

## CHAPTER 9

### ISSUING OF CERTIFICATES, DIPLOMAS AND DEGREES

- 9.1 A certificate, diploma or degree will be issued to a student who meets the requirements for obtaining such a qualification. A qualification means a formal recognition and certification of learning achievements awarded by an accredited provider. It also signifies and formally certifies the demonstrated achievement by a student of a planned and purposeful combination of learning outcomes at a specified level of performance.
- 9.2 Certificates, diplomas and degrees will only be conferred on the dates of the University's official graduation ceremonies. Candidates who cannot attend these graduation ceremonies may request that their certificates be collected or posted after the date of the ceremony.
- 9.3 Original qualification certificates **will not** be reissued to students in cases where the original documents have been lost, damaged or destroyed. Only a duplicate qualification statement will be issued.
- 9.4 Qualifications are conferred *cum laude* in the following cases:
- To obtain a qualification *cum laude*, the average mark for all subjects, including exit-level subjects, or the final mark for dissertation or mini-dissertation, must add up to 75%.
- (i) If a student passes all the set subjects in the first examination. A student may not fail an examination in any subject or module at any level in the programme of his or her studies in respect of a qualification. An *aegrotat* or special examination is also seen as a first examination if it is the student's first attempt to pass the subject.
  - (ii) If a student passes a qualification with the option of subjects with an average of at least 75% for all required subjects, as well as an average of at least 75% for the required subjects at exit level.
  - (iii) If, in respect of a qualification with the option of a dissertation, such as a *magister technologiae*, master's degree or a master's degree (Professional) a student obtains a final mark of at least 75% for the dissertation.
  - (iv) If, in respect of an option with subjects and a mini-dissertation, such as a *magister technologiae*, master's degree or a master's degree (Professional) a student obtains an average mark of at least 75% for all the required subjects, as well as a final mark of at least 75% for the mini-dissertation.
- 9.5 A doctor *technologiae*, doctoral degree or a doctoral degree (Professional) is not awarded with distinction. A student's results are published as "pass" or "fail".
- 9.6 A certificate, diploma, degree, examination result or academic report issued erroneously by the University is not valid and must be returned to the University.
- 9.7 Any person who forges a certificate, diploma, degree or statement issued by the University, or submits any forged documents to the University, is guilty of misconduct.
- 9.8 Only the Registrar may issue a statement confirming that a student meets all the requirements of a certificate, diploma or degree.
- 9.9 A candidate will be entitled to all the privileges associated with the qualification only after it has been officially awarded at a graduation ceremony of the University.
- 9.10 A qualification certificate will be issued only in the name(s) and surname of the student as indicated on the admission documentation pertaining to the qualification awarded.



- 9.11** A candidate who has complied with the academic requirements for the issuing of a qualification and has outstanding fees will be invited to the graduation ceremony, but -
- the certificate will be withheld;
  - the academic record will be blocked by the Certification Management Office; and
  - no qualification verification will be done for external stakeholders.

**9.12 CLOSING DATES FOR GRADUATION CEREMONIES:**

9.12.1 Closing date for Autumn graduation ceremonies: 28 February.

9.12.2 Closing date for Spring graduation ceremonies: 31 August.

- 9.13** A candidate who has complied with the academic requirements for the issuing of a qualification before the teach-out (phase-out) date but failed to graduate due to outstanding fees or admission documents or any unforeseen circumstances shall submit an application for the issuing of such a qualification to the Certification Management Office. The application shall be forwarded to the relevant faculty for consideration and referred to Senate for approval.

A phased-out qualification can still be issued on condition that the programme is still accredited and actively registered on the NQF by SAQA. It remains the responsibility of the student to familiarise him or herself with the phased out dates of the qualification as well as NQF registration as supplied by TUT.

A candidate who failed to comply with the academic requirements for the issuing of a qualification before the teach-out (phase-out) date due to poor academic performance or interruption of studies will forfeit the right to complete his or her studies in terms of the rules of the teach-out (phase-out) qualification. The student will be transferred over to the reviewed programme on condition he or she complies with all the admission requirements of the reviewed programme. The student also has to apply for exemption of the applicable subjects' credits.

