



AVID COLLEGE
GATEWAY TO  LIFELONG LEARNING

GRADUATION POLICY

Policies can be established or altered only by the Academic Board
Procedures may be altered by the Rector

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AVID COLLEGE, 2022

Name Graduation Policy		Policy No. AC/P16/QAD/22/GRP-02	Version: 2
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This document has been permitted to proceed on (DD/MM/YEAR)

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Dr. Suneena Rasheed

Rector



Graduation Policy

Approved Date: December 02, 2022

1. STATEMENT

Avid College conducts a Graduation ceremony on an annual basis. The purpose of this Graduation Policy (henceforth, GRP) is to outline the requirements for graduation at Avid College; specify who qualifies for formal award conferral by the College Council; specify who is in charge of overseeing graduation ceremonies; and to describe the procedures followed for Graduation ceremonies. As a general rule, students must complete the enrolled program within the given time period in order to be eligible for graduation. This policy applies to all the Graduands and programmes offered by Avid College.

2. SCOPE

The scope of this GRP covers the definitions of the GRP, procedural principles, roles and responsibilities, graduation procedure and review procedure of the PAP. The GRP applies to all Graduands and stakeholders of Avid College.

3. PROCEDURAL PRINCIPLES

3.1. The Avid College Council authorises the conferral of awards and the scheduling and conduct of graduation ceremonies.

3.2. The specified forms of words included in the order of proceedings may not be amended without approval of the Avid College Council.

3.3. The Rector will manage and coordinate all aspects of the college graduation ceremonies authorised by Council and reserve the right to alter ceremony schedules as required.



4. DEFINITIONS

4.1. Award: a degree, diploma or certificate approved by Maldives Qualifications Authority (MQA) which is conferred or granted by Avid College Council.

4.2. Conferral: the act of granting an award to a student either in person or in absentia at an official ceremony after completion of their programme requirements.

4.3. Graduant: a student who has fulfilled the requirements for completion of a study programme and has had his/her award conferred in accordance with this policy.

4.4. Testamur: a certificate which is binding on and certified by the Avid College Council, provided to the relevant graduating student on successful completion and conferral of an award at the college.

5. ROLES AND RESPONSIBILITIES

<i>No</i>	<i>Role</i>	<i>Responsibility</i>
5.1	Authorise the conferral of awards and the scheduling and conduct of graduation ceremonies	College Council
5.2	Approve the specified form of words included in the order of proceedings	College Council
5.3	Conferral of award	College Council; having requirements for completion of an award course are fulfilled
5.4	Oversee all aspects of a graduation ceremony	Rector and Deputy Vice-Rector (Academic Affairs)
5.5	Manage and coordinate all aspects of graduation ceremonies authorised by College Council	Rector
5.6	Conferral of award in absentia	Registrar
5.7	Provision of testamur and academic statements	Registrar



6. PROCEDURE

6.1. When both the academic and financial clearances have been completed, the Office of the Registrar informs the Graduands about the graduation date and other requirements.

6.1.1. Academic Clearance: Office of the Registrar reviews the student academic records, ascertaining that the student has completed all the necessary modules for the particular programme.

6.1.2. Financial Clearance: Student Accounts reviews the student's financial status, ascertaining there is no balance due.

6.2. When both the academic and financial clearances have been completed, the Office of the Registrar will inform the Graduands about the graduation date and other requirements.

6.3. Students' who are graduating from one or more programmes, should fill in an application for each Programme. However, student will be charged the registration fee only once.

6.4. Each graduand will have to pay a registration fee of MVR 800 (Non-refundable) to the reception prior to graduation ceremony.

6.5. Those graduating at Associate Degree, Bachelor's Degree and Master's Degree level will be allowed to wear graduation regalia (gowns, mortarboard, etc). These are available for hire from the college reception.

6.6. A charge of MVR 2000 is made for regalia from which MVR1000 is refunded to the student once the regalia is returned to the College. A fine of MVR 5500 is charged, if there is any damage in the regalia.

6.7. A rehearsal is held one day prior to Graduation Ceremony at a respective venue. It is compulsory to attend the rehearsal as important information and instruction is provided during the rehearsal.



6.8. Each student is entitled to book a maximum of TWO relatives or friends to attend the ceremony. Children below 10 years cannot attend the ceremony.

6.9. The testamur or official certificate along with transcript will be issued from the reception within one after the Graduation Ceremony.

7. REVIEW PROCEDURE

- a. This policy will be reviewed every TWO years and, if necessary, amended to ensure that it is kept up to date.
 - b. The policy will be made available to all staff and students at induction, on the College website and to other interested parties on request.
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13. REVISION HISTORY AND RESPONSIBLE PEOPLE

<i>Revision No</i>	<i>Revised by</i>	<i>Revised Date</i>	<i>Amendment</i>

