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THE MALDIVES NATIONAL  
UNIVERSITY

## Policy on awarding certificates for non-registered courses

**First Approved:** 9th December 2009 (last revision on 12<sup>th</sup> April 2015)  
**This Revision:** 1<sup>st</sup> November 2015  
**Approved by:** Academic Senate  
**Contact person:** Registrar

### 1. Introduction

There have been instances in which students seek the award of certificates for which they have not registered. A student who is registered for a qualification may fulfil the requirements of an intermediate qualification while in the process of studying for the higher qualification. For example, a student who is registered for Bachelor of Business course may fulfil all the academic requirements of the Diploma of Business while undertaking the degree course subjects because all the diploma subjects may be included in the degree course. This policy relates to the award of the certificate for the intermediate qualifications in these instances.

### 2. Definitions

**Principal Award:** the qualification to which the student has registered.

**Intermediate Award:** the qualification of an approved exit point from a higher level award course. It recognises completion of units that make up the requirements of an approved course where the student has completed these units as part of a higher level course (referred to in this document as the "Principal Award").

### 3. Principles

- (a) Intermediate Awards are only available for coursework courses.
- (b) The Intermediate Award must be an approved award of the University.
- (c) Awards that are approved exit points from a Principal Award may exist in isolation to the Principal Award and be available for direct enrolment, or may be approved as an exit point only from the Principal Award

- (d) Students may apply to be granted an Intermediate Award when they have completed the full course requirements of the Intermediate Award course.
- (e) Students will only be considered for an Intermediate Award upon completion of the minimum required amount of study at the University (as per the requirements stipulated on Policy on Recognizing Prior Learning and Transfer of Credit).
- (f) Students are not required to exit the Principal Award in order to be granted an associated Intermediate Award.
- (g) A student who, for compassionate reasons, must discontinue a higher course before achieving the target award may also request for an intermediate qualification where the student has fulfilled the requirement of the lower qualification. In such instances, once the student is graduated with the intermediate qualification the student ceases to be student of MNU unless the student has registered for another course
- (h) A fee approved by the University Council is payable for all intermediate awards.
- (i) The transcript issued for the Intermediate Award should have an annotation stating clearly that it is an Intermediate Award.

**4. Responsibility for implementation**

Registrar

**5. Effective date**

01 November 2015