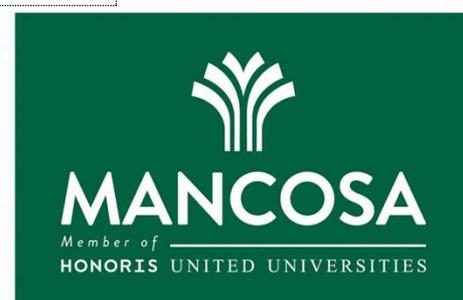


Policy

Graduation and Certification

Policy number	AC PL 003
Version	2.0
Managed by	Graduation and Certification Manager
Approved by	Academic Executive Committee
Approval date	10 February 2021
Implementation date	10 February 2021
Review date	10 February 2024



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ACRONYMS

AVC	Assessment Verification and Certification
CHE	Council on Higher Education
DHET	Department of Higher Education and Training
EXCO	Executive Committee
HECQ	Higher Education Quality Committee
HEQSF	Higher Education Qualifications Sub-Framework
NQF	National Qualifications Framework

1. PREAMBLE

MANCOSA is a private higher education institution registered with the Department of Higher Education and training (DHET) and offers programmes that are accredited by the Higher Education Quality Committee (HECQ) of the Council on Higher Education (CHE). MANCOSA programmes are recorded on the National Qualifications Framework (NQF) by the South African Qualifications Authority (SAQA). Upon successfully completing a programme at MANCOSA, the student will be eligible to graduate. MANCOSA confirms, before issuing a qualification to a student, that compliance to all qualification-related statutory and institutional graduation requirements.

2. DEFINITIONS

In this policy, unless otherwise indicated –

- 2.1. “conferring a qualification on a candidate or student” means the act of issuing a qualification or certificate to a student on his or her compliance with all statutory and institutional requirements in respect of that qualification.
- 2.2. “first examination” means a student’s first opportunity to sit for an examination in any module at any level during the course of his or her studies in respect of a qualification. A special examination in certain circumstances, where it is the student’s first attempt to pass the subject may also be seen as a first examination.
- 2.3. “formal qualification” means the formal recognition and certification of a learning achievement, as conferred by an accredited higher education institution, signifying the demonstrated achievement of a student, at a specified level of performance, in a planned and purposeful combination of learning outcomes, after following a course or programme for which he or she is registered, which is registered by MANCOSA with the Department of Higher Education and Training (DHET).
- 2.4. “MANCOSA” refers to a duly constituted private higher education Institution in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997) as amended.
- 2.5. “official publication date” means the date on which the final examination results are published after being approved by the Academic Verifications and Certification (AVC) Committee.
- 2.6. “phasing-out date” means the cut-off date for offering a module or programme; in other words, the module or programme will no longer be offered from that date onwards.

3. SCOPE

This policy is applicable to all the departments in the organisation in terms of Certification of students and should be read in conjunction with the Institutional Rules and the Course and Assignment Handbook.

4. POLICY STATEMENTS

4.1 Integrity of Certificates

- 4.1.1 Blank certificates shall be printed securely off-site by an industry accredited printing company. This printing company shall only print certificates for MANCOSA at the request of the Graduation and Certification Department. All certificates for formal and non-formal qualifications shall be printed internally by a designated member of the Graduation and Certification Department under strict security conditions.
- 4.1.2 The Graduation and Certification Manager shall see to it that all qualification certificates are stored safely and securely in a strong room facility and that each certificate is assigned a unique serial number, which shall be captured electronically and on hard copy.
- 4.1.3 All certificates shall be signed by at least two members of Academic Exco.

4.2 Conferment of Qualifications

- 4.2.1 The appropriate official date of publication of the examination results shall be deemed to be the date on which the student will become “Eligible to graduate”.
- 4.2.2 Qualifications shall be conferred only at MANCOSA’s official graduation ceremonies.
- 4.2.3 A candidate shall be entitled to all privileges associated with a qualification only after it has been officially conferred on him or her at a MANCOSA graduation ceremony.
- 4.2.4 Only the AVC Committee may confirm that a student meets all the requirements laid down for the issuing of a qualification.
- 4.2.5 Qualifications shall only be issued to candidates who have completed the minimum period set for a qualification, as stipulated by the Higher Education Qualifications Sub-Framework. No qualification shall therefore be issued to a candidate who has completed his or her qualification before such minimum period has expired.
- 4.2.6 A student who has complied with all the requirements for the programme before the phasing-out date of such programme shall be entitled to receive the qualification concerned.
- 4.2.7 A qualification shall be neither conferred nor receive a confirmation of the completion of a qualification, if the student has been suspended or is the accused in a pending disciplinary hearing.

4.2.8 A qualification shall be conferred but will not receive a confirmation of the completion of a qualification if the student has any outstanding fees. The student will only receive the certificate once the fees are paid in full.

4.2.9 SENATE approves the list of graduates prior to a graduation ceremony.

4.3 Invitation and other documents

4.3.1 It shall be the responsibility of the Graduation and Certification Department on behalf of the EXCO to issue letters of invitation to the graduation ceremonies.

4.3.2 A letter of confirmation of the completion of a qualification may be issued upon request by the student after the official date of publication of the examination results. This letter is available for download from the myMANCOSA portal.

4.3.3 A letter of confirmation of the completion of a qualification is the legal confirmation that a candidate has met all prescribed requirements for a particular qualification to be issued.

4.3.4 Certificates shall not be issued prior to the graduation ceremony in order to prove that a qualification has been obtained.

4.4 Certificate

4.4.1 Any certificate, diploma, degree, academic report or examination results that have been issued erroneously by MANCOSA shall not be valid and will be formally withdrawn by MANCOSA.

4.4.2 A graduating student's qualification certificate shall be issued in the name which appears on their identification document or passport for the duration of studies.

4.4.3 Certificates shall not be re-printed in cases where any part of a candidate's name differs from the name referred to in point 3.4.2 above.

4.4.4 The date of issue of a qualification shall be indicated on the certificate.

4.4.5 The graduation certificate will have the MANCOSA seal affixed.

4.4.6 Only one certificate will be issued. An official MANCOSA Academic Transcript and Transcript Supplement will also be provided. The graduation certificate will contain, the graduate's full name as recorded in the student record, the type of award (certificate, diploma, degree) and the classification of the award (if appropriate). The student must contact MANCOSA to make any changes to his/her name. It is

the graduate's responsibility to ensure that his/her name is correctly recorded in the student's record.

4.4.7 Measures are taken by the Graduation and Certification Department to ensure that these certificates are delivered to the graduates concerned. All certificates returned by courier services marked "undelivered", as well as those certificates not collected by graduates at graduation ceremonies are kept securely for an undetermined period.

4.5 Replacement of Certificate

4.5.1 Once a student receives his/her certificate and requires a replacement or reprint, an application needs to be submitted to the Graduation and Certification Department for approval of a replacement certificate. If a graduation certificate is to be replaced, the already-issued certificate must be returned before the replacement certificate is issued. An administration fee shall be payable for the issuing of a reprint or re-issue certificate if the reason for the re-print or re-issue is valid.

4.6 Students receiving their qualifications in Absentia

4.6.1 Students will receive a qualification in absentia if he/she does not attend a physical graduation ceremony. This is documented and certificates of such absentia graduates are subsequently couriered to them.

4.6.2 Students that have outstanding fees, do not receive an invitation to a physical graduation ceremony and their certificates are only released upon proof of payment of outstanding debts, and approved by the Student Accounts Department.

5 REVIEW

This policy shall be reviewed and updated based on the circumstances applicable to the Department every 3 years.