APPENDIX 15: INSTRUCTIONS FOR COMPLETION OF CERTIFICATE SPREADSHEETS

- Using **Appendix 16: 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 ADQE Partnership 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. Event Management
	Postgraduate Masters	Select Award Title **without** the preposition **in** from the drop down list, e.g. Event Management
	Undergraduate Foundation Degree	Select Award Title **without** the preposition **in** from the drop down list, e.g. Event Management
	Certificate of Higher Education; Diploma of Higher Education	Award_Title column is left **blank**
	Graduate Certificate; Graduate Diploma	Select Award Title **without** the preposition **in** from the drop down list, e.g. Event Management
	Postgraduate Certificate; Postgraduate Diploma	Select Award Title **WITH** the preposition **in** from the drop down list, e.g. **in** Event Management

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**
	Postgraduate Masters	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	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.

Board_Date	Complete with date of Award Board

Award_Date	**Leave blank - to be populated by University of Sussex.**