

## **VC Policy on Student Admission**

### **Objective**

To articulate the College's standards for student admissions, and support efficient and effective application processes.

### **Principles**

1. VC has admission standards that:
  - are expressed in a form that is clear, concise and consistent across the College and easily interpreted by potential students;
  - are appropriate for the Qualification Standards level of the program and required learning outcomes;
  - take account of external benchmarks; and
  - ensure that students have adequate prior knowledge and skills—including English-language proficiency—to undertake the program successfully.

### **Admissions Standards Accreditation**

2. VC admissions standards are consistent with the Maldivian National Qualification Framework (MNQF).
3. All admission standards are approved by the Academic Senate and relevant committees from time to time.
4. Any breaches in admissions standards are reported to Senate, relevant committees and to the Rector of Villa College.
5. Where any review of admission standards are undertaken by the relevant committees, then these admission standards requires re approval from the Senate and all the bodies concerned at Villa College.

### **Admission Standards**

6. Admission standards for a Certificate III programme includes:
  - Completion of basic education OR
  - Completion of certificate II level studies
7. Admission standards for Foundation/Advanced Certificate/Certificate IV programmes include:
  - 3 Passes in GCE O level OR
  - Completion of certificate III level studies from a recognized institution
8. Admission standards for degree / diploma studies

- 5 non-overlapping passes from GCE A level/HSC Exam and GCE O level/HSC where the student either scores 3 O levels with 2 A levels or 2 O levels with 3 A levels OR
  - Completion of Foundation/Advanced Certificate/Certificate IV or equivalent from a recognized institution
9. Admission Criteria for Advanced Diploma studies
- 5 non-overlapping passes from GCE A level/HSC Exam and GCE O level/HSC where the student either scores 3 O levels with 2 A levels or 2 O levels with 3 A levels OR
  - Completion of a Diploma or equivalent from a recognized institution
10. Admission Criteria for Masters Studies
- Completion of a bachelor degree in a relevant field from a recognized institution.

#### **English Language Entry Requirement**

11. All admissions are subject to meeting English Language requirement as stipulated by Villa College in accordance with any specific language requirements set by the Maldives National Qualification Framework (MNQF).

#### **Mature Entry Application**

12. Domestic applicants who are 21 years and above and do not meet the normal entry standards may apply for admission through alternative entry based on experience. The admission standards for such students will be determined Admission Committee against the approved criteria under principal 3 of this policy.

#### **Cross Institutional Admission**

13. Cross institutional admission of students under College collaborative partnerships will be made in accordance to approved guidelines set by the Academic Senate.

#### **Admission Documents**

14. The College considers applications for all programs that are made in accordance with the programme entry requirements described on the College website, including the English language entry requirements.
15. Admissions applications documents must be presented in approved proformas, in English, with attested and accredited documents. Where the documents are not in English, each such documents shall be accompanied by a full attested translation.

#### **Processing of Admissions Documentation**

16. Admissions procedures, proformas and application archiving requirements are managed by the Registration Department, including notifications of conflict of interest, forced offers and auditing of qualifications and other application documents.

#### **Admission Outcomes**

17. All applicants will receive a formal notification of outcome, which can be:
- A full offer; or
  - A conditional offer; or
  - An unsuccessful letter
18. Informal communications are not formal outcomes and cannot be accepted or taken as formal advice on an application. Outcomes will directly generated by the Registration Department .

#### **Offers**

19. Students wishing to accept an offer of a place at the College will do so in accordance with stated procedures and in accordance with published deadlines.
20. Conditional Offers are issued with specified conditions authorised by the Registration Department.
21. The College may vary or cancel any decision where it is determined that the applicant has not met the requirements including provisions under the programme and award requirement. The College may vary or cancel any decision made on the basis of incorrect, incomplete or fraudulent information provided by the applicant or by referees in support of an application.

#### **Forced Offers**

22. Offers for any students who have not met the standard admission requirements will only be processed with the formal approval of the Admission Committee and Registrar on the basis of clear evidence.

#### **Review of Decisions and Appeals**

23. Review of Admissions decisions and appeals are undertaken in accordance with the relevant programme admission criteria and award rules.