

KING'S INNS

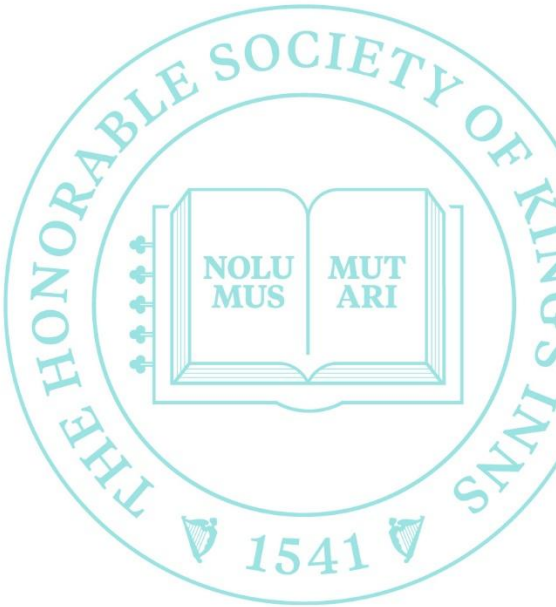
Certification Policy

Lead staff member:	Registrar
Date of first approval:	1 July 2026
Approval body:	Council of King's Inns
Frequency of review:	Every three years, unless it is required sooner
Next review date:	2029

Revision No.	Details of change/s	Date
01		
02		
03		

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1. Purpose of policy

The Honorable Society of King's Inns is the awarding body for the Barrister-at-Law Degree, the Diploma in Legal Studies, and the suite of Advanced Diplomas. As an awarding body, King's Inns has authority to establish awards, admit successful learners to the Barrister-at-Law Degree, and confer academic awards upon learners who have successfully completed the Diploma in Legal Studies and the Advanced Diplomas.

- Professional/Academic awards provide formal evidence of qualifications attained.
- Students become entitled to receive an award upon successful completion of their programme of study.
- The authenticity of all awards issued by King's Inns is fully verifiable.

Certification is the process through which educational achievements are formally verified. It involves the issuing of award parchments and academic transcripts.

2. Scope of policy

This policy applies to all awards issued by King's Inns.

3. Definitions

Award parchment: The award parchment is the official document confirming the academic award and presented at graduation ceremonies.

Transcript: The transcript is a detailed record of studies, listing modules undertaken, credit values, grades achieved, and period of registration.

4. Policy statement

Certification

Certification is the process through which educational achievements are formally verified. It involves the issuing of award parchments and academic transcripts.

Parchments

King's Inns issues parchments to graduates. Parchments are issued in English and Irish.

Transcripts

King's Inns provides transcripts to learners.

King's Inns will not issue transcripts to a third party without the prior written consent of the learner concerned.

Registrar's Office

The Registrar's Office manages the academic records of current and former King's Inns learners.

Services provided by the Registrar's Office include:

- Verification of academic history.
- Letters confirming awards or years of attendance.
- Issuing copies of transcripts or diploma supplements.
- Retrieval of uncollected graduation parchments.

Requests to the Registrar's Office:

- Former learners should contact the Registrar's Office by letter or email.
- Third-party verification requests must be submitted in writing, accompanied by hand-signed consent from the learner.
- Personal or character references or recommendations will not be issued by the Registrar's Office or the Dean's Office. They will only confirm academic records and provide academic references.
- Current students seeking letters, transcripts, or verification must contact the Registrar.

Fraud prevention measures for certificates

King's Inns employs the following controls to protect the authenticity of academic awards:

- Names are checked against transcripts
- Secure transfer of data to printers
- Security-enhanced parchments featuring secure paper, embossed seals and restricted printing procedures.
- Centralised verification systems enabling authorised parties to validate awards through the Registrar's Office with the prior consent of the learner.
- Strict issuance protocols ensuring documents are produced only after approved results.
- Secure storage of digital certificate templates.
- A note is kept of reissued certificates to prevent duplication and maintain accurate records.

These measures ensure the credibility, traceability, and integrity of King's Inns awards.

Engagement with employers and external stakeholders

The Registrar's Office engages proactively with recruiters, professional bodies, and other stakeholders by:

- Providing clear guidance on the appearance and format of official academic documents.
- Encouraging direct verification of credentials through the Registrar's Office.
- Sharing information on common indicators of fraudulent documents.
- Responding promptly to external verification queries.

This helps maintain the integrity of the qualification system and supports informed decision-making by stakeholders.

Reporting Fraudulent Certificates

Any suspected or confirmed case of fraudulent creation, alteration, or use of King's Inns academic certificates is reported to the Council of King's, the Benchers of King's Inns, Professional Bodies and other relevant institutions. Any suspected incidences of fraudulent certificates will be reported to QQI.

The Registrar's Office will:

1. Document and gather all relevant evidence.
2. Notify the relevant bodies promptly and cooperate with any investigation.
3. Implement internal follow-up actions, including reviewing procedures and enhancing safeguards where necessary.

This process supports national regulatory compliance and contributes to public trust in the process.

5. Roles and responsibilities

The Registrar is the owner of this policy and will with the Education Committee, Dean, and relevant Coordinators oversee the implementation of this policy.

6. Monitoring and review of policy

The policy owner is responsible for monitoring implementation of the policy, ensuring that all associated documents are updated and current, and that the policy is reviewed as required.

The policy will be reviewed every three years from the date of first approval unless changes are required owing to legal, statutory and/or organisational change.

All policies and policy changes are approved by Council on the recommendation of Standing Committee. Policies relating to the School of Law will be reviewed in the first instance by the Education Committee before being recommended to Standing Committee.