

**Request for a Duplicate Parchment and/or European Diploma Supplement Procedure**

Area Code:	EXAM020
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Approving Authority:	VP Academic Affairs and Registrar, Michele Glacken Academic Council

**1. Purpose**

The purpose of this document is to outline the procedure for applying for a duplicate parchment and/or European Diploma Supplement.

**2. Scope**

This procedure applies to all graduates of the Institute of Technology, Sligo who have been awarded parchments and/or European Diploma Supplement

**3. Reference Documents**

None Applicable.

**4. Procedure Description**

The application for a duplicate parchment and/or European Diploma Supplement comprises an application form together with a statutory declaration. In order to request a duplicate parchment and/or European Diploma Supplement, the graduate can download the application form and statutory declaration from the examination section of the student hub.

- (i) The application form (EXAM020\_001) must be completed in full and returned to the Examinations office, together with the statutory declaration duly signed and stamped by a Commissioner for Oaths /Practising Solicitor, confirming that the original parchment and/or European Diploma Supplement has been irretrievably lost or destroyed.

Upon receipt of the above, the Institute of Technology, Sligo will issue a duplicate parchment and/or European Diploma Supplement. It should be noted that the word “duplicate” will appear on the new parchment and/or European Diploma Supplement.

- (ii) Once the duplicate parchment is prepared the examination office will contact the applicant to make a payment of €65 using debit/credit card, in person or by telephone. Alternatively a cheque or bank draft in the amount of €65 made payable to the *Institute of Technology, Sligo* can be submitted with the completed application form and statutory declaration.
- (iii) The duplicate document will be posted to the indicated address on the application form with a receipt of payment.

#### 5. Records Generated by this Procedure and their location

Completed Application Form, completed and signed Statutory Declaration Form and copy of receipt for fee to be held in the Examinations Office.

#### 6. Measurement of Effectiveness of this procedure

None Applicable .

#### 7. Revision History

Revision No	Description of Change	Issue Date	Status
000	New Document	Feb 3 <sup>rd</sup> 2006	
001	Allow credit/debit card for payment and option of practising Solicitor and separate out appendix into form. Revised Jurat.	12/06/20	Approved by Academic council