



<b>Policy Name:</b>	<b>Policy on Convocation</b>		
<b>Department</b>	Academic	<b>Approval Authority</b>	Rector
<b>Date of Implementation</b>	10/06/2020	<b>Date of Last Revision</b>	26/07/2020- V02

### 1. Introduction of Policy

The Office of The Registrar and the relevant departments, to ensure that MIC complies with the standards and protocols of MQA, must verify the completion of the certification requirements. This document intends to outline these processes to ensure the integrity of the convocation processes.

### 2. Scope

This policy outlines the protocols and procedures to be followed by the various departments of MI College and by the students to ensure a smooth convocation process.

### 3. Definitions

- **Convocation** : The process of completing a program and exiting with the official academic documents.
- **Graduands**: Students approved for convocation
- **Official academic documents**: Official Transcript and Certificate
- **Convocation Cloak**: Gown designed by MIC that, students graduating from programs of different levels must wear in order to participate in the convocation ceremony
- **Early Certification**: The issuing of official academic documents before the convocation.
- **Cut-Off Date** : A date where students academic activities must be completed to be eligible for the specific convocation
- **Academic Activities**: Successful completion of all the assessments components
- **Convocation Ceremony** : Function held to award the official academic documents and special achievements.
- **Smart School**: Student Database
- **MIC Senate**: A governing body in authority to declare students who have fulfilled the requirement to graduate in a particular level of programme.

### 4. Protocols

#### 1) Convocation date

- a) Generally, MIC will hold one convocation ceremony every year. However, this may change;
  - i) Due to unforeseen circumstances or
  - ii) Due to the number of students graduating at a particular year



- b) The Registrar's office will announce a convocation date and a timeline leading to convocation with due dates for various academic and finance related activities. The convocation timeline will be made available on [www.micollege.edu.mv](http://www.micollege.edu.mv)
- c) The timeline will indicate a particular cut-off date, within which all the academic and financial requirements should be met for a student to be eligible to graduate in a specific year. Students completing the academic requirements beyond the mentioned cutoff date would not graduate in the respective year.

## 2) Applying for convocation

- a) A student may decide to attain graduate after completing any levels as per the Maldives National framework published by MQA, irrespective of the duration of their enrollment. For example, a student enrolled in a three year degree program will be eligible to graduate after successfully completing each level.
- b) A student who is in the last semester of his or her studies must notify the intent to graduate by submitting the convocation application form as per the convocation timeline
- c) Students may apply for convocation **only via Smart School**.

## 3) Identification and Review of Graduands

- a) Faculty heads must submit the list of potential graduands to Registrar's Office as per the convocation timeline
- b) The Office of the Registrar reviews the applications for convocation, and approves the eligibility for convocation if the students have met the following requirement:
  - i) Duration of the program enrolled is completed.
  - ii) Attendance is updated on Smart School with minimum requirement
  - iii) Indicated successful completion of all the Assessment tasks on Smart School
  - iv) Indicates students have cleared all the payments.
  - v) Returned dongle or any other gadgets provided by MIC
  - vi) Supervision from MQA is completed.
- c) The Deans will cross-check the final eligible list for accuracy, duly sign them and resubmit it to the Registrar's Office.
- d) The Office of The Registrar scrutinises the list of graduands and ensures that it contains only the students who comply with all convocation requirements and hence are eligible to participate in the convocation ceremony. In case the requirements for the certification are not met,



then the office of the Registrar removes the graduands from the official list. Thereby, the application for convocation is annulled.

- e) The Registrar's Office forwards the final list to the academic senate for approval and certification in line with the prescribed dates.
- f) After The Senate's approval, the final list of graduands is forwarded to the Academic Review Committee.
- g) Deans notify graduands who do not meet requirements for convocation prior to convocation ceremony rehearsal. If the student belongs to island branches then the Branch Manager should assist the Dean in the process.
- h) If a student's course completion date does not fall within the one months before the cut-off date and after one month of convocation ceremony, the student may claim for the Early Award of Certificate (*Please refer to point No 10, Early award of certificates for more details*).

#### **4) Convocation document processing charges**

- a) MIC will charge certification and document processing fees from all the students irrespective of their participation in the convocation ceremony. However, no additional payment will be charged from students wishing to attend the convocation ceremony .
- b) Students are allowed to bring one guardian to the convocation ceremony. Students must indicate in the application form for convocation if they will bring a guardian for the ceremony as MIC will be making the logistics in advance and late requests will not be entertained.
- c) Convocation fees are non-refundable and are subject to change. Please refer to the fee structure available on [www.micollege.edu.mv](http://www.micollege.edu.mv).
- d) Students who wish to get certificates for more than one level of the Bachelor's programme must submit individual application forms for each level.
- e) Students must ensure all the due payments are cleared before applying for convocation. The convocation process will not be initiated if the student has any due payments.

#### **5) Convocation cloak/ Gown/ Attire**

- a) Grandaunds receiving certificate level 7 and above should wear a convocation gown specially designed by the College for the appropriate level. Gown designs will be available on [www.micollege.edu.mv](http://www.micollege.edu.mv)).
- b) Students can either rent or own the gown by making the charges mentioned on the fee structure. The deposit for the gown will be reimbursed if the gown is returned as per the agreed contract for releasing MIC gown.



- c) Students must sign a contract to procure the MIC gown. Gown releasing date and returning date will be specified on the convocation timeline.
- d) Convocation theme and color for the year will be specified in the convocation timeline.
- e) Students must wear formal outfits according to the color theme finalized for the year.
- f) Please refer to the contract for the terms and conditions in issuing and returning of the gown. (Please refer to, 'Contract on issuing of gown')

**6) Convocation rehearsal**

- a) Students cannot participate in the convocation ceremony without participating in the rehearsal for convocation. The rehearsal date will be specified in the convocation timeline.
- b) During the rehearsal, a card for parents will be issued by the college and it is mandatory to bring the card to participate in the final convocation ceremony.

**7) Convocation in Absentia**

- a) Students who cannot participate in the convocation ceremony can procure the certificate after three days from the convocation ceremony. (*Please Refer to, 'Certificates And Official Transcript Issue policy'*).

**8) Early award of certificates**

- a) To avoid any disadvantage to students who may have to wait long without getting the certificate and transcript, an early certification option is made available.
- b) Any student who completes the academic activities before the cut-off date can apply for the early certification 1 month before the cut-off date.
- c) Any student who completes the academic activities after the cut-off date can apply for the early certification after 1 month of convocation ceremony.
- d) If a student claims for an award of the certificate any other time than the convocation, the student may request for an Early Award of Certificate through Smart School.
- e) The students will be required to pay the fees for the Early Award of Certificate (*Refer to Fee Structure*). These charges will be inclusive of convocation fees and hence students will be allowed to participate in the convocation ceremony without any additional charges. Students must indicate participation in the convocation ceremony in the application form for convocation. Late requests will not be entertained.



- f) Early award of certificates will be processed after MQA supervision of students' marks and approval from the College Senate. The processing time for the early Certification will be a minimum of THREE weeks.

**5. Policies and documents to refer:**

*Fee Structure*

*Certificates And Official Transcript Issue policy*

*Contract on issuing of gown*

**6. Annex:**

*Annex 1: Convocation Form – Sample*

*Annex 2: Early Certification Form - Sample*

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