

Quality Driven, Financially Sustainable, Comprehensive University

PROCEDURE MANUAL FOR SELECTION & FINALISATION OF GRADUANDI LISTS

13 MAY 2013

**UNIVERSITY OF VENDA**

**Objective**

The procedure manual is to regulate and streamline the selection and finalization of undergraduate graduandi lists, leading to awarding of Degrees, Diplomas, and Certificates to candidates who had fulfilled the requirements.

1. **Selection of the candidates**

The School Administrators shall select candidates to be awarded the Degrees; Diplomas or Certificates within the School. During selection of candidates to graduate, the School Administrator has to ensure that selected candidates have met the following requirements:

* 1. Academic requirements

The candidate should have complied with all the requirements for such a Degree, Diploma, and a Certificate.

* 1. Administrative requirements

The candidate should have:

* Fully paid the study fees
* Submitted authentic - original and certified copies of matriculation; or exemption; or NSC / NCV certificate.
* Submitted an original and certified copy of the front page of the I.D. book.
* The candidates’ names, ID numbers are correctly captured on the ITS

The candidate should not be having any pending disciplinary action.

1. **The selection process** 
   1. The School Administrator

During Selection process, the School Administrator has to:

* Print global list for all students registered for the previous year within the School.
* Go through the transcripts of academic records identifying candidates who had fulfilled the requirements to be awarded their Qualifications.
* Compile the graduandi list per Qualification.
* Supervision by Assistant Registrar: Student Administration
* The list must be signed by the administrator and the Assistant Registrar.
* The list is then submitted to the relevant Head of Department for the qualification/Dean.
  1. Head of Department

As Head of the Department, the HOD shall:

* Receive graduandi list and transcripts of academic records (i.e. for Qualifications within the Department) from the School Administrator.
* The Departmental Examinations Committee meets to checks and verifies that the candidates on the list did fulfill the requirements for the Qualification to be awarded.
* The head of department recommends to the School Examinations Committee the awarding of the Qualification to candidates on the graduandi lists.
* The graduandi lists, with recommendations are returned to the School Administrator for consolidation.
  1. School Examination Committee meeting
* Shall be constituted by the Dean.
* Consolidated Schools’ graduandi lists, recommended by HOD’s serve at the meeting.
* The School Examination Board meeting approves the graduandi lists.
* A consolidated Schools’ graduandi list is approved by the Dean, and graduation statistical information is brought to SENEX for notification.

* 1. Examination Section
* The Chief Examinations Officer shall receive signed Schools’ graduandi lists.
* Examination section generates a list to verify the correctness of ceremonial dates and decision dates for awarding of the qualifications.
* The verified list is prepared and signed by the Assistant registrar Examinations and Auxiliary services; recommended for Final approval by the Deputy Registrar and approved by the Registrar.
* Additional graduandi lists should be signed by Deans
* Certificates are printed, and signed by designated office bearers.

2.5 Time lines

NB: There is a deadline for Finalisation of Graduandi lists usually in April.

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| Activity | Dates for meetings | Deadline for submission |
| The School Administrator selection process | February | 28 February |
| The Departmental Processes | March | 15 March |
| The School Processes | March | 30 March |
| The submission of Final list by School Administrator to Examinations |  | Deadline on University year plan (usually in April) |
| The Examinations Section processes | April | Final submission of lists to Mr Dzaga, 30 April |

A candidate not appearing on the graduandi list, and is of opinion that s/he is eligible to graduate, has to lodge an appeal to the Deputy Registrar: Academic Administration.