

## INTERMEDIATE AWARDS INFORMATION FOR UNDERGRADUATE STUDENTS



### WHAT ARE INTERMEDIATE AWARDS?

When you complete your course, you will receive a University certificate at graduation. In addition to your graduation certificate, you can apply for a University certificate when you have obtained sufficient credits as you progress through your course. Certificates given before your final award are known as intermediate awards.

Certificates for intermediate awards are not issued automatically when you have obtained sufficient credits. If you would like to receive a certificate, you need to apply to the Academic Registry and pay a fee of £45.

### WHAT INTERMEDIATE AWARDS AM I ENTITLED TO?

Depending on the course you are studying, you may be entitled to receive intermediate certificates for the following awards as you progress:

Degree	Intermediate Award
I am registered for a Bachelors (Ordinary) Degree, eg BA, BBA, BSc, BEng.	<ul style="list-style-type: none"> <li>• Certificate of Higher Education</li> <li>• Diploma of Higher Education</li> </ul>
I am registered for an Honours Degree, eg BSc (Hons), BEng (Hons), MA (Hons).	<ul style="list-style-type: none"> <li>• Certificate of Higher Education</li> <li>• Diploma of Higher Education</li> <li>• Bachelors/Ordinary award</li> </ul>
I am registered for an undergraduate Masters Degree, eg MEng, MPhys, MChem.	<ul style="list-style-type: none"> <li>• Certificate of Higher Education</li> <li>• Diploma of Higher Education</li> <li>• Bachelors/Ordinary award</li> </ul>

### AM I ELIGIBLE FOR AN INTERMEDIATE AWARD?

You need to acquire sufficient credits in order to apply for each intermediate award. This table summarises the required minimum number of credits for different types of degrees.

Intermediate Award	Minimum No. of Credits	Intermediate Award	Minimum No. of Credits
Certificate of Higher Education	120 credits	<i>Combined Studies</i>	
Diploma of Higher Education	240 credits	<ul style="list-style-type: none"> <li>• Ordinary/Bachelors award</li> </ul>	360 credits
<i>Specialist School Degree</i>		<i>Combined Studies</i>	
<ul style="list-style-type: none"> <li>• Ordinary/Bachelors award</li> </ul>	360 credits	<ul style="list-style-type: none"> <li>• (General Engineering)</li> <li>• (General Science)</li> <li>• (General Economic &amp; Social Studies)</li> <li>• (General)</li> </ul>	360 credits 360credits 360 credits 360 credits
<i>Core/Joint Degree between 2+ Schools</i>			
<ul style="list-style-type: none"> <li>• Ordinary/Bachelors award</li> </ul>	360 credits		360 credits

### HOW DO I APPLY FOR MY INTERMEDIATE AWARD?

If you have obtained the required credits and would like to receive a certificate for your intermediate award, please complete the **application form** and return it, together with a **fee of £45**, to Academic Registry by the 31 October. Subject to approval of the Senate of the University, your certificate will be awarded on 31 December.

### EXIT AWARDS

If you leave the University part way through your course, you may still have met the required criteria for receiving a Certificate of Higher Education, a Diploma of Higher Education or an Ordinary/Bachelors Degree 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, reassessment fees), your certificate for your intermediate award or exit award will not be issued until you have paid these debts.