



## Policy on Registration for Individual Subjects without Course Enrolment

### 1. Introduction

The Maldives National University (MNU) recognizes the growing interest in flexible learning pathways. In line with global practices and the university's commitment to inclusive and lifelong learning, this policy enables individuals to register for individual subjects without being enrolled in a formal academic program. This provision allows students to gain knowledge and receive official recognition for completed subjects.

### 2. Definition

**Individual Subject Registration:** The process by which a student enrolls in one or more standalone subjects offered by MNU without enrolling in a full academic program.

**Student:** An individual who registers for subjects under this policy.

**Recognition of Completion:** A formal certificate or transcript issued by the University upon successful completion of a subject.

### 3. Scope

This policy applies to all prospective students who wish to register for ~~individual~~ undergraduate or postgraduate subjects at MNU without enrolling in a full certificate, diploma, or degree program.

It does **not** apply to professional training or short courses offered by the faculties for other institutions.

### 4. Principle

- 4.1 The Maldives National University is committed to promoting flexible, accessible, and inclusive education opportunities for all learners.
- 4.2 Students who successfully complete individual subjects can use it as a prior learning or transfer of credit for future degrees.
- 4.3 Students are allowed to explore areas of interest, upskill for career advancement, or prepare for future program enrolment.

## **5. Guidelines**

### **5.1 Eligibility**

- 5.1.1 Students must meet the minimum entry criteria for the level of the subject (e.g., undergraduate or postgraduate).
- 5.1.2 Admission will be subject to space availability
- 5.1.3 Students must meet the prerequisites of the subject stated in the subject outline.
- 5.1.4 Language requirements

### **5.2 Registration**

- 5.2.1 Students may apply through a simplified subject registration service provided by the Admissions Office.
- 5.2.2 Registration must be completed prior to the start of the term.
- 5.2.3 Students registered but do not attend 50% of classes during the first four weeks will be unenrolled.

### **5.3 Fees**

- 5.3.1 Students are required to pay subject-specific fees and Student Union fee as prescribed by the University as per the instruction provided by the Admission Office.
- 5.3.2 No financial aid or discount will be applicable.
- 5.3.3 Fees will be refunded only to those who request official withdrawal from the subject register prior to the commencement of classes.

### **5.4 Recognition and Assessment**

- 5.4.1 Students will be assessed alongside regular students and are eligible for recognition upon successful completion.
- 5.4.2 Credits earned may be considered for credit transfer if the student later enrolls in a full program at MNU, subject to existing academic policies.

### **5.5 Access and Resources**

- 5.5.1 Students will have access to learning platforms, libraries, and class participation.
- 5.5.2 Student registered individual subjects will be considered as MNU Student Union members during the period of registration.

### **5.6 Limitations**

- 5.6.1 Students may register for a maximum of 60 credits per semester.
- 5.6.2 Completion of individual subjects does not guarantee admission into any full program.
- 5.6.3 Students registered in individual subjects cannot run for Student Union elected posts.

5.6.4 Completion of an individual subject but has not awarded a degree will not be considered as an Alumni.

5.6.5 Timetable availability.....

## **6. Roles and Responsibilities**

6.1 Faculties:

6.1.1 Identify the subjects available for individual enrolment

6.1.2 Ensure pre-requisites are met, subject outlines, and assessments are clearly communicated and available.

6.2 Admissions Office:

6.1.3 Manage applications, verify eligibility, and maintain records.

6.1.4 Issue certificates and transcript upon completion.

6.3 Students:

6.1.5 Comply with all academic policies and subject requirements.

## **7. Effective Date**

This policy shall take effect on 07<sup>th</sup> December 2025 and applies to all subjects offered from 2026, Term 1

**Approved on:** 07<sup>th</sup> December 2025

**Approved by:** Academic Senate

**Contact person:** Registrar