

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY



REVISED DRAFT

**UNDERGRADUATE GRADUATION AND
CERTIFICATION POLICY AND PROCEDURE**

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1.0 PURPOSE AND SCOPE

This policy ensures that conferral of awards is conducted in a fair, equitable and transparent manner: The policy provides a framework for a consistent and legitimate award, issuing and certifying of qualifications (Degrees and Diplomas) awarded by the University. The policy provides the rules and responsibilities of all actors.

2.0 POLICY PRINCIPLES

The key principles are transparency, consistency, and authenticity of the certification.

3.0 OBJECTIVES

The main objective of this policy is to provide staff and students with clear guidelines on eligibility and conferral of awards. The specific objectives are to:

- a. Ensure that graduands have completed all course requirements of their programmes;
- b. Ensure that all academic records of eligible students are certified and produced within schedule, including any replacement documentation by the Heads of Department.
- c. Ensure that conferral of awards is fair and equitable and made in a timely manner.

4.0 UNIVERSITY AWARDS

The official awards are:

- a. Bachelor of Science Degree in a specific Programme area.
- b. Diploma in a specific Programme area.

5.0 IMPLEMENTATION

The Academic Affairs Directorate implements this policy through the establishment of the underlisted activities with timelines which will be disseminated to all stakeholders to guide the process.

S/N	ACTIVITY	RESPONSIBILITY
1.	Departmental compilation of names of students who have met programme requirements for graduation.	Academic Departments (Heads of Departments)
2.	Submission of eligible graduating students list to Academic Affairs Directorate for the printing of Transcripts/Broadsheets for Graduation Audit.	<ul style="list-style-type: none">• Deans of Faculties/School• Academic Affairs Directorate
3.	Admission and Examinations Audit.	Audit Committee
4.	Review of Transcripts for Degree Students and Broadsheets for Diploma students of the graduating class per programme.	Examinations Board
5.	Implementation of Review Feedback.	<ul style="list-style-type: none">• Deans of Faculties/School• Heads of Departments

6.	Finalisation of Departmental Pass Lists.	Heads of Departments
7.	Faculty Board meets to approve Faculty list.	Deans of Faculties/School
8.	Publication of Provisional Pass List for all Programmes on Departmental/Faculty Notice Boards and all electronic media for name verification/correction.	Deans of Faculties/School
9.	Submission of approved Faculty/School graduation list to the Examinations Board.	Deans of Faculties/School
10.	Submission of approved Faculty/School graduation list to the Academic Board.	Deans of Faculties/School
11.	Submission of Approved Faculty/School graduation list to Academic Affairs Directorate authorizing certification.	Secretary, Academic Board
12.	Publication of final graduation list on all Notice Boards and University Website.	Academic Affairs /University Relations Directorates

6.0 PROCEDURE

6.1 Graduation Audit

Graduation Audit will be performed on all graduating students to ascertain if they have fulfilled the requirements to graduate.

6.1.1 Auditing of Student Folders

The following documents will be vetted on Graduating Students Folders:

- a. Application forms
- b. Admission letters
- c. Certificates/Verified result slips
- d. Medical reports
- e. Course Registration forms (semester by semester)
- f. Matriculation Oath

6.1.2 Assessment of Course Requirements

The underlisted shall be reviewed by the University Graduation Audit Committee who will be appointed by the Academic Board.

- a. Question papers for examinations written – all courses under the programme
- b. Moderation reports for each examinations– internal and external
- c. Marking schemes of the examinations– for the respective exams as above
- d. Marked scripts
- e. Proof of accreditation of the programmes

6.1.3 Course Requirements

The course requirements for graduation include the following:

- a. Students must register, take and pass all required courses of the Programme.
- b. Complete a total CGPA of 1.50 - 4.0 to be conferred with the award of Bachelor's degree.
- c. Complete a total CGPA of 1.50 - 4.0 to be conferred with the award of a Diploma.

6.1.4 Eligibility Assessment and Approval

The Dean is responsible for ensuring that a student has completed all course requirements through the Heads of Departments.

The Office of the Dean is required to prepare a Graduation Report for the Academic Board to consider and approve for the Award.

Once the Academic Board approves the Pass List for Graduation, the Registrar shall issue Certificate to deserving students.

6.1.5 Approval of Results

Approval

Approval of students' results should first be made at the Departmental level, through the Faculty Board, to the Graduation Audit Committee, the Examinations Board and finally to the Academic Board.

The Examinations Board shall meet to review the Broadsheets of the graduating class programme by programme upon the completion of the Graduation Audit. Any corrections based on findings shall be referred to the appropriate Deans for rectification within Seven (7) Working Days.

The Academic Board is responsible for approving the results of all students who have satisfied the academic requirements of the award in which they are enrolled. The Chairman of the Academic Board has the administrative authority to approve, in exceptional circumstances, any additional student(s) who becomes eligible to graduate and confer awards after the conferral deadline, and before the Congregation.

The conferral of awards in these circumstances will be ratified by the Academic Board at the earliest opportunity.

7.0 PUBLICATION OF GRADUATION LIST

The approved Graduation List by the Academic Board shall be gazette and published on the University's Website and Notice Boards for Twenty –One (21) working days after which no change will be made in the document in relation to spelling and arrangement of names of students.

8.0 AWARD

Students who meet the academic and administrative requirements for programme completion are entitled to the award of the qualification to which the programme leads.

Academic and administrative requirements for completion of a program are met when:

- a. program requirements have been fulfilled;
- b. all due fees are paid; and
- c. the student's enrolment is not subject to, or undergoing a review which could lead to, suspension, deferral or cancellation.

9.0 REVOCATION OF CERTIFICATE

A certificate may be revoked by the University under the following conditions:

- a. due to an administrative error;
- b. due to incorrect information provided by the student; and
- c. in any circumstances that did not satisfy the above academic and administrative requirements; and that the University could not reasonably be aware of at the time of award.

10.0 CONGREGATION

GCTU holds two (2) Congregation in a year, June and November. Graduates are presented with their certification documentation at the earliest Congregation scheduled after they have met the academic and administrative requirements. Graduates who do not attend the scheduled Congregation will be graduated in absentia.

11.0 CERTIFICATION

Graduates shall be issued with a certificate upon graduation. The certificate shall have the University Logo, certificate number, student Identity Number and QR Code authentication of the security features such as water mark, hologram and paper, heat reactive spot, hologram overprint, micro numismatic and security design. The certificates once issued shall be scanned by Academic Affairs Directorate and stored as a PDF File format on the School Management System.

12.0 COLLECTION OF CERTIFICATES BY GRADUATES

Certificates shall be collected by the graduates via one of the following options:

- a. Presentation of their endorsed Clearance Form and Student Identity Card / any National Identity Card in person at the Teaching and Examinations Unit of the Academic Affairs Directorate;
- b. Collection by another person (Agent) on behalf of the graduate. The Agent must be accompanied by a written authorization from the graduate and the Agent must provide relevant photographic national identity card;
- c. Posting to the graduate by Courier at a fee after submission of endorsed Clearance Form and Student Identity Card / any National Identity Card via email to the Academic Affairs Directorate.

13.0 REPLACEMENT OF CERTIFICATE

Certificate is issued once. Except for obvious administrative error on the face of a printed certificate that requires a replacement, all Certificates shall be issued once.

A graduate shall be issued with Attestation and given certified copy of his /her certificate should a graduate misplaces or loses his/her certificate. Such documentation request shall be made in writing to the Registrar. Students will however incur a charge for further copies.

14.0 DEFINITIONS

Graduand is a student who has completed all of the requirements for a course but has not yet been formally awarded the Degree/Diploma.

Graduate is a student who has completed all of the requirements for a course who has been formally awarded the degree.

Academic transcript: Academic record of all learning leading to GCTU qualification.

Award: the conferral of a qualification to a student and certification of the qualification.

Certification documentation: the set of official documents that confirms that a qualification has been completed and awarded to an individual.

Graduating in absentia: Under certain circumstances, graduands could graduate in absentia. Under these circumstances, the graduate could be awarded a qualification at a graduation ceremony without the graduate being present.

Programme: a course of study, comprising units of study, the successful completion of which results in the awarding of a qualification, such as a Bachelor's degree or Diploma.

Certificate: a document (digitally and or in paper format) that is issued to a person as evidence that he/she has obtained a qualification.

15.0 RELATED POLICIES AND PROCEDURES

The following policies and procedures are related to this policy:

- a. Course Structure
- b. Grade Policy
- c. Fee Schedule Domestic Students
- d. Fee Schedule International Students
- e. Fees Policy and Procedure
- f. Student Grievance Policy and Procedure

16.0 BREACHES

If a student or staff member is found to be in breach of this Policy, he or she shall be subject to disciplinary action in accordance with the Statutes of the University and the Student Handbook in the case of the student.

17.0 APPEALS

Appeals concerning any decision taken in relation to this Policy should be made under the relevant University Appeals Policy, which can be accessed from the Statutes and Student Handbook.

18.0 REVIEW

Regular review of the policy shall be conducted in accordance with the University Statutes. This takes place in consultation with the relevant quality assurance structures at Management and Institutional level under the auspices of the Registrar to ensure that the policy remains valid and current in the light of changing circumstances. Unless circumstances dictate otherwise, the policy will be formally reviewed every three (3) years.

19.0 ACCOUNTABILITY

The Academic Board is responsible for review and approval of this policy. The policy is to be implemented via induction and training of Staff and Faculty.