



WHAT ARE INTERMEDIATE AWARDS?

At present students receive a University certificate at graduation for *one* of the following awards when they complete a taught postgraduate course:

- Postgraduate Certificate in ...
 - Postgraduate Diploma in ...
 - Master of ..
- } named award

In addition to the final, end-of-course award, you can now apply for an additional award as you progress through your course, provided you have obtained sufficient credits and gained the required grades. Awards given prior to the final, graduating award are known as intermediate awards.

Intermediate awards are not issued automatically when you have met the required criteria (see below). If you would like to receive an intermediate award, you need to apply to the Academic Registry and pay a fee of £45.

WHAT INTERMEDIATE AWARDS AM I ENTITLED TO?

As a student on a taught postgraduate course, you may be entitled to receive *one or two* intermediate certificates as follows:

- Postgraduate Certificate in ...
 - Postgraduate Diploma in ...
- } named award

Some taught postgraduate courses do not provide a Postgraduate Certificate award, so please refer to your Course Handbook to find out if this intermediate award is available before applying.

AM I ELIGIBLE FOR AN INTERMEDIATE AWARD?

To be eligible for each intermediate award, you have to satisfy specific criteria:

Intermediate Award	Criteria
Postgraduate Certificate in ... (not available on all PG courses, please check your handbook)	At least 60 credits, with modules passes and an average award performance at the level specified in the Course Handbook.
Postgraduate Diploma in ...	At least 120 credits, with modules passes and an average award performance at the level specified in the Course Handbook.

Minimum module passes and minimum average award performance vary from one course to another. Please check your Course Handbook for such details in relation to your own course.

HOW DO I APPLY FOR AN INTERMEDIATE AWARD?

If you have met the required criteria and would like to receive an intermediate award, please complete the **application form** and return it, together with a **fee of £45**, to the Academic Registry. Applications can be made throughout the year, but all forms must be returned by the 15 August. Subject to approval of the Senate of the University, your intermediate award will be awarded on 31 August and will be sent to you by 15 October.

Application forms available at: <http://www.hw.ac.uk/students/studies/record/awards.htm>

EXIT AWARDS

If you leave the University part way through your course, you may still have met the required criteria for receiving a Postgraduate Certificate or Postgraduate Diploma as an exit award. The Academic Registry will notify you of your eligibility for an award, inviting you to complete the application form and return it, together with a fee of £45, to receive your award certificate.

Note: if you have outstanding debts to the University (eg tuition fees, re-assessment fees), your intermediate award or exit award will not be issued until you have paid these debts.