



# Policy on repeating subjects and courses

## 1. Introduction

The purpose of this policy is to set out the guidelines regarding repeating subjects and courses at undergraduate and graduate level.

## 2. Definitions

Grade Point	The points assigned to the Grade obtained in a subject. In MNU, the points assigned to the grades are as follows: HD=4, DN=3, CR=2, PP=1, FF=0 and WF=0. Other grades are not awarded points.
Quality Points	The Quality Points of a subject is calculated by multiplying its Credit Points by the Grade Point earned by the student.
Total Quality Points	The Total Quality Points is the sum of the Quality Points of all subjects studied in a period, usually a semester.
GPA Credits	The GPA Credits is the sum of credits of all subjects attempted that have or could have earned the student a Grade Point. (Some subjects may not yield a Grade Point. Such subjects include those that are assessed on a Satisfactory (SA) or Unsatisfactory (US) basis such as some practical teaching subjects.)
GPA	Grade Point Average. It is calculated by dividing Total Quality Points by the GPA Credits. GPA is calculated at the end of each term.
CGPA	Cumulative Grade Point Average. A <i>Cumulative Grade Point Average</i> is the mean GPA from all completed semesters of the course whereas the GPA may only refer to one semester.
Degree	Any qualification awarded by MNU.
Attempted Credits	The sum of the Credit Points of all the subjects attempted by a student in a given period. A student earns all Attempted Credits if s/he passes in all the subjects attempted.
Earned Credits	The sum of all the Credit Points of the subjects the student passed in a given period, usually a term.
Transferred Credits	Credits earned for subjects at MNU or other institutions in a previously attempted course that are counted in the Total Credits for the current course.
Total Credits	Total Credits is the sum of the Earned Credits and Transferred Credits. The Total Credits must reach a number specified by the Maldives National Qualification Framework to be eligible for an award.

### 3. Repeating Subjects

Repeating subjects can have an impact on a student's GPA and/or financial aid and fees. Before repeating a subject, students must be aware of what the impact of repeating that subject will have on their GPA and/or financial aid.

- 3.1 Subjects offered by MNU may be repeated a maximum of **two times** (i.e., a subject may be attempted no more than **three (3) times** in total). Where a subject permits fewer than two repeats, students shall be required to comply with the more restrictive provision. A student who fails to obtain a passing grade after three attempts shall not be permitted to register for the same subject in the subsequent semester.
- 3.2 Students can repeat any subject to attempt a higher grade provided that seats are available, and overload conditions are met. Only the identical subject must be repeated to improve grades .
- 3.3 Departments can accept an alternative subject toward a degree requirement, but it will not change the existence of the previous subject grade on the transcript.
- 3.4 If a subject changes in code or title before a student has the chance to repeat it, the student may still take it for a change of grade provided that the department offering the subject certifies that it is still the same subject in terms of content. It is important to get the department's approval in writing in advance.
- 3.5 In the case where a subject completed elsewhere has been cross-credited by MNU, the transferred subject credits will not be included when calculating the student's GPA, although it will contribute towards the Total Credits of the student for the degree. Unlike GPA Credits, Earned Credits includes the credits of subjects with Pass/Fail grades. The decision whether a student is ready to be graduated is based on the student's Total Credits for the degree.
- 3.6 All attempted subjects will appear on the transcript. The transcript is the University's official record of a student's academic history
- 3.7 Students cannot replace the grade earned from a subject at MNU with a grade earned in an equivalent subject at another institution or university.

### 4. Repeating Courses

- 4.1 Students must complete their courses within a period of double the full-time duration of the course plus one year. For example, a one-year advanced certificate course must be completed within three years.
- 4.2 Students who fail to complete the course within the maximum duration will be automatically withdrawn from the course at the end of the maximum duration.
- 4.3 Students who are readmitted to the same course after reaching the maximum course duration will be considered as new students. These students have the opportunity to apply for advanced standing as per the Advance Standing Policy

### 5. MNU responsibility to offer subjects in the maximum enrolment duration

- 5.1 While all efforts will be made to enable a student to complete a qualification in the maximum duration of enrolment for a course as noted in 4.1, for legal purposes, the responsibility of MNU to offer subjects in the prescribed sequence to students in a course is limited to students who register for the prescribed full-time load and who do not repeat subjects or drop subjects in the specified full-time duration of a course.

## 6. Assisting students to complete their course within the maximum enrolment duration

- 6.1 Students are encouraged to communicate with their batch coordinator to seek assistance in enrolling for repeating subjects, available at any campus or outreach centre.
- 6.2 Students who have waited for more than one term or face a prolonged wait to register a subject, due to its unavailability at their registered campus, may request Faculty to make alternative arrangements, before the registration opens. Additionally, they should ensure timely registration for the subject before the deadline.
- 6.3 The Academic Review Committee will determine the subjects suitable for an alternative mode of instruction for repeating students who have achieved an 80% attendance rate in a previous term, considering the subject's content and available teaching resources. The Academic Review Committee can opt to one of the following:
  - 6.3.1 retake the final exam only, if the student has achieved an aggregate of 60% or more in the continuous assessments.
  - 6.3.2 repeat all assessments, if the aggregate of all continuous assessments is below 60%.

In such cases, the maximum achievable grade for the subject will be capped at a Pass (PP).
- 6.4 Students who have not achieved at least 80% attendance in the subject during a previous enrolment shall be required to attend classes in person at the campus.

## 7. Effective Date

This policy will become effective on 1<sup>st</sup> February 2026, Term 1

### Revision History:

First approved:	8th November 2009   w.e.f. 1st January 2010  Academic Board
1 <sup>st</sup> revision:	20 <sup>th</sup> October 2013   Academic Senate 52 <sup>nd</sup> session
2nd revision:	21 <sup>st</sup> December 2025   Academic Senate 391 <sup>st</sup> session

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