

Maldives College of Higher Education

Academic Policy

REPLACEMENT of TESTAMURS

This policy was approved by the Interim College Council on 8th June 2000. With immediate effect

Purpose

This procedure describes the process by which a graduate of the College may obtain a replacement certificate and by which graduates of other institutions which are now part of the College, the student records of which can be verified, may be issued with a certificate verifying completion.

Scope

This procedure shall apply to all graduates of the College and other institutions that are now part of the College, who request a replacement certificate in the appropriate form.

Definition

A replacement certificate is not a duplicate copy of the original. Duplicates of awards, i.e. more than one, are not provided.

Procedure

A request in writing for a replacement certificate should be made in the appropriate form. The original certificate, where available, must be included with the form

(a) Fee

The appropriate fee must be paid before the replacement certificate will be issued. Fees will be charged on a full cost recovery basis.

(b) Name Appearing on Replacement Certificate

1. Normally the name which appears on a person's certificate will be the name under which that person was enrolled when they completed their course.
2. Married women will be awarded certificate in their maiden name.
3. The College may issue a token new certificate in the same name as the original certificate:
 - (a) if satisfied that the original has been lost or destroyed; and
 - (b) on payment of a fee determined by the College; and
 - (c) in the same name as the original certificate.
4. Once a certificate has been issued a new certificate will not normally be issued in any other name. It is expected that the person will have appropriate evidence of any change of name, and this evidence, together with the original award certificate, will be sufficient to establish the person's qualifications.

(c) Updating Records

An appropriate statement of any change made to the name of a person under this policy will be recorded on the Graduation Roll and the replacement certificate number shall be duly recorded therein.

Format of the Replacement Testamur

Replacement testamurs will be of the same size, style, colour and quality of currently issued Maldives College of Higher Education or Institutional testamurs. They will bear the following words and information:

- [Bismi and Maldivian national emblem]
- [MCHE or Institutional logo]
- "In the name of the Council and by authority of the same be it known that"
- [graduate's full name]
- "having fulfilled the prescribed requirements was awarded the"
- [Name of award]
- (and where appropriate) "of the [name of institution] a former institution of the College"
- "on the [date of the original award]"
- "in token whereof the Council has authorised the Seal of the College to be hereto affixed"
- [College Seal]
- [signatures of the Principal and Head of the Institution, OR Head of Institution and Course Co-ordinator] - whichever is appropriate
- "dated this [date of issue]".

A graduate of the Maldives College of Higher Education (MCHE) or its constituent institutions may apply for a replacement testamur.

Applications

Applications must be made in writing to the Principal of the College or Director of the relevant institution. The applicant must provide:

- his or her full name at the date of graduation;
- the name of the awarding institution;
- the name of the course and the award received;
- the year the course was completed; and, if appropriate
- evidence of the student's change of name if the replacement testamur is not to be issued in the name used at graduation.