
11 Certificates, Diploma supplements and Graduation

11.1 Certificates for Collaborative Programmes

General Information

Middlesex University retains final approval on the wording which will appear on University certificates together with the format of the certificates. Joint, Franchised and Validated programmes will have the partner institution's name shown on the certificate directly below the University crest under the phrase "in collaboration with".

Normally, the name of a partner will appear on both the certificate and Diploma Supplement. Any variation is subject to the agreement of the Academic Registrar who may exceptionally allow the name to appear on the Diploma Supplement only.

Where there are legal constraints pertaining to the partner concerned that override the requirement to display the partner institution's name on the certificate or Diploma Supplement, and with agreement of the University Academic Registrar, the partner name may be omitted on both documents.

Logos

Partner Institution logo/crests or real signatures will not normally appear on the certificate unless specifically agreed by the Vice-Chancellor. An additional fee will be incurred to cover the additional expense of printing special certificate blanks.

Certificate wording

Below is a list of the standard certificate types (as set out in Appendix 11a). The Assessment Section in the Academic Registry can supply samples for a type of qualification not included here.

Figure	Qualifications	Classification	Type
1	Undergraduate Degree Masters	Honours Distinction/Merit	Joint/ Validated/ Franchised
2	Undergraduate Degree Masters	Ordinary Pass	Joint/ Validated/ Franchised
3	Certificate Diploma Postgraduate Certificate Postgraduate Diploma	All qualifications: Pass	Joint/ Validated/ Franchised
4	Dip HE	Pass	Joint/ Validated/ Franchised

Certificates for joint, franchised and validated Programmes will carry a note referring to the existence of a Diploma Supplement.

The Diploma Supplement for dual awards will refer to the existence of the other award. The statement will read "This student is eligible for a second (dual) qualification, awarded by the above-named partner institution, which is based on the same student work and achievement".

Certificates and Diploma Supplements for qualifications which are awarded jointly with another awarding institution will refer to the name of both institutions.

11.2 Diploma Supplement

Franchised and joint programmes

Students on franchised and joint programmes will receive a Diploma Supplement from Middlesex University on the successful completion of their qualification. A credit statement will also be issued to students who require certification of credit achieved but do not complete a qualification.

The Diploma Supplement contains information on the nature, level, context, content and status of the studies undertaken and successfully completed. It will show mode of study, the length of the programme studied, list each module taken, stating the academic year in which the module was taken, the module credit rating and grade, state the qualification awarded and where appropriate, the classification and title. The name and status of the awarding institution, and the name and location of the partner institution, where applicable, will be included. The Diploma Supplement also refers to where additional information on the programme, via programme specifications, plus further relevant information about the University may be found.

Validated programmes

The Diploma Supplement used for validated collaborations will be approved during institutional approval and will be noted at validation.

Diploma Supplements should be produced by the Partner Institution in line with Middlesex University's published guidelines [found here](#). These Diploma Supplements should be forwarded to the Academic Partnerships Conferment Team for quality and assurance processes. Certificates will not be despatched unless Diploma Supplements have been received.

Please refer to [myLearning](#) for the full process and format to be followed for a Diploma Supplement for validated collaborative programmes.

Dual and joint awards

Diploma Supplements for dual awards will refer to the existence of the other award. Diploma Supplements for joint awards will make reference to each partner

11.3 Graduation ceremonies

- Students who successfully complete the requirements of a collaborative qualification, as determined by the Assessment Board, regardless of the type of collaboration, may attend the annual University Graduation Ceremonies.
- These are normally held in mid-July. Exact dates are published annually in the University Calendar.
- The Graduation Ceremonies are organised by the Academic Registry of the University and invitations are issued during April. In the case of joint, franchised Programmes, the invitations are emailed to the student's MDX and personal email addresses.
- For students on validated Programmes, the partner institution identifies students eligible to graduate and supplies a list of those eligible to the Conferment and Assessment Manager within Academic Registry. The partner institution is responsible for then inviting their students to a ceremony, as appropriate.

- Collaborative institutions may also run their own graduation ceremonies with the authority of the Vice-Chancellor. Such events require appropriate University participation agreed by the Vice-Chancellor. This is normally either the Vice-Chancellor, Deputy Vice-Chancellor, Director of Academic Partnerships or a Pro Vice-Chancellor Executive Dean since these are academic functions under the authority of Academic Board.