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THE MALDIVES NATIONAL  
UNIVERSITY

## Student Admissions Policy

First Approved: 22nd June 2000  
This Revision: 8th June 2015  
Approved by: Academic Senate  
Contact person: Registrar`

### A. Introduction

The purpose of this policy is to set out the procedures for student selection and admission in the Maldives National University (MNU). The procedures apply to all credit bearing courses of the University.

In MNU, the academic year is organized into two terms. The first term starts usually in January and the second in June or July. *Courses open to admission will be announced four months before teaching weeks begin, except in the case of courses not owned by MNU. No course announcements will be made for MNU courses later than four weeks before the term teaching is scheduled to start.*

### B. Principles

1. MNU is committed to providing a fair admission system. A fair admissions system provides equal opportunity for all individuals, regardless of their background, to gain admission to a course suited to their ability and aspirations.
2. A fair admissions system must be transparent. All applicants must have the opportunity to verify the selection process by following suitable administrative processes. Procedures for complaints and appeals must be available to applicants.
3. Prior educational attainment information, for example, OL/IGCSE/SSC or AL/HSC results, is the best single indicator of success available for deciding admission. Admission criteria for any course should not include factors irrelevant to the assessment of the potential of the student to complete a course.

4. Admission processes should minimize barriers that are irrelevant to meeting admission requirements.
5. MNU Admissions system must be regarded by the public with confidence. It must offer a high-quality, prompt and professional service to applicants.
6. *Eligible* applicants will be offered seats on a *first-come first-served* basis; that is, students are allocated seats in the order the eligible applications arrive without other considerations or biases including higher academic attainment.
7. Whenever possible, student preferences on courses will be given priority.

### **C. Information for applicants and enquirers**

1. Accurate and appropriate pre-entry information, transparent admissions procedures and support to prospective students will be provided by MNU.
2. Up-to-date selection criteria and processes will be published on MNU website and other public media.
3. Every effort will be made to ensure that the information provided is accurate at the time of publication. All information that is subject to change, after publication such as course information, entry criteria, University processes/policies and financial matters will be kept up-to-date on MNU website.

### **D. Responsibilities and roles of Student Administrative Services**

The Student Administrative Services is responsible for:

1. Responding to enquiries regarding admission processes and advising students on specific applications.
2. Receiving and processing all applications to study at the University.
3. Decision making in line with agreed criteria and onward transmission to applicants.
4. Advise students on course applications.
5. Informing students on their admission status within two weeks of application submission in cases where application requirements are complete.

### **E. Responsibility of applicants in the application process**

The Applicant is responsible:

1. To provide full and accurate information in an application and to notify MNU of any changes or corrections to the original application.

2. To abide by the rules and regulations of the University in the application process.

## **F. Selection criteria**

For most MNU courses the number of applications received is *more* than the available seats. Therefore, seats may not be offered to all applicants who meet the minimum entry qualifications. All applicants for a course are assessed against the *same* entry criteria which are publically announced through MNU website and other media channels. However, as seats are allocated on a first-come first-served basis, a student who have better examination results but applies later may not get admission.

### *Academic Requirements*

1. Details of course specific entry criteria will be made available when applications are called for.
2. Applicants must possess the minimum qualifications as required by individual Faculty/Centre or courses. Applicants who do not meet the published criteria will not be selected. If due to shortage of applicants, a revision of entry criteria is required, then a new public announcement of the revised criteria should be made.

### *Non-academic and further requirements*

1. Some MNU courses require appropriate levels of English Language competence. Applicants who do not have the level of English Language requirement may sit the MNU English Language Entrance examination conducted at least twice each year by MNU. Where other language or subject competencies form prerequisites for admission, MNU may offer examinations at its discretion.
2. Entry to some courses of study requires students to meet additional non-academic conditions. These may include interviews, police screening checks and health checks. Where such requirements are called for, these will be specified in the announcement and advised to applicants.
3. Applicants seeking entry from alternative requirements must submit details of work experience and other documents to support their applications.

## **G. Documents for Application**

1. The maximum number of courses applied by an applicant should not exceed three (3) for any particular intake.
2. All the courses an applicant is applying for must be stated in one application form in the order of preference. Offers will be given based on the preference of

the applicant and availability of seats.

3. Students will need to submit the following with all applications:
  - a. Completed and signed University application form.
  - b. Attested copies of all relevant certificates and / or credentials.
  - c. Copy of national identity card.
  
4. For some courses, all or some of the following additional documentation are required. All the documents listed are not required for all the courses. The required documents will be specified in the course announcement.
  - a. Proof of employment from employers.
  - b. A reference from the current or last employer.
  - c. Records such as school leaving certificate, attested copy of the report card for the last year completed at school.
  - d. Other documents.

#### **H. Assessing and communicating with applicants**

1. The Student Administrative Services and MNU campuses receive all applications.
2. The Student Administrative Services processes all applications.
3. If the course involves an assessment based on academic requirements only, then the Registrar's office will make the selection decision based on entry criteria. The decision will be informed to the student by email.
4. In cases, where achievement against the criteria is not certificated or is otherwise unclear, an application may be referred to the respective Faculty/Centre.
5. Where further assessment activity is required (e.g. interview/entrance examination), the applicants will be referred to the respective Faculty/Centre/Department. For such cases the offer-making process may be delayed.
6. In all cases decisions and subsequent admissions-related information are communicated by the Student Administrative Services Office via email.
7. Students who are not successful in their application may request Student Administrative Services to return the attested copies of their certificates within one year of application, after the term begins.

#### **I. Acceptance of offer and registration**

1. Once an applicant receives an offer for an MNU course the applicant is expected to do the following:

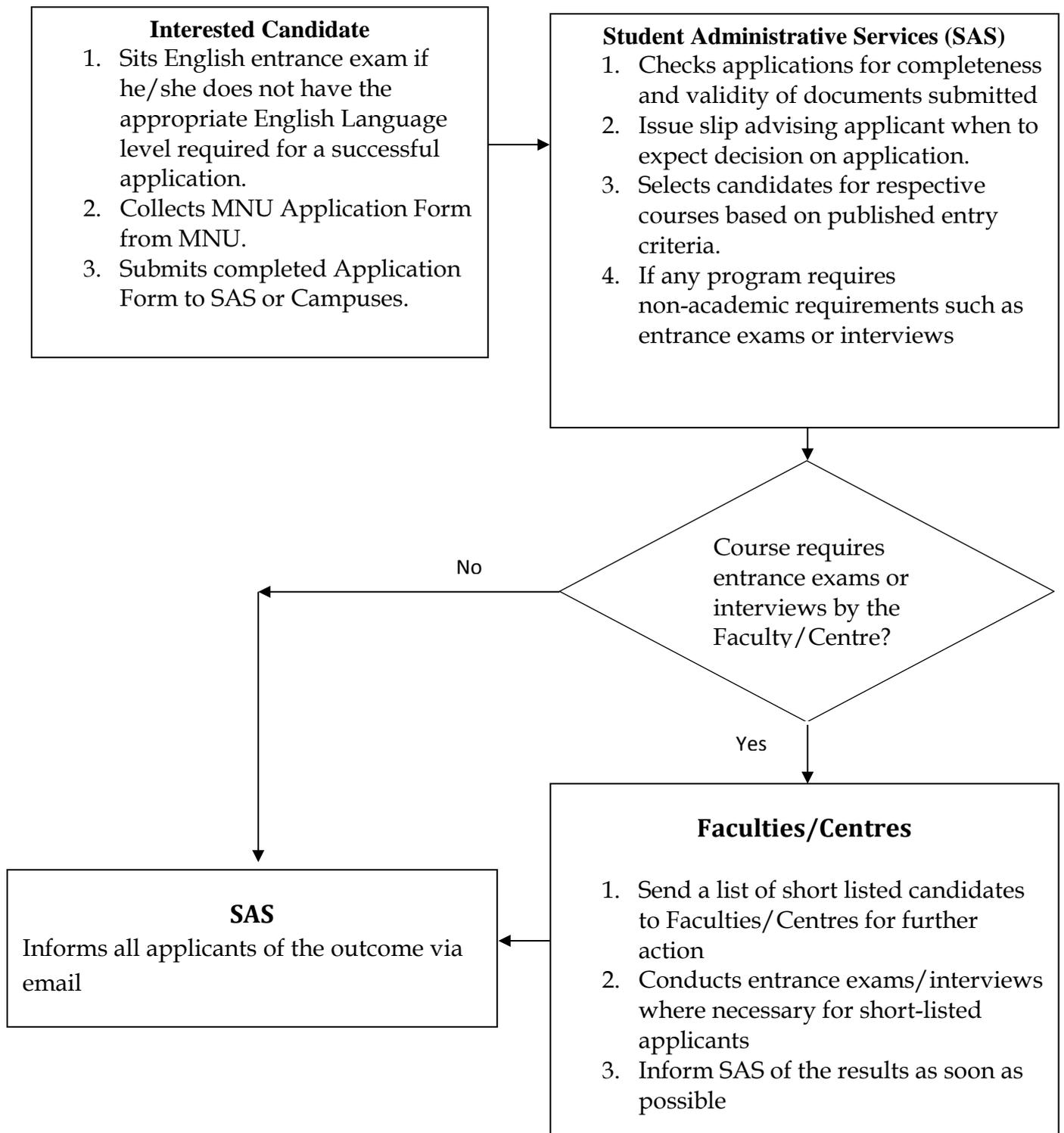
- a. Accept the offer using the form provided within the period noted in the offer letter.
  - b. Register in the course and pay fees in the period noted in the offer letter.
  - c. Complete any other requirements noted in the offer letter.
2. The University reserves the right to cancel an offer if the applicant does not register in the period stated in the offer letter.

#### **J. Withdrawal or cancellation of offer**

The university reserves the right to withdraw or cancel an offer under the following circumstances:

- a. The offer to a course is based on the assumption that the applicant has accurately and truthfully presented all the relevant facts in their application documents. The University will withdraw or cancel the offer if it was found that the documentation provided to secure the offer is inaccurate or incomplete or misrepresented the applicant's academic and other achievements.
- b. The University will withdraw the offer, if the applicant is found to have a criminal conviction or engaged in nefarious activities that could compromise the reputation and safety of other students and staff.
- c. University policies stipulate that a certain number of students must register for a course before the course can be taught. The offer will be withdrawn if the registered students are fewer than what is required.
- d. In extenuating circumstances, the University may not be able to gain access to resources that it expected to gain to run a course. In these circumstances, the offer will be withdrawn.
- e. If the offer made to an applicant is withdrawn, the University will attempt to offer the student, his or her second or third choice of course, in that order, subject to availability of seats and eligibility.
- f. Offer of a seat in a course is considered withdrawn if the student does not complete the acceptance and registration processes in the period given in the offer letter.
- g. In cases where an offer is withdrawn or cancelled, the liability of the University is limited to the reimbursement of the fees collected.

## K. Flowchart for Admissions



This policy has benefited from the following:  
<http://www.st-andrews.ac.uk/study/ug/policy/>  
<http://documents.manchester.ac.uk/display.aspx?DocID=6523>  
<http://www.exeter.ac.uk/undergraduate/applications/policy/>  
<http://www.admissions-review.org.uk/downloads/finalreport.pdf>