ﷲﷲ THE MALDIVES NATIONAL UNIVERSITY

Student Admissions Policy

First Approved: **22nd June 2000**
This Revision: **14th November 2021**
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 or February and the second in July or August. 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. Admission for the intake will be closed two weeks prior to the term teaching is scheduled to start with exception to the applications for viable courses with placements remaining. No application shall be accepted after the first week of the term.

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. However, exceptions can be made to "*merit based*" selection for selective courses decided by the Admission Committee.

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 including the type of selection process will be published on MNU website.

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. Announcing courses for every intake in MNU website and in government Gazette and in as per the academic calendar dates

2. Responding to enquiries regarding admission processes and advising students on specific applications.

3. Receiving and processing all applications to study at the University.

4. Decision making in line with agreed criteria and onward transmission to applicants.

5. Advising students on course applications.

6. Informing students on their admission status:

   (a) Within two weeks of application submission for courses with *first-come first served* selection process.

(b) Within two weeks of application deadline for courses with a *merit-based* selection process.

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 publicly announced through MNU website and other media channels. Where seats are allocated on a first-come first-served basis, a student who has 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.

3. Applicants who do not meet the published criteria but are awaiting results can submit provisional results such as AS results/unofficial transcript. These applicants will be given a conditional offer.

4. In special circumstances when a revision of entry criteria is required, a new public announcement of the revised criteria will 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. 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 documentations are required. 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, copy of the report card for the last year completed at school.

   d. Statement of Purpose

   e. 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 and if the selection process is *merit-based*, then a 3-member committee will make the selection decision. The 3 members are Registrar, Dean of the faculty or Dean's appointment within the faculty and 1 member outside the faculty appointed by the DVC Academic Affairs.

4. If the course involves an assessment based on academic requirements only and if the selection process is *first-come first-served*, then the Registrar's office will make the selection decision based on entry criteria. The decision will be informed to the student by email.

5. In cases, where achievement against the criteria is not certificated or is otherwise unclear, an application may be referred to the respective Faculty/Centre.

6. 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.

7. In all cases decisions and subsequent admissions-related information are communicated by the Student Administrative Services Office via email.

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 by submitting the signed registration form with the attested supporting documents. Registration will be subject to verification of documents submitted with the application.

   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:

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. In cases where an offer is withdrawn or cancelled, the liability of the University is limited to the reimbursement of the fees collected.

K. Admission Committee

For every intake a 5-member Admission Committee will be formulated at least one month prior to the announcement date. This Committee will meet and decide the courses that should follow a merit-based selection process.

The admission committee consists of the following members:

1. DVC Academic affairs
2. Registrar
3. Quality Assurance Controller
4. One member appointed from the Academic Senate
5. One member appointed by the Vice Chancellor

L. Flowchart for Admissions

Interested Candidate

1. Sits English entrance exam if he/she does not have the appropriate English Language level required for a successful application.

2. Create a portfolio in MNU admission portal.

3. Log an application via MNU admission portal once the admission is opened.

Student Administrative Services (SAS)

1. Checks applications for completeness and validity of documents submitted

2. Change the application status to verified if no issue in the application and supporting document is found. If any issue is found the status is changed to "Resubmission"

3. Selects candidates for respective courses based on published entry criteria. Change the course status to "Selected/Conditional" and form status to "Successful" if the candidate meets the published entry criteria

4. If the candidate does not meet the entry criteria, changed the status to "Not Qualified" and form status to "Unsuccessful". Advise the candidate on other available courses that meets the entry criteria

Course requires entrance exams or interviews by the

No

Yes

SAS
Informs all applicants of the outcome via email

Faculties/Centres

1. Send a list of short-listed candidates to Faculties/Centres for further action

2. Conducts entrance exams/interviews where necessary for short-listed applicants

3. Inform SAS of the results as soon as possible

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/