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THE MALDIVES NATIONAL
UNIVERSITY

Policy on Class Size

Approved on: 19 February 2006
Approved by: Academic Board
This version: 21st September 2014
Contact person: Registrar

1. Introduction

A main goal of MNU is to provide opportunities for students to satisfy diploma/degree requirements in a timely manner. Students must have confidence in MNU that the offer of a place in a course means that the subjects for a qualification will be offered in a sequential manner as necessitated by the academic plan of that course. To ensure internal efficiency of MNU and to guarantee that required subjects for an award will be offered in the normal run of a course, it is important that MNU establishes minimum class size requirements and exceptions to minimum enrollments for responsible management of subjects and courses.

The purpose of this policy is to define minimum enrollments below which classes will not ordinarily be offered and how the advertised number of seats may be varied. This policy applies to all courses offered by MNU unless exceptions are noted in this document.

2. Definitions

Academic Plan: The schedule of subjects or units of study a student has to complete in a given sequence to qualify for an award.

Class Size: For the purposes of this policy only, class size is the number of registered students in a course/subject.

3. Principles

1. Variations to published or advertised places in a course must be subject to consensus agreement of the Head of the Faculty/Centre offering the course, the DVC in charge of courses and the Registrar. Written records of the decision shall be kept.
2. MNU must ensure that required subjects are available in the required sequence.
3. A student who normally progresses through the normal academic plan will have the opportunity to study the required subjects available in a sequential manner.
4. As academic staff time is an expensive resource, efforts must be made by departments and faculties/centres and the campuses as a whole to maximize efficiency of staff utilization.

4. Guidelines

1. The following class size minima are established.
 - a. For a full-time face-to-face two semester courses: 5 students
 - b. For a full-time face-to-face four semester course: 10 students
 - c. For a full-time face-to-face six or eight semester course: 15 students
2. The following will be considered exceptions to the minimum class size requirements:
 - a. Customized contract courses
 - b. Externally sponsored courses
 - c. Clinical experience
 - e. Independent study and directed readings
 - f. Internship
 - g. Practicum
 - h. Student teaching
 - i. Research/thesis
 - j. Doctorate courses
3. The Head of Faculty/Centre may decide to offer a course/subject even if the minimum class size requirement is not met under the circumstances stipulated below.
 - a. The subject is required for graduation, and if the class were cancelled, the date of graduation of students who progress normally and wish to enroll in the subject would be affected.

- b. The course/subject is required in a major program and the class must be offered at a particular time in order to maintain proper sequence of subjects/courses.
- c. The Faculty/centre has good reason to expect that in the last days of registration remaining the course/subject enrollment will meet or exceed minimum class size.
- d. The subject/course has fees specifically associated with it that are sufficient, at the actual enrollment, to cover the costs of offering the subject/course.
- e. The need for special facilities (laboratory, studio, etc.) limits the size of the class.
- f. The need for close personal supervision of the students by the instructor limits the size of the class (e.g., certain types of fine arts instruction such as weaving, lacquer work, clinical teaching, etc.).
- g. The course is an offering in a subject field which should be included among the instructional offerings of MNU because of its importance to scholarship or because it supports its mission.

5. Administrative Procedures

1. Advance approval of the DVC in charge of courses should be obtained before offering/advertising for the *third time* a course which did not attract minimum class size registrants in the past two successive announcements.
2. The authority to make exceptions to the advertised number of seats lies with a committee of three members comprising the Head of the relevant Faculty/Centre, the DVC in charge of courses, and the Registrar. The decision shall be made by consensus.
3. No later than the fifth day of the term, Heads will submit the Registrar copied to the DVC in charge of courses a report of the courses cancelled.
4. Every effort should be made to cancel under-registered classes well before the start of classes; no classes should be canceled under the provisions of this policy after the last day for late registration.
5. Every effort should be made to come to as early a decision as possible regarding whether to offer or cancel a course/subject because of small enrollment to reduce the problems stemming from cancellation.

6. Responsibilities

1. Each *Faculty/Centre Head* will ensure that subjects that are required for course completion as well as those that fulfill other course requirements are offered to the students progressing normally on a regular basis and in sequential order.
2. Each *Faculty/Centre Head* will ensure that criteria for minimum class enrollment are adhered to and requests for exceptions are submitted in a timely manner.
3. The *Registrar* will take appropriate action regarding the scheduling of the classes.

Dated: 19th February 2006

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