



## MIC ADMISSION AND REGISTRATION PROCESS

**Document category:** Standard Operation Procedure

**Document Title:** MIC Admission and Registration Process

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### Introduction:

Mianz International College (MIC) is a unique higher education entity comprising of more than 18 campuses and branches distributed across a vast geographical setting, thus creating the need to have many application collection centers in order to cater for the multiple intakes from the various campuses and branches within a given academic year. MIC aims to ensure that every applicant is provided timely feedback and consultation in order to help the applicants obtain the best benefit from the array of courses available.

### Purpose:

This SOP defines and expresses scope, authority, roles, responsibilities, and the specific procedures and protocols to ensure applications are processed correctly and within prescribed time frames such that planned courses shall commence according to the planned date. Moreover, it is also aimed to provide a databank for the marketing team to propel their marketing events in the best interests of MIC and its potential future students.

### Scope:

This SOP applies to applicants, branches, campuses, faculties and all staff of MIC

### Authority:

At MIC there maybe two categories of programs offered; those that are MQA approved and other short or long term programs that are not necessarily MQA approved. The authority to commence any program lies on the Registrar. Hence Registrar is the authority.

In the case of offering MQA approved courses, in order to ensure all required conditions are met by the applicants, the Registrar may decide to bring ambiguous cases to the notice of the Admission Advisory Council (AAC) for further query.

#### Academic Advisory Council (AAC):

1. AAC shall consist of a chair, who is a member of the SMT, Dean of the respective faculty to which the application belongs, a coordinating lecturer under whom the applied program falls, the Registrar and one additional member from any other faculty.
2. The AAC reviews the application in the light of *the Entry Criteria for MNQF Qualifications, Maldives Qualifications Authority, Ministry of Education, Male', Maldives (with effect from 01<sup>st</sup> January 2017)*
3. The AAC may decide to provide admission, reject admission, seek further advice for the Maldives Qualification Authority (MQA), or advice the applicant to seek advice from MQA.
4. AAC must pass a ruling within two working days of an application submission for advice.
5. Review appeal applications by applicants denied admission **[Application for Appeal]**
6. Take appropriate decisions based on review committee evaluation of the denied applications

#### Application Collection Centers:

1. All branches and campuses of MIC are application collection centers.
2. The Coordinator, or the in-charge of the branch or the campus is the local authority for the branch or the campus.

#### The Local Authority: DEANS AND BRANCH MANAGERS

1. The Local authority must ensure arrangements to receive applications at the reception during all regular working hours of working days.
2. The reception staff must be trained as per the process description in this SOP
3. Upon reception of the applications, the collecting staff must check precisely:
  - a. All the relevant documents are submitted
  - b. All the relevant documents are attested
  - c. All the relevant documents are clear and readable
  - d. Two passport sized photos are submitted
  - e. One passport sized photo is securely fixed with glue on to the application and name and application code written on the other side of the second passport sized photo and neatly stapled on to the application form.
  - f. The application form is accurately filled
  - g. The applicant meets the entry requirements for the applied course.

- i. *Entry Criteria for MNQF Qualifications, Maldives Qualifications Authority, Ministry of Education, Male', Maldives (with effect from 01<sup>st</sup> January 2017)* must be printed and available at the reception
- ii. Alternatively the reception staff can check the eligibility criteria from the SMART SCHOOL
- h. The collecting staff does not reject any application.
- i. The collecting staff fills the section marked, “for office use only” section and fills the application receipt in the presence of the applicant.
- j. The collecting staff ensures that applicant’s signature is obtained on both the application receipt and the required fields in the application form
- 4. The campuses in Male and Hulhumale dispatches daily collection of application forms to the Registrar’s office immediately as soon as they are uploaded on the Smart school.
- 5. Island Branches and campuses dispatch Application forms to the Registrar’s Office weekly or based on availability of transport
- 6. **The campuses and branches, upon receiving the list of new batches to commence, should immediately submit batch commencement forms to the Registrar’s Office. It is noted that a new batch cannot be started unless the Registrar gives the permission, after receiving the “Required information before commencing the course” form (The batch commencement forms).**

<http://www.mqa.gov.mv/uploads/beforecommencing04012017.pdf>

- 7. The Deans and Branch Managers ensure that the applicants are registered in appropriate batches on the smart school within 48 hours of the reception of the approved lists from the Marketing Department
- 8. The Deans ensure that they communicate with all the campuses and branches and update student lists at the Dean’s Office.

## The Registrar’s Office

- 1. A week before the commencement of applications for new admission, the Registrar’s office communicate to all the application collection centers, the marketing department, and the faculties, regarding the application process and implementation of the standard operation procedures
- 2. The Registrar’s office monitors and ensures the smooth beginning of the collection of applications for admission. This includes testing of SMART SCHOOL, internet capacity, availability of application forms, application receipts, and other basic requirements for smooth implementation
- 3. Upon the commencement of the application for admission collection, the Registrar’s office begin processing of the applications on a daily basis on the SMART SCHOOL.
- 4. The Registrar’s office arranges mechanism for coded filing of application forms upon reception at the Registrar’s Office.

5. The Registrar's Office issues Letter of Selection to the applicant. **[Letter of Selection]**
6. The Registrar's Office issues Application Rejection Letters for those applicants who are not selected. **[Application Rejection Letter]**
7. The Registrar's Office forwards the Letters of Selections, and the Application Rejection Letters to the Marketing Department
8. The Registrar's Office checks SMART SCHOOL daily for new applications.

## The Marketing Department

1. Marketing Department obtains expected new intake details from all branches and campuses at not less than 8 to 6 weeks before the next admission season. The obtained information should include, expected course title, batch title, mode of delivery, minimum number of students required to commence the course (Annex 5. New Batch Request Form)
2. Marketing department provides the obtained information to the Registrar and the Faculties
3. Upon reception of the Letters of Selections from the Registrar's Office, they are mailed to the applicants at the email addresses provided on the application forms and the students are called on the phone numbers provided
4. In case a student is not selected the Application rejection Letters are sent via mail, explaining the reason for not being selected. The applicant is also informed via phone. The applicant is also advised to follow the Application for Appeal if he/she feels the decision is not fair.
5. The marketing department must promote application for courses online and daily check application status.
6. The Marketing Department checks the [admission@micollege.edu.mv](mailto:admission@micollege.edu.mv) and SMART SCHOOL daily and conduct the necessary marketing protocols to ensure targets are achieved, and applicant needs are met.
7. The Marketing Department informs all relevant campuses, branches, Deans, and the Registrar at least 7 days before the expected orientation, regarding the new batches that can be started. Consequently in the same period, for those applicants, who cannot begin a course at MIC due to limited number of applications, the Marketing Department make dedicated phone calls and negotiate a possible time at which they begin their studies at MIC. The same information is duly communicated to campuses, branches, Deans and the Registrar.

## The Registration Process

1. All applicants must register for courses by filling the Registration form before attending classes. It is highly recommended that students discuss their choices with the faculties before registering. [Application Registration Form]
2. **It is mandatory for the students to pay the non-refundable admission fee before submitting the registration form.**
3. **The SMART SCHOOL will enroll a student ONLY upon the submission of the registration form, along with the proof of the admission fee payment**
4. The Marketing Department must announce the Registration Week and the specific days and time schedule for student registration at Male and Hulhumale campuses.
5. The Registration information must be announced via MIC official website, campuses, and social media, in addition to sending student specific mails and SMS.
6. During the specified time schedule, Marketing Department must ensure registration desks are appropriately organized with the assistance of concerned faculties and departments
7. The Registration process is subject to minor changes depending on the intake size and intake season. The Marketing department will announce the Operation Procedures at least one week before the commencement of each admission season.
8. In other campuses (except Male and Hulhumale) the role of the marketing Team will be assumed by the Branch Manager and his/her appointed team. The marketing department will provide all the necessary assistance and support.
9. The Branch Managers must promptly update the students on SMART SCHOOL without any delay following the submission of the registration forms.
- 10. The Branch Managers must bring point 2 and point 3 under this section to the notice of the applicants.**