

**FINAL AWARD DOCUMENTATION**

**TO BE DISPATCHED TO A PARTNER INSTITUTION AT:**

**ADDRESS:**

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**PROGRAMME CODE(S):**  
*(List of students attached)*

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**SENT TO: (PRINT NAME)**

**Received By:**

**NAME:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DISTRIBUTION PROCESSES**

Academic certificates are valuable documents. LJMU Academic Registry ensures that appropriate security procedures are in place during transit of certificates to the partner institution. The storage of certificates in the partner institution must also be secure.

Where certificates are to be distributed via a partner institution or at an overseas award ceremony, then this must be subject to prior agreement with the LJMU Collaborative Partnerships Office and Academic Registry.

Appropriate arrangements must be in place for the secure transit, delivery, storage and distribution of certificates. Such arrangements will include:

- Student Name
- Title of Award
- Postal Address
- Person Number
- Date of Posting
- Evidence of Posting

Where certificates are to be posted to students by the partner institution, it is essential that such items are posted using the equivalent to UK Recorded Delivery or Registered Post for overseas deliveries, and that a full postal record must be maintained.

If a graduate has not received their certificate within 6 months, then it should be returned by secure postage to the LJMU Awards Office.

**RECEIPT OF DOCUMENTS**

Please check the list attached to this form and sign to confirm receipt of all documentation listed. Please confirm receipt within 4 weeks of receiving the attached documentation and send a scanned copy of this form and attached list of documentation to [awards@ljmu.ac.uk](mailto:awards@ljmu.ac.uk). Please note, if missing documentation is reported after this time, the College will be liable to purchase replacement documentation. If any errors are noted on any documents received, this must be reported to the Awards Team at the earliest opportunity. The Awards Team will investigate any reported errors, in order to identify the cause of the error and where responsibility should lie for purchase of replacement(s).

**LOST OR REPLACEMENT CERTIFICATES/TRANSCRIPTS**

The University currently charges £50 GBP for a replacement certificate and £25 GBP for a transcript. If there is no evidence of an auditable and accurate distribution process then there may be a charge for replacement. Further advice can be obtained from: [awards@ljmu.ac.uk](mailto:awards@ljmu.ac.uk) Tel No: 0044-151-231-3516