



<b>Policy Name:</b>	<b>Policy on Changing Campus/ Course/ Modality</b>		
<b>Department</b>	<b>Academic</b>	<b>Approval Authority</b>	<b>Rector</b>
<b>Date of Implementation</b>	-	<b>Date of Last Revision</b>	21/7/2020 - V02

### 1. Introduction and Scope

The policy provides flexibility for the students to change their Campus/ Course/modality during the course of their study program.

### 2. Definitions

- **Modality:** The teaching and learning mode, either face to face, virtual or blended
- **Face to face:** On-campus teaching and learning happens where students and lecturers attend physically the classroom
- **Virtual:** Students and Lecturers interacting through an online platform during the class time.
- **Blended:** Combination of face to face and virtual
- **Course:** Any learning program that is offered by MI College
- **Campus:** Any registered branch or centers under MI College
- **Smart School:** Student database of MI College

### 3. Protocol

- 1) To change their Campus/ Course/ Modality, students must fill in the “application form to change Campus/ Course/ Modality”, available in the Campuses and College website ([www.micollege.edu.mv](http://www.micollege.edu.mv)). (Annex:??)
- 2) It is mandatory for students to attach their Unofficial Transcript of the modules completed and status of ongoing modules. This can be obtained from Deans or through Branch Managers. Incomplete forms will be rejected.
- 3) The students applying for the change must clear any pending payments before the submission of the form.
- 4) The Faculty will review the application form and inform the Registrar regarding the change.
- 5) The Registrar will issue the confirmation letter to the student regarding the change and update the same in the Smart School.
- 6) Students should verify if the change is being made as per requested, in the Smart School
- 7) The students should note that they can resume their studies in another Campus/ Course/ Modality based on the availability of modules offered at a particular time.
- 8) The Deans or Branch Manager will arrange classes for students at the earliest possible dates for those who migrate to those Campuses from other Campuses .
- 9) No fees will be charged from students for changing the Campus/ Course/ Modality within two weeks of commencement of the enrolled course.
- 10) After two weeks of commencement students have to pay for Campus/ Course/



Modality change. Please refer to Fee Policy / fees structure

- 11) Not all the Campuses follow the same module calendar throughout the academic year. For example, an ongoing course, module or modality in the present campus might not be available in the requested campus. Hence students should be responsible for any delay in the completion of the course due to the change made to cater for students' requests.
- 12) Due to changes in the discounted fees across various Campuses, courses or intakes, students' course fee may change. Based on the Campus/ Course/ Modality change, if there is any additional increase in the course fee, students should also bear the additional amount of increase.

**5. Annex:**

Annex 1: *Campus/Course/Modality Change Form – Sample 4. Annex*



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