

Example of the wording for the certifier to use



This is to certify that

Graduate name

has been awarded the

Bachelor of Science
with Honours

Degree name

**Graduation
date**

VICE-CHANCELLOR



US
UNIVERSITY
OF SUSSEX

Current CII / PFS member.
NB: Ensure their membership has not lapsed.

I have inspected the original document and confirm this is a true representation
Name of person certifying:
CII PIN:
123456789A
Signature:

Alternatively, if the person certifying is a solicitor or public notary, they should use the following wording:

I have inspected the original document and confirm this is a true representation
Solicitor / notary name:
Employer name:
Employer address:
Email address:
Contact phone number:
Signature:



Transcript and European Diploma Supplement

This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient recognition of qualifications (diplomas, degrees, certificates etc.) It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition.

<p>1 INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION</p> <p>1.1 Surname: <input type="text"/></p> <p>1.2 First name(s): <input type="text"/></p> <p>1.3 Date of birth (day/month/year): <input type="text"/></p> <p>1.4 Student identification numbers: <input type="text"/></p>	<p>4 INFORMATION ON THE CONTENTS AND RESULTS GAINED</p> <p>4.1 Mode of study: <input type="text" value="Full-time"/></p> <p>4.2 Programme requirements: <input type="text" value="Please refer to information at this web address: http://www.sussex.ac.uk/business"/></p> <p>4.3 Detail of study: <input type="text" value="Please see next page"/></p> <p>4.4 Grading scheme. This is the University's normal classification scheme used for undergraduate degree programmes:</p> <table border="1"> <thead> <tr> <th>Overall Average</th> <th>Classification</th> </tr> </thead> <tbody> <tr> <td>at least 70%</td> <td>First Class Honours</td> </tr> <tr> <td>at least 60%</td> <td>Second Class Honours, Division I</td> </tr> <tr> <td>at least 50%</td> <td>Second Class Honours, Division II</td> </tr> <tr> <td>at least 40%</td> <td>Third Class Honours</td> </tr> </tbody> </table> <p>Overall average marks are normally based on marks for courses at stage 2 and above (weighting of stages varies between degree programmes). Students with at least 60 level 3 credits but less than 120 level 3 credits may be awarded an Ordinary degree.</p>	Overall Average	Classification	at least 70%	First Class Honours	at least 60%	Second Class Honours, Division I	at least 50%	Second Class Honours, Division II	at least 40%	Third Class Honours
Overall Average	Classification										
at least 70%	First Class Honours										
at least 60%	Second Class Honours, Division I										
at least 50%	Second Class Honours, Division II										
at least 40%	Third Class Honours										
<p>2 INFORMATION IDENTIFYING THE QUALIFICATION</p> <p>2.1 Name of qualification: <input type="text" value="Bachelor of Science"/></p> <p>2.2 Main field(s) of study for the qualification: <input type="text" value="Business and Management Studies with Legal Studies"/></p> <p>2.3 Name and status of awarding institution: <input type="text" value="University of Sussex"/></p> <p>2.4 Name and status of institution administering studies (if different from 2.3): <input type="text"/></p> <p>2.5 Language(s) of instruction: <input type="text" value="English"/></p>	<p>4.5 Overall classification of the qualification: <input type="text" value="First Class Honours"/></p> <p>5 INFORMATION ON THE FUNCTION OF THE QUALIFICATION</p> <p>5.1 Access to further study: <input type="text" value="Access to postgraduate study (2nd cycle degree)"/></p> <p>5.2 Professional Status (if applicable): <input type="text"/></p>										
<p>3 INFORMATION ON THE LEVEL OF THE QUALIFICATION</p> <p>3.1 Level of qualification: <input type="text" value="Bachelors Degree (FHEQ Level 5; 1st cycle degree)"/></p> <p>3.2 Official length of programme: <input type="text" value="3 years full-time"/></p> <p>3.3 Access requirements: <input type="text" value="The University's standard entrance requirement for applicants aged under 21 is two A level passes or equivalent (which includes kitemarked Access courses) and a good general level of numeracy and competence in use of English, evidenced by a pass at grade C or above in relevant GCSEs, or equivalent. For applicants aged over 21 on entry, individual judgements are made about readiness for university study."/></p>	<p>6 ADDITIONAL INFORMATION</p> <p>6.1 Additional information: <input type="text" value="Study/Placement Abroad: Renmin University of China From: 04/07/2016 To: 31/07/2016"/></p> <p>6.2 Further information sources: <input type="text" value="www.sussex.ac.uk www.sussex.ac.uk/ssro/transcripts"/></p>										

Degree transcripts contain confirmation of the modules you have completed, together with the result (e.g. pass, exempted).

If your document contains only a list of competencies, you would need to provide an academic transcript within your application



Transcript and European Diploma Supplement continued...

4.3 Detail of study (Marks out of 100%; pass mark is usually 40% for FHEQ Levels 3-6 and 50% for FHEQ Level 7)

Year	Stage	Code	Course Title	FHEQ		Resit	Result	Notes	Credits	ECTS Credits
				Level	Mark					
15/16	1	L1028	Introduction to Economics	4	64.00		P		15.0	7.5
	1	M4001	Understanding Law	4	70.00		P		15.0	7.5
	1	M4002	Justice, Equality and Society	4	45.00		P		15.0	7.5
	1	N1062	Principles of Organisational Behaviour and Human Resource Management	4	52.00		P		15.0	7.5
	1	N1065	Introduction to Business and Management	4	65.00		P		15.0	7.5
	1	N1067	Introduction to Marketing	4	58.00		P		15.0	7.5
	1	N1072	Introduction to Business Law	4	50.00		P		15.0	7.5
	1	N1086	Introduction to Accounting	4	51.00		P		15.0	7.5
16/17	2	M4003	Crime and Criminal Justice	5	61.00		P		15.0	7.5
	2	M4004	Contemporary Issues in Law	5	64.00		P		15.0	7.5
	2	N1039	Information Systems	5	71.00		P		15.0	7.5
	2	N1503	Managing Projects and Technologies	5	57.00		P		15.0	7.5
	2	N1536	Leading Groups and Teams (LEAD)	5	84.00		P		15.0	7.5
	2	N1582	Managing Operations	5	63.00		P		15.0	7.5
	2	N1583	Entrepreneurship Finance and Accounting (ENT)	5	84.00		P		15.0	7.5
	2	N1590	Leveraging Human Capital and Performance (HRM)	5	74.00		P		15.0	7.5
17/18	3	N1021	Strategy	6	58.00		P		15.0	7.5
	3	N1052	Research Project	6	71.00		P		30.0	15.0
	3	N1073	Managing Change (HRM)	6	75.00		P		15.0	7.5
	3	N1504	Research Methods for Managers	6	74.00		P		15.0	7.5
	3	N1537	Influence and Social Power (LEAD)	6	73.00		P		15.0	7.5
	3	N1561	Strategic Human Resource Management	6	72.00		P		15.0	7.5
	3	N1574	Corporate Social Responsibility and Business Ethics	6	76.00		P		15.0	7.5

Qualified for the degree of Bachelor of Science from the University of Sussex with First Class Honours in **Overall average mark: 71.000**

Date of completion:

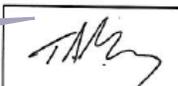
Notes - Key to codes used

AB = absent from assessment; XAB = condoned absence (reason accepted)
 NS = non-submission (of essay, project, etc.); NXB = condoned non-submission (reason accepted)
 EX, EX1 = unit of assessment was set aside by the Examination Board for credit and classification purposes
 EX2 = unit of assessment set aside by Examination Board for classification purposes but credit awarded
 NFA = course is not formally assessed.

COR = Course assessed by course report, no numeric grade is awarded just credit
 General Credit is awarded by Examination Boards in compensation for failed courses
 Result P = Pass, F = Fail, C = Compensated Credit
 * in the Resit column indicates that the course was passed at a resit attempt

7 CERTIFICATION OF THE TRANSCRIPT/SUPPLEMENT

7.1 Date: 05 July 2018

7.2 Signature: 

Transcript Certification Officer

7.4 Official stamp:



Ensure that your Degree transcripts contain Date and signature

Ensure your result transcript contains a key for the different result codes

Ensure your result transcript contains the stamp validating the document

I have inspected the original document and confirm this is a true representation

Name of person certifying:
CII PIN: 123456789A

Signature: