



## **DIE AFRIKAANSE PROTESTANTSE AKADEMIE NPC**

Registration number: 2002/031756/08

Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997

**Registration Certificate No. 1999/HE08/001**



"Ou spore - Nuwe weë"

### **INSTITUTIONAL POLICY ON**

### **THE CERTIFICATION OF QUALIFICATIONS**

Policy Owner	Board of The APA
Responsibility	Quality Commissioner and Quality Committee
Status	Approved
Dates of amendments	15 March 2012, 16 November 2017
Review date	2017,2022

## **The integrity of certification processes**

### **1. Introduction**

The integrity of qualifications received at the institutions is protected and supported by the procedures followed in the certification process.

The procedures of the certification process must be followed strictly and is done by a responsible and accountable person.

### **2. Track and control**

Each certificate is numbered and at the graduation ceremony students sign for receiving each certificate. Certificates received *in absentia* can only be picked up by students in person and must be signed for on receiving of the certificate.

A register is kept with the numbers to keep track of every printed and embossed certificate. Each of the certificates of the registered programmes are numbered uniquely, also indicating the different sites of learning where a qualification is obtained.

Each certificate has to be signed by the Vice-Chancellor, the appropriate Dean and the Registrar. An unsigned certificate is deemed worthless.

No certificate is valid unless it has an official embossed stamp of the institution on it, as well as a date of issue.

Audit of the certification process is done annually.

### **3. Safekeeping**

We do have a very secure walk-in safe and only a minute number of staff members have access to the safe-keys. Nevertheless, we deem it safer not to keep unused certificates on our premises for security reasons. Currently, we use only one copy-firm to make all copies of our sensitive documents and they sign a document of confidentiality. We only issue the correct number of certificates annually to administrative staff which are numbered and have the embossed seal of Die Afrikaanse Protestantse Akademie NPC on it to ensure its authenticity. Every certificate is numbered and only authorized personnel have access to it once they are in the process of being completed. The number of incoming and outgoing certificates is strictly controlled. No certificate is signed by the head of the institution, or the faculty dean unless it has been authenticated. An unsigned certificate is deemed worthless.

### **4. Lost certificates**

In case of a lost certificate, the original certificate cannot be replaced. Preferably only confirmation of an issued certificate with reference to the date of issue, the number of the certificate as well as compliance to requirements for the certificate can be given. In cases of merit, a copy of the original can be made at certain costs, stating *Copy of the Original*. Cases of merit are fire, theft and any other serious circumstances that can be proven either by a SAPS case number or sworn statements.

### **5. Policy History**

First Edition 2/ 2000

Update 15/3/12, 16/11/17, SDN