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Policy: **Degree Audit**

Code: **06ST08**

Reviewed/ Revised: **23/07/2022**

Policy Owner: **Head of Academic Services and Registry (Registrar)**

Target audience: **Graduating Undergraduate and Postgraduate Students**

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**PURPOSE:**

The purpose of this policy is to determine the eligibility of the graduating students to receive their official degree certificate and gain the alumni status.

**SCOPE:**

This policy is applicable to undergraduate and postgraduate students who had successfully completed their programme of studies.

**POLICY STATEMENT:**

All graduating students must successfully complete the total number of credits for them to graduate from their programme of studies.

The list of graduating students and awards of honours classifications are decided during the Exam Board meeting.

**RESPONSIBILITY:**

The Head of Academic Services and Registry is responsible in the implementation of this policy and will update it as needed.

**IMPLEMENTATION OF THE POLICY:**

The following steps are required in order to issue the Official Degree Certificate to any graduate/alumni:

- The Academic Services and Registry Office performs a degree audit report for each graduating student and make sure that the student has completed all the academic requirements (admission requirements, credits completion and minimum cGPA required for graduation).
- Before preparing the degree certificate, the Academic Services and Registry Office verifies equivalency requirements and any other pending documents to be collected (clearance form, etc.).
- The Academic Services and Registry Office verifies that the student had settled all their fees and any dues prior to preparation and release of degree certificate and any other official documents.
- The Academic Services and Registry Office prepares degree certificates after satisfying that a student has complete all the requirements.
- The degree certificate is signed by the authorized signatories.
- Physical and electronic copies of degree certificates are maintained under the custody of the Academic Services and Registry Office.
- The Official Degree Certificate is first issued during Graduation and non-attendees can collect their original from the Academic Services and Registry Office only after the Graduation Day. In case of dispatch of degree by post/courier, a copy of the Airway

bill is kept along with the email request of the student

- The Academic Services and Registry Office maintains a Degree Certificates Issue Register which contains signature of the student or his/her authorized representative who collects the degree certificate.

**ASSOCIATED DOCUMENTS:**

- 03EP03 Undergraduate Completion Requirements
- 03EP04 Postgraduate Completion Requirements

**MENTIONS:**

- Catalogue
- Student Handbook

**DATE OF NEXT REVIEW:**

This document should be reviewed by **February 2024.**

**POLICY APPROVALS RECORD**

Policy Name:	<b>Degree Audit</b>	
Policy Code:	<b>06ST08</b>	Formerly: NA
Date of first approval:	<b>23/07/2022</b>	

<b>Reviewed/ Updated</b>	<b>Details of Amendment</b>