

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Degree, Diploma and Certificate Parchment Replacement Policy
Policy Number	020
Approved by	University Registrar
Date of Original Approval	April 3, 2012
Date of Revision	April 15, 2024
Contact Office	Office of the Registrar

1.0 The Aga Khan University, on the endorsement of Academic Council, issues degree, diploma and certificate parchments for presentation to those individuals who have successfully completed an approved University programme of study and/or training.

2.0 Degree, diploma and certificate parchments are only replaced if damaged, destroyed, lost or stolen and where there is a request for change of name if the requester can provide documentary evidence that the change is warranted due to regulatory body requirements.

3.0 DAMAGED PARCHMENTS

This set of regulations addresses parchments that have been damaged and the graduate is applying for a new parchment to replace the damaged parchment.

3.1 A damaged parchment must be returned with a request for a replacement parchment.

3.2 The Registrar's Office representative at each of the University's campuses will determine whether a replacement is warranted.

3.3 If it is determined that a replacement parchment should be provided to the graduate, a request will be made to the University Registrar for approval.

3.4 For the replacement of damaged degree parchments: as the Chancellor personally signs degree parchments, the University makes a request once a year for delivery at the time of Convocation.

3.5 For the replacement of damaged diploma and certificate parchments: as diploma / certificate parchments are signed by the University Registrar and Dean, these replacement parchments can normally be delivered approximately 45 days following the approval of the request for a replacement parchment.

3.6 Replacement parchments are not distributed at Convocation but delivered separately to the requestor.

3.7 A replacement parchment will have the word "Replacement" on the parchment.

- 3.8 A fee for replacement parchment applies. Please refer to the [Parchment Replacement Form for details](#).
- 3.9 The fee for the replacement parchment may be changed without notice.
- 3.10 While an application for a replacement parchment may be submitted by an individual other than the degree, diploma or certificate recipient, the replacement parchment will only be presented to the graduate unless the graduate has officially authorised someone else on the Student Information Release Form to collect the parchment (<https://www.aku.edu/admissions/Documents/information-release-form.pdf>).

4.0 LOST / STOLEN / DESTROYED PARCHMENTS

This set of regulations pertains to requests for a replacement parchment because the parchment has been lost, stolen, destroyed or otherwise is not available to the graduate.

- 4.1 The graduate must make an application to replace the lost / stolen / destroyed parchment. The application form can be downloaded from the website: (<https://www.aku.edu/admissions/Documents/Replacement%20Parchment%20Form.pdf>)
- 4.2 The graduate must make a police report stating that the parchment has been lost / stolen / destroyed. An original copy of the police report must accompany the application for replacement of the lost / stolen / destroyed parchment.
- 4.3 The graduate must place an advert in the newspaper stating that the parchment has been lost / stolen / destroyed. A copy of the newspaper advert must accompany the application for replacement of the lost / stolen / destroyed parchment.
- 4.4 In accordance with local legal requirements, the application to replace the lost / stolen / destroyed parchment must be accompanied by a notarized / court affidavit attesting to the parchment being lost. (For example, in Pakistan, an affidavit on judicial paper worth Rs 100/= giving the reasons for the issuance of a replacement parchment will be endorsed by a First-Class Magistrate with his signature and the seal of the court.)
- 4.5 A copy of the graduate's national identity card or passport must accompany the application.
- 4.6 In addition, as part of the application for the replacement of a lost / stolen / destroyed parchment, the graduate must include a statement that obligates them to return the replacement parchment if the original parchment is found.
- 4.7 For the replacement of damaged degree parchments: as the Chancellor personally signs degree parchments, the University makes a request once a year for delivery at the time of Convocation.
- 4.8 For the replacement of damaged diploma and certificate parchments: as diploma / certificate parchments are signed by the University Registrar and Dean, these replacement parchments can normally be delivered approximately 45 days following the approval of the request for a replacement parchment.
- 4.9 Replacement parchments are not distributed at Convocation but delivered separately to the requestor.

- 4.10 A replacement parchment will have the word “Replacement” on the parchment.
 - 4.11 A Fee for replacement parchment applies. Please refer to the [Parchment Replacement Form for details](#).
 - 4.12 The fee for the replacement parchment may be changed without notice.
 - 4.13 While an application for a replacement parchment may be submitted by an individual other than the degree, diploma or certificate recipient, the replacement parchment will only be presented to the graduate unless the graduate has officially authorised someone else on the Student Information Release Form to collect the parchment (<https://www.aku.edu/admissions/Documents/information-release-form.pdf>).
- 5.0 If the replacement parchment is requested for a reason other than what is mentioned in clause 2.0 in this document, the University Registrar should be referred to for necessary advice

