

# University Centre Colchester

## Transcript Policy

Policy Details			
Policy Owner	UCC Academic Services		
CE Sponsor	N/A		
Date created this year	26.02.2025		
Version:	Approved by:	Date approved:	To be reviewed:
1.1	Principal and Chief Executive	03 July 2024	September 2027

Version Control	
Version Number	Changes from previous 12 months policy
1.0	Minor changes made to policy in year. Three yearly updating to replace annual updating.
1.1	Minor changes made to policy in year. Inclusion of University of Essex.

### Equality Impact Assessment Tool

Name of Policy: UCC Transcript Policy

		Yes/No	Comments
<b>1</b>	<b>Does the policy/guidance affect one group less or more favorably than another on the basis of:</b>		
	Race or ethnicity	No	
	Disability	No	
	Gender	No	
	Religion or belief	No	
	Sexual orientation	No	
	Age	No	
	Marriage and Civil Partnership	No	
	Maternity and Pregnancy	No	
	Gender Reassignment	No	
<b>2</b>	<b>Is there any evidence that some groups are affected differently?</b>	No	
<b>3</b>	<b>If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?</b>	N/A	
<b>4</b>	<b>Is the impact of the policy/guidance likely to be negative?</b>	No	
<b>5</b>	<b>If so, can the impact be avoided?</b>	N/A	
<b>6</b>	<b>What alternatives are there to achieving the policy/guidance without the impact?</b>	N/A	
<b>7</b>	<b>Can we reduce the impact by taking different action?</b>	N/A	

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## 1. Students Studying on a University of East Anglia validated award.

- 1.1 All University Centre Colchester (UCC) students studying on one of the above awards will receive an academic transcript free of charge upon completion of their final year of study.
- 1.2 The transcript will display all achieved modules and display the credit value and the final overall module mark. Neither failed or uncompleted modules, nor individual assessment marks will be displayed.
- 1.3 Academic transcripts will only be issued following an appropriate awarding body examination board where student grades are verified.
- 1.4 Examination boards currently take place several times a year, typically at the end of Semesters 1 and 2 and a resubmission board in September. It is essential that students contact the UCC Academic Services Office if they have not received their transcript **within twelve weeks** of the examination board taking place.
- 1.5 All transcript requests after the twelve week deadline will be treated as replacements and a charge of £10 will be made per transcript.
- 1.6 **Please note:** Where students are in academic debt at the end of their programme. University Centre Colchester reserves the right to withhold academic transcripts until such a debt is paid in full.

## 2. Students studying on other awards

- 2.1 University Centre Colchester is unable to produce transcripts for students studying on programmes validated by other awarding bodies e.g. Pearson, Trinity, Huddersfield.
- 2.2 University Centre Colchester are able to produce transcripts for students that studied on University of Essex validated awards.
- 2.3 Transcripts for these programmes are generated by the awarding organisations, and any replacements will need to be requested directly with them.

## 3. Students who studied on Anglia Ruskin programmes

- 3.1 University Centre Colchester is unable to generate any transcripts for students who studied on Anglia Ruskin (or formerly Anglia Polytechnic University) programmes.

## 4. Requesting an additional/replacement transcript

- 4.1 Payment will be requested in advance of any additional/replacement transcript issue. **Payment should be made on the Online Store - <http://onlinestore.colchester.ac.uk/>. We recommend typing transcript in the search box to take you directly to the transcript payment screen.**
- 4.2 University Centre Colchester will provide additional/replacement transcripts within 10 working days of payment being received.
- 4.3 University Centre Colchester will only provide additional/replacement transcripts for students who have graduated from their studies within the past 10 years.