APPENDIX 18: PROFORMA FOR THE PRODUCTION OF DEGREE CERTIFICATES

Examples of the certificate spreadsheet for different qualifications
The certificate spreadsheet is available electronically (see *Appendix 17: Template for the Production of Degree Certificates* and *Appendix 16: Instructions for Completion of Certificate Spreadsheets*). This needs to be completed according to the following template guidelines and sent back to us electronically. Please ensure all data is accurate. The data you supply will be used in the production of individual certificates and may be referred to for the purposes of confirming an individual's qualification.

1.1 Undergraduate Degree

Title	Date of Birth	Sex	Forenames	Family_Name	Attainment	with_Honours	Programme_Award_Title	Degree_Class	Award Date	
Mrs	22 July 1990	Female	Anne	Lister	Bachelor of Arts	with Honours	Event Management	First Class	7 June 2019	
Mr	14 May 1997	Male	Arnold	Murray	Bachelor of Music	with Honours	Popular Music Performance	Second Class (Division One)	9 September 2019	
Miss	2 October 1991	Female	Mariana	Belcombe	Bachelor of Arts	with Honours	Business with Finance	Second Class (Division Two)	2 July 2019	
Mr	30 November 1985	Male	Alan Mathison	Turing	Bachelor of Arts	with Honours	Early Childhood Studies	Third Class	15 September 2019	
Ms	17 January 1992	Female	Eliza	Raine	Bachelor of Arts		Fine Art		4 June 2019	*An Ordinary Degree

1.2 Postgraduate Masters

Title	Date of Birth	Sex	Forenames	Family_Name	Attainment	with_Honours	Programme_Award_Title	Degree_Class	Award Date
Ms	2 October 1991	Female	Mariana	Belcombe	Master of Arts		Conservation Studies		7 June 2019
Mr	30 November 1985	Male	Alan Mathison	Turing	Master of Fine Art		Fine Art	with Merit	9 September 2019
Miss	17 January 1992	Female	Eliza	Raine	Master of Music		Music Business Management	with Distinction	2 July 2019
Mr	4 April 1980	Male	Christopher	Morcom	Master of Science		People and Organisational Development		15 September 2019

1.3 Undergraduate Foundation Degree

Title	Date of Birth	Sex	Forenames	Family_Name	Attainment	with_Honours	Programme_Award_Title	Degree_Class	Award_Date
Ms	17 January 1992	Female	Eliza	Raine	Foundation Degree (Arts)		Film Production		2 July 2019
Mr	4 April 1980	Male	Christopher	Morcom	Foundation Degree (Science)		Environmental Science	with Merit	15 September 2019
Miss	2 October 1991	Female	Mariana	Belcombe	Foundation Degree (Arts)		Public Health and Social Care	with Distinction	7 June 2019

1.4 Certificate of Higher Education; Diploma of Higher Education

Title	Date of Birth	Sex	Forenames	Family_Name	Attainment	with_Honours	Programme_Award_Title	Degree_Class	Award_Date
Miss	2 October 1991	Female	Mariana	Belcombe	Certificate of Higher Education				4 June 2019
Mr	30 November 1985	Male	Alan Mathison	Turing	Diploma of Higher Education				22 February 2020

1.5 Graduate Certificate; Graduate Diploma

Title	Date of Birth	Sex	Forenames	Family_Name	Attainment	with_Honours	Programme_Award_Title	Degree_Class	Award_Date
Ms	17 January 1992	Female	Eliza	Raine	Graduate Certificate		Coaching		2 July 2019
Mr	4 April 1980	Male	Christopher	Morcom	Graduate Diploma		Conservation Studies	with Merit	15 September 2019
Miss	2 October 1991	Female	Mariana	Belcombe	Graduate Certificate		Organisational Development	with Distinction	7 June 2019

1.6 Postgraduate Certificate; Postgraduate Diploma

Title	Date of Birth	Sex	Forenames	Family_Name	Attainment	with_Honours	Programme_Award_Title	Degree_Class	Award_Date
Miss	2 October 1991	Female	Mariana	Belcombe	Postgraduate Certificate		in People and Organisational Development		4 June 2019
Mr	30 November 1985	Male	Alan Mathison	Turing	Postgraduate Diploma		in Human Resource Management	with Merit	22 February 2020
Mrs	22 July 1990	Female	Anne	Lister	Postgraduate Certificate		in Learning and Teaching	with Distinction	7 June 2019