

THE MICO UNIVERSITY COLLEGE

REGULATIONS GOVERNING THE STORAGE OF BLANK FORMS

The University College's certificates, transcript papers and papers with the University College's marks, in blank are part of the University College's property and therefore shall be stored in an appropriate location to provide adequate security and limited access. The Registrar shall have ultimate responsibility for the storage of said documents through the Assistant Registrar for Examinations and Student Affairs.

The Mico University College's Blank Documents shall consist of certificates, transcript papers or any other paper with the University College's marks.

These regulations have been developed to provide the guidelines for the safe storage of the institutions blank documents which shall be regarded as University assets. The regulations shall provide guidelines to prevent unauthorized use and destruction of these assets and shall apply to all staff members in the Examinations and Student Affairs Departments.

The regulations shall come into effect as of September 1, 2014.

Security Procedures for Blank Documents

1. All Blank documents shall be numbered in sequence.
2. A log book shall bear the sequencing of the blank documents and record the assignment of each numbered document.
3. The Blank documents shall be stored in a location which is secured from fire, insects or any unauthorised access.
4. The persons having access to the blank documents shall be the Registrar, the Assistant Registrar Examinations, the Assistant Registrar Student Affairs, or their respective nominees.

Handling Certificates or any other Document with the University College's marks

1. The Certificates or other documents with the University College's marks shall be used in sequence and appropriately completed.
2. The numbered document shall be logged and the use identified e.g. *Certificate for B.Ed. Early Childhood Degree to Mary Smith* or *Transcript to the University of the West Indies for Tom Brown*.
3. Should there be an error on a certificate or on a document with the University College's marks; the certificate or document with the University College's marks shall still be logged

with the word “ERROR” and “document destroyed” alongside. The document with the error shall be destroyed by means of placing through a shredder.

4. The Certificates or other document with the University College’s marks, after being appropriately completed, shall be taken in batches, for the appropriate signatures and for the application of the seal or stamp.
5. The Officer applying the seal or stamp shall do so in the office of the signatory i.e. the Office of the President and the Office of the Registrar.
6. Once the Certificate or document with the University College’s marks have been signed and stamped or sealed, they are returned to the Departments of Examination or Student Affairs for safe dispatch.