



DEGREE CERTIFICATION POLICY

Created on: 04th February 2020

Purpose

To ensure that MIC complies with the standards and protocols of MQA, the completion of the degree requirements must be verified by the Office of the registrar and the relevant departments. This document is intended to outline these processes to ensure the integrity of the certification processes.

Policy

Identification and Review of Degree Candidates

A student who is in the last semester of his or her studies must declare the intent to graduate by submitting an application form to the Academic Administration.

Each academic department must submit the list of potential degree candidates along with approved applications for degree and other required supporting documents.

The Office of the Registrar reviews the application for degree, and all supporting documents to-

- 1) Verify the accuracy
- 2) Confirm compliance with graduation and degree requirements of the Maldives Qualification authority and MIANZ International College

Once compliance with graduation requirements and accuracy of documentation is confirmed, the student information system is updated accordingly, and the student is placed on the official list of degree candidates. The Office of the Registrar establishes the official list of degree candidates for the College and is responsible for disseminating and maintaining this information.

Degree Certification

Thereafter, the final grades for degree candidates is updated into the student information system, each academic department and college, as well as the Office of the Registrar, verifies completion of all graduation requirements prior to convocation.

The Deans and the Branch Managers crosscheck the final list for accuracy and duly sign them and resubmitted it to the registrar's office.



The Office of the Registrar revises the list of degree candidates and ensures that it contains only the students who comply with all graduation requirements and are eligible to participate in the convocation ceremony. In case, the requirements for the degree are not met then The Office of the Registrar removes the candidates from the official list. Thereby the application for degree is annulled

The Registrar's Office forwards the final list to the academic senate for approval and certification.

After degree certification, the final list of degree candidates is forwarded to the Academic Committee, the college deans, and other appropriate parties.

The Academic Department Head or College Deans notify degree candidates who do not meet requirements for graduation prior to convocation ceremony rehearsal.

If a degree candidate completes degree requirements prior to the degree certification date, an early certification of degree requirements may be completed. A notification is entered in the student's academic transcript indicating that degree requirements were completed on early certification date.

Awarding of Degrees and Certificates

The Office of the Registrar awards the appropriate degrees, and certificates during the convocation ceremony. The details of the graduating students are in the student information system, which updates the official student transcript too.

Archival of Degree Certification Documentation

The Office of the Registrar is responsible for digitally archiving degree certifications and other documents related to the students who complete the degree.

Graduation in absentia

Every student is expected to fill in the graduation application stating whether he or she intends to attend the graduation ceremony.

If the student decides not to attend or is not able to attend the ceremony, the certificate will be awarded in absentia and either mailed to the student by a secure post system or the student may opt to collect the certificate from the College on a later date within one month from the date of graduation. A late fee will be levied according to college policy to procure the certificate later than one month.

Early award of certificates

If a student claims for an award of certificate before the graduation ceremony, the students may request for Early Award of Certificate through the Early Award of Certificate Form.

However, such early award of certificates must go through the same process of certificate validation and approval of Senate.



The students will be further required to pay an additional fee of MVR1950 for the early awarding of certificate.

The early award of certificate will be limited to specific periods of the year.

For the year 2020, early award of certificates is possible in January, March and May.

Communication

The Registrar's office will disseminate the policy related to Campus Change. It will also be available in The College Website and in case of amendments to the policy, notification will be sent respectively.