



VILLA COLLEGE

ACADEMIC BOARD

Policy No: AC006

STUDENTS' GENERAL RULES

A. GENERAL

1. Short Title and Commencement

The College makes the following Rules hereinafter cited as the “**Students’ General Rules**” of Villa College.

2. Purpose

The Students’ General Rules are intended to provide for :

- (a) the proper conduct and discipline of students of the College;
- (b) an appropriate learning environment that would help to ensure and maintain the good academic standards of the College; and
- (c) the development of a student community imbued with high morals, honour, discipline, aspirations and mutual respect for one another and for the members of the College.

3. Exception

The College shall have the authority to make, amend or revoke any of the provisions made under the Students’ General Rules.

4. Scope and Application

The Students’ General Rules shall apply to students of the College. A student shall be deemed to be subjected to the Students’ General Rules at the time of first enrollment with the College.

5. Date of Application

The Students’ General Rules shall take effect from 1st February 2009.

B. INTERPRETATION

In the Students’ General Rules, unless the context provides otherwise:

“**College**” means Villa College;

“**College Premise**” means any premise or building owned or rented by the College for the purpose of education, teaching, training, conduct of practicals or laboratories, examinations and College congregation;

C. GENERAL RULES

1. Updating Information required by the College

- 1.1 Students should help the College in maintaining accurate and updated information about the student name, National ID number, passport number, correspondence address, contact numbers and email address.
- 1.2 Any change to student name, passport number, correspondence address, contact numbers and email address should be informed to the College at the earliest possible.

2. Attendance

- 2.1 Attendance is compulsory for all students. Students should observe exemplary, regular attendance at all classes, tutorials, workshops, lab classes and practical sessions.
- 2.2 A student must attend at least 80% of the total number of classes in a unit or course.
- 2.3 In specific courses where greater than 80% attendance is required a student must meet the required percentage of attendance.
- 2.4 Any variation from the attendance specified in 2.2 and 2.3 will be reviewed by Academic Board. Depending on the nature of attendance and students' academic performance the Academic Board may decide that the student should:
 - (a) Discontinue the unit or course;
 - (b) Repeat the unit in the following semester.
- 2.5 In case of unjustified inadequate attendance, the respective faculty will notify the student verbally when the student fails to achieve 95% attendance; a warning letter will be issued when student fails to achieve 90% attendance and when a student fails to achieve 80%, the faculty may review the student's enrolment in a particular course.
- 2.6 Students must submit medical certificate or written documents to justify the absence from the classes;
- 2.7 College will take no responsibility in the case where Maldives Accreditation Board's refusal to accredit the certificates awarded by Villa College due to student's failure in meeting the required percentage in attendance.

3. Punctuality

- 3.1 Students must be ready on time for theoretical or practical classes, practical duties assigned to them or other events organised by the College.
- 3.2 Students will be marked late if they arrive to classes later than specified by the faculty.

4. Absence

- 4.1 For any foreseen absence, students must request for leave, in writing to the course coordinator at least 2 working days before the beginning of the absence.