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Certification and Graduation Policy

Version History					
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Revision History					
Version	**Change Originator**	**Document Owner**	**Approver**	**Approval Date**	**Effective Date**
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Version 2 Doc_076_22_v3	**Quality Manager**	**Registrar**	**Registrar and the Principal**	**01/10/2022**	**01/10/2022**
	Details of Change	*Code includes effective year (22) and version number (v3) refers to the Assessment Criteria of Classification used. *Includes Section 7: Classification of Qualification. To align the Academy with European Universities three categories for classification are adopted: Distinction, Merit and Pass *Includes Appendix 1: Assessment Criteria for MQF Levels 5, 6 and 7.			
Version 3 Doc_076_24_v3	**Dep. Principal Academic Affairs**	**Registrar**	**The Principal**	**05/12/23**	**08/01/24**
	Details of Change	*Updated Section 7: *Levels 4,5 and 6 Qualifications and any Exit Awards may be issued without a classification.			
	IDEA College Logo	**New College Logo was changed on 21/06/2024**			

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Continuous Improvement
Procedures are meant to be 'living' documents that need to be applied, executed, and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated. Please contact us on: +356 2145 6310

It is IMPORTANT to always make sure that the latest version of a policy document is consulted.

Contents

1. Aim

This document aims to provide the requirements associated with Certification and Graduations at IDEA Academy.

2. Principles

- To ensure the integrity of and rigour in the conferral of Certificates offered by IDEA Academy.
- To ensure that Certificate titles unambiguously identify certification types, level, number of credits and field of study/discipline.
- To establish the requirements for graduates to receive the certification documentation to which they are entitled.

To support this document reference to related policies will be made. The final two (2) digits in a Document Code refer to year of development/review. In cases where a more recent review than the one indicated in this document exists, the reader is to refer to the most recent version.

3. Definitions

Certificate	A legal and official document that is presented by the Academy to the graduate upon successful completion of a defined course of study representing his/her achievements.
Conferral	The act of granting a certificate to a graduand after successful completion of their requirements of a defined course of study. Upon conferment the graduand is admitted as a legal graduate of IDEA Academy. The graduand is then referred to as graduate.
Diploma Supplement	An official stamped and signed document which provides a detailed description of the nature, level, context, content, number of credits and status of the defined course of studies that were pursued and successfully completed by the graduate.
Graduand	Person who has successfully completed the academic requirements of a defined course of study and is waiting conferral from IDEA Academy.
Graduate	Person who is recognised and conferred by the Academy as having completed successfully the academic and other requirements of the defined course of study.
Official Document	Document which includes relevant logos of IDEA Academy, MFHEA and other entities as applicable.
Student	Person who has been admitted and is following a defined course of study.
Transcript	An official signed document representing the candidate's academic achievement at the time of issue.
Record of Work	A stamped statement representing the student's academic achievement at the time of issue.
Types of Certificates	4 main types of Certificates are issued depending on the defined course of study: 1. Award 2. Certificate 3. Diploma 4. Degree.

4. Policy

1. Students who have met the academic requirements for course completion of the defined course of study in which they are admitted, are confirmed as graduands.

2. Once confirmed, graduands will have their Certificate conferred by IDEA Academy.

3. Graduates are entitled to use the official Certificate Title once the Certificate has been conferred by IDEA Academy.

4. Certificate titles are the representation of the certificate type, level, number of credits, field of discipline of the study consistent with The Malta Qualifications Framework.

5. Official certification documentation will be issued as described below in the section: *Certification Documentation.*

6. Certification Documentation will be reissued in exceptional circumstances.

7. IDEA Academy may revoke a Certificate that has been conferred.

8. Certification Documentation must be returned if the Certificate has been revoked by IDEA Academy.

9. IDEA Academy may prevent a graduate from being able to participate in a Graduation Ceremony if reasonable grounds of a risk or threat have been identified.

5. Confirmation of Completion of Study Programme

5.1 Upon completion of a study programme the Registrar in consultation with the Director of Studies identifies the status of the students' study journey.

5.2 Upon successful completion of all the academic requirements for course completion of a defined course of study, the student is thereafter regarded as a Graduand.

5.3 The Director of Studies identifies the eligible Graduand List and communicates to the Registrar.

5.4 The Registrar confirms the eligible Graduand List for conferment of the Certificate on the basis of:
    1. The student has successfully completed all the academic requirements of a defined course of study; and
    2. There is financial clearance of all tuition fees; and
    3. The student attendance record is in accordance with programme specifications; and
    4. There is clearance to confer student's Certificate since there is no pending of misconduct process.

5.4 The Registrar will communicate with ineligible students advising the reason for ineligibility of confirmation of the Certificate.

5.5 Once conferred the Graduand will be known as a Graduate of IDEA Academy.

5.6 The Registrar's Office will communicate with eligible Graduands requesting they confirm if attending a ceremony or not.

6. Certification Documentation

6.1 IDEA Academy issues four main documents:

1. Certificate, A legal and official document that is presented by the Academy to the graduate upon successful completion of a defined course of study representing his/her achievements. The Certificate includes the following details:
- Title of Study Course
- Name and Surname of Candidate
- MQF Level
- Number of Credits
- Dates: Start and End Dates of study
- Relevant Logos:
  - IDEA Academy as the Awarding Body
  - MFHEA as the Accrediting Body
  - Other Collaborating Institutions as applicable
- Reference Code
- Signatures of the Principal and the Chairperson of the Board of Governance

Two forms of Certificates are issued:

Form 1: A printed document which is presented to the graduate during the graduation ceremony. This Certificate is printed to include an embossed logo and is verifiable via blockcert.

Form 2: Document which is given to the graduate at exit points or in the case of Awards. This Certificate is verifiable via blockcert.

2. Diploma Supplement, An official stamped and signed document which provides a detailed description of the nature, level, context, content, number of credits and status of the defined course of studies that were pursued and successfully completed by the graduate.

3. Transcript, An official signed document representing the candidate's academic achievement at the time of issue.
Transcripts are issued upon request by the candidate.

4. Record of Work, A stamped statement representing the student's academic achievement at the time of issue.
Record of Work is issued to all students at exit points of a defined course of study or as requested by the student.

6.2 Certificates and Diploma Supplement

6.2.1 A Certificate and a Diploma Supplement are issued for all Graduates.

6.2.2 For those Graduates who are invited for a Graduation Ceremony:
6.2.2.1 For Graduates attending a ceremony the original Certificate and Diploma Supplement will be retained until the nominated graduation ceremony, or
6.2.2.2 For Graduates not attending a ceremony the original Certificate and the Diploma Supplement will be posted or made available for collection from the campus IDEA Academy, as advised by the Graduate.

6.3 Reissue of a Certification Document

A Certificate, Diploma Supplement, Transcript and/or Record of Work may be reissued if:
6.3.1 An administrative error has occurred.

6.3.2 Replacement certificates will be produced and signed by the signatories current at the time of the request.

6.3.3 The process of issuance of replacement certificates will be suitably tracked by the Academy Registrar.

6.4 Revocation of Certificates

6.4.1 A Certificate that has been conferred by IDEA Academy may be revoked under the following circumstances:
6.4.1.1 That an error was made in confirming the completion of the defined course of study, and the academic and other requirements for course completion outlined in the Programme Specifications of the year the course was commenced have not been fulfilled; or

6.4.1.2 Where proven through student disciplinary or other action that a Graduate is in breach of the IDEA Academy's Policies and Regulations e.g. to include, Code of Ethics, Student Code of Conduct, the Code of Academic Integrity, Students Rights and Responsibilities, Research Code of Practice; or

6.4.1.3 That an error was made in calculating the Graduate's Certificate Grade a replacement certificate showing the correct Grade is required.

6.4.2 When a Certificate has been revoked the Registrar's Office will communicate with the Graduate to explain the reason for the decision and arrange the return of the original certificate to the Registrar's Office.

6.4.3 Where the Certificate is revoked the Registrar's Office together with the Director of Studies will correct the graduate's records in the Student Management System and reissue a correct original Certificate.

6.4.4 Where the Certificate is revoked the Registrar's Office will destroy the original Certificate and remove related certification documents from the digital repository.

6.4.5 Graduates may be requested to surrender their Certificate whenever a replacement certificate is different from the original.

7. Classification of Qualification

An overview of the award classification schemes for the different types of awards is given in the table below:

Qualification Level*	Award	Classification Bands
Level 7	Masters' Degree	Distinction Merit Pass
	Postgraduate Certificate	
	Postgraduate Diploma	
Level 6	Bachelor's Degree	Distinction Merit Pass
Level 5	Higher Diploma	Distinction Merit Pass
	Diploma	
	Certificate	

Levels 4,5 and 6 Qualifications and any Exit Awards may be issued without a classification.

Refer to Appendix 1: Assessment Criteria for MQF Levels 5, 6 and 7

8. Supporting Documents

IDEA Academy's Internal Quality Policy.
Doc_009_22 Student Disciplinary Procedure
Doc_010_22 Equality and Inclusivity Policy
Doc_013_22 IDEA Academy Ethos
Doc_ 037_ 22 General Programme Regulations
Doc_039_22 Code of Ethics
Doc_075_22 Admission Policy and Procedure
Doc_077_22 Progression Policy and Procedure

9. Appendix 1: Assessment Criteria for MQF Levels 5, 6 and 7

9.1 The Assessment Criteria for M.Sc. Programmes – MQF 7

Learning outcomes Level MQF 7	Assessment Criteria			
	Distinction	**Merit**	**Pass**	**Fail**
	(Mark 86 and over)	(Mark Between 56-85)	(Mark Between 50-55)	(49 and lower)
Students of this level should be able to:				
• Critically challenge, critique, analyse, evaluate and synthesize ideas and concepts from lectures, online discussions, academic books, journals and peer review papers to support development of a line of argument.	Outstanding use of literature showing excellent ability to synthesise evidence in analytical way to formulate clear conclusions.	Good use of literature showing good ability to synthesise evidence in analytical way to formulate clear conclusions.	Limited use of literature showing fair ability to synthesise evidence to formulate conclusions.	Poor use of literature showing lack of ability to synthesise evidence to formulate conclusions.
• Apply theoretical knowledge and critical analysis.				
• Depth of understanding.	Convincing and persuasive depth of understanding of the subject matter is evident	Clear understanding of the subject matter is evident	Adequate understanding of the subject matter is evident	Many salient components of the subject matter lacking.
• Referencing	Employs very accurate referencing style	Employs good referencing	Employs referencing mostly inaccurate	Employs little or no referencing

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9.2 The Assessment Criteria for B.Sc. Programmes – MQF 6

Learning outcomes Level MQF 6	Assessment Criteria			
	Distinction	**Merit**	**Pass**	**Fail**
Students of this level should be able to:	(Mark 86 and over)	(Mark Between 56-85)	(Mark Between 50-55)	(49 and lower)
• Analyse, evaluate, and identify the relevance and significance of: o Facts o Principles o Concepts o Theories o Assumptions o Values/beliefs/ethics o Arguments o Information/data from lectures, online discussions, academic books, journals and peer review papers to support development of a line of argument.	Shows originality and confidence in analysing and criticising assumptions, is aware of the limits of knowledge. Likely to add new insights to the topic and approaches the quality of published material.	Shows some originality of thought with good critique and analysis assumptions, is aware of the limits of knowledge.	Some research using texts, Internet and key reference sources with reference citation and presentation according to guidelines.	Work in this range attempts to address the question / problem but is substantially incomplete and deficient.
• Apply theoretical knowledge and critical analysis.	Evidence of extensive research, uses and presents references effectively.	Well-researched, good use and presentation of references.	An attempt to follow directions regarding organisation, structure, use and flow of language, grammar, spelling, format, diagrams, tables etc.	Serious problems with a number of aspects of language use are often found in work in this range.
	Outstanding quality in terms of organisation, structure, use and flow of language, grammar, spelling, format, presentation, diagrams, tables etc.	Good in terms of organisation, structure, use and flow of language.		

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9.3 The Assessment Criteria for Diploma Programmes – MQF 5

Learning outcomes Level MQF 5	Assessment Criteria			
	Distinction	**Merit**	**Pass**	**Fail**
Students of this level should be able to:	(Mark 86 and over)	(Mark Between 56-85)	(Mark Between 50-55)	(49 and lower)
Analyse, research and clearly articulate understanding of the subject matter.	Wide research incorporating up-to-date, relevant original material.	Evidence of research in the topic area and satisfactory use of sources and references.	Topic is researched using mainly books and Internet. Attempts to use and / or present references / bibliography according to convention.	Serious problems with a number of aspects of language use are often found in work in this range and the work may be severely under / over-length and / or fails to grasp the nature of the topic matter.
Organise and structure assignments, use proper grammar, spelling, punctuation, and use of diagrams and tables.	Accurate citation and use of references.	Good organisation, structure, use and flow of language, grammar, spelling, format, diagrams, tables etc.	A basic attempt to follow directions regarding organisation, structure, use and flow of language, grammar, spelling, format, diagrams, tables etc.	Content, analysis, expression, structure and use of sources will be very weak or missing.
	Excellent with few or no errors in organisation, structure, grammar, spelling, punctuation, use of diagrams and tables.			

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