



18 July 2024

## **Notice: Transcripts Issuance for all Fulltime students –Madang Campus**

This email serves to notify the general student body that all transcripts will have gone live as of 10:00am today. All final year students with the exception of MBBS Year Four & Five and RH year Four, will receive a signed official copy of your transcript whilst students in year levels One, Two and Three should be able to download an electronic copy via your student portal account. Please see the VUP student Guide attached on how to access and download your transcript.

We are open to queries about transcripts however, issues regarding raw marks and grading must be discussed at departmental level with program HOD or unit lecturer. Students who were deregistered and recently had their accounts reactivated are asked to reach out to us should you not be able to download your transcript or access your VUP. Final year students to refer to attached schedule for transcript collection .

Please find below answers to Frequently Asked Question (FAQs) should you have a similar query.

We wish you a successful semester two.

Thank you kindly,

Office of the Registrar

## (FAQs) Frequently asked questions and their answers

### 1. I am unable to login into my VUP Account, what should I do?

*Answer: There are two possible solutions. First is to login using a different browser to the default (chrome, Firefox, edge). If you still cannot access your account, please visit the student database office.*

### 2. Can I have a copy of the raw marks to review as I do not agree with my grading on the transcript?

*Answer: Office of the registrar does not issue raw marks, that will be brought to Departmental HOD and your unit lecturer to discuss and provide further guidance.*

### 3. I received my official copy of the transcript, may I also have an e-copy?

*Answer: Processing fees will apply as you have already been issued your official copy. All students should be able to download an e-copy via their student Portal. Likewise, if you are applying out the electronic copy can be used to submit with your required documents. There will be no reprints of transcripts and charges will apply should still you need one.*

### 4. What is the required GPA to progress into the next semester?

*Answer: By Academic Progression Policy, a student is required to receive an accumulative GPA of 1.0 to progress into the next semester. There is exception where if you have a failed a prerequisite unit in certain programs (e.g.: clinical units) you will not progress into the next semester until you have re-enrolled and successfully passed the required unit.*

### 5. Why do I have a fail grade showing when I withdrew mid-semester?

*Answer: Academic penalties will apply if withdrawals are done after week 5 of the semester. A fail grade will show in your semester transcript which will affect your cumulative GPA.*

### 6. Is it possible to not show my previous failed grades from my recent issued transcript?

*Answer: No. An academic transcript shows a student official progressive academic record in the whole duration of their study in one program. Even after students have taken a break from studies and return, the record will remain. Students with sentiments of how it will look in job applications are advised to look at repeating units as growth and progression from fails and market their potential in that respect.*

### 7. Why is my semester GPA different from my cumulative GPA on my transcript?

*Answer: Each semester GPA is calculated with the previous semester(s) GPA to give a cumulative GPA which reads as final GPA on your transcript. The only time your semester GPA and cumulative GPA read the same is in semester one of first year of studies in your respective program.*

### 8. Can I use my NID card to collect my transcript copy?

*Answer: No. Student ID cards are issued for verification of student enrollment and in exchange of receiving services and student support. Although we acknowledge official identifications, our process and procedures stipulate the use of only student IDs for verification.*

Thank you and do let us know if this information has been helpful by scanning the barcode or clicking on it.



## Year Four Transcript Collection Schedule

Please keep to your time. Collection verification will only be through your student ID cards.

Friday 19 July, 2024

Time	Program
9:00 – 9:30am	MEdL and MCS
10:00 – 10:30am	EH, HM, PY and ADEC
11:15 – 11:45am	IS and THM
1:30 – 2pm	BSA
2:30 – 3:00pm	BSM
3:30 – 4pm	CA and PGIS
4:15 – 4:45pm	SRS and SW