

REGULATIONS

E9 University or Polytechnic Diploma or Degree etc, Certificates Lost, Destroyed or Seriously Defaced

Re-issue of a Lost, Damaged or Destroyed Certificate

The University can re-issue certificates to students, within the framework of the University policy, for those whose original certificate has been lost or destroyed.

Please note: A University certificate is an official document akin to a marriage or birth certificate. The loss or destruction of one therefore is a serious matter and a re-issue will only be produced at the discretion of Oxford Brookes University. The University reserves the right to not produce a re-issue or to specify reasons for its decision.

Information relating to certificate re-issues may be located on the [Certificates, award verification and transcripts webpage](#).

The charge for a certificate re-issue is £40.00.

Certificates for Oxford Polytechnic (awarded in 1992 and before)

Oxford Polytechnic awards were validated by the Council for National Academic Awards (CNAAs). The CNAAs no longer exist but their records are held by the Open University Validation Services. Students should go to the [Validation Services website](#) for information on how to proceed, and to download the appropriate forms.

Exceptions to the above are the Polytechnic Diplomas which were awarded by Oxford Polytechnic itself. Replica certificates are not available however the University can provide a verification of your award, subject to the availability of records, on a new certificate. Contact Student Central at studentcentral@brookes.ac.uk.

Applications for BTEC certificates awarded in 1992 and before must be made to Edexcel Foundation. Students should go to the [Edexcel website](#) and use the form online.

Certificates for Westminster College, Oxford

Westminster College, Oxford, merged with Oxford Brookes University in 2000 to create the Westminster Institute of Education.

Awards made in 1978 and before were validated by the Oxford Delegacy who no longer exist. Replacement certificates are not available, however the University can provide a verification of your award subject to the availability of records. Contact Student Central at studentcentral@brookes.ac.uk.

Awards made between 1979 and 1992 were validated by the Council for National Academic Awards (CNAAs). The CNAAs no longer exist but their records are held by the Open University Validation Services. Students should go to the [Validation Services website](#) for information on how to proceed, and to download the appropriate forms.

Awards made in 1992 onwards were validated by the University of Oxford. Students should go to the [Oxford University website](#) and follow the directions on how to proceed.

The BA Contemporary Studies degree which ran between 1995-2000 was validated by the Open University Validation Services. Students should go to the [Validation Services website](#) for information on how to proceed, and to download appropriate forms.

If you have any further comments or questions, please contact certificates@brookes.ac.uk.

For further information about these regulations, please contact the Deputy Director of Academic and Student Administration (Registry).

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