

APPENDIX 16: INSTRUCTIONS FOR COMPLETION OF CERTIFICATE SPREADSHEETS

- Using **Appendix 17: 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.

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