

APPENDIX 17: INSTRUCTIONS FOR COMPLETION OF CERTIFICATE SPREADSHEETS

- Using **Appendix 18: Template for the Production of Degree Certificates** worksheet, enter the details exactly as they should appear on the certificate.
- Work from left to right, using drop down lists where they exist.
- Follow the instructions below to ensure the data is accurate and in the correct format.
- Send the spreadsheet to the AQP Office electronically. Please contact partnership@sussex.ac.uk with any questions.

Title	Ensure this is correct and matches the student record, to aid any checks that may be required	
Date of Birth	Ensure this is correct and matches the student record, to aid any checks that may be required	
Sex	Ensure this is correct and matches the student record, to aid any checks that may be required	
Forenames	Must match formal ID, e.g. passport, birth certificate	
Family Name	Must match formal ID, e.g. passport, birth certificate	
Attainment	Select from drop-down list	
with_Honours	Undergraduate Honours Degree	Select with Honours from the drop down list
	Ordinary Undergraduate Degree	With_Honours column is left blank
	All other qualifications	With_Honours column is left blank

Programme_Award_Title	Undergraduate Degree	Select Award Title without the preposition in from the drop down list, e.g. Social Work (Jersey)
	Masters Degree	Select Award Title without the preposition in from the drop down list, e.g. Fine Art
	Undergraduate Foundation Degree	Select Award Title without the preposition in from the drop down list, e.g. Books and Bindings
	Certificate of Higher Education; Diploma of Higher Education (as an exit award) (<i>untitled by default</i>)	Award_Title column is left blank
	Certificate of Higher Education; Diploma of Higher Education (as an entry award ¹)	Select Award Title with the preposition in from the drop down list, e.g. in Applied Interior Design
	Certificate of Higher Education; Diploma of Higher Education (as a named exit award ²)	Select Award Title with the preposition in from the drop down list, e.g. in Interior Design
	Graduate Certificate; Graduate Diploma	Select Award Title without the preposition in from the drop down list, e.g. Organisational Development
	Postgraduate Certificate; Postgraduate Diploma	Select Award Title with the preposition in from the drop down list, e.g. in Change Leadership
Degree_Class	Undergraduate Degree	Select Degree Class from the drop down list: First Class; Second Class (Division One); Second Class (Division Two); Third Class
	Ordinary Undergraduate Degree	Degree_Class column is left blank
	Masters Degree	For a pass, leave column blank . For a Merit or Distinction, select with Merit or with Distinction from the drop down list.
	Undergraduate Foundation Degree	For a pass, leave column blank . For a Merit or Distinction, select with Merit or with Distinction from the drop down list.
	Certificate of Higher Education; Diploma of Higher Education (as an entry award)	For a pass, leave column blank . For a Merit or Distinction, select with Merit or with Distinction from the drop down list.
	Certificate of Higher Education; Diploma of Higher Education (as a titled or untitled exit award)	Degree_Class column is left blank
	Graduate Certificate; Graduate Diploma	For a pass, leave column blank . For a Merit or Distinction, select with Merit or with Distinction from the drop down list.
	Postgraduate Certificate; Postgraduate Diploma	For a pass, leave column blank . For a Merit or Distinction, select with Merit or with Distinction from the drop down list.
	Postgraduate Certificate; Postgraduate Diploma (as an exit award)	Degree_Class column is left blank

Board_Date	Complete with date of Award Board
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Award_Date	Leave blank - to be populated by University of Sussex.
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¹ Validated CertHE and DipHE entry awards only

² For courses validated with named exit awards only