

## 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](mailto:partnership@sussex.ac.uk) with any questions.

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

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

<b>Board Date</b>	Complete with date of Award Board
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<b>Award Date</b>	Leave blank - to be populated by University of Sussex.
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<sup>1</sup> Validated CertHE and DipHE entry awards only

<sup>2</sup> For courses validated with named exit awards only

### **Instructions**

Please refer to **Appendix 17: Instructions for Completion of Certificate Spreadsheet** and **Appendix 19: Proforma for the Production of Degree Certificates** in the Partner Handbook  
Once the Certificate Data tab is completed according to instructions and thoroughly checked, please return to [partnership@sussex.ac.uk](mailto:partnership@sussex.ac.uk)

AQP, August 2025