




## WCCN Certification policy

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Author	Position	Signature	Date
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Approved by	Position	Signature	Date
College Senate	Head of Academia		2018/05/04

All Change requests should be submitted to WCCN

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY
2021/12/21	Rebranding	Dr T M Bock
2024/01/12	Rebranding	Dr T M Bock

### SENATEPREAMBLE

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.



## 1. INTRODUCTION

This policy is to ensure the integrity of the WCCN certification process and operational procedures

## 2. POLICY STATEMENT AND OBJECTIVES

All statements contained in this policy document also apply to and need to be implemented by: The Director WCCN, Student Matters Officer, and Student Administration Department.

## 3. RELEVANT INSTITUTIONAL POLICIES

- Academic rules and regulations.
- Admission Policy
- Teaching and learning strategy
- Administration Policy
- Curriculum Policy
- SANC regulations

## 4. DEFINITION OF TERMS

### 4.1 Certification

Certification is the process by which the WCCN determines who qualifies to be awarded qualifications in terms of the different programmes offered at the WCN

## 5. VALIDATION OF QUALIFICATIONS

All course co-ordinators submit the names of students who complete a course to the Student Matters Officer and Senate for consideration.

The student matters official along with the HOD validates and verify the awarding of the qualification to the student

## 6. AWARDING OF A QUALIFICATION

The diploma, certificate or degree may only be awarded to a student who has met all the course requirements and requirements as stipulated by SANC. Special consideration for the award of a qualification will be decided by the WCCN Senate

## 7. PROCEDURE FOR CERTIFICATION

- Student administration officers enters the successful completion of the course on the student's academic record
- Student matters obtains a list of all the successful candidates and ensure that:
  - All students on the list comply with the completion criteria
  - All outstanding fees are paid up
  - Students who are still up for disciplinary action's names must be removed from the list

## 8. PREPARING CERTIFICATES

The Director of the WCCN is responsible for the security of the certification, but may delegate this function to the HOD student matters

All blank certificates and those prepared for graduation must be kept in a fire proof safe or a steel cabinet in the safe to which only the HOD student matters will have access.

Only persons responsible for certification will have access to these blank certificates.

## **9. ORDERING OF CERTIFICATES**

- The HOD student matters are responsible for the ordering of certificates. Only the WCCN and PGWC logo's will appear on these certificates
- Specification of the layout will be given to the service provider
- Stock control must be maintained of the amounts of certificates received and issued

## **10. PRINTING OF CERTIFICATES**

- The HOD student matters will ensure that the printing of certificates is done in a secure area
- This includes the printing of names on the certificate
- Signature of the Director will be done manually, unless authorisation was given by the Director to use an electronic signature
- Do attest run of the printing of the certificate before commencing with the actual printing
- Destroy all copies of test-runs through shredding
- Certificates with mistakes must be stamped Cancelled to prevent the copying or use of such erroneous certificates

## **11. POST CERTIFICATION**

The HOD student matters must ensure that:

- All blank certificates are returned and kept in safe keeping
- All cancelled certificates are shredded under supervision
- Stock record is updated
- Access codes be de-activated after certification
- Certificates are posted to student receiving the qualification in absentia

## **12. GENERAL**

- No duplicates of certificates will be issued where the original is lost, The WCCN will only issue a student with a confirmation that a certificate was indeed awarded
- Where a certificate was issued and a student appeals due to a spelling error, the certificate will be replaced, and the student must supply the WCCN with a certified copy of their ID document. The original certificate will then be cancelled, and a new certificate issued.
- Size of the certificate will be A4
- Certificate will be in the colours of the WCCN

UCT certification policy available online at.

<ftp://ftp.uwc.ac.za/users/DMS/Institutional%20Audit%20documents/Documents/B/B5%20Certification%20Policy.pdf> [Accessed 15 February 2018]