

## Academic Parchments and Designation Certificates

IOB is a recognised college of UCD, therefore when our students successfully complete a programme, they receive their award from UCD.

As a professional body, IOB also awards a number of professional designations on successful completion of a relevant programme.

Certificates are issued for certain designations

### Academic parchments

Academic parchments are issued following completion of a programme and are issued in English for professional certificate programmes and Latin for professional diploma programmes. A parchment is a document confirming the award you have completed (e.g. Professional Certificate in Financial Advice) and is often confused with the results transcript which is a document circulated through My Institute, which displays module results. As our qualifications are from a University, our parchments are issued by National University of Ireland (NUI).

### When and how will I get the parchment?

Students who complete level 8 and level 9 programmes with 15+ ECTS will be invited to attend our annual Graduation Ceremony each year where they will receive their parchment. Those not able to attend will receive their parchment in the post after the ceremony.

Parchments for programmes that are not included in the Graduation Ceremony are sent in the post as follows:

	<b>January</b> Trimester 1 exams	<b>May</b> Trimester 2 exams	<b>September</b> Trimester 3 exams
<b>Award issued to IOB by NUI</b>	April	September	December
<b>Dispatch of parchments to students</b>	End of June	End of October	End of January

As these parchments are sent to the postal address on our records, it is critical that students keep their postal details up to date.



A recognised college of UCD

## I require a replacement parchment or a parchment in English, how do I request this?

If you require a replacement parchment or a parchment in English, you can do this by completing the Application for Duplicate NUI documentation form.

Please note that NUI charges €50 per duplicate parchment.

### Designation Certificates

Designation certificates are issued to members that hold QFA, Professional Banker, Chartered Banker, Certified Fund Director and SIA designations.

Designation certificate are issued by IOB. These certificates are issued in English,

## When and how will I get the Certificate?

Certificate are issued once you have applied for the designation. You will receive an invitation in My Institute to apply for your designation within five working days of the ratified results being released/ Please note SIA designation is automatically awarded to those that are eligible and Certified Bank Director certificates are issued at the Executive Education graduation each year in September.

	Applied for designation: End of January to Mid-April	Applied for designation: End of April to Mid-August	Applied for designation: End of August to Mid-January
Dispatch of certificates to designates	April	September	December

As these parchments are sent to the postal address on our records, it is critical that students keep their postal details up to date.

## I require a replacement certificate – how do I request this?

You can request a replacement certificate by emailing us at [info@iob.ie](mailto:info@iob.ie) and quoting your membership number.

Please note that the replacement certificates will be re-printed in line with the above dispatch dates. If you require a confirmation of your designation status outside of those dates you can submit a [Verification Request Form](#).