

RADA

Royal Academy of Dramatic Art

Transcripts and Confirmation of Studies Policy

In this document, “you” and “your” means the student; “we”, “us” and “our” mean RADA. King’s College London may be referred to as King’s.

Introduction

1. This policy sets out how RADA manages the issue of formal confirmation of studies in the form of transcripts, certificates or confirmation of studies letters to students, alumni and third parties such as employers. NOTE: the term ‘student’ throughout this policy may be taken to mean current or former student of RADA as necessary.
2. This policy is only for students who have studied on one of the full time HE course validated by King’s College London (King’s).

Confirmation of Studies Documents

3. **King’s Degree certificate** is an official document signifying your successful attainment of a particular academic award. This is awarded by King’s College London. It will show your legal name, the programme name, date of award and, where applicable, the award classification.
4. **RADA Diploma Certificate**, upon successful completion of your RADA HE course you will be awarded a RADA certificate confirming your participation. This is different to the formal degree or diploma certificate that you will receive from King’s.
5. A **transcript** is a formal record of the results, credit, and credit levels you have achieved in the final assessment of each module or unit of study. It will also confirm the academic year in which the assessments were taken. The transcript does not show the overall classification (where applicable) of the award to which the study units contributed. A transcript does not constitute a formal award certificate.
6. A **confirmation of studies letter** confirms enrolment at RADA, dates of study, and name/date/level of award, with no other information. The letter does not constitute a formal award certificate.
7. In all the above documents the student’s name will be as registered in RADA’s and/or King’s records at the time of issue. It is your responsibility to ensure their personal details are accurate by informing us (via Student & Academic Services) of any changes. See also below regarding names on Confirmation of Studies documents.

Issue/Re-Issue of Documents

8. King's Degree certificates are issued by King's but will be distributed by RADA. Certificates are sent to the student's registered permanent home address (*not* the registered term-time address) by Royal Mail. We are unable to send certificates by courier or in digital form. If you wish for your formal documents to be posted to a different address you must notify us in advance. You may also arrange to collect your certificate from RADA directly.
Contact: yourstudentexperience@rada.ac.uk
9. If you require a replacement of your **King's Degree certificate** document, you must contact King's directly. Information about how to obtain a replacement certificate can be found on the [Kings Website](#)
10. **RADA Diploma Certificates** are issued at the relevant graduation ceremony. If you do not attend the graduation ceremony, the certificate will be sent to your registered permanent home address (*not* the registered term-time address) by Royal Mail. We are unable to send certificates by courier or in digital form. If you would like your formal documents to be posted to a different address you must notify us in advance. You may also arrange to collect your certificate from RADA directly.
Contact: yourstudentexperience@rada.ac.uk
11. **Confirmation of studies** documents are digitally issued by Student and Academic Services (S&AS) and will confirm the dates you were a student and the course you studied on. Requests should be sent to: yourstudentexperience@rada.ac.uk
12. **Transcripts.** Depending on your graduation date, it may not always be possible to provide a full transcript of your results. If we do not hold your final assessment details, we will only be able to supply you with a confirmation of studies document or new RADA diploma certificate.
13. We are unable to provide transcripts for students who attended a course before 2001 (before RADA joined the Conservatoire for Dance and Drama). We will normally be able to provide confirmation of studies or a RADA diploma certificate to such students, depending on the information held in our records.
14. RADA diploma certificates which have been posted and subsequently returned to the Academy by Royal Mail may be resent once without charge upon receipt of the recipient's correct address. Awards certificates which do not reach the recipient will not be considered as lost for one calendar month from date of posting for UK addresses or three calendar months from date of posting for overseas addresses. After this time one replacement will be issued free of charge. Any subsequent requests for undelivered or lost certificates will incur a re-issue fee of **£30**.
15. You can purchase a replacement RADA diploma certificate if your original has been damaged, destroyed or lost; a request for a replacement will constitute a declaration that the original has been damaged, destroyed or lost. There will be a cost of **£30** for this service

16. **Replacement certificates will only be sent directly to the student and no third-party requests will be accepted.** Certified copies may be sent directly to a third party with the student's consent. To prevent fraud and misuse, RADA reserves the right to decline requests for replacement certificates at its discretion, or where a student has already requested a replacement. Replacements will be produced in the format currently in use and may not be a facsimile/copy of the original. No original or replacement certificate can be issued to a student with unpaid debt.
17. A final transcript will be issued on completion of the student's programme of studies, ie when all units of study have undergone final assessment.¹ The student will normally be issued with both an electronic copy and hardcopy. Electronic copies of transcripts can be issued to third parties with the written consent of the student. A duplicate final transcript will be issued at the Academy's discretion; there is a charge of **£10** for this service. The Academy reserves the right not to issue a duplicate final transcript or to specify reasons for its decision.
18. A final transcript is available for students who left the Academy after 2004 (final transcripts were not issued prior to this date).
19. Current students may request an interim transcript recording their attainment from commencement of studies up to the date of the request. The interim transcript will normally be issued in electronic copy.
20. If for any reason the Academy is unable to provide a final transcript then a Confirmation of Studies letter verifying the award/and or credit may be provided.
21. A Confirmation of Studies letter may be issued by Student and Academic Services to either a student or a third party. All requests from third parties must be made in writing on headed paper or from a business email account and be accompanied by written signed consent from the student. This service is free for current students and recent graduates in their first year after leaving RADA. After this, there is a charge of **£5** for digital letter or **£10** for a hard copy letter. A letter confirming an award will only be issued at RADA's discretion. The Academy reserves the right not to issue the letter or specify the reason for this decision.
22. RADA aims to meet all requests for Confirmation of Studies documentation within 10 working days, though this may change during peak operational periods

Payment

23. **Payments to be made via PayPal and details will be provided once we have received your request.**

Unpaid Debt

24. Certificates and final transcripts will not be issued to students who have unpaid debts to the Academy (they will also be unable to attend the relevant RADA graduation ceremony unless the debt is paid in full by the day before the ceremony).

¹ Students may opt out of receiving a final transcript before the end of their course. Where this option is exercised, the transcript will be kept on file at RADA and may be reissued on request at a later date.

Names on Confirmation of Studies Documents

25. The name on a Confirmation of Studies document or its re-issue/replacement will be the legal name held on the Academy's official student record, which will be that recorded by the Assessment Board at the point of the award completion. This is the definitive record of the student and their achievement. Names cannot be changed retrospectively unless the change is related to a gender reassignment.

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