ADMISSION AND ENROLMENT POLICY

AC/P22/QAD/22/AEP-02

AVID COLLEGE, 2022

Name		Policy No.	Version:
Admission and Enrolment Policy		AC/P22/QAD/22/AEP-02	**2**
Compiled by	**Checked by**	**Date Approved:** 09.06.2022	
Quality Assurance Department	Dr. Suneena Rasheed	**Date to be revised:** 09.06.2024	

This document has been permitted to proceed on (DD/MM/YEAR)

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Dr. Suneena Rasheed

Rector

Admission and Enrolment Policy

Approved Date: June 09, 2022

1. STATEMENT

The vision of Avid College is to become an academic and professional education in the Maldives, dedicated to innovation, excellent teaching, research, and tackling 21st-century challenges. Avid College gives the applicants applying for admission to the programmes the chance to have prior learning that is pertinent to the applied study programme. The main aim of the Admission and Enrolment Policy (henceforth, AEP) is to layout the admission and enrolment procedures and guidelines for prospective and existing students of Avid College.

2. SCOPE

The scope of this AEP covers the purpose of the AEP, definitions, roles and responsibilities, student admission and selection, procedure and review procedure of the AEP. The AEP applies to all stakeholders listed under section 4 of this AEP, and prospective and existing students of Avid College.

3. DEFINITIONS

3.1. Admission: The process through which prospective applicant enter the college by meeting the minimum entry criteria stipulated by the Maldives National Qualification Framework (MNQF)

3.2. Letter of Offer: The Letter of Offer serves as evidence regarding the confirmation of a student's admission at the college. In more refined terms, this letter means that you have been accepted for the applied programme. It contains important details such as pre-requisite programmes, duration, commencement date, end date, fee details, etc.

3.3. Enrolment: Enrolment is the act of admitting a student into a program. A one-time fee known as 'Registration Fee' is made mandatory prior to considering a student for admission or from enrolment in a Batch. Therefore, students are expected to settle the registration payment before they can be formally enrolled into a program.

3.4. Program Acceptance Form: Besides the proof of Registration payment, students are also expected to submit a signed and dated copy of the 'Program Acceptance Form' before considering a student for admission or from enrollment in a Batch. S/he has to ensure to thoroughly read and understand the terms and conditions before signing the agreement.

3.5. Validated Program: A study program that is validated by Maldives Qualifications Authority (MQA)

4. ROLES AND RESPONSIBILITIES

4.1. The Quality Assurance Department ensures that the admission and enrolment of students is done as per the rules and regulations of the MQA and conducts periodic Programme Audit.

4.2. The Registrar's Office regularly checks and maintains Application Forms, scrutinise the validity and reliability of the documents, and ensures that the applications meet the minimum entry criteria stipulated by the MQA before issuing Letter of Offers and enrolling a student.

5. STUDENT ADMISSION & SELECTION

Avid College offers admission and carry out enrolment of applicants based on the following requirements:

5.1. Having applied for admission through the proper application procedure (usually via the Application Portal on the website) and conditions;

5.2. Having met the minimum entry requirements for the chosen programme;

5.3. Having provided Avid College with true, accurate and valid information in the application forms

5.4. Presenting Avid College with the originals of all the educational and other documents during enrolment;

5.5. Being approved to enrol into the study programme by the Registrar's Office

5.6. Having signed the Acceptance Form;

5.7. Having paid a non-refundable Programme registration fee;

5.8. Having paid the Programme fee after signing the Accepting form.

6. PROCEDURE

6.1. Semesters customarily begin in January and June. The institution reserves right to cancel a program where sufficient enrolment is not attained, and not/or to restrict enrolment in a program.

6.2. The admission requirement to any program is MNQF minimum entry requirement.

6.3. Where a student seeks advanced standing on the basis of a qualification received from another registered training organization validated or accredited by MQA, the college recognizes it under the principles of mutual recognition. If a student wishes to choose for Advanced Standing, the student has to submit a completed Advanced Standing Application Form to be considered eligible for exemption.

6.4. As per the policy number AC/P28/QAD/22/ASP-02, prospective students who have successfully completed in the relevant field of studies approved by MQA may be offered a maximum of one third of the study programme. Advanced Standing is entirely at the discretion of our College, after professional evaluation of their certificates, subject to validation by the MQA.

6.5. With regard to the pre-requisite programmes offered under Alternative Criteria (namely Pre-University Preparation Programme and Pre-Masters Preparation), a time table will be provided a timetable prior to the enrollment. Students are encouraged to complete the relevant programme before they commence the enrolled programme. This shall be communicated to the student in advance on their eligibility in writing and student should accept the terms prior. The Registrar ensures that this is being communicated to the student.

6.6. Before withdrawing or differing from an enrolled programme, students are strongly encouraged to discuss her/his situation with the Programme Coordinator to see if other options exist. Ultimately, if a student finds it necessary to withdraw or defer from a programme she or he must follow the procedure specified by the college (please see AC/P17/QAD/21/WRP-02).

6.7. Students who successfully complete requirements for a particular programme through study in one discipline / faculty of the college may apply to transfer to another discipline / faculty of the College in order to obtain a double credential. On receipt of such an application, it is the responsibility of the Registrar's Office to determine the amount of equivalent credit that can be granted towards the new credential.

6.8. Full-time students' requests to transfer between programs in different areas and requests to transfer between programs within the same area must be made to the Registrar's Office. All requests to transfer from one program to another must be made well in advance; within 14 days since the commencement of the semester, in which the requested transfer, if granted, is to become effective.

7. REVIEW PROCEDURE

a. This policy will be reviewed every TWO years and, if necessary, amended to ensure that it is kept up to date.

b. The policy will be made available to all staff and students at induction, on the College website and to other interested parties on request.

13. REVISION HISTORY AND RESPONSIBLE PEOPLE

Revision No	Revised by	Revised Date	Amendment

14. RESPONSIBLE STAFF

The below mentioned staff of Avid College have gone through the *Admission and Enrolment Policy* and are aware of the policy. If any responsible person neglects any of this policy, they will have to be answerable.

Name	Faculty and Position	Date	Signature

Basic Information

Title	Gender
Select a Title ⌄	⚪ Male ⚪ Female

Full Name

Full Name

Email

email

Nationality	National ID
Nationality	National ID

Date of Birth	Contact No.
mm/dd/yyyy 📅	(+960) 0000000

Current Address

Current Address

Permanent Address

Permanent Address

Course Selection

Preffered Programme

Select Programme ⌄

Alternative Option

Select Alternative Programme ⌄

Study Mode

⚪ Full-time

Preffered Intake	Preffered Campus
Preffered Intake ⌄	Select a Campus ⌄

Educational Qualifications

Highest Qualification	Qualification Details

Highest Qualification

Master

Post Graduate Diploma

Bachelors Degree

Associate Degree

Diploma

Qualification

Highest Qualification

Awarding Body

Awarding Body

Year

Year

Work Experience

Place of Work	Designation	Year
Workplace	Designation	Year
Place of Work	Designation	Year
Workplace	Designation	Year
Place of Work	Designation	Year
Workplace	Designation	Year

Workplace	Designation	Year

Emergency Contact	Relation	Contact No.
Emergency Contact	Relation	Contact No.

Please select all files you are sumbitting along with this application. At minimum, a scanned ID card Copy should be attached with the application. Note that it is best to keep all individual file attachments size below 5mb. This is to minimize errors and for a smoother submission process.

☐ National ID card (Required)   ☐ Transcript of previous Course

☐ Educational Certificates   ☐ Sponsor Letter (If applying through Company)

☐ Experience Letters   ☐ Loan / Scheme Approval Letter

Choose Files   No file chosen

Submit