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| Document Title | ADMINISTRATIVE PROCEDURE FOR PROCESSING OF CLAIMS FOR CERTIFICATES AT INTERIM EXIT-POINTS | | | Page 1 of 3 |
| Document Number | 77 | Document Revision | A | Date Issued |
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GENERAL INFORMATION

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| 1 | Document category | Policy Guidelines and Standards | | |
| 2 | Document approver | COI | | |
| 3 | Minimum list of document users to be notified upon release of document update | Deputy Principals, Institute Directors, Director R7I, Deputy Director CPD, Institute Deputy Directors, Institute Senior Administrative Officers | | |
| 4 | Document change history | | | |
| | A | Document Change Tracking Number | Date released | Change originator |
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1. PURPOSE OF DOCUMENT

- 1.1. All MCAST programmes at MQF level 6 and 7 offer the possibility to students to claim an exit-point certificate. The aim of this document is to describe the procedure for the processing of such claims by the Office of the Registrar.

2. ACRONYMS

- 2.1. UHD – Undergraduate Higher Diploma (MQF level 5) – 120 credits
- 2.2. HD – Higher Diploma (MQF Level 5) – 120 credits
- 2.3. PG CERT - Postgraduate Certificate (MQF Level 7) – 30 credits
- 2.4. PG DIP - Postgraduate Diploma (MQF Level 7) – 60 credits

3. PROCEDURE

- 3.1. Institutes/ARIC are to forward requests for certification and transcripts for candidates who are not pursuing the full programme of studies and are eligible for an exit-point as follows:
- 3.1.1. Bachelor's Degree MQF Level 6: Exit certification and transcripts at UHD MQF Level 5, 120 credits.
- 3.1.2. Bachelor's Degree MQF Level 6: Exit certification and transcripts at HD MQF Level 5, 120 credits
- 3.1.3. Master's Degree MQF Level 7: Exit certification and transcripts at PG CERT 30 credits and PG DIP 60 credits.
- 3.1.4. Students who opt for an exit point will be allowed to return to close off the 60 credits qualification after 2 years from exit point and on the condition that the course is still being offered.
- 3.1.5. Specific arrangements may be applicable according to Exit Point section in respective Programme Spec.
- 3.2. All claims for Exit point Certification and Transcript are to be submitted via *DOC 252 Exit Point Certification and Transcript Claim Form*.
- 3.3. The Institute is to check and confirm that all the latest results data is properly updated on the student's account profile in CMIS. Institute Director is to confirm and endorse the student's results data as at exit point – as per usual procedure.
- 3.4. The student requesting an exit-point certification, needs to have resigned formally through the set resignation process, as acknowledged by the Institute's management.



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3.5. The Exit-Point Certification Claim's Form, is to be filled in by the student making this request, and passed on to the Institute for the endorsement by the Institute's Director. The Institute is to pass on the endorsed Form to the Office of the Registrar, by not later than six working weeks prior to the respective Graduation ceremony.

3.6. Students eligible for an exit-point certificate will be invited for the Graduation Ceremony.

4. REFERENCE DOCUMENTS

- 4.1. DOC 005 Programme Regulations (MQF LV 5 – 7)
- 4.2. DOC 016 Masters by Research Programme Regulations
- 4.3. DOC 278 Resignation Letter Form
- 4.4. DOC 252: Exit Point Certificate and Transcript Claim Form