



**THE PAPUA NEW GUINEA  
UNIVERSITY OF  
TECHNOLOGY**

# **Certification and Procedure Policy for DODL**

**July 2020**

## 1. Intent

In academia, a transcript is an inventory of the courses taken and grades earned by a student throughout a course of study, whereas a certificate is a document that signifies that a person has received specific education. These records are critical to students, employers, institutions, parents and guardians, and it is upon this basis that their credence shouldn't be compromised. This code of practice demands total compliance to institutional requirements regarding the issuing of academic transcripts and/or certificates so as to guarantee integrity in the issuing process.

- 1.1 This policy document sets out the Department's procedures regarding the contents, production and issuing of academic certification, including testimonials, and transcripts.
- 1.2 To ensure that an effective quality control mechanism guided by the best practices in academia is put in place to support certification processes and procedures of the Department.

## 2. Scope

- 2.1 This policy document is restricted to students under the Adult Matriculation Program whose database at the moment requires improvement.
- 2.2 It applies to all categories of matriculating students who unsuccessfully or successfully complete their course of study in the Department.
- 2.3 This policy document supersedes all the previous certification practices, policy manuals, and guidelines, if any, as from 1<sup>st</sup> March 2020.

## 3. Definitions

- 3.1 DODL - Department of Open & Distance Learning
- 3.2 ODLC - Open & Distance Learning Committee

## 4. Policy

- 4.1 The Certification and Procedure Policy of the Department of Open and Distance Learning shall be determined from time to time by the Academic Board on the recommendation of the ODLC to capture any new form of practice that is deemed fit and reasonable for DODL and PNGUoT at large.
- 4.2 Adult matriculation certification is the sole and absolute discretion of DODL, and no study center in whatever circumstances shall issue any academic transcript and/or testimonial to students.
- 4.3 The Department of Open and Distance Learning maintains for each matriculated student a permanent, complete, accurate and up-to-date academic record of achievement at the institution.
- 4.4. The transcript includes grades/outcomes for all learning courses/subjects for which the student enrolled. It further specifies the student's full legal name, ID number, name of

the study centre, name of the qualification, date, and the basis upon which the student was admitted.

## **5 Procedures**

- 5.1 Certification documents will be issued only in the student's legal name as recorded in the student database at the time of printing.
- 5.2 The certification documents shall bear a grading system that is consistent with the approved grading system for grade 12 in PNG.
- 5.3 Any student who has been enrolled in a course, but formally withdraws prior to completion of the said registered subjects is not eligible for any academic transcript and/or testimonial.
- 5.4 An academic transcript shall only bear complete marks against the individual registered subjects. For example, if a student withdraws prematurely from the program after submitting his coursework or fails to sit for the final examinations due to inevitable circumstances, his/her coursework marks shall neither be considered nor entered into the database.
- 5.5 Any certificate, transcript, testimonial, academic report or examination results that have been issued erroneously by the Department shall not be valid and will be withdrawn on identification henceforth.
- 5.6 There are two classes of entrants into the Matriculation Program (e.g., Grade 10 & Grade 12). On completion, an official transcript for Grade 10 irrespective of their line of specialization (Social Sciences or Science) shall bear a minimum of eight (8) subjects, whereas for Grade 12, only the upgraded scores in specific subjects shall appear on the transcript.
- 5.7 All outstanding obligations (financial, academic or administrative) due to the department/university must be cleared before any transcript/certificate request is endorsed.
- 5.8 To avoid document falsification, the DODL transcripts and certificates shall bear several security features including, but not limited to; water marker, signature, raised seal, microscopic markings and, a unique identification number.
- 5.9 In cases where the original certificate/transcript has been damaged, lost, stolen or destroyed, a replacement copy on request shall be made at a fee.

## **6. Roles and Responsibilities**

- 6.1 The Assistant Registrar/Senior Assistant Registrar DODL is responsible for monitoring and review of academic documents, including the style, format and the security measures incorporated in their production.
- 6.2 Any need for corrections, interpretations, or changes to this policy document shall be engineered through formal means by the Head of Department.

- 6.3 It is the responsibility of the ICT officer to configure all the prescribed changes in the student data management system as appropriately as expected.
- 6.7 It is the responsibility of the student to ensure that their personal and contact details recorded in the student data management system are up to date.
- 6.8 The Matriculation certificate shall be officially signed by the Head of Department-DODL and countersigned by the Registrar, whereas for the transcript, it is the HOD's sole responsibility.

## 7. Compliance

This policy document shall be construed, abided and implemented by the DODL at all times without any compromise. In case of any changes onto this policy, concerted effort shall be made to notify all the key stakeholders in this regard. However, the University reserves the right to change, revise, and withdraw this policy at any time without notice if deemed fit.

## 8. Related policy instruments

## 9. Schedules/Appendices

## 10. Related documents and legislation

## 11. Approval Details

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|-------------------------------------------------------------------------------|-----------------------|
| <b>Policy Sponsor</b>                                                         | Director, DODL & ODLC |
| <b>Approval Authority</b>                                                     | Academic Board        |
| <b>Date for next Major Review (in accordance with the Policy on Policies)</b> | July 2022             |

## 12. Revision History

| Version | Approval date | Implementation date | Details       | Author                 |
|---------|---------------|---------------------|---------------|------------------------|
| DODL-01 | August 2019   | August 2020         | Policy review | Director – DODL & ODLC |
| DODL-01 | 01/03/2020    | 01/03/2020          | Policy review | Director – DODL & ODLC |

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| <b>Keywords</b> | DODL, ODLC, certificate, transcript |
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