



Certification, Transcripts and Awards Policy

CEDAR INTERNATIONAL ACADEMY NPC

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Purpose

- 1) This policy defines the process that Cedar International Academy NPC (Cedar) follows for issuing academic records and awards of excellence.

Scope

- 2) The policy applies to Cedar staff, students, and alumni.

Student Records

- 3) Student details are recorded in Cedar's Campus Administration System (CCAS).
- 4) Ongoing data capturing will ensure accurate and complete records and reflect the academic achievements and progress of each student so that accurate academic documents can be issued as and when required.
- 5) On completion of a programme, results must indicate mark percentages for each student as well as grades achieved according to the grading system, as articulated in the Assessment and Moderation Policy.

Academic Transcripts and Supplements

- 6) An academic transcript of a student's or alumni's record can be issued on request regardless of the number of credits earned.
- 7) The transcript shall be a full academic record of the student's academic progress at Cedar.
- 8) A full academic record will include: (CHE, 2013)
 - a. the name - Cedar International Academy NPC;
 - b. the registration number of Cedar;
 - c. the date of issue;
 - d. the full name and student number of the student;
 - e. identity number (or passport number and nationality if not a South African citizen);
 - f. the full title of the qualification including designator and qualifiers;
 - g. the qualification ID number;
 - h. all courses and modules (including failed modules) taken by code number and name for each year in chronological order;
 - i. mark and grade for each course, with an explanatory note on the marking or grading system;
 - j. the NQF exit level and total credits of the qualification;
 - k. the NQF level and credit value of each module (unless included in the supplement);
 - l. the academic achievement of the graduate; and
 - m. the issuer's name (persons at Cedar authorised to issue this document).

- 9) An official transcript supplement may be issued to improve portability and transparency of qualification if requested by the student.
- 10) The official transcript supplement must include a description of the nature, level, content, and where appropriate the context of the studies pursued by a student and assessed by the institution.

Printing and Issuing of Certificates (CHE, 2013)

- 11) Certificates are issued by the Administrator or designated staff member in accordance with policies and regulations.
- 12) Teams is used for capturing results. Results are downloaded and consolidated in Excel, and exported in pdf format.
- 13) Upon completion of capturing and finalising results, certificates will be printed on-campus by a designated staff member under the supervision of Academic Management.
- 14) A qualification certificate will include:
 - a. the name - Cedar International Academy NPC;
 - b. the registration number of Cedar;
 - c. the date of conferral;
 - d. the full name and student number of the graduate who is entitled to receive the qualification;
 - e. identity number (or passport number and nationality if not a South African citizen);
 - f. the full title of the qualification including designator and qualifiers;
 - g. language of Learning and Teaching (LoLT) and conversational competence language;
 - h. the qualification ID number;
 - i. the NQF exit level and total credits of the qualification;
 - j. the academic achievement of the graduate; and
 - k. the issuer's name and signature (person at Cedar authorised to issue the document).
- 15) Each certificate will include a unique Certificate Number. This unique number will be recorded in CCAS and linked to the student's information, i.e. ID number and student number.
- 16) A record is kept of certificates printed each academic year.
- 17) Certificates are authenticated with the official Cedar seal (embossed foil) as a security measure to inhibit attempts at fraud.
- 18) Date of Issue. Cedar uses the date of conferral for original certificates which is either the date of the graduation ceremony or the date of the authorising signature when the conferral is in absentia.
- 19) Cedar will supply a graduating student with one free copy of their certificate. Students will receive a final academic transcript with their qualification certificate. Students should be encouraged to store the qualification certificate carefully as it has built-in security features and is not readily replaced.

Issue of Reprints

- 20) Only one certificate should exist for a Cedar qualification held by a Cedar Graduate. Cedar will replace a lost or partially destroyed certificate using the certificate design and signatures current at the time the replacement is issued.
- 21) To obtain a replacement certificate, the graduate must personally supply either the original certificate or an affidavit stating that the original is destroyed or no longer available. In addition, the graduate must pay the replacement fee as determined by the Administrator.
- 22) The replacement certificate will carry the original date of graduation and an annotation advising that this is a replacement certificate.
- 23) Only in exceptional circumstances will Cedar reissue a certificate on a change of name. The decision to approve a request is made on its merits by the Administrator or CEO. The requirements for replacement of certificates will apply but the annotation will not report the original name. Records will be updated to account for such a situation.

Certificate Distribution

- 24) Signed certificates are securely stored in the Administrator's office. These are handed to the graduation coordinator on the day of graduation for distribution.
- 25) Students who are unable to attend the graduation ceremony (in absentia) can make request in writing for the certificate to be couriered to them, at their cost.

Security, Storage and Monitoring

- 26) The following guidelines relate to security and monitoring: (CHE, 2008)
 - a. Certificates will be securely stored on the server. The certificate blanks will be stored in the examinations cabinet.
 - b. Certificates are printed on site by a staff member as designated by the Administrator. The Administrator oversees the printing and issuing process.
 - c. Certification authenticity is verified by a certificate number and the institutional seal embossed on foil.
 - d. Additional security features include special certificate paper dimensions and a background watermark.
 - e. Reprints are carefully regulated and logged.
 - f. Final authorisation of certificates is the responsibility of the CEO.
 - g. Certificates are distributed under the supervision of the Administrator.
 - h. Cancelled certificates will be shredded.
 - i. A stock register and audit trail of all certificates in storage, issued and destroyed will be maintained.

Awarding Certificates Towards Qualifications

- 27) These guidelines are followed regarding awarding of certificates:
 - a. Cedar holds an annual ceremony as the official meeting for Academic Management to confer certificates on graduating students.
 - b. Student names are published against their completed qualifications in the agenda of the annual graduation ceremony.
 - c. Students receive their official certificates representing the qualification completed during the meeting.
 - d. Certificates are awarded to students *in praesentia* or *in absentia*.

External Recording of Student Achievement

- 28) Details of qualifications approved and accredited, together with student achievement, will be sent to the Higher Education Quality Committee Information System (HEQCIS) database for submission to the National Learner Records Database (NLRD).
- 29) The Administrator is responsible for providing the details mentioned in section 28 to the relevant external departments.

Awards for Excellence

Principles

- 30) Cedar bestows awards of excellence to reward outstanding performance and to encourage students.
- 31) Candidates for awards will be assessed using defined eligibility and selection criteria as outlined below.
- 32) Eligibility and selection criteria will be applied fairly and equitably.
- 33) In the interests of equity for all students, and for accountability in relation to the selection process, Cedar ensures that all selection criteria are objectively demonstrable and assessable.

Awards

- 34) Awards are given to graduates who have shown excellence in the following manner:
 - a. **Unequivocal academic performance** determined against the following criteria:
 - i. Only one award will be given per qualification.
- 35) Students must have an academic average above 74% in all years of the qualification to qualify for an academic excellence award.
 - i. A student failing any subject at any time, or writing a supplementary exam because of a failed exam shall not be considered for an award.
 - ii. The student with the best performance expressed by the highest average mark will receive the award.

- b. **Overall excellent performance (All-rounder)** in several areas, inclusive of academic performance and determined against the following criteria:
 - i. Only one award is issued for the entire student body each year. However, such an award may not necessarily be presented every year but will be determined by the quality of submissions.
 - ii. Demonstration of other outstanding achievements, abilities, leadership, or community service will be considered for this award.
 - iii. Nominations should come from the student body accompanied by relevant motivation for the nominations.
 - iv. Academic Management in consultation with the Board of Directors shall make the final decision on the selection of award recipients subject to funding being available.

Suspension of all Academic Records

- 36) Cedar reserves the right to suspend the release of certificates, transcripts, and any academic records to a student or graduate who has failed to pay a fee, fine, or charge and/or return property belonging to Cedar. Cedar will release academic records once the payment and/or return of property issue has been settled to the institution's satisfaction.

Glossary

Academic transcript is not a qualification, but a document issued by an institution to provide descriptive record of the learning a student has achieved at that institution, whether or not a qualification has been awarded. If a student is unable to complete a qualification and must exit the institution, an academic transcript of the student's record will assist the admitting authorities if the student wishes to complete the qualification later or register for a different qualification. A transcript issued by a higher education institution must be a full academic record of the student concerned at that institution.

Award is a token of honour usually made on the basis of academic performance. The benefit may be financial or some other form of recognition.

Certificates entail an award given after the completion of all the requirements of a B.Ed. (Foundation, Intermediate, Senior and FET Phase) degree.

Graduate is a person who has completed the requirements for a course and has had their degree conferred on them by the Academic Management of Cedar.

HEQSF – The Higher Education Qualifications Sub-Framework

CCAS – Cedar Campus Administration System used for Cedar's administrative purposes.

NQF – National Qualifications Framework

Programme is a purposeful and structured set of learning experiences that leads to a qualification. Programmes may be discipline-based, professional, career-focused, inter or multi-disciplinary in nature. A programme has recognised entry and exit points. All higher education programmes and qualifications must have a core component and may have a fundamental and/or elective component depending on the purpose of the programme or the qualification. The credit allocation for core, fundamental and elective learning will depend on the purpose of the programme or qualification.

Qualification is the formal recognition and certification of learning achievement awarded by an accredited institution. The HEQSF sets out the range of qualification types in higher education that may be awarded to mark the achievement of learning outcomes that have been appropriately assessed. The qualification type descriptors include the specifications in terms of total minimum credits required, naming conventions related to designators, qualifiers and abbreviations, the purpose and characteristics of a qualification type, minimum admissions requirements, and the rules of progression to other qualification types. A higher education qualification must conform to one of the qualification types or its variants described in the HEQSF. The HEQSF is concerned with the integrity of whole qualifications, understood to comprise at least 120 credits, and does not specify parameters for part-qualifications i.e. the modules or courses that make up an accredited qualification, as these are determined according to the logic of specific curricula and internal institutional academic structures. The purpose of the HEQSF is to define the relationships between qualification types; the movement of individuals within and between non-completed qualifications is guided by Recognition of Prior Learning processes (RPL) and Credit Accumulation and Transfer processes (CAT).

Reference Materials

Council on Higher Education. (2007). HEQC Institutional Audits Manual 2007. Pretoria. Retrieved from <https://www.ru.ac.za/>

Council on Higher Education. (2008). *HEQC Framework for delegated functions*. Pretoria. Retrieved from <https://www.ru.ac.za/>

Council on Higher Education. (2013). *Higher Education Qualifications Sub-Framework*. Retrieved from <https://www.gov.za/documents>

Department of Higher Education and Training. (2014). *Policy on the Minimum Requirements for Teacher Education Qualifications*. Retrieved from <http://www.dhet.gov.za>

Related Internal Documents

Assessment and Moderation Policy

Recognition of Prior Learning Policy

Credit Accumulation and Transfer Policy