



Cancellation and Rescheduled Class Policy

1. Introduction

The Maldives National University (MNU) is committed to providing an excellent learning and teaching experience for all its students, as per its vision and mission. As part of this commitment, MNU places great emphasis on ensuring that teaching and learning processes are well-organised and conducted according to approved schedules.

MNU recognises that for a variety of reasons beyond its control (e.g. sudden staff illness, adverse weather conditions, pandemics) it may, in exceptional circumstances, be necessary to make changes to the published timetable. However, it is imperative that classes are conducted as per a stable timetable with minimal disruptions and changes.

2. Purpose of the Policy

The purpose of this policy is to:

- Articulate a clear and transparent set of procedures in relation to all cancelled and rescheduled classes so that there is parity for all students.
- Streamline the class scheduling process and ensure adherence to planned timetables.
- Establish accountability for rescheduling decisions so that such actions are documented
- Minimise inconveniences for students and staff due to class cancellation and rescheduling.

This policy explains the mechanisms of ensuring that students are informed that a class has been cancelled, how they might expect to make up for any work missed, and what arrangements will be made for the delivery of the remainder of the subject if this becomes necessary (for example in the case of medium/long term sickness of the member of staff concerned). MNU believes that in such instances that it is important to ensure that the University has in place effective, consistent, and transparent arrangements for communicating with students in circumstances where classes are not being conducted as per the timetable.

3. Scope

This policy applies to all staff involved in scheduling or conducting classes at MNU, as well as students enrolled in MNU courses.

It applies to all subjects offered at MNU.

4. Policy Guidelines

- 4.1. The tentative academic timetables must be published during the results-finalisation period of the previous term. The final timetable must be published at least two weeks before the start of each term.
- 4.2. The University aims to avoid cancelling any classes outright. All classes must adhere to the approved timetable.
- 4.3. If a class cannot be conducted as per the timetable, it is the responsibility of the teaching staff to make alternative arrangements such that there no changes are made to the published timetable. Such arrangements include ensuring the class is conducted by a colleague, learning activities set for students, sessions swapped around, or similar, to ensure that the timetabled class is followed. All such arrangements must be communicated with the Head of Department (HoD).
- 4.4. Where sessions are swapped students must be informed as soon as possible.
- 4.5. If a class is rescheduled, the teaching staff is responsible for ensuring that no students are disadvantaged due to the schedule change.
- 4.6. When classes need to be rescheduled, the teaching staff needs to communicate this to the faculty (Batch coordinator, Subject Coordinator, HoD) as soon as possible and no later than three hours before the class scheduled time. They must provide the following information regarding the cancellation:
 - a. Subject name and code
 - b. Name of the teaching staff
 - c. Class time that is being rescheduled (including classrooms)
 - d. Other arrangements that are to be made as approved by the HoD
- 4.7. The teaching staff must also communicate this information via the Learning Management System (LMS), and ensure students receive a notification to their student email. Communications via social media platforms is not acceptable.
- 4.8. This guideline should be followed even if students are informed during a class that a future session is due to be rescheduled. This information is critical to the faculty's record-keeping process.
- 4.9. Faculty administration staff will email the relevant students informing about the rescheduling. The message sent will apologise and provide an explanation of the reason. The administration staff will also display a notice on the appropriate classroom door about the class rescheduling.
- 4.10. When classes fall on pre-announced public holidays, the timetable should be designed so that those classes fit into the regular timetabling.
- 4.11. In instances where an unplanned public holiday falls into class timetable days, the class should be rescheduled with the consultation and the approval of the HoD. The Dean needs to be informed of these arrangements as well.
- 4.12. Under the guidance of the HoD and the Dean, a record of all the rescheduled classes must be maintained at the Faculty and Deputy Vice Chancellor (Academic Affairs) and the Policy and Quality Control Unit (PQCU) on a monthly basis..

5. Guidance for students

- 5.1. Students must wait fifteen minutes after the planned start time for a class before leaving if a member of staff fails to arrive for the session.
- 5.2. Students are asked to notify the Faculty Administrative staff and Batch Representative or Class Representative in writing if a member of staff fails to arrive for the session in writing.

6. Accountability Measures

- 6.1. The Dean must ensure that all staff are aware of this policy.
- 6.2. The HoD must ensure that all part-time staff are aware of this policy.
- 6.3. The Batch Coordinator must ensure their students are aware of this policy.
- 6.4. Repeated rescheduling by a teaching staff without valid reasons will result in a review by the Faculty Management Committee and/or the Disciplinary Committee. These committees may refer the matter to the Human Resources Department for further action.

7. Policy Review

The policy is subject to review every three years or as deemed necessary by the Academic Senate.

Approved Date: 28th September 2025

Approved by: Academic Senate