



UNIVERSITY OF PRETORIA
Department of Enrolment and Student Administration

ISSUING OF CERTIFICATES BY THE UNIVERSITY OF PRETORIA

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1. Purpose

The purpose of this policy is to clarify the procedure for the issuing of certificates by the University of Pretoria. The University must ensure that the awarding of all certificates governed by this policy is conducted in a standardised manner in order to safeguard the integrity and veracity of such certificates.

2. Scope

This regulation applies to the following structures at the University of Pretoria:

- The Department of Enrolment and Student Administration (DESA)
- The Student Representative Council (SRC)
- Enterprises University of Pretoria (Pty) Ltd.
- The Department of Human Resources
- Gordon Institute of Business Science (GIBS)

[Note: The awarding of attendance certificates for seminars does not fall within the ambit of this regulation.]

3. Types of certificates

A number of departments or entities at the University of Pretoria issue certificates. These are as follows:

3.1 The Department of Enrolment and Student Administration (DESA)

DESA issues the following certificates:

- 3.1.1 Degrees/diplomas/certificates for formal academic programmes that are awarded to students whose names/surnames appear in the graduation programmes.
- 3.1.2 Certificates of the Vice-Chancellor and Principal Medal awarded to top achievers for the first undergraduate qualification in each faculty during the Autumn graduation ceremonies. The initials, surname and date of award to each recipient is recorded annually in the Institutional Information section in the University's Yearbook.
- 3.1.3 Certificates for Honorary Doctorates and Chancellor's Medals awarded to individuals proven to be excellent achievers in their respective academic or public fields. The awards are recommended by the Senate and approved by the Council of the University of Pretoria. The initials, surname and date of award to each recipient is recorded annually in the Institutional Information section in the University's Yearbook.

3.2 The Student Representative Council

Certificate for academic honorary colours.

3.3 Enterprises UP (Pty) Ltd

Certificates for all short courses.

3.4 The Department of Human Resources

- 3.4.1 Certificates of Service normally issued when staff members resign, long service certificates for existing staff members after completing 10, 15 and 20 years of service at the University, as well as certificates for outstanding achievers in professional and support services and awards by the Chair of the Council. The latter certificates are stipulated in regulations found on the intranet webpage of the Department of Human Resources. GIBS is excluded from this regulation.

3.5 Gordon Institute of Business Science (GIBS)

Certificates for short courses.

- 3.6 For certificates not mentioned under the above categories, prior approval is required from the Office of the Registrar.

4. Definitions

In this regulation, the terms below are assigned the following meanings:

- 4.1 *Attendance certificate* means an official document attesting to an individual's satisfactory attendance of a subsidised or continuing education programme.
- 4.2 *Certificate* means an official document that is issued as evidence of compliance with the requirements of subsidised programmes (as issued by DESA) and continuing education programmes (as issued by Enterprises University of Pretoria (Pty) Ltd.), or otherwise attesting to an individual's status as the recipient of an honour or accolade issued in accordance with the provisions of this regulation.
- 4.3 *Short courses* refer to short learning programmes offered by higher education institutions outside their formal structured undergraduate and postgraduate programmes, and do not lead to qualifications on the Higher Education Qualification Sub-Framework (HEQSF). They serve a range of social and educational purposes including improving or refreshing participants' knowledge and skills in a particular

field, improving their readiness for specific higher education programmes, continuing professional development etc.

5. Roles and responsibilities

The following functionaries are responsible for the implementation of this regulation:

- 5.1 Director: Department of Enrolment and Student Administration
- 5.2 Director: Human Resources
- 5.3 Chief Executive Officer: Enterprises University of Pretoria (Pty) Ltd.
- 5.4 Dean: Gordon Institute of Business Science, University of Pretoria

6. Associated documents

- 6.1 Standard Operating Procedure for the Issuing of Certificates at the University of Pretoria
- 6.2 Certificate Policy and Procedure of Enterprises University of Pretoria (Pty) Ltd.
- 6.3 Certificate Policy and Procedure of Gordon Institute of Business Science, University of Pretoria.

7. Policy life cycle

- 7.1 This policy should be reviewed at least every five (5) years. The current policy will remain in effect until such time as an amended or replacement policy is approved for implementation.
- 7.2 The accompanying Standard Operation Procedure may be reviewed whenever circumstances dictate and must be approved by the Director: Department of Enrolment and Student Administration in consultation with the Registrar.

8. Document metadata

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