Policy Category	Academic Policies
Policy Name	Application for Certificate and Diploma Qualifications
Policy Holder	Deans, UR and Dean of Students
Date of Policy Approval	23rd August,2020
Approving Authority	Governing Council
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Purpose

This document outlines the policy and procedures for assessing students at the University of Lilongwe who are intending to graduate with a certificate or diploma. It includes requirements for academic submissions, coursework completion, application timelines, supervisor appointments, and associated fees.

1. Graduation Requirements for a Certificate

1.1 Guidelines for Writing an Extended Essay

1.1.1 Objective

The extended essay must demonstrate the student's ability to engage critically with a specific topic related to their field of study.

1.1.2 Length

The extended essay should be between 3,000 and 5,000 words.

1.1.3 Structure

The extended essay must include the following key areas:

-Title Page: Include the title, student name, student ID, and date.

-Abstract: A brief summary of the essay (150-250 words).

-Introduction: Outline the purpose and significance of the research.

-Literature Review: A review of relevant literature.

-Methodology: Describe the methods used for research or analysis.

-Findings/Results: Present the main findings.

-Discussion: Analyze the findings in relation to the research question.

-Conclusion: Summarize the main points and suggest areas for further study.

-References: Follow the university's citation guidelines.

-Submission: The essay must be submitted electronically and in hard copy to the designated department by the last day of the semester.

2. Requirements for the Award of a Diploma

2.1 Submission of an Extended Essay or Capstone Project

2.1.1 Short Research Project (Capstone Project)

The capstone project should reflect practical application of knowledge and skills acquired during the course.

- Length: The project report should be between 5,000 and 7,000 words.
- Structure:
    - Title Page
    - Abstract
    - Introduction
    - Project Description: Detailed description of the project, including objectives and significance.
    - Methodology
    - Results/Outcomes: Present the results of the project.
    - Reflection/Discussion: Reflect on the process and outcomes.
    - Conclusion
    - References
- Submission: As outlined above for the certificate.

3. Coursework Completion Requirement

Application for the diploma and certificate qualification is based on successfully completion of all required coursework as stipulated in the program curriculum.
In practice, this means that a student has scored at least a minimum of CGPA 2.0. Any course retakes must be completed prior to the graduation semester.

4. Application for Award of Certificate or Diploma

4.1 Timeline

Students must submit their application for graduation at least one semester before the intended graduation date.

4.2 Application Process

4.2.1 Complete the graduation application form available from the university or online portal.
4.2.2 Submit the form along with any required documentation (e.g., proof of coursework completion, extended essay/capstone project proposal).
4.2.3 Pay the applicable application fee.

5. Appointment of Supervisors

5.1 Internal Supervisors
Each student will be assigned an internal supervisor from their department who is qualified in the relevant field.
Supervisors will be appointed at the beginning of the semester in which the extended essay or capstone project is to be completed.

5.1 Supervisor Responsibilities
- Provide guidance on research methods and project development.
- Review drafts of the extended essay or capstone project.
- Assist with preparation for submission and assessment.

6. Supervision Fees

6.1 Fee Structure
- A supervision fee of MK 150,000.00 for certificate students.
- A supervision fee of MK 200,000 for diploma students.

6.2 Payment Process
- Fees must be paid at the university's accounts office before the supervisor is officially assigned.
- Receipts must be kept as proof of payment, to be submitted with the application for graduation.

Conclusion
This policy and procedure aim to ensure a clear and structured process for assessing students intending to graduate with a certificate or diploma from the University of Lilongwe. Adhering to these guidelines will help maintain academic integrity and uphold the standards of the university.