



UNIVERSITY OF WESTERN CAPE (UWC)

CERTIFICATION POLICY

DATE OF LAST APPROVAL: C2005/5

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UNIVERSITY *of the*
WESTERN CAPE

A place of quality. a place to grow, from hope to action through knowledge



UNIVERSITY OF THE WESTERN CAPE

CERTIFICATION POLICY

1. The Purpose of the Policy

The purpose of the policy is to ensure that the integrity of our certification process is secure and not compromised in terms of its operational procedures.

2. Responsible Officer for Implementation.

The Registrar is responsible for the issuing of certificates provided that the Registrar may delegate such responsibilities to the Head: Student Administration.

Accredited certificates are issued to students during formal graduation ceremonies.

Non-Accredited certificates are issued to students by special arrangement.

3. Limitations and Exclusions of Policy

This policy is applicable to the certification of all qualifications offered by the institution whether accredited or non-accredited or attendance.

4. Other internal and external policies and operational guidelines.

The operational guidelines on student promotions and assessment

The different programme requirements as published in each Faculty Calendar;

The Student Administration Procedural Manual;

Policies and Operating procedures pertaining to postgraduate studies, and

The Higher Education Quality Committee: Teaching and Learning Resource Guide (2004)1.?

5. Responsibility for Policy Oversight

The Senate Assessment Committee on behalf of Senate to validate certification of students who qualify to be awarded undergraduate and Honours qualifications in terms of promotion, assessment and programme specific requirements.

The Senate Higher Degrees Committee on behalf of Senate to validate certification of students who qualify to be awarded Masters and Doctoral qualifications.

1 The HEQC's New Programme Accreditation Framework (Criteria 8) can also be consulted.

6. Definition of terms

6.1.Certification

Certification is a process by which the institution determines who qualifies to be awarded formal accredited and non accredited qualifications in terms of programme specific rules.

6.2.Appellation

The formal title of an accredited qualification within our Programme Qualification Mix and published in the General Calendar must be awarded.

7. Validation of qualifications

All Faculties recommends at least twice a year, after each assessment and promotion cycle, (at end of each semester) the names of students who completes a qualification to the relevant Senate Committee for consideration.

The Senate Assessment Committee and the Senate Higher Degrees Committees validates and verify the awarding of a qualification(s) to a student (s) in terms of its respective Standing Orders and policy guidelines and with due regard to the programme rules as published in the different faculty calendars.

8.Awarding of a qualification

A diploma or degree may only be awarded to a student who meets all the requirements for obtaining such a qualification in terms of the General rule A.5.1as published in the General Calendar. However, both the Head: Student Administration and the Head Student Credit Management may decide under special circumstances to award the qualification.(Protocol)

9.Procedures for certification

After the Committees decide to award the degree, the specific Student Administration staff assigned enters the promotion code (01 or 02) on the student's official academic record and with the Senate Higher Degrees Committee reference number where applicable.

Student Administration extracts a list from the Mainframe of all students who completed their qualifications (Promotion code 01 and 02). The names must be extracted per programme and ensured that:

- all students comply with the requirements for the degree and that all students who studied with a conditional exemption are issued a full exemption certificate by the Matriculation Board;
- all students who have completed their studies but have outstanding fees are informed that they will not graduate if the outstanding fees are not paid by a due date.

The names of students who due to disciplinary measures may not be awarded a degree, are removed from the list.

9.1.Preparing Certificates

9.1.1.Security Arrangements

- i) The Registrar has ultimate responsibility for the security and safe-keeping of certificates and to ensure that the process is well protected provided that the Registrar may delegate at operational level, this responsibility to the Head: Student Administration.
- (ii) All blank certificates and those prepared for graduation must be kept in a steel cabinet and secured within a fire-proof safe.
- (iii) Only persons responsible for the preparation and issuing of certificates may have access to it.

9.2.Ordering of Certificates

- (i) The Head: Student Administration is responsible for ordering blank certificates bi-annually. On the blanks only the university crest and name appears in terms of UWC certificate specifications as defined in Cert Spec.2004/1. When ordering the certificates due consideration should be given to the specifications such as lay-out, paper quality as per UWC specifications.
- (ii) Ensure that a proper stock register is kept that indicates stock at hand, certificates issued, and spoilt certificates that should be destroyed.

9.3.Printing of Certificates

- (i) The Head of Student Administration must ensure that the printing of certificates takes place in a secure area with limited access.
- (ii) Printing the names and degree appellation on the certificates is automated and the names of students will only be printed from the IT system once verification has taken place as per par 7 to 9 above.
- (iii) Before the certificates are set up for printing, both the Head: Student Administration and the person assigned to oversee the printing will release by special code the signature of the Vice -Chancellor and Registrar that need to appear on the certificate.

- (iv) Blank certificates are issued that equal the total graduates plus 10% and duly signed off from the stock-register.
- (iv) At least five tests should be run before the main printing process commences to ensure alignments and quality of printing.
- (v) Certificates are printed by programme .
- (vii) A special certificate is issued to students who obtain a degree/diploma Cum Laude and Summa Cum Laude.
- (viii) Certificates with mistakes, must be duly stamped "Cancelled"
- (ix) The prepared certificates for graduation are checked against the names of the official graduation list, by the Head: Student Administration and stored for safekeeping in the strongroom until the graduation when it will be formally handed over to the Officer in charge of protocol.

9.4. Post -Certification

When the printing of certificates has been completed, the Head: Student Administration must ensure:

- (i) blank certificates (if any) are returned;
- (ii) All "cancelled" certificates are shredded under personal supervision;
- (iii) that the stock book is collated;
- (iv) that all access codes have been de-activated and the report stored.
- (vi) that certificates are posted to all graduates who received their degree/diploma in absentia and recorded into a postal register.

9.5. General

- (i) Duplicates of certificates will not be issued to a student where the original has been lost, damaged or destroyed. Only an applicable Statement will be issued at a cost.
- (ii) Where a certificate has been issued, and a student appeals that his/ her name has been spelled incorrectly on the certificate or has subsequently officially been changed a formal request for the re-issuing of a certificate must be submitted, and substantiated with a formal Identity Document. The original certificate must be cancelled and a new certificate issued and entered into a register.
- (iii) The Student's record must be amended on the Student system and a new certificate must be printed, with due regard to the above processes.

**UNIVERSITY OF THE WESTERN CAPE
CERTIFICATE SPECIFICATIONS**

Cert Spec.2004/1

1. **Official Appellation of Programmes**

The official appellation of programmes are those appearing in the General Calendar of the University. These programmes have also been registered as such with the National Qualification Framework and those qualifications approved by the Council on Higher Education after 30 June 1999.

2. **Certificate Endorsements**

Endorsements or areas of specialization can only be inserted on the certificate if the formal programme accreditation allows such endorsement. The only exception will be made where a generic qualification is awarded such as a MA, but a Professional Body such as the Board of Psychology requires and endorsement.

3. **Joint Certification**

Joint certification means that two or more institutions participate in the offering of an accredited programme and must be accredited as a joint offering as well as an approved agreement. The following should be noted:

3.1. Where this university and one other provider awards the certificate.

The Certificate must reflect the name of the higher education provider as well as its emblem. Only two emblems must appear on the certificate. UWC emblem on the top left hand corner and the other institution on the top right hand corner.
The wording of the Certificate should be:

University of the Western Cape
and

University of

3.2. Where more than one university is involved and this university the certifying institution the wording should be

University of the Western Cape
in collaboration with

The University of Madrid
The University of Spain
The University of Portugal

4. **Signatures on Certificates**

Certificates issued for an accredited programme must be signed by both the Vice-Chancellor and the Registrar.

Certificates for short courses irrespective the mode of attendance must be signed by the Registrar and the Deans of the Faculty in which the short course is registered.