



AVID COLLEGE
GATEWAY TO  LIFELONG LEARNING

AVID COLLEGE OFFSHORE CAMPUS POLICIES

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

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AVID COLLEGE, 2025

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Mariyam Waseema

Rector

1. Introduction

This document outlines the policies and procedures governing offshore campuses operated by Avid College, Maldives. These policies are in alignment with the standards and regulations set forth by the Maldives Qualifications Authority (MQA). The aim is to ensure quality assurance, academic integrity, and compliance across all offshore campuses affiliated with Avid College.

2. Entry Qualifications of Students

All offshore campuses must adhere to the following entry qualification standards:

- Students enrolling in Certificate Level programs must have completed at least Grade 10 or equivalent.
- Students enrolling in Diploma programs must have completed Grade 12 or equivalent.
- For Degree-level programs, students must have a recognized Diploma or equivalent qualification.
- All qualifications must be verified and approved by MQA where applicable.
- English language proficiency is required for entry into all programs unless the medium of instruction is the student's native language.

3. Lecturer Qualifications

All lecturers teaching at offshore campuses must meet the following minimum criteria:

- Must possess at least one level higher academic qualification than the course they are teaching.
- For Degree-level teaching, a minimum of a Master's Degree in the relevant field is required.
- For Diploma-level teaching, a Bachelor's Degree with relevant experience is required.
- Lecturers must have relevant teaching or industry experience of at least 2 years.

- All qualifications and professional experiences must be verified and documented.

4. Attendance Policies

The following attendance policies apply to all offshore campuses:

- Students must maintain a minimum attendance of 80% for each module.
- Attendance must be recorded and monitored weekly.
- Justifiable absences must be supported with official documentation.
- Chronic absenteeism may lead to academic penalties, including course failure or suspension.
- Staff attendance must also be recorded and managed by campus administrators.

5. Academic Records

Academic records of all students and lecturers shall be available in the format requested by the college.

6. Year-by-Year Auditing Levels

To ensure continuous quality assurance, the following auditing structure will be implemented:

- Annual academic audits will be conducted to evaluate course delivery, assessment methods, and student feedback.
- Administrative audits will assess staff performance, documentation, and adherence to policies.
- Financial audits will review the financial records and compliance with budgetary allocations.

7. Final Audit Every Three Years

Every offshore campus is subject to a comprehensive final audit every three years. This includes:

- Full academic review covering program content, student outcomes, and

teaching quality.

- Institutional review by external auditors to evaluate governance, infrastructure, and compliance with MQA standards.
- Recommendations and action plans will be provided based on audit findings, and implementation must be documented.

8. Conclusion

These policies are intended to standardize the operations of offshore campuses under Avid College, Maldives. Compliance with these policies ensures that all campuses uphold the academic integrity and quality assurance required by the Maldives Qualifications Authority.