**Awards**

**Awards and Certifications**

An award is the name given to the process by which a student who has successfully completed his/her studies has his/her success ratified by a University Award Board, acting under powers devolved from Senate.

The University offers many different awards: undergraduate and postgraduate degrees, diplomas and certificates. Your successful completion of your programme and your classification is ratified by the University Award Board. Upon approval you will be sent an award letter. Four weeks after the date of your award board your certification documentation will be available and we will archive your details for future award verifications by employers or other institutions.

Award boards take place throughout the year. Currently, the principal Award Boards take place as follows, although this is subject to review:

* Undergraduate: January, March, June, July/August, September, October and December.
* Postgraduate: March, July and November.

An award is only made if the student has no tuition-related debt. Those with debts will have their award withheld and may not be eligible for graduation, or enrolment on any other programme at the University. Once the debt is cleared, the award documentation will be released.

Once awarded, and assuming your programme of study is eligible, you may attend the University Graduation Ceremonies if you wish. Eligible students will be invited by email, so it’s important to maintain correct details with us for at least a year after your award has been made. For further information about ceremonies you can visit our webpage [www.northampton.ac.uk/ceremonies](http://www.northampton.ac.uk/ceremonies)

**Confirmation of Awards and Verifications**

**Students**

All awarded students will receive a confirmation of award letter directly after the relevant award board. Certification documentation (certificate, transcript and diploma supplement) will be available four weeks after the award board.

If you lose your certificate or transcript, you can request a replacement. Please visit <http://www.northampton.ac.uk/study/student-life/graduation/your-certificate-and-transcript>

If you have any queries please email certification@northampton.ac.uk

**Employers/other institutions**

Award verifications (or confirmations) are actioned by the Assessment, Ceremonies and Examinations Department.

The information required for verification of an award is:

Full name of graduate (at time of study)

Date of Birth

Date of Award

Title of Award

A scanned signed release form from the graduate must be provided to comply with the Data Protection Act. Unless this release form is available we cannot enter into any discussion with a third party. Please note it is not possible to verify awards verbally.

On receipt of this information, we will check the authenticity of the company or person requesting the verification. Assuming the company is registered satisfactorily, we will attempt to verify the award within 10 working days.

Please note there is a charge for this service. More information can be found at <http://www.northampton.ac.uk/study/student-life/graduation/your-certificate-and-transcript>

**Certified Copies**

If a student requires certified copies of their certification documentation, they must provide a clean scanned copy of their original certificate and transcript by email to certification@northampton.ac.uk

Please note there is a charge for this service. More information can be found at <http://www.northampton.ac.uk/study/student-life/graduation/your-certificate-and-transcript>

**Transcripts and Diploma Supplements**

**Transcript**

A transcript is a document which records your academic achievement on your programme of study. It shows your name, student ID number, HESA ID number (if applicable), programme of study and the name, level, credits and grade for each module you have taken. Please note PhD graduates do not receive a transcript.

You will receive one original copy. You may request further copies of your transcript. Further information is available here <http://www.northampton.ac.uk/study/student-life/graduation/your-certificate-and-transcript>

Please be aware there is a charge for further copies of your transcript.

**Diploma Supplement**

The diploma supplement contains information to make it compliant with the European Higher Education Area. This means that it is more easily understood and transparent to employers and higher education providers outside the UK.

Your diploma supplement, along with your certificate and transcript, is available four weeks after the date of your award.

If you have any queries, please email certification@northampton.ac.uk