary CORE. The electronic parchment is deemed to be the original parchment. An application may be made for a hardcopy parchment online using EXAM020 but this will be considered a duplicate document and will be marked as such. Only Joint or collaborative Awards may still require an original hardcopy parchment.

#### **4.5 Duplicate Parchments**

In the first instance the awarding body must be identified. The awarding body facilitates the re-issue of a parchment, this may not always be IT Sligo. For L6/L7 awards conferred prior to Autumn 2003 and L8 conferred prior to Autumn 2005, applications should be directed Quality and Qualifications Ireland (telephone 01-6314567).

Applications for duplicates of hard copy parchments in respect of awards conferred after these dates can be made using an on line application form (EXAM020). There is a charge for this service. The duplicate shall be clearly marked as such and shall contain the same information as the original.

Application for a hard copy parchment in respect of awards after 2020 can be made using an on line application form (EXAM020). A hard copy parchment will only be issued in respect of Higher certificate at level 6, degrees at level 7 and Level 8 and Higher diploma and Masters at Level 9 and Doctor of Philosophy at Level 10. Hard copy parchments are not issued in respect of other awards. There is a charge for this service.

#### **4.6 Issuing a late transcript and/or parchment**

Where a student completed the academic requirements of their award but was not issued with a transcript or parchment due to outstanding fees or payments, the transcripts and / or parchment may be issued subsequent to the payment of all outstanding balances. The award is backdated to the ratification date by academic council when all academic requirements are met..

#### **4.7 European Diploma Supplement**

The European Diploma Supplement (EDS) is issued to graduates of Higher Education Institutions. The EDS provides additional information regarding the award which is not available on the parchment, such as the skills and competences acquired, the level of the qualification, results gained, and entry requirements and access opportunities to the next level of education. This enables the qualification to be more easily understood, particularly by employers and institutions outside of the issuing country. See EXAM 034 European Diploma Supplement Generation Procedure for more details.

#### **4.8 Single Subject Certificate**

A single subject award certificate is the official certification for certain designated modules. It shall list the student name, student number, awarding institute, module title and the discipline area. There is no award classification.

The certificate is issued to a student at the end of their study who has no outstanding balances in respect of fees and payments related to the module.

Prior to October 2020 one hardcopy certificate was issued to each student. Any subsequent request for a duplicate hardcopy is requested using an on-line application form (EXAM020 ).

From October 2020 a digital certificate will be issued through Digitary CORE. The electronic certificate is deemed to be the original document. Duplicate hardcopies will not be issued.

#### **4.9 Conferring**

Students who have completed a Higher certificate at level 6, degrees at Level 7 and Level 8, Higher diploma at Level 8, postgraduate diploma and Masters at Level 9 and Doctor of Philosophy at Level 10 and have no outstanding balances in respect of fees and payments related to that programme of learning are eligible for conferring. Graduands (those who are eligible to be conferred) are invited to a ceremony to be conferred with their award. Graduands who cannot attend the ceremony in person can be conferred in their absence (*in absentia*). The electronic parchment is released to Digitary CORE within a fortnight of the conferring ceremony is complete and a parchment is presented at the ceremony.

Conferring typically takes place in October or November for students that have completed their award in the previous academic year. Conferring of Joint or Collaborative awards may take place at other times.

Awards, other than those listed above are not conferred. The parchments/certificates relating to these later awards can be issued at intervals throughout the academic year e.g. November / March / July.

#### **4.10 Revocation of Modules / Awards and/or Parchment**

In the event that, subsequent to an award or credits being gained, plagiarism or academic fraud related to the award or credits, is proven, Academic Council reserves the right to revoke the approval of the award or credits. In this case the original electronic parchment may also be revoked.

#### **4.11 Unauthorised duplication or amendment of official academic documents**

The institute treats the fraudulent duplication or any amendment of its official documents as a serious offence. Any such action will be considered a breach of Institute regulations and will result in disciplinary procedures. Such matters may also constitute a criminal offence and, as such, are liable to be reported to An Garda Síochána.

#### **5. Records Generated by this Procedure and their location**

All academic records are held by the Examinations Office either in digital or scanned format (preferred) or hard copy format.

#### **6. Measurement of Effectiveness of this procedure**

None Applicable .

#### **7. Revision History**

Revision No	Description of Change	Issue Date	Status
000	New Document	15/01/2021	Approved at AC
001	Alterations to the text of awarding date	13/12/2021	Approved by Academic council 3/12/21