GENERAL INFORMATION TO STUDENTS

1. **ATTENDANCE**
   - Minimum 80% attendance is compulsory as per the requirement of MQA, to qualify students for exams. Students who do not attain this attendance will not be allowed to sit for exams.
   - It is the students' own responsibility to check attendance percentage regularly from the lecturer
   - Students should attend all classes on time, and stay throughout the class, to qualify for attendance.
   - In E-learning Modality classes, students are to make sure the video is always on and interact to obtain attendance for the classes. The lecturer has the authority to mark students absent although the student logged in to the class if the interaction in the class is noticed as low or never. If your video is switched off, there is a high chance that Lecturers will mark you absent, even if you are logged in.
   - Medical leave is accepted only with a medical certificate, but those days are not going to be counted for attendance.

2. **CLASSROOM REGULATIONS**
   - Modest and proper clothing
   - Videos of students should be on at all times when participating in the class. Switch on the audio when requested by the lecturer, or there is a need to audio communication. Do not use chatlog for regular communications (E-learning modality students).
   - Keep a quiet place to attend classes (E-learning modality students)
   - Be attentive and participative
   - Eating and other activities not encouraged during class

3. **ASSESSMENTS**
   - In MI College Assessments are carried out very systematically. Each Module has various assessment components which are assessed periodically throughout the semester.
   - Assessments are classified into two categories
     - Internal Assessments (50%) Varies from course to course
     - External Assessments (50%) Varies from course to course
   - Internal Assessments: Examples of Internal Assessments
     - Written Assignment
     - Case study
     - Project
     - Presentation
     - Unit Test
     - Quizzes
     - Article writing
     - Class performance
   - External Assessments: Final Written Examination

4. **ASSIGNMENT SUBMISSION**
   - Due dates of assignments and exams would be disclosed to students well in advance. Students are required to finish assignments on time.
   - All assignments should be submitted through Google Classroom. No assignment will be accepted through emails or other platforms.
   - Students should submit the assignments on the due date before 9 PM. Assignments will be accepted for up to 7 days.

- Delayed submissions will be accepted till the 7th calendar day from the due date with a deduction of 2.5% per day.
- Assignments will not be accepted in any condition after 7 calendar days.
- The Management will not be lenient with students who copy, try to copy or assist to copy in assessments and who plagiarize (take someone else's ideas and words from the internet, books or any other sources and use them as if they were the student's own ideas and words when writing assignments and doing projects).

5. GRADING

- Assignments Marks + Final Exam Marks = >=50 is a Pass

Grading Criteria		
Grade	**Description**	**Mark**
HD	High Distinction	85-100
DI	Distinction	75-84
CR	Credit	65-74
PA	Pass	50-64
SA	Satisfactory	Pass where no grade is given
RS	Re-sit	45-49
RD	Re-do	00-44
US	Unsatisfactory	Fail where no grade is given

Other Abbreviations	
I	Incomplete (Failed to complete essential components)
EX	External Enrolment
XC	Cross Credit (Credit from another programme of study accepted)

6. MARKS PUBLICATIONS
- Students' results will be published as soon as the results are received from the lecturers' markings. It will be updated in SMART SCHOOL where the students will only be able to view the final grade as mentioned in the Grading Criteria.
- Marks will be provided only for the internal assessments of the module.

7. REMARKING
- Students who wish to go for a REMARKING can apply via SMART SCHOOL with the "request module" as it will be processed. Marks obtained in the remarking will be considered the final mark despite it being low or high and it will be updated in the SMART SCHOOL results tab.

8. RESIT INFORMATION
- Students who get 45- 49 marks will give a RESIT for the exam
- Request through SMART SCHOOL via the request module to apply when required.
- Make the payment when the request is approved and invoice is generated in SMART SCHOOL, and submit the slip to the Web Portal or MIC Mobile App and inform the Faculty Facilitator before 15th of the month.

- Exams are scheduled to be conducted in the last week of the month for RESIT students. You will be informed about the Exam Date prior to a weeks' time at minimum.
- You will get only pass (50) marks for RESIT. To get the pass, you will have to pass in the Exam Paper. Your previous assignment marks will not be considered to add up to bring the pass percentage.

9. **REDO INFORMATION**
   - Students who get 0- 44 marks will redo the module
   - Request through SMART SCHOOL via the request module to apply when required.
   - When the module is available you will be informed to make the payment.
   - Make the payment when the request is approved and invoice is generated in SMART SCHOOL and submit the slip to the Web Portal or MIC Mobile App.
   - Fill a separate request for each module you are redoing and inform your Faculty.

10. **ADVANCED STANDING**
    - Advanced standing option is provided for students who have already completed same level courses and modules successfully.
    - Fill the Advanced Standing form available at https://micollege.edu.mv/index.php/Home/Forms and mail to info@micollege.edu.mv
    - Any incomplete forms will not be accepted and it will be returned.
    - Until the module is provided with the advanced standing approval students are recommended to study the module
    - In any case the approval is not received and the student did not attempt the module, a delay in course completing duration is to be barred by the student.
    - Attachments needed-
      o Certificate, Transcripts (mandatory) and unit outline of previous study.
      o In the case of Teaching Practicum attach Experience letter NOT less than 3 years

        Please note: The Academic Review Committee at MI College will give the final approval for advanced standing and will be intimated through a formal letter. Until the reception of the letter the student has to attend the class. The minimum duration for approval is two weeks. So, apply in advance

11. **EXAMS**
    - You have to get registered to the exams via the SMART SCHOOL request module.
    - Examination Department will be providing the orientations for the examinations and related content when exams are being arranged.
    - Basically, students will have only face-to-face exams. Students can go to any registered campus to do the examination in the physical setting, irrespective of the registered campus. For emergency and or medical reasons, if a student is unable to attend the exam, the student may appeal to the College in advance. However, this is not a guarantee that College will provide the exam in face-to-face or online modality.

    - Copying in exams and plagiarism are strictly prohibited. The Management will not be lenient with students who try to copy in exams and who plagiarize (take someone else's ideas and words from the internet, books or other sources and use them as if they were the student's own ideas and words when writing assignments and doing projects).
    - Actins will be taken against students who copy, try to copy, assist to copy.

12. **REPORTING TO EXAM**
    ● Students should report to the exam hall half an hour before exam starts.
    ● Students should bring their National ID cards when attending exams and show it to the invigilator. No student can enter the exam hall without showing their ID cards.
    ● Students are not allowed to bring in their bags, mobile phones, instrument boxes, pencil cases, books, etc. inside the exam hall

13. **ABSENCE REPORTING FOR EXAMINATIONS**
    ● The absence of an exam should be informed in advance to the Examination Department and the Faculty with valid proof / reasons for absence by filling the Student Appeal Form.
    ● In the absence of notification it will be considered as a RESIT / REDO where the marks of the internal Assessments will be compiled and projected as the result.

14. **LIBRARY FACILITIES**
    ● The library and student lobby are on the 7th floor next to the reception. You can use the library after contacting the reception or the teacher support. In order to borrow books, you need to sign and provide your details in the reception. Please take care of the books and return the books without delay.

    Online Library
    Link for online library will be made available in Google Classroom.

15. **PAYING COURSE FEE**
    ● Students are to pay the course fee as per the fee policy.
    ● Students who have difficulties in getting the payment done, are to make sure they approach the Student Support Unit with relevant documents and explanations before the payment is due to avoid any fine generations.
    ● Course fee is to be paid monthly until the duration of the course is complete. You can pay in advance where possible to clear the course fees.
    ● Admission fee is to be paid one time where it will not be refundable.
    ● The total course fee is split to instalments, for the convenience of students. Hence, even when the classes complete before the course duration, monthly instalment has to be paid accordingly until the end of course duration.

Description	Consequence
1st of every month till 10th (the next working day if 10th falls on a holiday)	-
11thor the next working day after 10th of the current month till 20th (the next working day if 20th falls on a holiday)	Notice issued by the Finance Department A fine of MVR 150 incumbent on the pending fees Students in genuine difficulty are asked to contact the Finance Department to discuss their circumstances. They are also strongly advised to contact MIC Student Support Department
20thor the next working day after 11th of the current month till the last working day of month	Notice issued by the Finance Department A fine of MVR 300 incumbent on the pending fees
Fees due over 30 days or 1 month	Notice of temporary suspension from class issued by the Student Administration Department A fine of MVR 500 incumbent on the pending fees (MVR 300 fine plus MVR 200 for removal of suspension)
Fees due over 3 months	Student may be subject to termination of registration. There will be no refund of previous fees.

MIANZ INTERNATIONAL COLLEGE
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16. COMMUNICATION ETIQUETTES

Get clear your contact points and contact the right person for right issues.
As students in College, students are responsible and answerable for any issues. Don't get parent and others involved unnecessarily.
Always maintain a positive communication, whatever the issue may be.

In order to make your requests clear and easy, please follow the given guidelines

- Viber:

    o Mention your Name, National ID number and Course Name along with the Detail of your Query to the relevant people available for your assistance in the Viber groups
    o Try your communications to fit the official working hours (10am to 10pm)
    o Send messages in English

- For official communications, use the Smart School portal or emails
- Mail:

Please follow to write emails with the given recommended format

To: info@micollege.edu.mv
From: (student College email)@micollege.edu.mv or (personal email)@email.com

Subject: _____

Respected Sir / Madam,

(Content matter explanation)
_____
_____
_____

Sincerely,

Student Name: _____
National ID: _____
Phone Number: _____

17. **COURSE DROP OR DEFER**
    - Any Student who wishes to discontinue or defer the course should mail the relevant form available in the website to dean within 2 weeks.
    - Those who fail to notify may have to pay additional fees when rejoining.
    - Make sure that you have received a confirmation letter from the College confirming your course drop or differ request.

18. **CLASS SCHEDULE**
    - Every course Apart from Level 3 & Premasters will be held in semester mode.
    - Classes will be held 4 days a week Starting from 4 pm to 10 pm
    - No classes will be held on all Fridays and public holidays
    - Time table will be shared shortly

19. **GOOGLE CLASSROOM**
    - Every student will be provided with Google compatible email address from MI College. This email also can be used for any email communication to the College.
    - Your student email is created using your NID number, and is in the format a******@micollege.edu.mv
    - Default password is **students**
    - For foreign students, the email and password are created in the same pattern, but using the PP number.
    - All students will be pre-added to the enrolled Modules and students can use the JOIN button in Google Classroom, to join the Classes. There is no need to use any Classroom codes and Google Meet codes to join the classes.
    - Submission of academic work is to be done in Google Classroom.

20. **LOGGING IN TO GOOGLE CLASSROOM**
    - Students can join the Google classroom using two options:
      a. Go to the address https://classroom.google.com/ and use the credentials provided from the College.
      b. Go to https://www.google.com/ and then go to Google Apps (9 dots on the top right corner) to select Google Classroom.
    - When you use the Google Classroom for the first time, click "I'm a student" (you won't see this option if using a personal account)
    - After logging in to the Google Classroom, check if you are using the required email address, because when you use multiple emails in the same device, the device sometimes might automatically pick your personal email registered in the device to access Google Classroom.
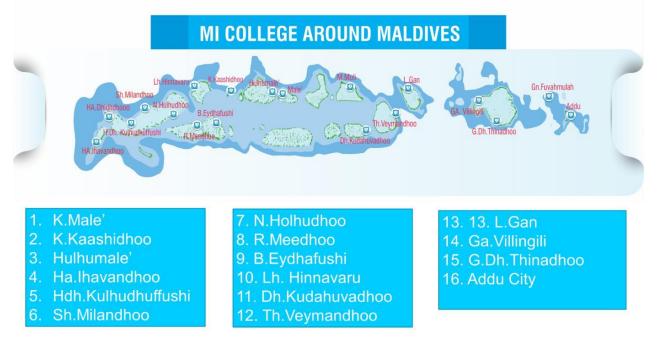   - For any help regarding Google Classroom, please contact the technical team on 7332150

21. **SMART SCHOOL**
    - It's a student data base at MIC
    - Students can use this platform for
      o Fee status
      o Attendance
      o Assessment grades from the smart school.
      o Request for various letters, certificates, transcripts
      o Apply for resit, redo, convocation etc

22. **FREE DEGREE**
    - Free Degree is a service that is transacted between the student and Ministry of Higher Education (MOHE)
    - Students have to request for the Placement documents via Smart School
    - Application is to be done to MOHE

- Tuition Fee amount will be paid to the student from MOHE on semester basis. For the documentation and confirmation, it might take few weeks or months. However, the student should be paying the College on monthly basis, irrespective of the receipt of free degree grant by MOHE.
- College will not be responsible for any delay in receiving the free degree grant by the student from MOHE.

23. MI COLLEGE REGISTERED CAMPUSES

MI COLLEGE AROUND MALDIVES

1. K.Male'
2. K.Kaashidhoo
3. Hulhumale'
4. Ha.Ihavandhoo
5. Hdh.Kulhudhuffushi
6. Sh.Milandhoo
7. N.Holhudhoo
8. R.Meedhoo
9. B.Eydhafushi
10. Lh. Hinnavaru
11. Dh.Kudahuvadhoo
12. Th.Veymandhoo
13. 13. L.Gan
14. Ga.Villingili
15. G.Dh.Thinadhoo
16. Addu City