

# Policy and Procedure

**European College of Polytechnics**



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# European College of Polytechnics

## Certification and Awarding Policy

### I. Purpose

- (1) The European College of Polytechnics (ECP) is committed to upholding the highest standards of academic integrity and excellence in the certification and awarding of qualifications to its students. This policy provides a framework for a fair, transparent, and consistent approach to the awarding of credentials. This policy aims to ensure that all qualifications awarded by ECP are based on merit and achieved through processes that are equitable, transparent, and consistent with national and international standards.

### II. Scope

- (2) This policy applies to all programmes or courses offered by ECP, encompassing diploma, regular, and professional training. It affects all students, faculty, and administrative staff involved in the teaching, learning, assessment, and certification processes.

### III. Policy Guidelines

#### *Eligibility for Awards*

- (3) To be eligible for certification, students must fulfil all necessary requirements of their respective programmes or courses. This includes completing all mandated sessions or units, as well as adhering to any specific conditions set forth by their department or division.
- (4) The academic division in coordination with the administration division monitors academic progress and eligibility for graduation or award.

#### *Assessment and Grading*

- (5) Assessment methods are clearly outlined at the beginning of each programme or course and are designed to measure students' knowledge, skills, and competencies effectively and fairly.
- (6) All assessments are conducted under conditions that ensure academic integrity and fairness for all students.

#### *Certification Process*

- (7) Upon meeting the necessary requirements, students are recommended for graduation. The administrative office prepares certificates and issues official transcripts only for

ECP's regular training programmes. Each document is carefully verified for accuracy and officially sealed to ensure its authenticity. Additionally, for courses and programmes of partner organisations delivered by ECP, certifications are awarded based on students fulfilling the required guidelines set by these partner organisations and the payment of stipulated certification fees.

- (8) Certificates and transcripts are imprinted with the official seal of the relevant authorities and are signed by the appropriate officials.

#### *Publication of Results*

- (9) Examination (if any) results are published on the student portal and are accessible to students after the assessments.
- (10) Confidentiality in handling and reporting examination results is maintained rigorously to protect student privacy.

#### *Appeals and Discrepancies*

- (11) Students have the right to appeal their assessment results if they believe an error has occurred or if the assessment was not conducted in accordance with the stated policies.
- (12) A formal appeal must be submitted to the academic department within a specified period following the announcement of the results. The appeals process is documented, and all appeals are reviewed by a committee designated to handle such cases, ensuring impartiality and fairness.

#### *Record-keeping and Archiving*

- (13) All records pertaining to student assessments and certifications are maintained securely by the administrative office, following applicable laws and policies.
- (14) Documents and records are archived according to the documentation retention policy.

### **IV. Review of the Policy**

- (15) Adapting to changes in educational standards, regulatory requirements, and institutional objectives, this policy is reviewed periodically and must be read in conjunction with other pertinent policies.