

## Category D: Graduate Policies Catalog

Policy	Page
Admission Requirements Policy for Postgraduate Studies	2
Graduate Academic Requirements for Earning Graduate Degree	8
Graduate Planned Educational Leave of Absence & Withdrawal from University	16
Graduate Academic Requirements for Earning a Nondegree certificate	19
Graduate Credit Transfer	24
Thesis Requirements for Academic Masters or PhD Degree	27
Graduate Students Appeal	31
Development of New Graduate Program& Program Review	34
Development of New Graduate Course & Course Review	38
Certificate Issuance	41
Program Accreditation	44

## Certificate Issuance Policy

<b>Policy Title</b>	Certificate Issuance
<b>Responsible AIU Office (Higher Management/Directorate)</b>	University Vice President
<b>Policy Owner (Executive Department/Office)</b>	Senior Director of Office of Postgraduate Students Affairs
<b>Pertinent Dates</b>	Created in March 2022, Approved in ....., Applied effective in .....

### I. SCOPE OF POLICY

This policy applies to all postgrad programs in the university. All students, academic staff, and program directors for postgraduate studies as well as partners in the programs (if any) should be informed with this policy. The purpose of this policy is to outlines the processes for managing the security, issuance and replacement of certificates, and Transcripts in order to mitigate against loss, theft and fraudulent representation of qualifications.

### II. DEFINITIONS

**Award:** refers to a certificate, or transcript of a diploma, masters degree or PhD.

**Certification:** refers to the combination of documents that a student receives when completing a course of group of courses as a statement of accomplishment.

**Committee for Academic Programs bylaws and Courses:** A committee in the Education Affairs Council concerned with reviewing and developing new and existing programs and courses.

**Confer / Conferral:** the granting of an Award in recognition of academic achievement

**Course:** A course is the specific content which is taught throughout a semester and is allocated a certain number of credit hours according to the educational program. A special code is assigned for each course.

**Graduate:** a student who has successfully completed all the requirements for an Award

**Program:** A set of courses that qualify for obtaining a degree if the student passes the courses successfully.

**Program Coordinator:** A faculty member entrusted with creating a new study program or reviewing an existing one.

**Statement of achievement:** a list of courses completed successfully by the student including the student's grade in each course.

**Testamur:** it is a university certificate, a legal document that is made available when the degree is conferred. This official document which contains the university seal as well as the signatures of the University Vice-President and President.

**Transcript:** It is a record showing a student's academic path at AIU and the courses he/she has studied in each semester, along with their codes, credit hours and grades. It also includes other transferred courses finished by the student in another university and the semester GPA.

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### III. POLICY STATEMENT

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This policy document sets out the fundamental rules and procedures for issuance of a certificate for postgraduate studies in AIU. This document will be revised and supplemented, as required, to meet new needs and conditions of newly opened and running programs. Revised pages will be sent to all holders who are responsible for keeping the manual current. An important part of this updating process depends on the constructive comments, information, and suggestions received from the postgrad students as well as the staff members and other administrative users.

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### IV. RESPONSIBILITIES

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This policy must be implemented by the University Vice President and Faculty of Graduates Studies to be applied on all postgraduate programs.

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### V. POLICY STANDARDS AND PROCEDURES

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AIU announces the procedures for all program directors and staff members. Students who complete a course or a set of courses or a whole program are entitled of a certificate to verify their achievement.

AIU office of Graduate Students Affairs, Dean of the Faculty of Graduate Studies and the University Vice President maintains strict security with respect to the printing, storage and issuance of Certification. Students are charged with fees for the issuance of certificates and transcripts and statements of achievement for the first time as well as for extra copies.

#### **Conferral of Awards**

- Students will qualify for an Award upon successful completion of the required number of courses in the Award.
- The Program director, as well as the program coordinator and the council of the faculty of graduate studies approve students who are eligible to graduate.

#### **Issuing Certification Documents**

- Certificates, transcripts and statements of achievement will be available for collection 30 working days after the approval of students who are eligible to graduate.
- Certification documents will be issued only in the student's legal name as recorded in the student information system based on his national ID, birth certificate and Passport.
- Certification documents will be issued at either a standard graduation ceremony or mailed out to students at their request. Additional fees apply to documents posted to an overseas address.
- An unofficial Transcript can be downloaded from the student portal during the student's enrolment at AIU.
- Any student who has been enrolled in a Course, but formally withdraws prior to completion of that Course, **is not eligible** to apply for a statement of achievement listing successfully completion of this course.

- Students who complete a degree program (diploma, masters, PhD) will receive a Testamur and a Transcript and statement of achievement
- Students who enrolled in a auditor **will not receive** a Certificate of Accomplishment
- Students may request replacement or additional copy of the Certification documents by completing the **Application for Documents form and paying a fee** (unless the Certification was issued in error by AIU with incorrect details). The replacement will be on the current template stating the original graduation trimester and that it has been ‘reissued’.
- Reissuing and extra copies are authorized by the university vice president or the dean of the faculty of graduate studies.
- Titles of Qualifications in the Testamur and other Certification documents align with the AIU Qualifications Bylaws.
- Certification includes several measures to prevent fraudulent replication of these documents including (but not limited to) a raised seal, watermark, signature, microscopic markings and a unique Testamur identification number and unique student identifier number.
- Certification issued under this policy shall be maintained on a Office of Graduate Students Affairs for at least 30 years.
- The certification documents can be ordered only the the graduate himself or his first degree relative (Father – Mother- Siblings)

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## VI. FORMS/INSTRUCTIONS (if applicable)

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1. Application for Documents Form

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## VII. APPENDICES (if applicable)

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[This section includes any additional relevant information or documents in attached appendices.]

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## VIII. CONTACT INFORMATION

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University Vice President  
 Dean of Faculty of Post Graduate Studies  
 Senior Director of Office Postgraduate Students Affairs

<b>Triggered by:</b>	Name	Date	Sig.
<b>Created by:</b>	Name	Date	Sig.
<b>Revised by:</b>	Name	Date	Sig.
<b>Approved by:</b>	Name	Date	Sig.