



ADMISSION POLICY

Island Institute of Tertiary Education

Admission Policy

Policy No:IITEBS/AP/2023/005

Revised on December 2022

	DOCUMENT REF NUMBER: IITEBS/AP/2023/005	ISSUE DATE: 17th December 2022
	ISSUE NUMBER: NA	REVISION NUMBER:
Admission Policy		

ISLAND INSTITUTE OF TERTIARY EDUCATION

Guidelines, Policies and Procedures

1. Introduction

This policy is intended to provide an overarching framework for the Academy of admission and withdrawal policies and procedures. This policy and procedure apply to the admission and withdrawal of all categories of students at the Academy.

1.1 The Academy is committed to fair, transparent and consistent admissions practices. We are committed to equality in education. Students are selected on the basis of their individual merits, abilities and aptitudes.

1.2 The Academy seeks to attract a wide range of applicants from different socio-economic and educational backgrounds who can demonstrate the academic ability and the skills required to succeed in their chosen studies.

1.3 The Academy aims to offer clear and consistent advice and guidance to prospective applicants to enable them to make informed choices and to apply to programs appropriate to their interests, academic qualifications and potential.

1.4 This policy and associated procedures comply with relevant regulations emanating from Maldives Qualification Authority and Department of Higher Education of the Ministry of Education, Maldives.

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2. Roles and Responsibilities

2.1 The Education Program Director of Academy delegates' authority for processes related to admission of students to Enrolment Officer, and to the Registrar.

2.2 The Office of Registrar is responsible for ensuring that policies and procedures regarding student admissions are operated fairly and consistently, and in line with the Academy's strategic aims and objectives and relevant policies and procedures.

2.3 Admission decisions are made by Enrolment Officer in consultation with the Academic Committee and advice and norms issued by the Committee.

2.4 Enrolment Officer is provided with regular training on admission issues and is expected to follow Admission policies, procedures and guidelines.

3. Application Process

3.1 Applicants seeking admission to an Academy program must submit an Application Form and supporting documentation evidencing the admission criteria.

3.2 A compulsory non-refundable registration fee must be paid with the application. Refer to Annexure 1 for registration fee applicable.

3.3 Applications to all the programs should be made directly to the Academy.

3.4 All applications received prior to the relevant deadline will be given full and equal consideration. No preference will be given to applications submitted early. Late applications will be considered at the discretion of the Academic Committee.

3.5 If a student wants to clarify their eligibility, an email can be sent to the Academy enrolment and relevant support will be provided. It is the responsibility of the student to check their eligibility before submission of the application.

3.5 The Academy reserves the right to reject an application due to missing documents, unattested documents or student not being eligible. Student will be informed in such as case.

4. Selection

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4.1 To be considered for selection for admission in a program, applicants must meet the eligibility criteria. Where necessary, applicants who are eligible for admission will be ranked in comparison to one another and offers will be made in order of highest rank in terms of academic performance, English language proficiency and education background.

4.2 A delegated officer from the Admissions Office will review applications and identify applicants, who meet specific program entry requirements and have the likelihood of success in the program.

4.3 This officer from the Admissions Office will verify applicants' documents such as academic qualifications, evidence of training or professional experience and evidence of English proficiency. Where an applicant provides false or misleading information in their application for admission, the application will be rejected.

5. Terms and conditions

5.1 The Academy's published terms and conditions apply to all applications for all programs offered. The Academy will draw these to the attention of anyone who receives an offer of a place to study at the Academy. The terms and conditions are fair and transparent, and form a contract between the Academy and each student.

6. Admission Criteria

6.1 Admission takes effect when the applicant accepts all of the Terms of Agreement and any relevant conditions attached to the Letter of Offer and satisfies the admission criteria for their course.

6.2 The admission criteria that are set for courses must be appropriate for the course and the learning outcomes required by the course. It should be designed in a way to ensure students have appropriate prior knowledge and skills to successfully undertake the course that they are seeking admission.

6.3 Academic and non-academic admission criteria for program will be described in the course documents and prospectus documents as approved by MQA.

7. Maldives Qualification Authority (MQA) entry criteria approved for each course

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7.1 Each application will be considered on an individual basis by at least two members of appropriately trained and qualified staff working to agreed selection criteria in line with MQA entry conditions.

7.2 Admissions decisions will be made as quickly as possible. However, due to the large volume of applications, and in order to operate a fair admissions process, in some cases it may take longer for decisions to be reached. The Academy aims to keep such delays to a minimum.

7.3 Admission decisions will be communicated to applicants in an appropriate and timely manner. Any conditions attached to an offer of a place will be clear and specific.

7.4 In some cases where the Academy is unable to make an offer for an applicant's program choice, an offer for an alternative program may be made.

8. Withdrawal of a letter of offer

8.1 The Academy reserves the right to withdraw an offer, where an offer of place was incorrectly made to an applicant.

8.2 The Academy reserves the right to withdraw an offer and cancel the enrolment where an offer was made on the basis of incomplete or inaccurate information supplied by the applicant or a certifying authority, or where an applicant is excluded from any tertiary institution or tertiary program at any time.

8.3 The Academy may also revise or cancel an offer if entry criteria change for program prior to the applicant accepting the offer.

Policies stipulate that a certain number of students must register for a course before the course can be taught. The offer will be withdrawn if the registered students are fewer than what is required.

9. Transfer to another program before commencing study

9.1 Applicants who have received a Letter of Offer and who have not yet commenced study in the program to which they have been admitted may make an application to change to another program offered by the Academy.

10. Deferment of commencement of studies

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10.1 An applicant may apply and be approved to defer commencement of studies at the Academy until a subsequent study period.

10.2 Applications for deferred entry, on various grounds, will be considered on a case-by-case basis by the Academic Committee.

11.Re-admission

11.1 Students who have discontinued their enrolment in a course either, by requesting a withdrawal from studies themselves, or by the actions of the Academy, and who wish to be re-admitted to the same course, may submit a new application to be assessed. Registration Fee will be charged as it will be processed as a new application.

12.Feedback

12.1 Unsuccessful applicants can reasonably expect to receive feedback on their application on request. Enrolment Officer on advice of the Academic Committee responsible for the admission decisions will provide this feedback.

13.Appeals

13.1 Applicants who have been unsuccessful in seeking admission or re-admission to the Academy and who are dissatisfied with the outcome of their admission or re-admission application may seek to appeal the decision through the Academy Discipline and Grievance Committee. Appeal should be done through Student Enquiry and Appeal Form along with supporting documents.

14. Interaction between the Academy and the applicant

14.1 The Academy is committed to ensuring that any interaction with an applicant is conducted in a professional, courteous and respectful manner and it expects that any communication from an applicant is conducted in the same way.

14.2 Applicants should note that the Academy will not tolerate inappropriate behavior or language towards its employees or members of the wider Academy's community during the admissions process. Hostile, aggressive or otherwise inappropriate behavior or language, whether expressed verbally or in writing, and excessive levels of contact, will be viewed seriously and may adversely affect the consideration of an application, appeal or complaint.

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14.3 The Academy will normally warn an applicant that his or her behavior or language is inappropriate and that action is being considered, but where the behavior or language is particularly inappropriate no warning need be given before action is taken. Such action may include the withdrawal of an offer or the rejection of an application.

15. Monitoring and Review

15.1 This policy will be reviewed **annually** by the Academic Committee. Revision should be made in light of changes in regulations and strategic objectives.

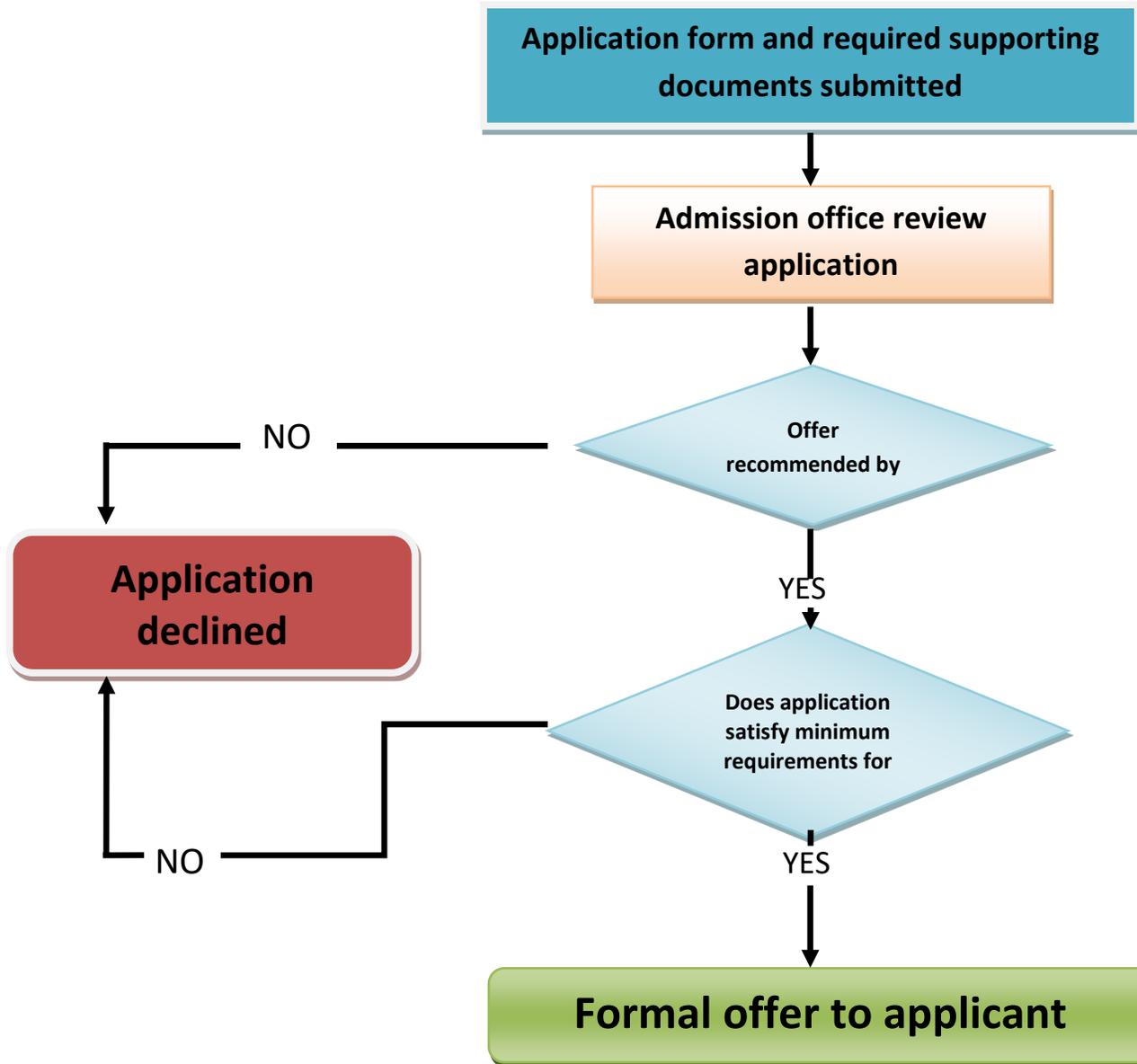
Annexure 1

Level	Qualification	Registration Fee
Level 3	Certificate III	MVR 250
Level 4	Certificate IV / Advanced Certificate	MVR 350
Level 5	Diploma	MVR 500
Level 6	Associate Degree / Advanced Diploma (1 Year)	MVR 750
	Associate Degree / Advanced Diploma (2 Years)	MVR 1000
Level 7	Bachelors Degree (3 Years)	MVR 1500

Approved by Academic Board of IITE

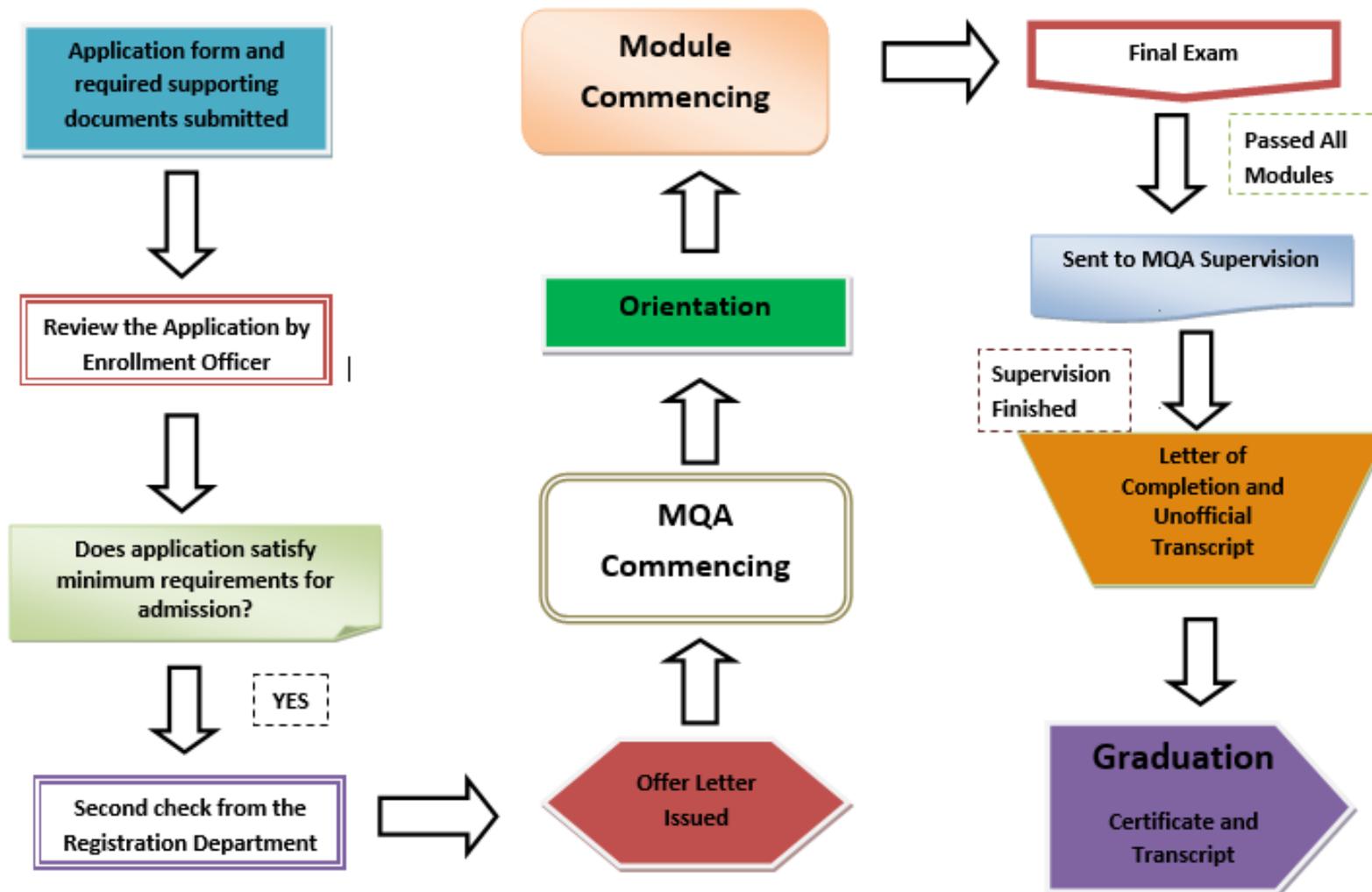


APPENDIX: PROCESS MAPS
PROCESSING STUDENT APPLICATION



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Process to follow from Admission to graduation





Appeal Committee Policy

Island Institute of Tertiary Education

Appeal Committee Policy

Policy No: IITEBS/2022/AP007

Revised on December 2022

Purpose

To ensure that decisions related to student enquiry and appeals are carried out in a timely and efficient manner and with the best possible outcome in accordance with the institution policies and guidelines.

Appeal committee ensures fair treatment to all when making decisions regarding appeal.

Members

Registrar

Program Leader / Coordinator

Finance incharge

Scope

These decisions will be made within seven days of a request and will be communicated via email or Viber.

Appeal committee will handle those decisions that cannot be decided by a single department alone such as the student desk, registration or finance.

Appeal Process

1. Student Desk receives appeal form via google form
2. Student Desk contacts relevant department for a response.
3. Student Desk informs the student of decision if it can be taken by specific department.
4. If not, appeal form is forwarded to appeal committee for decision making.
5. Appeal committee will convene within seven days and decision will be taken.
6. Appeal committee will inform student desk about decision taken.
7. Student desk will inform the student of decision taken.

Approved by Academic Board of ITE





Attendance Policy

Island Institute of Tertiary Education

Attendance Policy

Policy No: IITEBS/2022/AP013

Revised on December 2022

Policy Name	Attendance Policy
Policy Number	IITEBS/2022/AP013
Approved By	Academic Council
Date of Original Approval	17 th September 2017
Date of Revisions	6 th January 2022
Contact	Office of the Registrar

1. Attendance

1.1 Attendance is compulsory for all students

1.2 Students should observe exemplary, regular attendance at all theory classes, practical sessions

1.3 A student should attend at least **80%** of the total number of classes in a module

1.4 Any variation from the attendance specified in 1.3 will be reviewed by the Academic Committee. Depending on the nature of attendance and the students' academic performance the Academic Committee may decide that the student should:

- Discontinue the Module or Course.
- Repeat the module in the following semester.
- Provide attendance at the discretion of academic committee with valid reason

1.5 In case unjustified inadequate attendance, following disciplinary procedure will be applied:

Total percentage absence in each Action will be taken

5%	Verbal Warning
10%	Warning Letter
15%	Refer to Academic Committee
20%	Withdrawal

2. WEAK PERFORMANCE

2.1 The Student will not be withdrawn due to weak academic performance.

2.2 Even though 2.1 stands true the student will not be shown leniency if she/he does not cover the required attendance.

2.3 Informing student of his/her weakness. (Communicating, Guiding, Counselling)

3. PUNCTUALITY

3.1 Every student of IITE Business School is expected to show punctuality in attending academic session and other schedules sessions/ seminars / workshops arranged by the school.

4. MARKING OF ATTENDENCE

4.1 Student Attendance will be marked electronically by business school (Student Card, only applicable to Male' Campus) and manually by the subject lecturer. After 15 minutes of the class schedule attendance will be marked as "L" – Late and after 30 minutes attendance will be marked after an approval from the course coordinator.

5. ATTENDENCE APPEAL

5.5 If such a need arises, this can be done as per the Academy policy filling a form from the student desk. Such an appeal must be made as soon as possible (during the week) and before the last week of the module of the concerned module. Student Enquiry and Appeal form must be used for such appeals. Hardcopy of form must be submitted to ORC Manager and Softcopy emailed or sent via Viber to Coordinator. Appeal status will be communicated to Student by Coordinator within 3 working days.

6. CAUTION NOTICES AND LETTER ISSUANCE

6.1 The Academy issues all notices via SMS, electronically and by written and verbal means.

Approved by Academic Board of IITE





CERTIFICATE AWARDING AND GRADUATION

Island Institute of Tertiary Education

Policy on Certificate Awarding and Graduation

Policy No: IITEBS/2022/AP004

Revised on December 2022

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1. Purpose

- a) To establish the requirements for Award eligibility and conferral
- b) To define who is responsible for the management of graduation ceremonies
- c) To outline the Standard Operating Procedures for awarding

2. Policy Statement

Island Institute of Tertiary Education (IITE) grants Awards and Certificates on the basis of merit to Students who have satisfied the requirements of the Award or Certificate program in which they are enrolled.

- a) This policy applies to all Students enrolled in any Program offered by IITE Business School.

3. Eligibility

- a) In order to qualify for an award or certificate, students must meet the minimum credit requirements specified for their enrolled program.
- b) Students are required to attain a minimum of 80% attendance across all modules within the program they are enrolled in.
- c) In Exceptional circumstances of ill health and unforeseen circumstances, students are required to obtain a minimum of 75% attendance across all modules within the programme they are enrolled in.
- d) The requirements of the award should be satisfied and must be awarded by the school examinations board 6 weeks prior to the graduation ceremony day.
- e) Once a student has satisfied the requirements for the Award or Certificate Program in which they are enrolled, the student will become a Graduated of IITE Business School.
- f) Awards are conferred by IITE Business School at a graduation ceremony.

4. Financial Clearance

All payments must be cleared by the student 30 days prior to the graduation ceremony. This includes any outstanding tuition fee, book payments, graduation fees and any other charges.

5. Academic Dress

This is obligatory and must be ordered 30 days prior to the graduation day. Academic Dress is applicable to those students who will be graduating at Diploma Level or Higher.

5.1. Payments for Graduation and Gown

- a) Non - Refundable Graduation Fee: 500 MVR (To be paid by all graduates even if they don't take part in the graduation ceremony)
- b) Non – Refundable Gown Rental Fee: 1000 MVR
- c) Refundable Gown Deposit Fee: 1000 MVR for students who will be graduating at Diploma Level or Higher.

6. Responsible Parties

IITE Business School reserves the rights to make alterations to the graduation ceremony. Registrar and appointed graduation committee will be responsible for overseeing the preparation and execution of graduation ceremony and related processes. who will be graduating at Diploma Level or Higher.

7. Unforeseen Circumstances

In case of unforeseen circumstances such as bad weather conditions the ceremony will be rescheduled, and every effort will be made to inform all Graduands.

IMPORTANT: Your award or degree must be awarded at a school examination board at least 6 weeks before the graduation day, and all required fees must be paid in full 30 days prior to graduation day, in order for you to be eligible to graduate and attend the ceremony.

8. Graduation Checklist

- a) Pay all your outstanding tuition fees
- b) Ensure all library books are returned, and if required all fines are fully paid
- c) Fill the graduation registrations form
- d) Ensure that your official name which will be displayed on the certificate and transcript is correct
- e) Place your order for the academic gown at least 30 days prior to the graduation day.

9. Procedure followed when issuing Letter of Completion and Certificate

- a) Once all students have completed the requirements for graduation within a batch, MAMBS will do their utmost to request for Supervision from MQA for the programme. This process usually takes 1-2 months from the date of exam completion (inclusive of re-exams).
- b) When MQA has given approval to proceed, students will be informed. This is to facilitate provision of Letter of Completion before the graduation ceremony if a student requires. Students who request for the Letter of Completion are required to submit the appeal form.
- c) Certificate will be awarded at Graduation. Students who do not attend the ceremony can collect the certificate from Student Services after the graduation ceremony.
- d) MAMBS graduation will be held two times a year. The Ceremonies will be held in June and December. Students who are eligible for each ceremony must register to attend the ceremony and complete the requirements 30 days prior to the ceremony date. Ceremony date will be informed to students at least 45 Days prior to the ceremony.

10. Awards Given

- a) Certificates (For Each Graduand and Best Student of each batch) (To be collected from Academic Office after graduation Ceremony)
- b) Medal (For Best Student of each Batch)

Approved by Academic Board of ITE





Consultancy Policy

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Consultancy Policy

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Revised on September 2022

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1. Introduction

Consultancy has been recognized as a mean to create resources which can aid the development of the core activities of the Institute, particularly research.

Island Institute of Tertiary Education, here after refers as IITE, is committed to making its expertise available through service to industry, government, the professions and other organizations.

IITE encourage staff to engage in consultancy wherever appropriate and in a manner which is consistent with their contractual responsibilities.

This policy is intended to provide the information required to undertake consultancy work in accordance with the Institute approved procedures.

2. Scope

This policy applies to both academic and support staff and on pro rata basis or special arrangements to part-time staff.

For the purposes of this policy the Institute defines consultancy as professional work undertaken by staff in their field of expertise, for which the client makes payment; it normally produces some form of contracted output.

3. Policy Objectives

To establish a framework to support consultancy activities and services at the Island Institute of Tertiary Education.

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4. The Policy

Consultancies described in this Policy are governed by the following guiding principles:

- i. There should be demonstrable benefit to the Institute from the Consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- ii. The Consultancy must not be in conflict with Institute policies such as the **Code of Conduct Policy**.
- iii. The Consultancy must not be in conflict with the functions, objectives or interests of the Institute or damage its reputation.
- iv. Staff members are not permitted to undertake external research activities where no formal agreement has been authorized by the Institute.
- v. In this instance, staff may not use their title when providing research services that are not approved by the Institute.

5. Benefits of Institute Consultancy

The Institute provides the following benefits to staff undertaking Institute Consultancies:

- a) Access to the Institute's resources such as technical and administration.
- b) Entitlements to use the Institute's name and reputation, providing it is not brought into disrepute.
- c) Ability to make reference to their Institute position and title in connection with the work.
- d) Flexible working arrangements within the overall rules and regulations of the Institute.
- e) Ensure fully cover costs and researchers will be compensated accordingly as per prior agreements.
- f) Seek to ensure the consultancy does not interfere with the other functions of the Institute.
- g) Seek to provide proper protection to the Institute and members of staff in undertaking the consultancies.
- h) A number of Institute service areas support the indirect costs of Consultancy, including Library Services, Financial Services and Marketing. In particular, the Research Faculty provide the following services for Institute Research Consultancies:

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- assistance to scope projects and structuring proposals;
- providing intellectual property advice;
- establishing pricing, assisting with negotiations and finalizing the terms of the contract;
- providing ethics advice and supporting ethics applications;
- providing contracting advice, including indemnity, legal, risk and financial review.

The Institute does not extend these benefits to Private Consultancies. Any Consultancy conducted by a staff member that accesses any of these benefits in the course of undertaking the work will be regarded as a Institute Consultancy and subject to the conditions of this Policy.

6. Types of consultancies

A) Institute Consultancies

A Institute consultancy is an arrangement for the provision by employees of the Institute, for consultancy services in return for a benefit to the Institute. The work carried out may be either part of, or additional to, their normal duties, and payments additional to their normal salary may be made to them depending on the nature of their involvement, the extent and form of any impact on their normal duties, and departmental arrangements.

A Institute consultancy is conducted on a fee for service basis. The fee must be based on appropriate competitive marketplace considerations of full cost recovery and profit.

A funding agreement that constitutes a contract is required prior to the acceptance of funds. The funding agreement must be signed in accordance with the Schedule of Contract Delegations. All such consultancies must be formalized by appropriate contract documentation and be administered through the Faculty of Research.

B) Community Consultancies

The Institute recognizes that its employees service the wider community in a variety of ways.

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A Community consultancy is an arrangement for the provision of advice as a contribution to the community. In such cases Institute will not seek to charge for its human resource component, however associated outgoing expenses may need to be met. An employee may enter into such an arrangement provided the consultancy is for the purposes of achieving Institute priorities.

Community Service Consultancies must be approved by the Head of Academic and the Dean (Research).

C) Private consultancies

A private consultancy is an arrangement for the provision, by any employee of the Institute, for research, teaching or other services (other than those services which the employee is contract to provide to Institute), in return for a benefit to the employee. The employee is the proper party to a private consultancy. A private consultancy must not use Institute resources or infrastructure and must not impinge on the normal Institute duties of staff member. Particular regard should be paid to the provisions of the Working Time and to the Health and Safety implications of excessively long working hours.

This declaration states that the consultant will not use:

Institute facilities, space, resources or infrastructure including IT infrastructure (email address/internet access), title, letterhead, business cards or any of its corporate systems.

And further that:

The consultancy involves no conflict of interest with the consultant's duties as a staff member of the Institute. The consultant undertakes to inform the Dean (Research) if any such conflict arises.

The consultant indemnifies the Institute and its representative from and against all actions, claims, loss, damage, costs and expenses arising directly or indirectly from or in respect of his or her private consultancy activity.

The consultant undertakes to notify any person or body for whom the consultancy is carried out that:

- The consultant is undertaking the consultancy in their private capacity

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- The Institute is not involved in the consultancy in any way
- The Institute is therefore not liable for any claim whatsoever arising out of the consultancy arrangement.

The consultant also undertakes to include a statement in those terms in any written contract setting up the consultancy arrangement and on any written report / result / specifications produced in the course of that arrangement.

Both the applicant and the Head of Academic must sign this declaration. If the applicant is also a Head of Academic, the Dean (Research) must sign the declaration.

7. Contracting, and pricing for Institute Consultancy

All Institute consultancies must have a legal contractual basis and contracts must be signed by the relevant authority.

Contracts should be negotiated in accordance with the costing and pricing procedures agreed by Finance.

The Institute seeks to maintain standard consultancy contract terms and conditions for reasons of good governance, simplicity and efficiency.

IITE will not take responsibility for any action against a consultant in relation to work that they agreed to undertake privately or without Institute's approval.

8. Costing and Pricing

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Direct costs

The price should cover all direct costs associated with carrying out the Institute consultancy works, including:

- salaries of the Institute staff undertaking the consultancy work
- administrative and technical costs
- charges for the use of equipment or space
- provision of data services
- travel and accommodation
- salaries for staff hired specifically for the purpose of undertaking or contributing to the consultancy.

9. Overhead costs

The price should cover all overhead costs incurred by the Institute. These typically include costs associated with the use of facilities (for example lights, power, telephone, computer and certain equipment), administrative support, legal costs, cleaning and maintenance, project administration, audit, and financial management costs.

Distribution of income

Net proceeds from Institute consultancies after all direct and overhead costs have been paid will be distributed as follows, unless prior arrangements have been made with the Chief Executive Officer.

- Staff member – 75%
- Institute – 25 %

With the approval of the Dean (Research), staff may elect to receive the proceeds from Institute consultancy work by direct payment through the Institute's payroll and therefore form part of their taxable income, or contribute the proceeds to a Institute restricted account for use in ways that benefit

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both the Institute and individual staff, for example, through defraying the costs of conference participation, travel and the purchase of work-related equipment.

Staffs who are undertaking Private Consultancy activity are responsible for providing the Academic Head and Dean (Research) with a signed statutory declaration for each private consultancy conducted.

Members of staff undertaking private consultancy and other paid work other than with the Institute are responsible for their own financial and tax arrangements and should seek appropriate independent professional advice.

10. Disclosure of Consultancy

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The Institute requires that all consultancies undertaken by its full-time, part-time employees, whether institute-based or private, is disclosed; and, where it is a Institute consultancy, that it is formally approved according to the protocols.

This is for the following specific reasons:

- **Conflicts of Interest:** The Institute must be satisfied that the individual will continue to perform all the duties required of them by their contract of employment with the Institute and that the consultancy does not conflict with the interests of the Institute.
- **Non-competition:** The Institute must be satisfied that staff are not undertaking consultancy in competition with the Institute, either directly or indirectly. Staff must be clear that their primary duty is to IITE and must not therefore act in any way that conflicts with the best interests of IITE. If members of staff are in any doubt about any consultancy opportunities, they must seek advice from the Institute before progressing discussions.
- **Consistency with Institute values and ethical issues:** The Institute must not be directly or indirectly associated with activities which are likely to be perceived internally or externally as unethical or inappropriate.
- **Intellectual Property:** Work for external bodies should be consistent with the terms and conditions of the Institute's General Regulation on Intellectual Property.
- **Quality Assurance:** The Institute requires that appropriate arrangements are in place to assure the quality of Institute consultancies, and to ensure that its contractual obligations to third parties can be met in the event of a member of staff originally undertaking the work being unable to complete the work for whatever reason.

Failure to disclose or obtain formal approval for consultancy as required by this policy shall be regarded as a disciplinary matter and is subject to the Institute's disciplinary procedures. and is subject to the Institute's disciplinary procedures.



Credit Framework Policy

Island Institute of Tertiary Education

Credit Framework Policy

Policy No: IITEBS/2022/AP009

Revised on December 2022



Policy Name	Credit Framework Policy
Policy Number	IITEBS/2022/AP009
Approved By	Academic Council
Date of Original Approval	September 17, 2017
Date of Revisions	January 16, 2022
Contact	Office of the Registrar

1.0 PREFACE

- 1.1 Each academic unit shall clearly articulate the academic structure of its programmes.
- 1.2 The principles and purpose of provisions for credit-based learning will be shared with all stakeholders for transparency of curricula and learning outcomes.
- 1.3 For the purposes of this Policy, a 'credit' is a general measure of the academic work undertaken over a specific period of time and represents different types of academic work for different academic programmes and is the basic unit of progression towards a diploma or degree.
- 1.4 'Transfer credit' is the granting of credit for academic work completed at another institution.

2.0 ACADEMIC STRUCTURE

- 2.1 The Academy's academic structures – type of academic calendar, duration of academic terms / semesters, regionally approved definitions of course credit and determination of course credit values – will be derived from a careful and appropriately proportioned consideration of the required level of intellectual attainment.
 - 2.1.1 The Ministry of Higher Education (MOHE), Maldives; the Maldives Qualification Authority (MQA) and the Quality Assurance Department (QAD) shall be the source of credit hour definitions for the Academy. Other sources may be added as the Academy expands.
 - 2.1.2 For example, the Maldives Qualification Authority (MQA) and the Ministry of Higher Education (MOHE) state that the following method shall be used to define a credit hour: one credit hour means one hour of lecture per week; or two hours of tutorial per week per week; or three hours of laboratory / practicum work per week; or five hours in farm or similar practice per week over the entire length of a term of study.
- 2.2 The Academy's Registrar will be responsible for ensuring that the course credit values awarded reflect the quality and standards of the Academy, fall within the requirements of the Academy's qualification frameworks for that academic level and comply with the requirements of the national accreditation bodies.

2.3 Following the approval of courses and programmes of study by Academic Council, the Academy's Registrar will be responsible for ensuring that:

2.3.1 Credits assigned to a course are indicated in the course description.

2.3.2 Credits are earned only when the course and assessment have been completed

3.0 TRANSFER CREDIT

3.1 The Dean is responsible for:

3.1.1 Specifying whether transfer of credits will be allowed in relevant programmes of study.

3.1.2 Providing academic unit-specific procedures for prior approval for transfer of credit from other institution.

3.2 Only credits from those institutions which the Institution recognizes are transferable directly.

3.2.1 Credits earned in other at other institutions or Academy's academic units / programmes must be certified to be equivalent [by the Registrar's Office] to the level and number of credits in the programme of study to which the credits are being transferred.

3.2.2 Individual programmes of study will determine a stale dating policy for transfer credits. That is, whether a course will be accepted for transfer credit if older than the stale date noted. For example, a programme may determine that a course completed in 2005 cannot be used for transfer credit in 2016 as the programme has a five-year stale date rule.

3.3 Transfer credit is permissible only if the candidate has fulfilled all requirements of the course.

3.4 The transfer of credits is permissible for credits earned by the candidate before admission at this Academy.

3.5 Transferred credits may not be used to meet practicum, lab, internship or thesis requirements.

3.6 As the Academy has no control on the awarding of grades and criteria for pass / fail at other universities. Therefore,

3.6.1 Only credits with a pass or above are transferable.

3.6.2 The grades obtained at other institutions will be listed on a student's transcript and noted as transfer credit, but these courses will not be included in the calculation of the CGPA.

3.7 The maximum number of credits that may be transferred will not exceed 50% of the total number of coursework credits required for the student's degree.

3.8 The Academy allows recognition of prior learning through transfer of credits for diploma-, bachelor- and master-level qualifications.

3.8.1 For accreditation of prior learning from other institutions the candidate will be required to do a qualifying exam / paper or fulfil other requirements as specified by each programme.



Curriculum Policy

Island Institute of Tertiary Education

Curriculum Policy

Policy No: IITEBS/2024/AP002

Revised on August 2024

1, Purpose: This policy establishes the framework for the development, review, and oversight of the curriculum at IITE, ensuring compliance with Maldivian laws, Islamic Shariah, and the requirements of the Maldives Qualifications Authority (MQA).

2. Policy Statement: IITE is committed to delivering a high-quality curriculum that meets educational standards and respects the cultural and legal context of the Maldives.

3. Curriculum Development:

a) **Qualified Personnel:**

- a. The curriculum must be created by a professional and experienced individual with expertise in the relevant field, ensuring alignment with MQA requirements.

b) **Cultural and Legal Compliance:**

- a. The curriculum content must respect Maldivian laws and adhere to Islamic Shariah principles.

4. Quality Assurance and Approval:

i. **Oversight by Quality Assurance Committee:**

- a. The curriculum will be discussed and overseen by the Quality Assurance Committee of the [Institution Name] for approval before implementation.

ii. **Review Process:**

- a. The curriculum will be reviewed as per MQA requirements and timelines to ensure ongoing relevance and quality.

5. Issue Reporting:

i. **Identification of Issues:**

- a. If any issues with the curriculum are identified, lecturers must inform the coordinator immediately.

- ii. **Communication Protocol:**
 - a. The coordinator will then notify the Academic Director of the issue in writing.
 - b. The Academic Director will submit the issue to the Quality Assurance Committee for further review and action.

- 6. **Compliance and Accountability:** All faculty members and staff involved in curriculum development and delivery are required to adhere to this policy. Non-compliance may result in disciplinary actions.

- 7. **Review of Policy:** This policy will be reviewed annually to ensure it remains effective and aligned with MQA guidelines and institutional goals.

Approved by Academic Board of IITE





POLICY ON E-LEARNING

Island Institute of Tertiary Education

POLICY ON E-LEARNING

Policy No: IITEBS/2023/SP009

Complied in November 2023

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1. Introduction

This policy outlines the principles and guidelines governing the use of e-learning tools and resources within Island Institute of Tertiary Education (IITE). E-learning is considered an integral part of our pedagogical approach, and this policy seeks to ensure its effective and responsible implementation.

2. Scope and Purpose

2.1 Scope:

This policy applies to all members of the IITE community, including students, faculty, staff, and administrators, who utilize the BigBlueButtonBN and 'IITE ELMS' platforms for educational purposes.

2.2 Purpose:

This policy outlines the guidelines and expectations for the use of the BigBlueButtonBN and 'IITE ELMS' platforms at IITE ensuring a seamless and productive e-learning experience for all students, faculty, and staff.

3. Module Delivery via E-learning

3.1 The rationale behind choosing e-learning.

Adopting E-learning is driven by the imperative to enhance accessibility, flexibility, and cost-effectiveness. E-learning allows students to engage with preparatory coursework from anywhere, promoting inclusivity and accommodating diverse schedules. The flexibility it offers empowers students to learn at their own pace, fostering a personalized educational experience.

Additionally, the cost-effectiveness of E-learning, with reduced infrastructure and commuting expenses, makes quality education more attainable. The integration of multimedia tools caters to various learning styles, while the adaptability of digital platforms ensures the curriculum stays current. In an interconnected world, e-learning enables global reach, attracting a more diverse student body. The resilience of E-learning, especially in times of unforeseen disruptions, makes it a strategic choice for delivering a program, ensuring continuity and innovation in education.

3.2 Educational Objectives

The educational objectives of delivering a program via e-learning include:

- **Academic Preparedness:** Ensure students acquire the foundational knowledge and skills necessary for success in university-level courses.
- **Flexibility and Accessibility:** Provide a flexible learning environment accessible to a diverse student population, accommodating various schedules and locations.

- **Critical Thinking and Problem-Solving:** Foster the development of critical thinking skills and the ability to solve complex problems, preparing students for the challenges of higher education.
- **Technological Proficiency:** Equip students with digital literacy and proficiency in using technology tools, which are increasingly essential in university settings.
- **Self-Directed Learning:** Promote self-directed learning skills, encouraging students to take responsibility for their education and manage their own learning pace.
- **Research and Information Literacy:** Develop research and information literacy skills to enable effective information retrieval, evaluation, and utilization in academic contexts.
- **Adaptability to Online Platforms:** Familiarize students with e-learning platforms, ensuring they are comfortable and adept at navigating digital environments for their academic pursuits.
- **Global Awareness:** Cultivate a sense of global awareness and cultural competence, preparing students for diverse and international perspectives they may encounter in university studies.
- **Assessment of Progress:** Implement effective assessment methods to gauge student progress, ensuring that learning objectives are met and identifying areas for improvement.

3.3 Pedagogical Models and Innovation Strategies to be used in delivering the programme.

The programmes need to be delivered shall utilize the following pedagogical models and Innovation Strategies:

- **Flipped Classroom:** Students engage with instructional content online before attending virtual discussions and activities to deepen understanding.
- **Project-Based Learning:** Foster active learning through projects that require critical thinking, problem-solving, and collaborative skills, facilitated through IITE ELMS.
- **Gamification:** Integrate game elements into the learning process to enhance engagement, motivation, and the application of knowledge in a simulated environment.
- **Social Learning Networks:** Create online communities through IITE ELMS where students can collaborate, share ideas, and engage in peer learning, fostering a sense of belonging and collective knowledge building.
- **Microlearning:** Break down content into small, focused modules, allowing for shorter, more targeted learning sessions that are conducive to online delivery.
- **Interactive Multimedia:** Enhance content delivery through IITE ELMS with interactive multimedia elements such as videos, animations, and simulations to cater to diverse learning styles.
- **Real-World Applications:** Integrate real-world examples and case studies into the curriculum, connecting theoretical concepts to practical applications and preparing students for the challenges of university studies through IITE ELMS.
- **Continuous Feedback and Assessment:** Implement regular and timely feedback

mechanisms, including formative assessments, quizzes, and discussions, to gauge understanding and provide ongoing support.

3.4 Institutional Support for E-learning

The following Institutional Support shall be offered at IITE for the successful implementation of E-learning.

- IITE shall employ its proprietary Learning Management System, referred to as IITE ELMS, throughout all stages of E-Learning module delivery. Both lecturers and students shall gain access to IITE ELMS via their email accounts within the IITE domain. The modules shall be delivered utilizing the virtual classroom platforms and additional functionalities offered by IITE ELMS. Assessments and evaluations shall be conducted using the assessment module integrated into IITE ELMS.
- To provide effective technical support for e-learning, IITE shall establish a centralized help desk accessible through various communication channels, including phone, email, chat, or a ticketing system.
- IITE shall develop an online knowledge base or FAQ section empowering users to address common technical issues independently. In addition to this, a mandatory orientation session and other regular training sessions for students shall be offered to familiarize them with the e-learning platform, to the likelihood of technical challenges.
- The IT department of IITE shall conduct regular system checks and updates, maintaining responsive email support, and utilize social media for communication.
- The IT department shall collaborate with the other departments to address complex technical issues and ensure a streamlined process for resolution.

3.5 Course Development for E-Learning

The course development process for a Programme in an e-learning context began with a comprehensive needs assessment, identifying the learning requirements of students entering the program. The curriculum is then designed, outlining key subjects and learning objectives aligned with university-level studies. Instructional design principles are applied to create engaging online learning experiences, utilizing appropriate multimedia and interactive components. The content, curated or developed, is tailored to prepare students for the academic rigor of university courses.

Assessment strategies are designed to measure students' readiness, and technology is integrated to support the delivery of the preparatory program. Accessibility considerations ensure inclusivity, and pilot testing with a small group allows for feedback and adjustments. Instructors are required to undergo training, and continuous improvement is driven by ongoing feedback throughout the program. Monitoring, support, and a comprehensive evaluation post-program are required to ensure the effectiveness of the Programme in an e-learning environment.

3.6 Teaching and Learning Methods for E-learning

- **Video Tutorials:** Lecturers create video content explaining concepts, demonstrating procedures, or providing step-by-step guides.
- **Text-Based Tutorials:** These tutorials consist of written content with explanations, examples, and instructions. They are often accompanied by images, diagrams, or code snippets.
- **Interactive Tutorials:** Interactive tutorials engage learners through hands-on activities. This can include coding exercises, interactive simulations, or virtual labs.
- **Webinars and Live Sessions:** Live webinars or online classes provide real-time interaction between instructors and learners. They allow for Q&A sessions and discussions.
- **Adaptive Learning:** Adaptive tutorials use technology to personalize the learning experience. They adjust the content and difficulty level based on a learner's progress and performance.
- **Case Studies:** Tutorials based on real-world case studies or scenarios provide practical insights and problem-solving opportunities.
- **Discussion Forums:** Discussion forums can serve as tutorials when learners actively engage in discussions, share knowledge, and learn from their peers.
- **Quizzes and Tests:** These are traditional assessment methods adapted to the online environment. They can include multiple-choice questions, true/false questions, short answer questions, and essay questions.
- **Interactive Assessments:** These assessments may include drag-and-drop exercises, matching exercises, or interactive simulations that require learners to actively engage with the content.
- **Discussion Forums and Blog Posts:** Written discussions and blog posts serve as assessment tools by evaluating the quality of a learner's contributions and reflections in online discussions.
- **Projects and Presentations:** Learners are required to complete projects or presentations and submit them online. This assesses their ability to apply the knowledge gained in the course.

3.7 Student Support Mechanism for E-Learning

The following shall be considered as means of student support in the context of e-learning at IITE.

- **Orientation Programs:** Provide comprehensive orientation programs to familiarize students with the e-learning platform, course structure, and expectations, ensuring a smooth transition to online learning.
- **Technical Support:** Offer readily available technical support to assist students with issues related to the e-learning platform, connectivity, or other technological challenges.
- **Help Desk or Support Center:** Establish a centralized help desk or support center where students can seek assistance with various aspects of e-learning, including navigation, content access, and technical problems.
- **24/7 Accessibility:** Ensure that support services are available 24/7, especially during critical times such as assignment due dates or exams, to accommodate diverse schedules

and time zones.

- **Online Resources and FAQs:** Develop and maintain online resources, including FAQs and tutorials, to guide students through common issues, technical processes, and effective online learning strategies.
- **Academic Advising:** Provide academic advising services to help students plan their courses, navigate program requirements, and address any academic concerns or challenges.
- **Feedback Mechanisms:** Establish mechanisms for students to provide feedback on courses, instructors, and the overall e-learning experience. Use this feedback for continuous improvement.
- **Progress Monitoring:** Implement tools to monitor student progress and engagement, allowing early identification of potential challenges and enabling timely intervention.
- **Clear Communication Channels:** Maintain clear communication channels, including announcements, email updates, and regular newsletters, to keep students informed about important dates, changes, and institutional updates.

3.8 Compulsory e-learning training for teaching staff

To offer compulsory e-learning training for teaching staff at IITE, the process shall start with a needs assessment to identify specific training requirements. Customized training modules covering key e-learning skills shall be developed and delivered through interactive workshops and webinars each semester.

3.9 Technological Infrastructure

IITE employs its custom e-learning management system known as 'IITE ELMS,' which is a personalized version of Moodle. Access to ELMS is granted through email accounts from the IITE domain. ELMS can be accessed on both desktop and mobile devices.

The primary features of ELMS include:

- **Dashboard:** IITE ELMS offers a personalized dashboard for instructors and students. This dashboard provides an overview of the students' enrolled and ongoing courses, as well as suggestions for future courses. It also displays essential information regarding completed modules, results, and modules available for enrollment of the current programme.
- **User Profile:** The ELMS user profile contains all necessary information about instructors and students, including personal records.
- **Social Learning:** IITE ELMS facilitates student engagement in learning discussions through features such as the 'Toggle Messaging Drawer' messaging board, Forum Posts, Forum Discussions, and private messaging between students and instructors.
- **Calendar:** This feature allows for the scheduling of course-related events and institution/user-proposed events. It aids in meeting student assessment deadlines by providing automatic alerts.

- **File Management System:** Users of IITE ELMS can conveniently manage students' private files using the private files feature. Users can create folders, organize files, and make edits as needed.
- **Security Features:** To ensure robust security, IITE ELMS employs strong authentication methods like username/password combinations, two-factor authentication (2FA), and Single Sign-On (SSO). It also utilizes Intrusion Detection and Prevention Systems (IDPS) to detect and prevent unauthorized access or suspicious activities in real-time. Furthermore, it complies with data privacy regulations such as GDPR and CCPA by giving users control over their data (based on user roles), ensuring content security, user privacy protection, and secure file uploads.

IITE ELMS also utilizes e-learning module with integrated function; BigBlueButtonBN to conduct virtual classes. This platform offers mobile compatibility, enabling users to access classrooms on smartphones and tablets. Its features include:

IITE ELMS e-learning module with integrated function; BigBlueButtonBN

- **High-Quality Audio and Video Streaming:** BigBlueButton provides high-quality audio and video streaming for online classes, supporting webcams and microphones for participants. It also offers Screen Share for presenting documents and an Interactive Whiteboard for real-time annotation and idea sharing.
- **Assignment Module:**
 - The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.
 - Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips as assignments. The assignment module also can be used to remind students of 'real-world' assignments they need to complete offline, such as art work. Students can also submit work individually or as a member of a group.
 - When instructors assess assignments, they can provide feedback in the form of comments and can also attach files, such as annotated student submissions or documents with comments, or even provide spoken audio feedback. Assignments can be graded using numerical values, custom scales, or more advanced grading approaches like rubrics. The final grades are then recorded in the gradebook.
- **Recording and Playback:** Classes can be recorded for later review, and instructors have host controls for session management, including muting/unmuting participants and room locking. User roles with specific permissions (e.g., presenter, moderator, viewer) are also available.
- **Security Features:** Password-protected sessions and room locking enhance security, ensuring that only authorized participants have access. Data transmission is secured with encryption.

3.10 Student Assessment

For the assignments conducted online, the assignment module of IITE ELMS shall be used:

- For lectures to communicate tasks, collect work and provide grades and feedback.
- For students to submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips as assignments. This module also can be used to remind students of 'real-world' assignments they need to complete offline, such as artwork. Students can also submit work individually or as a member of a group.
- When lectures assess assignments, they can provide feedback in the form of comments and can also attach files, such as annotated student submissions or documents with comments, or even provide spoken audio feedback. Assignments can be graded using numerical values, custom scales, or more advanced grading approaches like rubrics. The final grades are then recorded in the gradebook.

online examination shall be conducted via IITE ELMS considering the following procedures;

- Define the exam structure, including question formats and time limits, and communicate technical requirements to students.
- Implement security measures such as randomized question orders, time limits, and secure access controls.
- Prepare the exam content and configure access controls, ensuring authentication processes are in place.
- Conduct practice tests to familiarize students with the platform and provide clear communication regarding exam details and instructions.
- Explore online proctoring solutions for exam integrity if necessary.
- Offer technical support during the exam and conduct a thorough system test beforehand.
- Establish backup plans for unforeseen technical issues and outline post-exam procedures for data collection and grading.
- Collect feedback from both instructors and students for continuous improvement of the online examination process.

3.11 Electronic Security Measures

The security measures for e-learning at IITE shall be ensured through:

- *Identity Verification and Authentication:*

Implement identity verification mechanisms to ensure that students are who they claim to be. This can include requiring students to log in with their institution-issued credentials.

- *Screen Sharing Control:*

Through IITE ELMS, moderators can control students' ability to share their screens. Limiting screen sharing can help prevent unauthorized materials from being displayed during exams.

- *Lockdown Browsers:*

IITE ELMS is capable of using lockdown browsers alongside BigBlueButton. These specialized browsers can restrict students' access to external websites and applications during online exams.

- *Recorded Sessions:*

IITE ELMS provides the option to record sessions. In case of suspected misconduct, recorded sessions can be reviewed to detect any irregularities during the exam.

- *Third-Party Proctoring Services Integration:*

IITE ELMS will be integrated with third-party proctoring services like ProctorU, Proctorio, or Examity to offer features like automated proctoring, live proctoring, identity verification, and behavior analysis.

3.12 E-Learning Coordinator

IITE shall have a coordinator responsible for conducting and monitoring e-learning. The coordinator is responsible for the following:

- For overseeing the planning, implementation, and management of e-learning initiatives within an institution.
- Coordinate with instructors to design and develop online courses, ensuring the integration of effective instructional design principles, and providing technical support for both students and faculty.
- Select and implement e-learning technologies, overseeing the IITE ELMS and staying abreast of emerging trends in online education.
- Organize training sessions for faculty, monitoring the quality of online courses, and facilitating communication between various stakeholders involved in e-learning initiatives.
- Enhance the overall effectiveness and success of e-learning programs within the institution.

4. Related Policies:

This policy shall be in compliance with the IITE's Policy on Conduct, Discipline and Grievance and Appeals

5. Amendments:

Any amendments to this policy must be approved by the Chancellor and communicated to the college community.

6. Acknowledgment:

By enrolling or working at IITE, all members of the college community acknowledge their commitment to adhere to the principles and guidelines outlined in this Policy.

Approved by Academic Board of IITE





Examination and Assessment Policy

Island Institute of Tertiary Education

Policy on Examination and Assessment

Policy No: IITEBS/2022/AP012

Revised on December 2022

Policy Name	Policy on Examinations and Assessment
Policy Number	IITEBS/2022/AP012
Approved By	Academic Council
Date of Original Approval	17 th September 2017
Date of Revisions	6 th January 2022
Contact	Office of the Registrar

1.Introduction

1.1 IITE is committed to ensuring that the exams management and administration process is run effectively and efficiently.

1.2 Academic Board is the body which has the power to deal with all matters relating to the academic affairs of the Academy including the conduct of examinations, the determination of examination results, the procedure for appeals by candidates relating to the results of such examinations and academic progression. At the Academy, Academic Board, under delegated authority from Academy Council, approves annually the assessment regulations and examination procedures including their publication and ratifies examination results.

1.3 This document provides for the mandate, regulations and procedures for the Examination Committee with respect to conduct of examinations with delegated authority from the Academic Board.

1.4 This policy and procedure apply to all staff and students of IITE.

2. Purpose:

This exam policy will ensure that All:

2.1 Aspects of the Academy's exam process is documented and other relevant exams-related policies, procedures and plans are implemented.

2.2 The students and staff are well informed and supported.

2.3 The students and the staff involved in the exams process clearly understand their roles and responsibilities

2.4 Exams and assessments are conducted in accordance with Academic Board regulations, guidance and instructions, thus ensuring that exam candidates understand the exams process and what is expected of them.

3. Definitions and Abbreviations

Faculty is referred to as to an academy, school or a center or any other academic unit which has a major teaching responsibility.

Course is an appropriate suite and sequence of subjects that meets the requirements and specifications of the relevant level of the Maldives Qualification Authority (MQA) and which leads to the conferral of an award. For example, a Diploma in Business.

Subject is a unit of study that focuses on the development of knowledge, skills and the application of knowledge and skills in a given content area in accordance with the requirements and specifications of the Maldives Qualification Authority (MQA). A subject may form part of a course.

Unit tests are given at the end of topics during a study period.

Assignments

A written piece of work in the form of an essay, research or a project which will be considered as an aided assessment.

Final Examination is an examination held within a specified period at the end of a study period.

Remote or Alternative Examination

An online or remote examination carried out where face to face examination is not possible due to unforeseen circumstances (eg COVID-19).

Deferred Examination (Special examination) is an examination held at a date following the specified period for final examinations for students who for medical or other exceptional circumstances are unable to attend the final examination.

Re-sit Examination

A mark with an average between 45-49% will be considered as a Re-sit.

Aggregate marks

All the assessment marks will be combined to have an aggregate mark which will be counted as final grade.

Minimum Pass mark

Minimum pass mark will be considered as 50% for each unit.

Grades

A grade will be awarded for the aggregated marks.

Internal Examiners

Internal Examiners consist of all permanent or full-time academic staff. A list of such examiners should be provided to the Student Affairs Desk by the Registrar.

External Examiners

External Examiners are appointed by the Chair of the Academic Committee based on the recommendation of the Examination Committee.

An External Examiner's academic and professional qualifications should be appropriate to the subject area being examined. External Examiners should have high academic standing and expertise, with the experience to adjudicate on comparability of standards.

Compassionate and or compelling circumstances - Compassionate and compelling circumstances are considered to be beyond the control of a student and have an impact upon the student's course progress or wellbeing.

3.The Examination Committee

3.1 The Head of the Academic Board appoints the Chair and the members of the Examination Committee.

3.2 The Examination Committee will appoint from among its members a Chair and a Deputy Chair if this has not been done by the Head of Academic Board.

3.3 The Examination Committee is the body established for the purpose of determining both objectively and professionally whether a student satisfies the requirements set by the Academic Affairs Policy with reference to the knowledge, understanding and skills required to earn an academic certificate.

4. Examiners Responsibilities and Procedures

All examinations, assessments and tests are to be administered as per the mode of course delivery and at par with the assessment approved by Maldives Qualification Authority for that particular program.

4.1 Examination Head

4.1.1 Undertakes an annual information gathering exercise in preparation from Program coordinators for each examination to ensure data about all qualifications being delivered is up to date and correct to enable preparation for and conduct exams.

4.1.2 Administering the events of pre-examination, examination and post-examination. Collates all information gathered into one central point of reference and makes the exam timetable.

4.1.3 Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key ORCs and staff of the deadlines and share the time table.

4.1.4 Identify administrative processes, key tasks, key dates and deadlines for all relevant examinations and share the information with relevant staff and students

4.1.5 To prepare academic calendar including examination schedule and implement the same and report the monthly examination calendar to Senior Management Team

4.1.6 Cross Check Conducting exam paper audit as an In-Charge and report to the registrar feedback

4.1.7 Ensure the collection of the Marking Scheme (s) and TOS by coordinators

4.1.8 To appoint Exam focal points, chief invigilator (s) and invigilators as per the procedures and policies

4.1.9 To appoint examiners and moderators as prescribed in the rules & regulations;

4.1.10 To arrange for printing of question papers and answer books and their safe custody;

4.1.11 To arrange specific arrangement for online courses examination conducting under guidance of -registrar.

4.1.12 To suggest the mode of examination for different courses in consultation with concerned Faculty/ School/ Department/ Academic Committee.

4.1.13 Designate examiners to hold tests and preliminary examinations, and determine the results

4.1.14 To appoint external agency(s)/ observer(s) for conducting and monitoring the examinations when needed

4.1.15 The Examination and Student desk officer shall exercise such other powers and perform such other duties as may be assigned to him/ her by the registrar and academic committee

4.1.16 Filing all required and related documents digitally and hard copies in required folders.

4.1.17 Maintaining minutes of Exam Committee and perform functions and roles as exam committee member.

4.2 Program Leaders

4.2.1 Ensures all the exam related information is shared with Exam Head and the students by the course coordinators.

4.3 Course Coordinators

4.3.1 Share the Exam time table, date and venue to the students.

4.3.2 Conduct unit tests and maintain records of assessments and examinations.

4.3.3 Collect Exam Papers and TOS from the Lecturers and submit to Exam Head.

4.4 Examiners (Lecturers)

4.4.1 Prepare Exam papers at the beginning of the term along with TOS and submit it to the Course Coordinators.

4.4.2 Share exams plan of key tasks and key dates to students.

4.4.3 Identify administrative processes, key tasks, key dates and deadlines for all relevant examinations and share the information with relevant students.

4.4.4 Mark the exam papers and submit results on or before the due date.

4.5. ORC Managers

4.5.1 Ensures all the exam related materials are in place before the exam.

4.5.2 To conduct the exams in their designated place with the assistance from the Exam Head.

4.5.3 Send the answer scripts to the main campus after the exam.

4.6. Invigilators

4.6.1 Ensures all the exam related materials are in place before the exam.

4.6.2 To conduct the exams in their designated place with the assistance from the Exam Head.

4.6.3 Send the answer scripts to the main campus after the exam.

5. General examination regulations and invigilation procedures

5.1 Exam Schedule

5.1.1 The Examination Head shall provide a schedule of examinations, assigning the date, time and room(s) for examinations to be held in the official examination period.

5.2 Examination Rooms

5.2.1 The room(s) assigned for a final examination shall be of sufficient capacity to allow for appropriate seating and monitoring of students sitting the examination in order to discourage cheating.

5.3 Invigilation of Examinations

5.3.1 All final examinations shall be conducted by a chief invigilator designated by the academic division, department, unit or Faculty offering the examination.

- a) Whenever possible, more than one invigilator shall be present for an examination; if this is not possible, it is recommended that arrangements be made for periodic checks on the exam room by an invigilation assistant.
- b) The number of invigilators assigned for a final examination shall be determined by the academic unit offering the examination, in accordance with the recommended minimum of one (1) invigilator for each fifty (50) students
- c) The chief invigilator shall oversee provision of any special accommodation in the scheduled examination sitting that has been approved for a student in accordance with the relevant policies and procedures.

6. Examination Procedure

6.1 Preliminary Settings

6.1.1 The Chief invigilator shall ensure whether the correct exam papers are in place and should check whether all the relevant exam related materials are in place before the exam.

6.1.2 The chief invigilator shall direct the admission, seating and identification of students and the signing of the attendance roster.

6.1.3 A valid photo identification card or other acceptable form of photo identification approved by the chief invigilator shall be required for admission of a student. Students who are unable to provide evidence of their identification will be directed to the Exam Head for further proceedings. The student/s will be allowed to sit in the examination with the approval of Examination Head.

6.1.4 All students must be briefed about the examination rules before the start of the examination by the Chief Invigilator

6.2 Before the Examination

6.2.1 On arrival at the Examination Hall, students shall check their seat position on the hall plan posted outside the hall.

6.2.2 Candidates will be admitted to the Examination Hall not later than fifteen minutes before the commencement of the examination.

Students shall be required to present a valid photo identification card or other acceptable form of photo identification and to sign the attendance roster for the examination.

6.3 During Examinations

6.3.1 The chief invigilator shall make any necessary announcements during or at the end of the examination and direct the distribution and collection of examination question sheets and answer booklets.

6.3.2 The chief invigilator shall announce any materials or aids that student are allowed to have on their desk or have access to during that examination sitting.

6.3.3 The official start and end time of examination shall be determined and announced by the chief invigilator.

6.3.4 All invigilators shall exercise constant observation for and direct the handling of any instance of suspected cheating, which includes a student giving or receiving assistance from another student, use of an unauthorized material or device during an examination or during any temporary disruption of an examination.

6.3.5 During an examination, students shall be permitted to have access to only those materials or aids specifically approved for use in that examination sitting.

- a) Mobile Phones cannot be used as calculators.
- b) Students may not speak or communicate by any means, manner or device on the subject of an examination with anyone other than an invigilator for the duration of the examination, including during any temporary disruption of the examination.

- c) No Student shall be admitted to the exam hall after an hour from the time of exam commencement.
- d) No students are allowed to drink or eat anything other than water while the exam in progress unless for medical reason.
- e) No student shall attempt academic misconduct while the exam is in progress.
- f) When the chief invigilator announces the conclusion of the examination, students shall be instructed to stop writing and remain seated while examination booklets (and question papers in some cases) are collected. Once exam booklets have been collected, the chief invigilator will announce that students are to collect their belongings and leave the exam room.
- g) Following the examination, the chief invigilator shall ensure that all used and unused exam booklets are accounted for, with all used exam booklets delivered to the designated markers or office and all unused exam booklets returned to the designated office.

6.4 Exam Hall Exit Procedure

6.4.1 Students may leave an exam room only if granted permission to do so by an invigilator.

6.4.2 A Student may leave the exam hall after the exam begins for one of the two reasons mentioned below.

- a) To go to the toilet
- b) Having finished the exam

6.4.3 Student has to get the permission of the invigilator before leaving the exam hall.

6.4.4 Student cannot leave the exam hall as per the following;

- a) 2 Hour Exam: First 15 minutes and last 15 minutes of the examination.
- b) 2.5 Hour Exam: First 30 minutes and last 15 minutes of the examination.
- c) 3 Hour Exam: First 30 minutes and last 30 minutes of the examination.
- d) Students doing remote exam will not be allowed to leave the exam.

6.5 Remote or Online Examination procedures

Students in locations where face to face exams are not taking place are able to sit remote exams as long as they meet the minimum technical requirements. Refer to remote Exam guidelines.

All the exam rules in this policy are applicable to the students doing remote exam.

7. Assessments

7.1 Assessment Tasks

7.1.1 Assessment tasks must be designed to assure the learning outcomes for the subject and the course to which they relate and are to focus on the acquisition and development of knowledge, skills and the application of knowledge and skills as required by the Maldives Qualification Authority (MQA).

7.1.2. All the Assessment tasks must be approved by the Academic Director.

7.1.3 All assessment tasks and guidelines must be shared with the students at the beginning of the first week.

7.1.4 Assessment tasks are to be designed to allow the assessor to determine the grade the student deserves for the work and must be accompanied by a clear set of instructions and criteria against which the assessment task will be marked.

7.1.5 All academic staff are to be supported, through the provision of professional development, to design, provide feedback, manage, moderate, grade and finalize assessment tasks and student results.

7.1.6 If students are to achieve a satisfactory or pass grade in order to satisfy course and subject requirements, this must be made clear in the Subject Outline.

7.1.7 Students are to be notified in the Subject Outline that on-course assessment tasks are subject to final ratification during the examination period and that no single result on an assessment task should be taken to represent the final grade for the subject.

7.1.8 Attendance at all classes is necessary to allow for satisfactory completion of all subjects. Attendance records are to be kept of all classes.

7.2 Assessment Feedback

7.2.1 Students are to be provided with a numerical grade (in accordance with the grading system below) together with qualitative feedback on their on-course assessment.

7.2.2 Qualitative feedback can be provided using a number of mechanisms including written comments on marked work; use of face-to-face communications with individual students and with groups of students, electronically or using recordings.

7.3 Assessment and Examination marks distribution

7.3.1 Unit tests, presentations and module end examinations are considered as Non-Aided assessments. All the units should include 60% non-aided assessments and the rest 40% can be considered as aided assessments.

7.3.2 For each unit all the assessment marks will be aggregated to finalize the results. A minimum of 50% will be considered as a Pass mark and marks between 45-49% will be considered a Re-sit.

Task assigned	Type	Percentage	Due Date
Assignment 1	Aided	20%	TBA
Unit Test	Non-Aided	20%	TBA
Presentation	Non-Aided	10%	TBA
Examination	Non-Aided	50%	TBA

8. Deferred Examination (Special examination)

8.1 Deferred examination is an examination held at a date following the specified period for final examinations for students who for medical or other exceptional circumstances are unable to attend the final examination due to a compassionate or a compelling circumstance.

8.2 Compassionate and compelling circumstances are considered to be beyond the control of a student and have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- a) Serious illness or injury, where a medical certificate states that the student was unable to attend classes.
- b) Mourning of close family members such as parents or grandparents.

c) A traumatic experience, which has impacted the student (these cases should be supported by police reports), which could include an involvement in, or witnessing of an accident, or witnessing or being the victim of crime.

Please note that the above are only some examples of what may be considered

8.3 A deferred examination maybe given to an individual based on the information provided with documentary evidence with the discretion of the Academic Review Committee.

8.4 Normal grading procedure will be applied in a deferred examination.

9.Re-sit Examination

9.1 A mark with an average between 45-49% will be considered as a Re-sit hence students will be allowed to re sit their exam.

9.2 A student doing a re-sit examination will get either a Pass or a Fail for his or her final grade.

10. Grading system

All modules and assessable projects will be graded according to the following system.

Marks	Grade	Grade Points	Definition	Description
90 - 100	HD	4.0	High Distinction	Evidence of original thinking; demonstrated outstanding capacity to analyze and synthesize; outstanding grasp of subject matter; evidence of extensive knowledge base.
75 - 89	DN	3.0	Distinction	Evidence of good grasp of subject matter, critical capacity and analytical ability; understanding of relevant issues; evidence of familiarity with the literature.
60 - 74	CR	2.0	Credit	Evidence of grasp of subject matter, critical capacity and analytical ability; reasonable understanding of relevant issues; evidence of familiarity with the literature.
50 – 59	PP	1.0	Pass	Evidence of some understanding of subject matter, ability to develop solutions to simple problems, benefiting from his / her educational experience.
45 – 49	CF	0.0	Conditional Fail	Failed to score minimum pass marks in all the assessment components therefore eligible to a Re-sit.
0 – 44	FF	0.0	Fail	Insufficient evidence of understanding of the subject matter; weakness in critical and analytical skills; limited or irrelevant use of the literature.

10. Discarding Exam related Documents

10.1 The results of written tests and preliminary examinations should be kept for five years, after this period the test and preliminary examination results may be destroyed.

11. Communication, assessment and issuance of course results

11.1 Examination Results

11.1.1 Provisional Examination Results will be available online at Moodle (Student Portal) Students will need their Student ID number and Academy Pin Number to access their results online.

11.1.2 Dates of issue of results for each will vary and will take 3-4 weeks depending on circumstances. These include availability of transport and weather and other factors. If students wish to have a paper copy of their examination results posted to a specified address, a copy can be requested by submission of Student Enquiry and Appeal Form available from Moodle.

11.1.3 Examination results are confidential to the individual student, and will not be discussed with any third party. Results will only be discussed in person or through correspondence with the student and not over the telephone or otherwise.

11.1.4 If a candidate achieves an overall Fail result in a module, s/he must repeat the written examination paper regardless of whether s/he has passed the written paper at the previous sitting. The requirement for repeating continuous assessment is specified in the module descriptions.

11.1.5 Where a distribution of marks is provided for in Marks and Standards and/or in the module description, a candidate on request to a department, should be given details of the corresponding breakdown of his/her aggregate marks.

11.1.5 Provisional Transcript can be provided to student upon request through Student Enquiry and Appeal form. Approval to provision of these documents is subject to clearance from other relevant departments.

11.2 Recheck of examination results

11.2.1 The re-check procedure, which involves confirmation by a second Internal Examiner, ensures that all elements submitted for assessment were considered and assessed and that no errors occurred in the recording, collating, or combining of marks.

11.2.2 Students may formally request that the Registrar or a nominee arrange a recheck of their examination results; the request must be made within a week of the date of issue of program year (semester 1 and semester 2) examination results to students and must be submitted in writing. Student Enquiry and Appeal form is to be used for this purpose.

11.2.3 A fee of MVR 350 for each module(s) is required for a recheck. This fee should be lodged at the Student Affairs Desk. The fee is refundable if, as a consequence of the recheck, there is a change in the mark awarded in any module.

11.2.4 The outcome of the rechecking of the examination result will be communicated in writing by the Head of Department or his/her nominee, to the Registrar (who will, if a change in the mark is recommended, make the necessary arrangements to have the mark amended, and inform the student concerned without delay.

12 Award of academic distinctions

12.1 Certificates and declarations

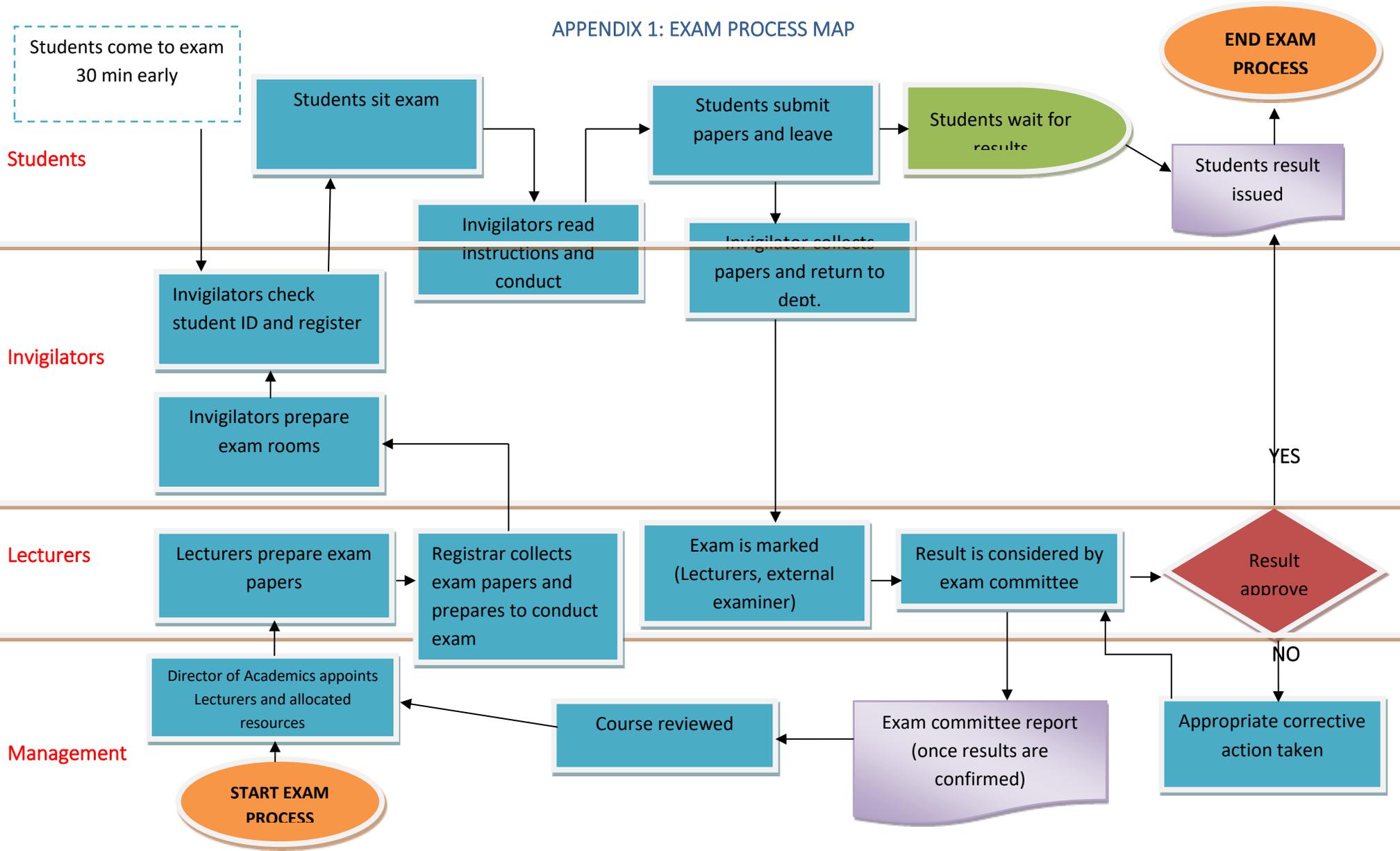
12.1.1 A Diploma or the designated certificate is issued by the Examination Committee as proof that the examination has been passed. The certificate is signed by or on behalf of the chair of the Examination Committee.

12.1.2 The certificate lists the parts of the examination and, when the occasion arises, what qualification this confers.

Approved by Academic Board of IITE



APPENDIX 1: EXAM PROCESS MAP





Governing Body Policy

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Governing Body Policy

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IITEBS/2022/AP015

Revised on December 2022

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- b. Promote the institution's mission and values within the broader community.

5. Meetings:

- a) **Frequency:**
 - a. The Governing Body shall meet at least [specify frequency, e.g., quarterly] to discuss institutional matters.
- b) **Quorum:**
 - a. A quorum for meetings shall consist of [specify number or percentage] of the members.
- c) **Minutes:**
 - a. Minutes of each meeting shall be recorded and distributed to all members, ensuring transparency and accountability.

6. Compliance and Review:

- a) **Compliance:**
 - a. All members of the Governing Body are required to comply with this policy and uphold the integrity of the institution.
- b) **Policy Review:**
 - a. This policy will be reviewed annually to ensure it remains relevant and effective in governing the institution.

Approved by Academic Board of IITE





Internal Assessment Policy

Island Institute of Tertiary Education

Internal Assessment Policy

Policy No: IITEBS/2022/AP005

Revised on December 2022



Internal Assessments Policy V2

1. Preamble

Internal Assessments policy applies to both individual assignment and group assignment, class tests and class participation portfolio given to students as part of their internal assessment. As time management is a crucial factor, IITE Business School insists students to submit assignments on the due dates provided by the School.

2. Policy Objectives

Objective of this policy is to maintain uniformity across all the programs conducted by the School and to ensure fair treatment to all students without discriminations regarding assignment extensions.

3. Nature of Internal Assessments

IITE Business School adopts controlled internal assessments at policy level.

Definition of controlled assessment: Controlled assessment is defined as work assigned to and completed by a student during a course of study. It makes up a proportion of the student's final grade at the end of the course. It is designed to measure skills that are not effectively assessed by external assessment.

Three levels of controlled assessments that can be undertaken are;

High level of control (formal):

This means exam conditions.

- Students under direct supervision at all times – usually class teacher
- Resources and interactions limited to what has been specified by the awarding body
- Tasks may be undertaken during normal timetabled lessons in the classroom. However, this may not always be appropriate
- Use of mobile phones is prohibited, as well as internet/email access
- Where electronic storage devices have been used in preparation for the assessment, these must be checked to see that only permitted material is available
- Display material with direct relevance to the assessment must be covered
- Records must be kept of the date and time of each assessment along with a register of all students present and the name of the supervising teacher



IITE level of control

- Interactions with others is permitted
- A level of supervision has to apply that will ensure that no plagiarism has taken place and that the work prepared for a final/formal assessment is the candidates own
- Sources used by the students must be clearly recorded

Low level of control

- Some aspects of the work may be undertaken completely without supervision, at school or elsewhere – this could include research and data collection
- Class teachers must follow the awarding body’s specification when applying limited supervision

The teacher is provided the right to select the level of control that has to be observed in the internal assessments.

IITE Business School follows the following structure of Internal Assessments.

Assessment Methods and Grading Criteria:	
Assessment Type	Passing %
Internal Assessment – weight 45%	50
a. Promoting Positive Class Learning Environment – 10%	
b. Individual Written Assignment – 15%	
c. Collaborative Learning (Group assignment) – 10%	
d. Quiz / Unit Exams – 10%	
Grade: A= 90-100%, B=75-89%, C=60-74%, D=50-59% E= 0-49%	A, B, C & D,

Internal Assessments:

These are continuous assessments (formative assessments by formal and informal methods) taken during the course time. All students must secure minimum 50% of aggregates from all internal assessment types. The main purpose of having formative assessments is to modify teaching and learning activities to improve student attainment.



a) Promoting Positive Class Learning Environment: Here the students are given a score out of 10 based on the contribution to the class discussions, effective listening skills, positive and supportive attitude, level of preparedness and focus, quality of work and behaviour aspects. This is marked according to the IITE Business school pre-determined rubric. [This uniform rubric to all ORCs and campuses will be provided by our academic department)

b) Individual Written Assignment: This is designed by the subject/ module lecturer in according to the guidance given by the academic department of IITE Business School. It consists all types of research work, report preparation, article writing, writing of reflections etc. An internal score out of 15 is awarded to the individual work based on the pre-determined rubrics. The subject teachers shall have competency to modify the suggested rubric by IITE business school depending on the nature of the question. If teachers wish to conduct a presentation as a part of written report it is most welcome.

c) Collaborative learning (Group Assignment): This is given as a group task, to promote collaborative learning and to make learning happen in small groups. A core out of 10 is given to each member of the group based on their contribution, rapport and work habits in the group, which is determined by the given rubrics. Later, they are asked to present the group work to the class. And group presentation can be assessed.

d) Quiz / Unit Exams: These are written exams conducted to check the progress of student learning of specific learning outcomes / portion of the syllabus. The volume of the unit tests is determined by the lecturer with consent from Academic department of IITE Business School. Their weightage is 10%.

4. Scheduling:

All internal assessments shall be scheduled with in the class master time-table. The prime scheduling is done by the academic department based on the discussion with the subject teacher.

Each assignment shall bear the following dates and schedule

Submission to IITEBS by lecturer	Given Date to the student	Due date	Feedback date	Marks Sheet sending date
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IITE Business School Role:

- To fix the internal assessment schedules and feedback dates with in the master time table.
- To provide necessary guidance and support in the process.



Lecturer's Role:

- To prepare the assignments and to submit the academic department with in the time frame.
- To brief and explain students on assignment tasks
- To provide feedback on assignments as scheduled.

5. Quality control:

- All assignments can only be given to students are an approval from the Director of Academics or an approval from a concerned coordinator after the discussion with the Director of academics.
- Both IITE Business School and lecturer shall check students work for plagiarism and if plagiarism detected, marks shall be deducted under the APA Reference Policy V1.
- Randomly marked internal assessments will be verified by the academic department of the IITE business school.

6. Rubrics/ Marking Grid: Each internal assessment by IITE Business school shall be followed by a rubrics/ marking grid and this shall be shared with the students. Assignments shall be marked strictly with in the marking grid/ rubrics. The former given marking rubric cannot be changed by the lecturer him/her self without consent from the academic department.

Class participation rubrics and individual presentation rubrics will be a uniform one for all ORCs. (Annex1)

Individual assignments and group assignments marking rubrics will be prepared by the lecturer.

7. Record Keeping: Students assignments that can be kept in physical form shall be kept and soft copies of the work shall be submitted by email. Lecturers shall encourage students to submit the work on time.

8. Extensions to assignments:

Extensions beyond fix dates can only be given upon the appeal of the student, with the request of the subject teacher by the academic department of the IITE Business School.

a. Application for extension

Assignment extension can be given upon the request from students/lecturers 48 hours prior to original submission date through Appeal Form or by email to course coordinator. Application for extension must be applied with following documents:

- Appeal form or Specific form for application for extension,



- Reason for assignment extension (refer to 5),
- Documentary evidence,
- Consent if application is made on behalf of group of students,

b. Extension Approval

Assignment extension approval must be given only after receiving official requests by students/lecturers to the course coordinator or academic department. Coordinator must assess the appeal and present to academic committee for a final decision. If the academic committee cannot conduct a meeting within stipulated time, decision could be made after discussing with Academic Director or the registrar of the School. Coordinator must assess;

- Whether reasons mentioned in application form are in reference to the appeal mentioned in this policy (point 5).
- Whether the extension provide any chance of undue advantage,
- Whether the extension affect any assessment (Internal or Final exam) adversely.

c. Extension Approval

Assignment extension approval must be given only after receiving official requests by students/lecturers to the course coordinator or academic department. Coordinator must assess the appeal and present to academic committee for a final decision. If the academic committee cannot conduct a meeting within stipulated time, decision could be made after discussing with Academic Director or the registrar of the School. Coordinator must assess;

- Whether reasons mentioned in application form are in reference to the appeal mentioned in this policy (point 5).
- Whether the extension provide any chance of undue advantage,
- Whether the extension affect any assessment (Internal or Final exam) adversely.

d. Appeal (Reasons)

- Medical conditions such as serious Injury, illness or Medical Condition
- Family Issues (Family illness or Medical Condition or bereavement)
- Participation in National Emergencies (MPS and Defense Force related)



- Unavoidable and unexpected work commitments
- Active Participation in National Events
- Obligatory Religious Requirements
- Further reasons including social and welfare
- Communications/internet disruptions from the service provider for a majority of community.
- other reasons (case by case)

e. Types of Extensions

(i) short extensions: Four to seven days extension from original due date. It should not exceed more than 10 calendar days. Extensions given must be before final examination of the module

(ii) Special considerations: Three days extension from the renegotiated due date, regarding special considerations. Special considerations are based on unforeseen situations which effects student or a group of students' ability to complete the course work given. Students must clearly mention type of special consideration with supporting documents when they appeal for it.

Extensions granted must be informed to lecturer via email and students must not requests lecturers about extensions directly.

f. Marking of Extended Assignments

Same as "instructions on marking assignments".

g. Extension with allowance for deduction of marks

Assignments submitted after extension provided by the School will be subjected to late submission penalty

- *10% of Marks received shall be deducted for each day if the assignment is not received pass the extension date given.*

9. Declaration of Results

Same procedure, but if the extension date given falls after completion of contact hours, students may not receive feedback on assignment and marks received.

10. Fair Treatment



Assignment extension must be given to students fairly without any undue advantage or discrimination. For individual students it must be discouraged and extension provided until unless necessary because it might demotivate students who submit assignments on time.

11. Instructions on Assignment Marking

iite Business School provide the following instructions to assist the lecturers in all ORCs and Campuses in aligning the marking of all internal assessment components.

1. Any marking or comments by the lecturer on the work of a student or a group of students shall be in 'red color or ink' only.
2. Lecturers marking shall be neat and legible.
3. All assignments or part of an assignment component shall be marked in accordance with fixed rubric.
4. Lecturers shall encourage students to print and attach the rubric page with the student work to show the marks distribution of the task.
5. Lecturers feedback and comments column / box at the front of the assignment must be filled by the lecturer and the comments shall be very 'brief'.
6. Lecturers are highly encouraged to show the evidence of marking inside the students work.
7. All lecturers shall maintain impartiality in marking the students work and IITEBS will not tolerate discrimination and favoritism. They are against of our academic integrity.
8. Lecturer can put the initial or signature in the comment box or near the marks given in red.
9. If teacher wish to report the marking feedback in writing generally with findings, such a report shall be forwarded to exams@iite.edu.mv
10. Internal assignments marking general feedback (strengths and weaknesses of students works) shall be communicated with the students in due time.

12. Assignment Guidelines

Before starting your assignment please carefully read the instructions and guideline given. Take care to follow these guidelines.

Assignments softcopies are to be uploaded to **MOODLE** while Hardcopies should be handed to **Lecturers or ORC Managers (where applicable)**.



To **name** the softcopy file to be uploaded please use the following format:

Individual Assignment - **IA, Student Name, Student ID, Module Name**

Group Assignment – **GA, Group Number, Module Name**

File formats accepted are as follows:

Academic Reports and Essays: MS Word Document.

Presentation: MS PowerPoint Presentation.

PDF documents will **not** be accepted.

All documents related to an assignment (Report, Powerpoint Presentations, Survey Forms) must be included in the assignment submission in softcopy as well as hardcopy. Where **more than 1 file** has to be uploaded by a student with relation to an assignment, it is the responsibility of the student to ask coordinators to provide for that provision in Moodle.

For submission of softcopy of group assignments only the **GROUP LEADER** needs to upload the assignment. Similarly, only **one** hardcopy of Group Assignment needs to be submitted.

Cover pages for both individual and group assignments are provided by the school and **needs to be attached to the assignment**. For PowerPoint Presentations include the following details on the Title Slide:

- Logo of IITEBS
- Program Name
- Campus Name
- Module Code and Module Name
- Title
- Student Names and Student Numbers
- Date and Lecturer's Name

Students have to **sign** on the cover page when submitting hard copy. Signature is not required for soft copy. For Group Assignments **all students** in the specific group need to sign on the cover page.

Kindly be reminded that students **should include the list of references in APA style**. The referencing guide has already been provided during orientation. **Failure to properly reference will result in penalty**.

When submitting assignments, please include the marking rubrics provided in the assignment brief as part of the assignment submissions. Lecturers will mark the assignments based on the



rubrics. Additionally, it is also to the benefit of the student to take the rubrics into account while doing the assignments as the rubrics will enable to do a better assignment which can score high marks.

Formatting of the document must be done according to the guideline provided. Formatting should be done as below:

- Font Type: Times New Roman (English) and Faruma (Dhivehi)
- Size: 12
- Spacing:1.5
- Alignment: Justified

Printing in colour or BW is up to the students. However, we encourage to print in BW as this will reduce cost. It is also highly advised to print on both sides. If printing slides, print 4-6 slides on one page.

Please bind if the number of sheets is more than 15. If it is less than 15, please staple it properly and submit. For those ORC's where binding facility is not available, please properly staple the document.

Please note that if the file is not correctly named or the correct format or the cover page is not attached, the assignment will not be accepted by the lecturers.

Also note that this applies to all future assignments to be submitted.

13. Assignment Submission

- Assignments should be submitted to Moodle on or before the due date and time.
- Hardcopy of assignments must be handed over to the lecturer or ORC manager on or before the due date.
- Lecturer or ORC manager should write date and time received and by whom on the cover page in the box which is reserved for office use. Students have to ensure that this is done by the receiving personnel.
- Late submission of assignment will be subject to the following:
 - **5% of Marks received shall be deducted if submitted *One Day* after the deadline.**
 - **10% of Marks received shall be deducted if submitted *Two Days* after the deadline.**
 - **15% of Marks received shall be deducted if submitted *Three Days* after the deadline.**
 - **20% of Marks received shall be deducted if submitted *Four Days* after the deadline.**
 - **25% of Marks received shall be deducted if submitted *Five Days* after the deadline.**



- If the assignment is submitted after **more than five days** from the due date, the assignment will not be accepted and the student will be awarded zero marks for the assignment.
- If there is any reason why the student might have difficulty submitting the assignment, it must be informed to the lecturer and ORC manager and subsequently informed to the academic department. Such cases will be reviewed case by case and leniency will be given based upon the validity of the reason. Please refer to Point 8 of this policy.
- Lectures will also penalize the student if the assignment does not follow the guidelines provided by the school.

14. Grooming Regulations for Presentation

- Wear professional work attire that is acceptable in the Maldives.
- No student whether boy or girl are not allowed to wear jeans, slippers, T-shirts or shorts.
- For girls who don't wear hijab, if wearing a skirt, it should reach below the knees. Hair should be made in a professional attire.
- For girls who wear hijab, all attire accepted by the offices in Maldives is acceptable.
- For boys it is highly encouraged to wear long sleeved shirt with Tie. Boys who want to, can also wear a suit. Shirt should be tucked in. Hair should be groomed properly.

15. iite Business School maintains a structure for group and individual assignment (Annex2)

16. This Internal assessment policy will be revised by the Academic Senate of the business school.

Approved by Academic Board of IITE





Annex1

SName: Course:..... Module.....

MARKS RUBRIC FOR INDIVIDUAL PRESENTATION

Category	Scoring Criteria	Total Points	Score
Organization (15 points)	Presentation is appropriate for the topic and audience.	5	
	Presented in a logical sequence, cohesiveness	5	
	References were provided when required (citation)	5	
Content (45 points)	Eye-catching introduction and organized framework	5	
	Defining technical terms	5	
	Presentation contains accurate information.	10	
	Material included is relevant to the overall message/purpose.	10	
	Volume of material prepared & the importance of them	10	
	An obvious conclusion summarizing the presentation.	5	
Presentation (40 points)	good eye contact with the audience & other body gestures	5	
	Speaker uses a clear, audible voice.	5	
	Delivery is poised, controlled, and smooth.	5	
	Good language skills and pronunciation are used.	5	
	Visual aids are well prepared, informative, effective, and not distracting.	5	
	Follows the time given appropriately	5	
	Information was well communicated.	10	
Score	Total Points	100	

MARKS:/100

Marks..../30

Lecturer Name:

Date:

Sign:



SName: Course:..... Module.....

Class Participation Rubric

Criteria	Exceeds Expectations (4)	Meets Expectations (3)	Approaches Expectations (2)	Needs Work (1)	Student Score
Contribution	Contributes to class discussion offering insightful ideas. Frequently offers ideas	Regular attempts to contribute class discussion. Sometimes offers ideas.	Contributes to class discussion when prompted. Seldom offers ideas or ask questions.	Rarely makes meaningful contributions to class discussion or offer ideas or ask questions.	
Listening	Listens actively to others both in groups and in class discussions.	Listens to others both in groups and in class discussions	Listens to others at times but may be sidetracked easily.	Rarely listens when others talk both in groups and in class.	
Attitude	Consistently exhibits a positive, supportive attitude towards classmates and the subject matter.	Generally, exhibits a positive, supportive attitude towards classmates and the subject matter. .	Sometimes exhibits a positive, supportive attitude towards classmates and the subject matter.	Rarely exhibits a positive, supportive attitude towards classmates and the subject matter.	
Preparedness & Focus	Always comes to class on time, follows all classroom procedures, brings needed materials to class.	Very rarely late, almost always brings needed material to class,	Sometimes late to class, often brings materials but sometimes needs to borrow.	Frequently late to class, rarely brings needed materials and/or is rarely ready to get to work by the start of class.	
Quality of Work	Provides work of the highest quality that reflects the student's best efforts.	Provides quality work that reflects effort from the student.	Provides work that meets the requirements, but more effort or time could have been given.	Provides sloppy work that reflects very little effort or does not turn in any work.	
Behavior	Student is awake and engaged in class daily. Student shows no disruptive behavior.	Student is awake and engaged in class nearly every day and shows no disruptive behavior.	Student is awake most of the time but has fallen asleep or has been distracting for a few classes.	Student frequently sleeps and/or disrupts class.	
Total					

Lecturer Name:

marks/24

Date:

marks/10

Sign:



Annex 2:

Individual Assignment Structure and Components

Make sure the following contents are included in your assignment which is prepared individually:

1. Course information (in this part necessary details of the course will be included. You may use the format given below)

Department :
Course Name :
Commence Date :
Deadline Date :
Lecturer :
Contact Number :
E-mail :
Course Convener :
E-mail :

2. Learning Goal: (Here the main learning goal that can be achieved by administering the assignment will be included. Make learning goal as brief as possible. You may put it using two sentences maximum)

3. Assignment Brief/ Task: (Include the main question clearly in simple language here. You are supposed to design the question in accordance with the module and curriculum content. You are highly encouraged to discuss your assignment planning always with the academic department of the IITEBS for feedback and ideas, weightage and marks shall be included here)

4. Assignment Instructions: (all relevant instruction how to do assignment can be written here as bullet points. Give every instruction required clearly)

5. Assignment Submission Method: (describe the method (s) of submission clearly)

6. Date Notification: (Kindly bring all important dates/ deadlines needed to fulfill the requirements of the assignment, place the time stamp for deadlines, say deadline: 17th March 2018, Time: 8:00pm)

7. Assignment Feedback: (clearly inform the students the feedback method and date)

8. Marking Rubrics/ Grading Criteria: (Kindly include your given task grading and marking criteria with points that can be awarded, if you are using a downloaded rubric, please remember to customize the rubric before integrating them in the assignment.)



Group Assignment Structure and Components

Make sure the following contents are included in your assignment which is prepared as a group assignment:

1. Course information (in this part necessary details of the course will be included. You may use the format given below)

Department :
Course Name :
Commence Date :
Deadline Date :
Lecturer :
Contact Number :
E-mail :
Course Convener :
E-mail :

2. Learning Goal: (Here the main learning goal that can be achieved by administering the assignment will be included. Make learning goal as brief as possible. You may put it using two sentences maximum)

3. Assignment Brief/ Task: (Include the main question clearly in simple language here. You are supposed to design the question in accordance with the module and curriculum content. You are highly encouraged to discuss your assignment planning always with the academic department of the IITEBS for feedback and ideas, weightage and marks shall be included here)

4. Assignment Instructions: (all relevant instruction how to do assignment can be written here as bullet points. Give every instruction required clearly)

- Identify groups and assign member roles either by group themselves or by the lecturer

5. Assignment Submission Method: (describe the method (s) of submission clearly)

6. Date Notification: (Kindly bring all important dates/ deadlines needed to fulfill the requirements of the assignment, place the time stamp for deadlines, say deadline: 17th March 2018, Time: 8:00pm)

7. Assignment Feedback: (clearly inform the students the feedback method and date)

8. Marking Rubrics/ Grading Criteria: (Kindly include your given task grading and marking criteria with points that can be awarded, if you are using a downloaded rubric, please remember to customize the rubric before integrating them in the assignment.)

9. Peer Evaluation Form: (Ask students to fill the peer evaluation form to monitor the cooperation and working habits of the group members)



Quality Assurance Policy

Island Institute of Tertiary Education

Quality Assurance Policy

Policy No: IITEBS/AP/2023/006

Revised on September 2023

	DOCUMENT REF NUMBER: IITEBS/AP/2023/006	ISSUE DATE: 17th September 2023
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QUALITY ASSURANCE POLICY

1. INTRODUCTION

Island Institute of Tertiary Education of Maldives strives to create courses which are relevant and timely in response to the needs of the Maldives. The programmes on offer at the IITE are designed to produce qualified professionals, with knowledge and skill, who will play key roles in their respective professions. Our responsibilities push us to review our taught programmes to ensure their relevance, appropriateness and utility in relation to progress in the respective fields, the needs of the local economy and also the wider calling of the Maldives in a global context.

IITE has policies to guide the institution towards quality standards and delivery namely, Human Resource Policy, Admission Policy, Quality Assurance Policy, Examination policy and Academic Affairs policy. This policy is designed as a guide to, and a source of reference for, the principles, procedures and administrative practices upon which the IITE Quality Assurance mechanisms are based. The policy has been formulated in keeping with the requirements of its regulatory body the Department for Higher Education (DHE) of the Ministry of Education and the Quality Assurance guidelines of the Maldives Qualifications Authority (MQA). A summary diagram of this policy is attached in the appendix.

2. QUALITY ASSURANCE POLICY AND PROCEDURES

The Academy's Quality Assurance policy aims to improve the quality of its Teaching and Learning Programmes. The quality of a Teaching and Learning Programme lies in its ability to provide appropriate solutions for the expectations of anyone who is interested in the educational services available.

The Academy's QA system aims to:

- a) To ensure that quality assurance is valid, reliable and covers all assessors and programme/qualification activity.
- b) To ensure that the quality assurance procedure is open, fair and free from bias.
- c) To ensure that there is an accurate recording of quality assurance decisions.
- d) Promote a process of continuous improvement in Teaching and Learning Programmes.

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3 PRINCIPLES OF THE QUALITY ASSUARANCE POLICY

The principles underlying quality assurance are:

- a) That all staff is accountable and responsible for ensuring that the very best quality of service is provided to all our students and customers.
- b) That we will seek to achieve continuous improvement of quality in all areas of our work so those students and customers are provided with a better and improving quality of service.
- c) That all areas of the IITE work to a clearly defined planning and review cycle which is used to link strategic and operational planning and which provides for clear and regular processes of monitoring, evaluation and review.
- d) That the policy is actively led by Academic Committee and supported by all staff. It will be promoted in a climate where staff are supported and trained to provide a higher quality service and where good practice and innovation is celebrated and shared across the organization.

4. THE MAIN OBJECTIVES OF THE POLICY ARE TO:

1. Review all aspects of IITE activities, on a regular basis, in order to provide self-assessment data.
2. Develop, maintain and continually improve a range of quality operational procedures covering all aspects of the IITE operation.
3. Support staff in the performance of their professional roles.
4. Support the co-ordination, preparation and arrangements for the provision of evidence for the use of external verifiers, examiners, auditors and inspectors.

5. RESPONSIBILITIES

- a) Everyone is responsible for ensuring quality within his / her area and fully implementing and managing the appropriate quality assurance procedures.
- b) Lecturers are responsible for ensuring the quality of the students' experience within the IITE . This includes the utilization of appropriate learning and teaching strategies and making sure that the students are effectively counseled, advised and tutored throughout their programme.

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- c) Support staffs are responsible for ensuring the quality of the student experience within their area of work.
- d) Ultimate responsibility for quality across the IITE is held by the Education Programme Director.

6. KEY ELEMENTS OF INTERNAL QUALITY ASSURANCE

The Academy has in place a range of systems and procedures that combine to provide a holistic internal quality assurance framework. The key elements of this framework are set out below.

- 6.1 Systematic monitoring and management reporting
- 6.2 Risk identification and mitigation processes
- 6.3 Benchmarking
- 6.4 Design and approval of programmes
- 6.5 Purpose of programme validation
- 6.6 The Assessment Process
- 6.7 Role of External Examiners
- 6.8 Academic Supervision
- 6.9 Student Feedback Arrangements
- 6.10 Periodic Programme Review

6.1 Systematic monitoring and management reporting

IITE quality assurance system requires a systematic reporting framework that clearly identifies roles, responsibilities and reporting hierarchies, and accountabilities for actions. Examples of regular reporting on academic matters include: student progress; student feedback data and analysis; relevant student complaints; staffing profile, including data such as total staff, staff qualifications, student/staff ratios, class sizes, employment type and strategies for staff recruitment, retention and development. Staff Recruitment, student admission and academic appointments need review by the end of every Semester and actionable accordingly, including changes to academic appointments as and when necessary as remedial measures.

6.2 Risk identification and mitigation processes

Risks to academic quality are normally identified at the faculty level and above, and include such factors as: the qualifications and experience of academic staff; moderation of assessment; currency of curriculum

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materials; staff professional development; provision of learning resources; academic delegations; and the development, implementation and review of academic policies.

6.3.1 Mitigation Process

The IITE recognizes that, as a result of very exceptional personal circumstances, students may be unable to complete assignments or to attend examinations, or be unable to do themselves justice in assessed assignments or exams. The Mitigation Process has been developed to ensure that as far as is reasonably possible, these students are not disadvantaged.

6.3.2 Mitigating Circumstances

Mitigating circumstances are defined as unexpected events, beyond student’s control, that might have a significant and adverse impact on their academic performance.

Possible mitigating circumstances include:

- i. significant illness or injury
- ii. the death or critical/significant illness of a close family member/dependant
- iii. significant family or personal crises or major financial problems leading to acute stress

Circumstances that will not normally be regarded as grounds for mitigation include:

- i. holidays, moving house and events that were planned or could reasonably have been expected
- ii. assessments that are scheduled close together
- iii. pressure of work
- iv. misreading the timetable or misunderstanding the requirements for assessments
- v. inadequate planning and time management
- vi. failure, loss or theft of a computer or printer that prevents submission of work on time; students should back up work regularly and not leave completion so late that they cannot find another computer or printer
- vii. sporting fixtures

6.3.3 Evidence of mitigating circumstances

It is not enough to just tell your faculty that you believe your assessment performance has been affected by a mitigating circumstance. Student must also submit a letter and supply his faculty with supporting documentation from an appropriate third-party as evidence of the mitigating circumstance.

The evidence must explain:

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- a) **what** the circumstance is
- b) exactly **how** it affected you in relation to your studies/assessment
- c) precisely **when** (i.e. identifying which assessments were affected)

6.3.4 Deadlines for submission of evidence

Student must submit the documentary evidence to his faculty not later than five working days after the relevant assessment submission date or the date of the examination but he should check the specific date with his respected faculty.

Failure to divulge information and provide evidence at the appropriate time may mean that the faculty has insufficient information to accept mitigating circumstances. As a result your claim can NOT be considered by the Academic Committee.

6.3.5 Possible outcomes of the Academic Committee

Claim accepted

- a) Where the Academic Committee concludes that there were mitigating circumstances which affected student's performance.
- b) Accepted claims will NOT result in a higher mark being awarded.
- c) Although academic committee are not able to change your marks for assessments affected by mitigating circumstances, they are able to make a decision on whether you successfully passed the modules you have undertaken, even if they were affected by mitigating circumstances.
- d) Should the academic committee decide that your mitigation claim has been accepted, it will award you a further attempt at the affected assessment at the next available opportunity.

Claim Rejected

- a) If your claim is unsuccessful, the Subject Panel will make no adjustment to its decision on your modules.

If your claim is rejected, the office of Registrar will email you informing you of the reason for the rejection.

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6.3.6 Appeal

In submitting an appeal, you will require to have additional information which you had not previously submitted to the Academic Committee and have good cause as to why you didn't make this information available to the committee. Please refer to Appeal procedure in Discipline, Grievance and Appeal Policy.

6.4 Benchmarking;

IITE will promote benchmarking for comparison of the services provided with other Institutes in Maldives. The methods for benchmarking and the selection of appropriate organizations with which to benchmark will depend on the purpose. Outcomes should be recorded and reported in order to inform decision-making and improvements.

6.5 Design and Approval of Programmes

The IITE programs are designed in a way that they meet the objectives set for them, including the intended learning outcomes. The qualification of the programs is clearly specified, communicated, and in reference to the correct national qualifications framework for higher education and consequently, to the Maldives Qualification Authority (MQA).

6.6 Purpose of the Program Validation

All new taught programmes must be validated, using the validation process set out by IITE . This is a key mechanism by which the IITE establishes academic standards, ensuring that:

- a) the academic rationale for new programmes is fully exposed and understood
- b) the requirements for students to achieve the intended learning outcomes are clear
- c) resources can be provided to deliver the program to standards acceptable to the IITE

In addition to this, the validation process aims to ascertain that proposed programmes are in line with the IITE Business School's overall vision and strategy and are responsive to market demands, and that the quality of our program is comparable to that of our competitors in the Maldives. The procedure for the approval and validation of new programmes is designed to be accurate and effective, whilst also encouraging appropriate innovation.

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6.7 The Assessment Process

In higher education, ‘assessment’ refers to any of the processes that appraise an individual’s knowledge, understanding, abilities or skills. High quality assessment practices are an important element of the student experience and the outcomes of assessment clearly influence students’ future wellbeing. Hence the IITE is committed to promoting good practice, consistency and rigor in assessment by ensuring that:

- a) assessment is reliable, with clear and consistent processes for the setting, marking, grading and moderation of assignments
- b) assessment is valid and effectively measures student attainment of the intended learning outcomes
- c) assessment procedures are transparent, and criteria and methods by which students’ work is being judged are made clear to students, staff and external examiners
- d) the amount of assessed work is manageable
- e) each program includes a variety of assessment types, in order to promote effective learning and allow a range of learning outcomes to be appropriately addressed

6.8 Role of External Examiners

External examiners are asked to participate in the final examinations of all academic programmes offered by IITE. No less than 5% of assessment materials as samples are checked during the process of external intervention and review to check reliability of the examination. In addition to providing students with an independent and external assessment of their work, this practice helps to ensure that the standards and quality of the qualifications awarded by IITE are comparable to those of other reputable institutions.

External examiners’ reports are sent to the CEO who then passes these on to Heads of Department for consideration by the respective Program Coordinators. It is expected that due consideration is given to any

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concerns/recommendations for improvement highlighted in these reports when Program Coordinators are reviewing the respective programmes.

The Policy for the Appointment and Function of External Examiners for all Programmes is available in the Examination Policy of IITE .

6.9 Academic Supervision

Academic supervision is crucial to keep alive the continuous improvement process within any higher education system. To meet this end, IITE is required to carry out academic supervision for each lecturer once during the first Semester. All programme coordinators are entitled to conduct the evaluation for the lecturers of their designated course/s. The results should be communicated to the lecturer following analysis in order to help him/her improve for better quality in teaching to yield better student results.

6.10 Student Feedback Arrangements

Students' evaluation of their learning experience allows the institution to evaluate how its service provision is viewed by its most important group of stakeholders, namely, its students. Besides providing them with an opportunity to comment on the quality of programmes, feedback ensures that lecturers are made aware of problems perceived or encountered by students and affords an opportunity for tutors to conduct self-evaluation and introspection for improvement.

Programme Coordinators are expected to:

- a) explain the purpose of collecting feedback, the methods that will be utilized, how the feedback will be analyzed, how and when the findings will be considered and how actions taken as a result of the findings will be communicated back
- b) encourage students to reflect on their learning experience
- c) communicate responses to students and staff

Students are expected to:

- a) reflect on their learning experience
- b) provide feedback on their learning experience and other relevant/associated matters

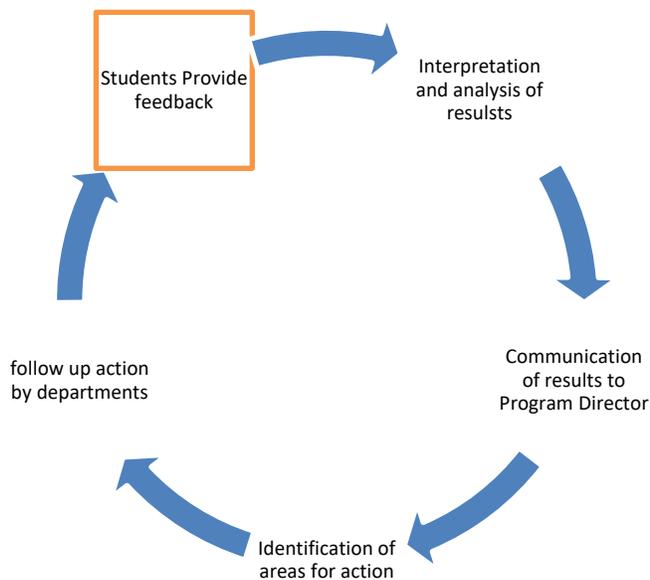
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In each semester, towards the end of class, Programme coordinator will meet the students to fill the student feedback form on anonymous basis. This process should occur towards the end of each semester. To eliminate bias, feedback is collected after students have been assessed on that particular unit, but prior to publication of results. Similarly, the results of the feedback exercise are only communicated to the lecturer/s concerned after the result of the assessment has been published.

The main issues highlighted during any feedback exercise are communicated to the Program Director or Registrar. Results are monitored and study-units which elicit a pattern of recurrent problems are re-assessed for any developments.

The results of the student feedback process, as well as the recommendations and the action taken on the basis of such recommendations are important considerations for the Programme Review.

6.10.1 An overview of student feedback



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6.11 Periodic Program Review

All departments and other academic entities within the IITE which provide teaching services are required to undertake a Periodic Program Review (PPR), which essentially involves an evaluation of the complete portfolio of programmes on offer. This process is an important aspect of the Academy's quality assurance procedures, and serves to ensure that programmes on offer are and remain of acceptable quality, appropriate academic standard and relevant to the needs of Maldivian society.

6.11.1 The purposes of Program Review

- a) to evaluate the effectiveness of programmes and the extent to which the intended learning outcomes are being achieved by students
- b) to review feedback from students, staff, external examiners, professional bodies and other external stakeholders
- c) to ensure that programmes remain current and valid in light of developing knowledge in the discipline, and practice in its application
- d) to develop, as a result of the review process, improvements to the program structure and curriculum
- e) to identify areas for improvement/enhancement and to ensure that appropriate actions are taken in response to perceived weaknesses

6.11.2 Key Benefits of Program Review

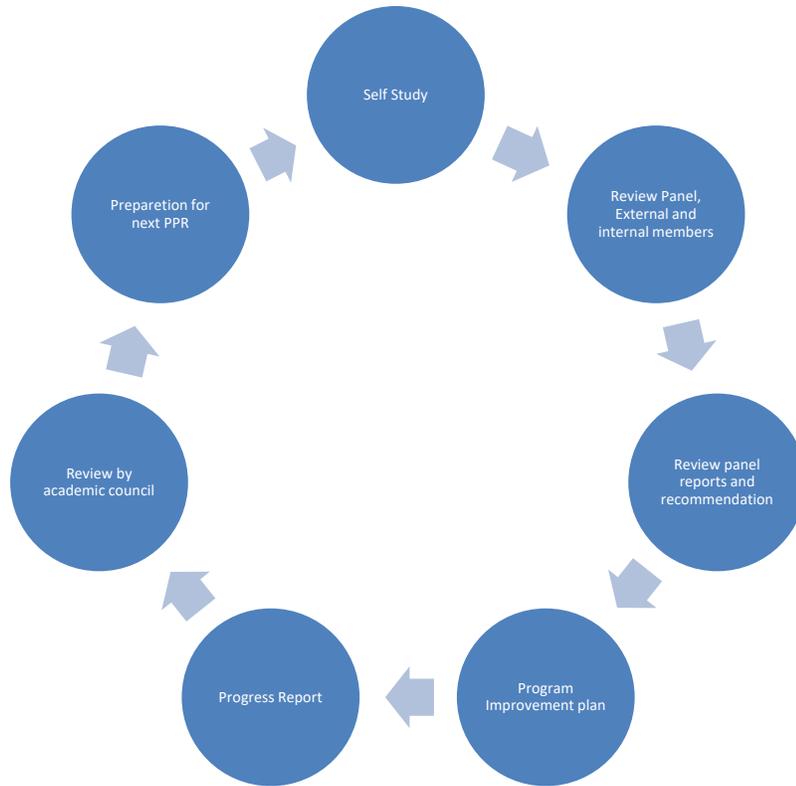
- a) it provides a formally structured opportunity to reflect on the programmes and to develop new approaches and/or enhance current practices
- b) it provides independent and external confirmation of the quality and standards attained
- c) it offers an opportunity for good practice to be recognized, verified and disseminated
- d) it allows for the identification of common themes and issues across the IITE which could benefit from coordinated action

6.11.3 Program Review Procedure

- a) Program Review should be undertaken for every taught program. Departments are required to gather feedback on their taught programmes. The checklist of items to be discussed should be used to ensure that relevant key matters are covered. It is not a definitive list, and many other issues can be raised during the review, as required.

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b) The following procedure is required for the review of a program of studies:



7. Admission and Progression of Students

The IITE is open to all those who have the requisite qualifications as outlined in the Admission Policy of IITE and the relevant regulations for the programme of their choice.

Regulations governing all Programmes offered include important details concerning the programmes and progression. These are available at Student Affairs Desk.

Student Affairs Desk also issues separate general regulations pertaining to assessment and the exercise of discipline as well as guidelines and policies concerning plagiarism, and supervision.

Approved by Academic Board of IITE





Internal transfers: procedures, processes and criteria

Island Institute of Tertiary Education

Internal transfers: procedures, processes and criteria

Policy No: IITEBS/2022/AP010

Revised on December 2022

Policy Name	Internal transfers: procedures, processes and criteria
Policy Number	IITEBS/2022/AP010
Approved By	Academic Council
Date of Original Approval	September 17, 2017
Date of Revisions	January 16, 2022
Contact	Office of the Registrar

INTERNAL TRANSFERS: PROCEDURES, PROCESSES AND CRITERIA

1.0 Applicability of the Policy

- 1.1 Unless there are contrary regulatory body requirements, Academy offers programmes, these guidelines are applicable to all programmes at the Academy.
- 1.2 This policy provides guidelines for:
- 1.2.1 Internal transfer' of courses from one Academy programme / department / entity to another programme the Academy/ department / entity.
- 1.2.2 Transferring from one programme of study to another programme of study within the Academy.

2.0 Guidelines

- 2.1 Credit transfers/exemptions must be requested a minimum of four weeks before the start of a programme/semester or as specified by the programme concerned. The application should be made on the application form available at the Academy which is called credit application form. Necessary fees should be paid as applicable.
- 2.2 The student must meet all academic admission requirements to the new programme of study.
- 2.3 **A student who applied to a programme of study and was not admitted to the programme, is not eligible for transfer to that programme of study.**
- 2.4 A student who is deemed eligible to transfer to a new programme of study, may transfer a maximum of 50 percent of the course credits from their previous programme of study to the course work requirements for the new programme of study.
- 2.5 A student may request to transfer to another programme of study at the Academy once during their academic careers at the Academy, unless there are extenuating circumstances, and a transfer is required.
- 2.6 Transfer credit courses will be used in the calculation of a student's CGPA.
- 2.7 If a student has been granted credit / course transfer from another University/Institution /Institution, the same may not apply in the programme in which the student is now requesting to transfer.
- 2.8 The programmes will specify whether the time limits for degree completion will need to be extended for those that are transferring.

- 2.9 The financial and other implications of the transfer should be assessed prior to making the request. It may be that a transferee may lose or gain different privileges due to the transfer. This may include but not limited to finances (loans, grants, scholarships etc.) or tuition fees.
- 2.10 Each request for credit transfer/exemption must be dealt with on a case-to-case basis by an advising committee to be set up by the Dean or designate.
- 2.11 Transferring courses for credit/exemption remains the responsibility of the receiving programme/department and entity. Consideration should be given to regulatory body/licensing requirements if any. Rules regarding the number of credits to be transferred, grade requirements and completion of additional courses/clinical or lab sign offs remain the responsibility of the receiving programme/department/entity to which transfer is being sought.
- 2.12 All credit transfers must be signed off by the Dean of the receiving programme of study.
- 2.13 The Dean will inform the Office of the Registrar, in writing, of his/her approval to admit the student to the new programme of study and to accept transfer credit.
- 2.14 In cases where courses have been used to receive a Diploma or Degree and the courses are acceptable for transfer/ exemption, such course certificates/diplomas and degrees must be surrendered to the Office of the Registrar before registration into the prospective programme.
- 2.15 Students in the first year of their programme, in consultation with their faculty advisor, and completion of all formal requirements of the process, may request for a change in their programme/entity/department/majors at the end of the first year. 50% of the number of credits completed during the year may be transferrable. The request may be considered by the receiving programme/department and entity depending on but not limited to the following:
- 2.15.1 Competitive and eligible entrance requirements for the proposed new degree programme; an assessment that the student has the capacity to complete the new degree programme satisfactorily.
- 2.15.2 Availability of space and cut off CGPA/progression criteria.
- 2.15.3 Rule(s)/requirement(s) defined and as required by the regulatory/licensing body.
- 2.15.4 Completion of prerequisite courses or additional courses or challenge courses before applying for a transfer.
- 2.16 Each programme, to the extent possible, must develop a course substitution list to highlight what courses from other programmes will be acceptable to meet their requirements.
- 2.17 The Institution will reserve the right to reject requests for internal course and credit transfers without assigning any reason.

Approved by Academic Board of IITE





POLICY ON ISSUING STUDENTS ACADEMIC RECORDS AND RELATED DOCUMENTS

Island Institute of Tertiary Education

Policy on Issuing students Academic Records and Documents

Policy No: IITEBS/2019/AP002

Revised on December 2019



Policy on Issuing Students' Academic Records and Related Documents

(Policy Version 1.0) Effective from 27/06/2019

1. Request for Documents:

1.1 Students shall place an official request by Students Inquiry and appeal form

1.2 Students shall submit the form to the college reception or ORC Unit Manager or college official email.

1.3 It is the responsibility of the student to get an acknowledgement of the receipt of the request.

2. College Response

2.1 The college shall provide an acknowledgement immediately after receiving the request.

2.2. The college shall provide the requested document within seven working days.

2.3 The college can provide the requested document to the student by email, if the need arises.

3. Type of Documents that can be requested

3.1 An enrolled student can request the following documents:

- a. Course Fee structure
- b. any academic policy extract related to the student
- c. academic transcript
- d. attendance details
- e. offer letter
- f. letter of recommendation



- g. letter of sponsorship
- i. letter of scholarship
- j. Unofficial Transcript
- k. Letter of completion
- l. Any other academic related document passed by academic committee (customized)

4. Responsibilities of Registrar

4.1 Registrar shall issue the document with in the time limit, unless or otherwise, the same may be withheld or another decision has been presided by the academic committee.

4.2 During the absence of registrar, the document shall be issued from the registrar office, by acting registrar who bear the responsibilities

4.3 During the absence of two authorities mentioned in 4.1 and 4.2, the Director of Academics will be performing the job

5. Confidentiality

5.1 Students academic related documents shall be treated with utmost confidence

5.2 Any documents related to a particular student shall not be disclosed to any other party

5.3 Disciplinary actions will be taken against staff who reveals the information in confidential in matter

5.4 College / authorities shall not disclose the mass results or academic scripts/ documents to the single student.



6. Issuance

6.1 The document shall be issued in person or electronically to the registered or students given email and the receipt of the email shall be confirmed electronically

6.2 the front desk/ student services shall act promptly as per the directions provided by the registrar office.

6.3 The documents shall be issued with a log book, maintaining full record of the person who received including the NID , contact number and signature.

6.4 A copy shall be retained at the college, of the any document issued to the student

6.5 The copy shall be filed against the required file in the office.

7. Re-issue

7.1 Any document shall be re-issued after getting a valid reason in writing from the student.

7.2 Repeated Re-issue of academic related documents shall be a concern.

8. Fees

8.1 The fee schedule below can be implemented as follows:

Category of Document	Fee charges MVR
All documents re-issuance	100

8. Policy Revision

Academic Committee shall review the policy annually.



Policy on Research Misconduct

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ދިވެހިރާއްޖޭގެ ތިރިފަތުރުގެ ދަށުން

ދިވެހިރާއްޖޭގެ ތިރިފަތުރުގެ ދަށުން

Revised on January 2022

Rqrle{ 'P co g''	Rqrle{ "qp" T gugctej 'O kaeqpf wev'
Rqrle{ 'P wo dgt''	KV/GDU4244 ICR233''
Crrtqxgf 'D{ ''	Cecf go le'Dqctf ''
F cvg'qh'Qt ki kpenCrrtqxen'	Lcpwt { '38.'4244''
F cvg'qh'Tgxkkapu'	P ki'
Eqpvcev'	T gi kwtctai'Qh'leg''

30'DCEMI TQWPF''

- 303" Vj g'KV/G'ku'r tqwf "qh'ku'hcewv' .uclh'vtclpggu."cpf "uwf gpw'kp"vr j qrf kpi "ku'v'cf kkkp"qh' cvcklpi "vj g'j ki j guv'ngxgn'qh'tki qwt'cpf "kpvgi tkv' "kp'cm'cecf go le'gpf gcxqwtu'cpf 'f gukt gu' vq'gpwtg'vj cv'vj g'uco g'ucpf ctf u'ctg'cr r rkgf "kp'vj g'eqpf wev'cpf 'tgr qt vki "qh'tgugctej O'
- 304" Vj qwi j "kpl'gs wgpv'kp"qewt'gpeg."xkq'v'kpu"qh'gy lecn'ucpf ctf u'tgo clp" c'r quukdkrv' "kp' cm'kpxguki cvkpu'CV'vj g'uco g'v'ko g."c'hcng'cngi cvkqp"qh'o kaeqpf wev'ecp'lgqr ctf k' g'vj g' tgr wcvkqp"qh'vj g' "kpvkwwkqp"cpf "ku'tgugctej gtu'J gpeg."y j kg'j cxkpi "vj g'tgur qpukdkrv' " vq" r tqxkf g" c" eqpf wekxg" gpxktqpo gpv' vq" r tqo qvg" kpvgi tkv' " qh' t'gugctej " cpf " s wcrkv' " cuuwt'cpeg."kpvkwwkqp"cnq'pggf "vq'gpwtg'vj cv'cr r tqr tkcvg'o gej cpkuo u'ctg'kp'r r'ceg"vq' f gcn'tcr kf n' "cpf "g'zr gf kkkwun' "y kj "cngi cvkpu'qt'gxkf gpeg'qh'it'cw' O'
- 305" Vj ku'r qrle{ "ku'f g'xgnr gf "y kj "vj ku'qdl'gevkxg'kp'o kpf "cpf "vq'r w'kp'r r'ceg'p'geguuct { 'ej genu' cpf "dcr'pegu"vq'gpwtg'vj cv'vj g'j ki j guv'gyj lecn'ucpf ctf u'kp'tgugctej 'ctg'o clpvckpgf "cv'cm' KV/G'"'egpv'gu."cpf "vq'h'cln' "gxc'ncv'cp { 'kpv'pegu'qh'cngi gf "qt'cr r ctgpv'o kaeqpf wev' O'
- 306" Vj g' kpvkwwkqp" tgeqi pl' gu" cpf " cr r tgekv'gu" vj g' eqpv'kdwkpu" qh' o gpv'qtu." r tq'lgv' uwr gtxkuqtu."f gr ctvo gpv'ej cktu'cpf "wkv'j gcf u'y j lej "ugv'vj g'j ki j "dctu"qh'j qpguv' "cpf " kpvgi tkv' " tgs wkt gf " hqt" eqpf wev' qh' t'gugctej ." cpf " go r j cuk' gu" eqpv'kvcv'kqp" qh' vj g'ug' ko r qt'w'p'v'gh'qt'w' O'

402" RT'PE'K'NGU'CPF 'QDLGEV'K'GU

- 403" Kp" qtf gt" vq"cej k'xg"ku" o kuukp."KV/G'"'"' "qr g'vcv'gu"qp" vj g' eqt'g" r tkp'ek'ngu" qh' s wcrkv' ." t'g'x'c'peg."ko r cev'cpf "ceeguukdkrv' (O'U'k'ev'cf j g'gpeg"vq" vj g' r tkp'ek'ngu" qh'j qpguv' "cpf " kpvgi tkv' "kp'vj g'eqpf wev'qh'tgugctej "cpf "uej qm'tn' "cev'kxk' "ku'et'k'lecn'vq'KV/G'"'"'cej k'xkpi " ku'o kuukp' O'

'Rqrle{ "qp" T gugctej 'O kaeqpf wev'
Rci g'3'qh'7''

6033 "Xlqrcvqp"qh"qt"pqp/eqo r rncpeg'y kj +vj g'eqf g'qh'gy leu'ht' t'gugctej 'cu'gucdrkj gf 'd { " vj g""kpukswkqp0

604 " O kueqpf wev'f qgu'pqv'kpenw'f g<

6043 " O kueqpf wev'k' t'gugctej 'cpf 'uej qrcn'f 'cev'k'k'gu'f qgu'pqv'kpenw'f g'j qpgu'gttqtu'qt " j qpgu'f k'ht'gpegu'k'p'k'vgr' t'g'v'k'p'u'qt' l'w'f i o g'p'u'q'h'f'c'v'c'0

6044 " O kueqpf wev'f qgu'pqv'kpenw'f g'cp'ceek' g'p'v'c'n'q'u'u'q'h'f'c'v'c'qt' t'g'u'w'u'i' g'p'g't'c'v'g'f 'q'w'q'h'c' " ur qpuqt'g'f 't'gugctej 'u'w'f { 0

6045 " F kueqpv'k'p'w'v'k'p'q'h'c'i t'g'g'f 't'gugctej 'eq'm'd'q't'c'v'k'p'qt'cu'k'i p'g'f 'c'u'm'f' w'g'v'q' r'g'i' k'k'o' c'v'g' " t'g'c'u'q'u'u'w'ej 'c'u'k'n'j' g'c'n'j' 'qt' 'u'k'w'c'v'k'p'u'd'g'f'q'p'f 'q'p'g'w'e'q'p'v'q'r'0

702 " RNCI KCTKIO "

703 " Vj g' " " " kpukswkqp" ku" ci clpuv' cm' hqto u" qh" r ni kctkio " cpf " eqpuk'gtu' k' cu" cp" cev' qh' " o kueqpf wev' r'c'd'rg'v'q'f' k'ue'k' n'p'c't' { "cev'k'p'0'k'p' n'g'g'r' k'p'i "y' k'j "r'c'u'v' r' t'c'e'v'k'g' "v'j' g' " " " kpukswkqp" " y' k'n'f'c'j' g't'g'v'q' "v'j' g' "i' w'k' g'r'k'p'g'u'k'u'w'g'f' "d' { "v'j' g' "J' k'i' j' g't' "G'f' w'ec'v'k'p' "E'q'o' o' k'u'k'q'p' "R'c'n'k'v'c'p' "qt' " v'j' g' "j' k'i' j' g't' "g'f' w'ec'v'k'p' "c'w'j' q't'k'v' { "q'h'v'j' g' "e'q'w'p't' { "k'p'v'j' k'ej' "K'V'G' " "j' c'u'c' "r' t'gugpeg'0

704 " Vj g' "h'm'j' k'p'i "v'f' r' g'u'q'h' "r' ni kctkio . "k't'g'ur' g'ev'k'x'g' "q'h'v'j' g'k't' "f' g'i' t'g'g' "q'h' u'g't'k'q'w'p'g'u'u' "y' j' g'j' g't' " eq'o' o' k'w'g'f' " "f' g'r'k'd'g't'c'v'g'n'f' " "qt' " k'p'c'f' x'g't'v'g'p'v'w'f' . "c't'g' "e'q'p'uk'f' g't'g'f' " "c'u' "w'p'g'j' k'ec'n' " "r' g't'j' c'r' u' "g'x'g'p' "k'n'g'i' c'n'<

7043 " Eqo r ngv'Rnci kctkio <Y j gp'v'j' g'y' j' qrg'f'qewo g'p'v'o' c'p'w'ue't'k'r' v' t'gugctej 'k'f' g'c' 'k'u' 'e'q'r' k'g'f' " x'g't'd'c'v'o' "h't'q'o' "q'p'g' "qt' "o' q't'g' "u'q'w't'eg'u' "g'x'g'p' "k'h'v'j' g' "u'q'w't'eg' "k'u'f' k'ue'n'q'ug'f' "k'p' "v'j' g' "t'g'ht'g'peg' " u'g'ev'k'p'0

7044 " Rct'v'c'n'Rnci kctkio <Y j gp'r'c't'v'qt' "y' j' q'rg' "u'g'ev'k'p' "u' "c't'g' "k'p'ug't'v'g'f' "y' k'j' q'w' "r' c't'c'r' j' t'c'ul'p'i' . " y' k'j' "h'g'y' "qt' "e'q'u'o' g'w'e' "e'j' c'p'i' g'u' "v'q' "v'j' g' "v'g'z'v'y' k'j' q'w' "i' k'k'p'i' "v'j' g' "c'r' r' t'q'r' t'k'c'v'g' "t'g'ht'g'peg'0'k' "c'n'q' "c'r' r' n'g'u' "v'q' "k'p'ug't'v'k'p' "q'h' "h'k'i' v't'g'u' "f' k'c'i' t'c'o' u' "k'm'w'v'c'v'k'p'u' "i' t'c'r' j' u' "e'j' c't'v'u' "h't'q'o' "x'c't'k'g'f' " u'q'w't'eg'u' "y' k'j' q'w' "r' t'k'q't' "c'r' r' t'q'x'c'n'q'h'v'j' g' "c'w'j' q't' "c'p'f' "t'q't' "r' w'd'r'k'uj' g't' "c'u' "c'r' r' n'c'e'd'rg'0

7045 " U'g'h'i'Rnci kctkio <Y j gp'q'p'g'w' "q'y' p' "r' w'd'r'k'uj' g'f' "y' q't'n'k'u' "t'g' "u'g'p'v' "h'q't' "r' w'd'r'k'ec'v'k'p' "v'q' "c'p'q'v'j' g't' " l'q'w't'p'c'n' "y' k'j' q'w' "v'j' g' "r' g't'o' k'u'k'q'p' "q'h'v'j' g' "r' t'g'x'k'q'w'u' "r' w'd'r'k'uj' g't' "g'x'g'p' "k'h'v'j' g' "r' w'd'r'k'ec'v'k'p' "k'u' "v'c'p'u'r'v'g'f' "k'p'v'q' "c'p'q'v'j' g't' "r'p'i' w'c'i' g'0

7046 " Rnci kctkio "q'h' "k'f' g'c'u' <Y j gp' "k'f' g'c'u' "qt' "f' q'ewo g'p'v'g'f' "y' q't'n'q'h' "q'v'j' g't'u' "k'u' "r' t'g'ug'p'v'g'f' "c'u' "q'p'g'w' "q'y' p' "k'p' "c'p' { " "h't'o' " "c'p'f' " "c'v' "c'p' { " "h't'w'o' 0' "V'j' k'u' "k'p'ew'f' g'u' "r' t'q'r' q'ug'f' "t'gugctej " "u'w'f' k'g'u' "q'p' " ur g'ek'h'e' "v'q'r' k'eu' "r' t'g'x'k'q'w'u' { "e'q'p'eg'k'x'g'f' "d' { "c'p'q'v'j' g't' "r' g't'u'q'p' "qt' "i' t'q'w' 0

7047 " E'q'p'eg'c'r'k'p'i' "U'q'w't'eg'u' "I' "F' g'p' { k'p'i' "E't'g'f' k'z' "Y' j' gp' "v'j' g' "u'q'w't'eg' "q'h'v'j' g' "k'p'h'q't'o' c'v'k'p' "k'u' "p'q'v' "f' k'ue'n'q'ug'f' "qt' "c'emp'q'y' r'g'f' i' g'f' . "qt' "f' w'g' "e't'g'f' k'v' "k'u' "p'q'v' "i' k'x'g'p' "v'q' "h'g'm'j' "e'q'p'v'k'd'w'q't'u' "k'p' "c' "r' w'd'r'k'ec'v'k'p' "qt' "t'gugctej " "u'w'f' { " "h'q't' "h'w'v'j' g't' "e'r'c't'k'v' "t'g'ht' "v'q' " "K'V'G' " " "C'w'j' q't'uj' k'r' " I' w'k'f' g'r'k'p'g'u'0

7048 " K'i'c' "f' q'ev'q't'c'n' "e'c'p'f' k'f' c'v'g' "eq'o' o' k'u' "r' ni kctkio "k'p' "j' k'ul'j' g't' "v'j' g'u'k'u' "j' g'l' "v'j' g' "o' c' { "d'g' "l'w'f' i' g'f' "v'q' "j' c'x'g' "h'c'k'g'f' "v'j' g' "v'j' g'u'k'u'0' "C'p' { " "y' q't'f' /h'q't' /y' q't'f' " "s' w'q'v'g' "o' w'u'v' "j' c'x'g' "c' "t'g'ht'g'peg' "e'k'c'v'k'p' " "y' t'k'w'g'p' "r' g't'o' k'u'k'q'p' "q'h'v'j' g' "c'w'j' q't' "c'p'f' "l'q't' "r' w'd'r'k'uj' g't' "k'u' "p'g'g'f' g'f' "h'q't' "h'g'p'i' v'j' { "s' w'q'c'v'k'p'u'0

802 " H'P'F'R'P'I' 'C'P'F' I'Q'T' 'T'G'R'Q'T'V'R'P'I' 'Q'H' 'T'GUGCTEJ 'O' K'U'EQPF WEV' "

803 " C' "h'p'f' k'p'i' "q'h' "t'gugctej " "o' kueqpf wev' "t'g's' w'k't'g'u' "v'j' c'v' "v'j' g't'g' "d'g' "c' "u'k'i' p'h'k'ec'p'v' "f' g'r'c't'w't'g' "h't'q'o' " c'e'eg'r' v'g'f' " "r' t'c'e'v'k'eg'u' "q'h' "v'j' g' "t'g'r'g'x'c'p'v' "t'gugctej " "eq'o' o' w'p'k'v' { 0' "V'j' g' "k'p'k'k'c'n' "t'g'r' q't'v'k'p'i' " "q'h' "v'j' g' " o' kueqpf wev' "o' c' { "d'g' "o' c'f' g' "k'p' "y' t'k'k'p'i' "qt' "d' { "r' t'q'f' w'ek'p'i' "f' q'ewo g'p'v'c't' { "g'x'k'f' g'peg' "v'q' "v'j' g' "F' g'c'p' " qt' "F' k't'g'ev'q't' "q'h' "c' "ur g'ek'h'e' "w'p'k'v' "q'h' "v'j' g' " " "y' j' q' "o' c' { "f' k't'g'ev' "k'v' "v'q' "v'j' g' "j' g'c'f' "q'h' "v'j' g' "t'g'ur' g'ev'k'x'g' " c'ec'f' g'o' k'e' "f' g'r'c't'w'o' g'p'v' "h'q't' "x'g't'k'h'ec'v'k'p'0' "C'n'g't'p'c'v'k'x'g'n'f' . "w'r' q'p' "t'g'eg'k'k'p'i' "c' "t'g'r' q't'v' "

"R'q'r'k'e' { "q'p' "T'gugctej "O' kueqpf wev' " Rci g'5'q'h'7"

y kj "gxf gpeg." y g" Cef go le" dqctf "ecp" kpkvcg" cp" kpxguki cvkg" r tgegu" d{ "tgs wguvpi " y g" Cef go le" f kgevqt "v" uwo k' c" hwm' tgr qt v' qh' y g" hpf kpi u" cpf " cf xkug" qp" r gpcnkgu. "h" cp{ . "v" dg' ko r qugf 0'

90" EQPHK GPVKCNW['CPF 'RTQVGEVKQP

90B" Gxgt { "ghqt v'o wu' dg'o cf g' v' o ckvcp" eqphk gpvckv{ "v" r tqgev' y g' kpvgt gu' qh' y g' "" cpf " y qug' kpxqmgf " k' tgr qt v' kpi " y g' cev' qh' o kueqpf wev' v' y g' cwj qtkkgu 0'

90F" Cmgj cvkqu' qh' t' guctej " o kueqpf wev' o ki j v' qtki kpcv" qwukf g' y g' "" h' qo " qy gt " kpvkwwkqu. " k' r' g' t' p' g' f' l' q' w' p' c' n' u' t' k' p' v' j' g' r' t' g' u' o' y' k' j' k' p' v' j' g' ". " cmgi cvkqu' qh' t' guctej " o kueqpf wev' o ki j v' eqo g' h' qo " o go dgtu' qh' cef go le. " t' guctej " qt " v' g' e' j' p' l' e' c' n' u' w' c' h' " qt " h' qo " t' guctej " u' w' f' g' p' u' " cpf " t' g' u' k' f' g' p' u' 0'

90G" Wp' gt " pq" ekewo ucpegu" y km' cp" cpqp { o qwu" eqo r klpv' dg" y g' dcuku" hqt " c" hqto cni r tgeggf kpi 0'

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- 8.10 If the alleged misconduct is not substantiated, diligent efforts will be undertaken, where appropriate, to restore the reputation of those under investigation. The research records will be restored appropriately as well. Copies of the inquiry report and supporting documents and decision-making must be retained for seven (7) years. The will take no further action and no reports will be made to funding agencies unless they are specifically required under the circumstances of the allegation or unless the funding agency is aware of the allegation.
- 8.11 If misconduct is proven, the will take appropriate action. Academic Dean based on the Academic Committee findings and any statement of rebuttal by the accused, shall take a final decision with respect to the action to be taken and will formally notify all parties including the sponsor of the research.
- 8.12 The final investigation report must be in writing and submitted to the registrar , who will review the report, determine whether to accept it as is written or to return it to the Committee for further deliberation or fact finding. The timeline should allow for submission of the report to the concerned sponsor, if required, no later than 60 days from the date the investigation began if there is a finding of misconduct.

9.0 PENALTY FOR RESEARCH MISCONDUCT

- 9.1 In the event that a researcher is found guilty of misconduct, the Investigation Committee shall impose a penalty, taking into account the severity of the misconduct. Penalties may include:
- A reprimand
 - Withdrawal of article / proposal or any other dissemination material
 - Public / private apology
 - Disallowance of the work
 - Suspension
 - Expulsion
- 9.2 In cases where the investigation does not confirm the allegations, the Committee shall recommend the same to the Dean / Director who shall undertake appropriate efforts to ensure that the reputation and integrity of the individual is not harmed.
- 9.3 The higher authorities shall also take all actions to protect the positions and reputations of those persons who, in good faith, made the allegations. However, if it is considered that the complainant has brought charges improperly, he/ she should be reprimanded, disciplined and / or penalised as deemed fit.

Approved by Academic Board of IITE





RECRUITMENT AND SELECTION POLICY

Island Institute of Tertiary Education

Policy on Certificate Awarding and Graduation

Policy No: IITEBS/2023/HR/003

Revised on December 2023

	DOCUMENT REF NUMBER: IITEBS/2023/HR/003	ISSUE DATE: 17th September 2023
	ISSUE NUMBER: NA	REVISION NUMBER:
Recruitment and Selection Policy		

1. Man power and budgeting

1.1 Manpower planning.

Reviewing and acquiring manpower resources, in a preplanned manner, on a continuous basis according to the activities of IITE. In order to plan the following will be done.

- Analyze the need of new positions required annually in consultation with the departments.
- Analyze existing positions in consultation with the respective departments.
- Estimation of job vacancies based on the proposed budget and sales turnover in consultation with the departments.
- Analyze existing positions in consultation with the respective departments. Review scope, purpose

1.2 Budgeting

Human Resources will mainly focus on major two areas when preparing the budget.

That is for staff training and development budget and staff wages and salary related budget.

1. Before the training budget is been prepared HR will consult with other departments & get their training requirements.
2. Once the data is received from the departments, HR will compile all the data. Before a final budget is sent, all the executives will discuss the training budget.
3. To prepare Human Resource recruitment budget, HR sends a specific format to all departments to get the information about new staff requirements for upcoming year(s).
4. HR will prepare the staff wages and salary budget based on the various requirements from the departments.

2. RECRUITMENT, SELECTION, APPOINTMENT & INDUCTION

2.1 Recruitment Procedure

Based on IITE's Equal Opportunity Affirmative Action, the recruitment activities will be designated to coordinate compliance activities in line with the commitment to the principle of equal employment opportunity. To this regard the following procedures on recruitment will be followed;

1. Receiving the initial request from Requesting Department as Manpower Indent Form (Refer Appendix) and the position must be approved by HOD of the respective department for any new or replacement position.
2. Manpower Indent Form should have the minimum information required (job responsibility and necessary qualification, experience and skills required for the specified post). If the required initials and information is not adequate, HRD can reject the form or send back for revision.
3. Upon receiving the indent form to HR, the form will be checked and reviewed by Human Resource staff & it will be sent for Head of Department of Human Resource and Chief Executive Officer's (CEO) approval. A manpower indent number will be given for each indent by the HR & Admin Assistant. (Indent log sheet will be managed by HR & Admin Assistant)

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4. When the indent is filled with all the necessary initials, the advertisement will be prepared (Dhivehi / English) and will be checked by HR & Admin Assistant & signed by Head of HR Department
5. Advertisement will be sent to HR Department / Admin Section to publish in newspapers and uploaded to IITE's website by PR & Marketing.
6. The advertisement will be posted for at least five (5) working days. Based on the urgency or nature of the job, some positions may require shorter/longer posting periods.
7. Job applications forms will be available at the IITE's Head office and also can be downloaded from IITE's website. All the applicants must fill the Job Application form. All required documents must be submitted along with the application forms. Any forms received after deadline should be rejected.
8. Application forms should be submitted as per the instructions given in the
9. Advertisement and application form will be collected from IITE's Head office and website.
10. All the received applications must be entered to HR document register before it is handed over to the HR & Admin Assistant.
11. Once the closing date has been reached, HR & Admin Assistant should check the received Application forms. If sufficient or potential candidates have not responded in the time period given, this must be informed to the respective department. Department may then request for re-advertisement.
12. The advertisement will be re-advertised without any change being made or with changes required for five more days. If sufficient or potential candidates have not applied again, the advertisement will be either reviewed; headhunting for that position will be done or will be closed with the consultation of the respective department.
13. IITE has the right to hire staffs above 65 years although they are considered as "RETIRED" with the approval of the Chief Executive Officer. They are hired as a "NEW HIRE" on contract basis.

2.2 Assessing Candidates

1. Based on the qualification and other requirements in the advertisement, Admin staff will review & log the applications.
2. A list of eligible candidates will be prepared. Screening applicants should be based on the requirements stated in the advertisement.
3. Send the application forms & the list of eligible candidates to the respective department. This process must be done within maximum 3 days after deadline and the staffs who handle this job must take the full responsibility to deliver the proper documents timely.
4. In case shortlisting is required, shortlisting will be done by HRD in consultation with the respective department.
5. Admin staff will arrange a time, date and place for interview in consultation with the person who deals with the recruitment process from the respective department.
6. Once the date and time is finalized Admin staff will call the candidates for the interview. Interviewees are invited via telephone.

2.3 Appointment & Induction

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1. Interview should be conducted within 7 days of expiry of the advertisement.
2. Conduct interviews and assess candidates
3. Main duty of HR & Admin staff is to facilitate and observe the interview process.
4. HR staff will be participating in the first interview, with the Interview Committee, to manage interview process & facilitate the assessment of candidates to determine preferred candidate and provide HR / HR related information to the candidates (probation period, salary during probation and after probation, etc.)
5. Interview Committee consists of Human Resource Manager, HOD of the Respective department, Chief Operating Officer and (or) Chief Executive Officer. Interviews should be conducted with the participation of at least three (3) persons from the Interview Committee for fair and bias free employment opportunity.
6. It is the responsibility of HR & Admin staff to ensure that the interview processes are done fairly and free of bias which is in line with IITE's commitment to the principle of equal employment opportunity and Maldives Employment Law.
7. If a second interview is required, Admin staff should contact suitable candidates to inform that they have got through to the next step.
8. If a second interview is required, it will also be conducted by the appointed Interview Committee. Admin staff will participate in this interview only if respective department has that requirement. However, HR will be assisting to inform the candidate for interview.
9. Accredited & attested certificates can be verified during the interview process by HR personnel.
10. As soon as the interview process is completed, the selected candidate should be informed to HR with Head of Department's approval (Selected candidate's application with signature of HOD).
11. Before finalizing the selected candidate, the selected candidate's information must be passed to Chief Executive Officer for approval.
12. Admin staff will inform the selected candidate through phone and inform the candidate to submit bank account no (deposit slip) and resignation letter (if currently working).
13. If the offer is declined, Admin staff should liaise with respective department to negotiate, offer to second choice candidate or start recruitment process again.
14. Only Selected candidate/candidates will be contacted by the admin staff.
15. Employment slips will be issued, one for staff & the other one for personal file.
16. Issue of Employment Contract & Job description
17. Personal file for staff will be opened.
18. Candidate information will be sent to the necessary departments.
19. Conduct the induction programs to newcomer. (Organizations rules, HR policies, etc.)
20. Respective Department will introduce the new staff to key people and colleagues.
21. Head of Department or immediate supervisor should inform the staff of the expectation of the job given to him/her.

2.5 Recruitment and Selection Process of Day Rate Staff

1. Receiving the initial request (email, Indent form) from Respective department with a requirement of recruiting day rate staffs with HOD approval.
2. Following factors are considered for the day rate recruitment.
 - a. Time constraint associated with selection (normal recruitment procedure) of new staffs.

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- b. No application received for the particular advertisement.
3. Normal procedure for recruiting will be done through, but IITE's management has the right to headhunt or selected from the information logs maintained in the worksites when & where it is necessary.
4. Pay detail – Day rate
 - a. The attendance details with relevant signatures will require processing the salary. Salary will be processed by HR. Based on situation, urgency or if staff has not provided a bank account petty cash can be used for the Day rate staff salary purpose, but this should be done with consultation with HR & finance.
 - b. Id card copy, and other personal verification documents
 - c. For foreign day rate staff he/she should hold a valid passport and work permit card

2.6 Opening a Personal File

Personal file for each staff will be created. Following should be placed.

1. Manpower Indent Form
2. Advertisements
3. Job application form & applied candidates list
4. Job description
5. Employment Slip
6. Contract
7. Signed Code of conduct

2.7 Permanent Employment

1. All staffs are employed on a temporary basis and will be made permanent after probation period.
2. Before 3 months, the staff will be evaluated & after three months' probation completion date the staff must be made permanent or other necessary action must be taken (termination & extending his probation on contract basis.)
3. During the 3 months of probation employees will be evaluated based on the following terms:
 - Attendance – More than two (2) casual sick leaves are not acceptable during the probation period.
 - Punctuality – Employees should not have more than three (3) days of attending late to work during the probation period.
 - Discipline at work
 - Employees work quality and quantity
 - Relationship with fellow colleagues and management
 - Adherence to company's rules & regulations, code of conduct, principles and ethics.
4. If the department instructs to make the staff permanent, HR will issue the confirmation slip.

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APPENDIX

MANPOWER REQUISITION FORM

DESIGNATION/TITLE:	NO. OF POSITIONS:
DEPARTMENT:	LOCATION:
LEVEL/RANK:	REPORTS TO:
NEW/REPLACEMENT:	FULLTIME/CONTACTUAL/THROUGH CONTRACTOR
GENDER:	APPROX. MONTHLY SALARY:

JOB DESCRIPTION OF THE POSITION

EDUCATION:	
SPECIALIZATION/TRRAINING:	
EXPERIENCE (NO. OF YEARS):	INDUSTRY/FIELD:
JOBE RELATED KNOWLEDGE & SKILLS:	
OTHER CERTIFICATES:	
COMPUTER LITERACY:	LANGUAGE PROFICIENCY:

PURPOSE AND SCOPE OF THE POSITION



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Recruitment and Selection Policy

MAIN DUTIES AND RESPONSIBILITIES

Signature of HOD

Approval:

Chief Executive Officer
Manager

Human Resource

FOR HR USE ONLY

Employment Sanction No:

Date:

Action to be taken:

Preferred source of recruitment:	Newspapers/ Consultants/ Job websites/ Internal staff/ Head hunt
Cost estimate:	





Staff Code of Conduct Policy

Island Institute of Tertiary Education

Staff code of conduct Policy

Policy No: IITEBS/2022/HR/003

Revised on December 2022

Policy Name	Staff Code of Conduct Policy
Policy Number	IITEBS/2022/HR/003
Approved By	Academic Council
Date of Original Approval	17 th September 2017
Date of Revisions	6 th January 2022
Contact	Office of the Registrar

1.1 Purpose

1.1 The purpose of this policy is to outline and give general guidelines to all the Academy employees for conducting themselves in a manner that upholds and maintains the Institute's Core Values and Mission Statement, as well as the effectiveness and reputation of the Institute.

1.2 This policy also provides a guide to employees in how best to conduct themselves in a manner that positively benefits to the organization and respects the needs of others.

2. Scope

All staff including part time.

3. Guidelines

3.1 While it is not possible to list all the forms of behavior that are considered acceptable or unacceptable, the following is a partial list of the kinds of behavior or conduct that are expected:

- a) Behaving in an honest and trustworthy manner.
- b) Adhering to the policies of IITE.
- c) Appropriate attire that respects local custom.
- d) Properly managing the Institute's assets, fund or other property etc...
- e) Well-groomed and clean.
- f) Maintain the discipline.

3.2 The management emphasizes on following activities which are totally unacceptable and those are considered as serious misconduct.

- a) Being on Institute's premises under the influence of substances such as narcotics, drugs, alcohol etc... such that it impairs one's ability to function, puts the employee or others at risk, and/or has the potential to negatively impact the Institute.
- b) If negligence or improper conduct leading to damage of employer owned or customer owned property.
- c) Disrespectful conduct.
- d) Continuous absenteeism, continuous late or any absence without notice.

- e) Bringing the Institute to disrepute.
- f) Engage in amusement or entertainment activities within Institute premises, which can lead to an accident.
- g) Sexual or other form of harassment to employees or other stake holders.
- h) Assault or being violent to employees or other stakeholders.
- i) Any willful act which will lead to an injury to a person or property.

Above are considered as serious misconduct and any deviation will lead to serious disciplinary actions which could lead to immediate dismissal.

Approved by Academic Board of IITE





STUDENT CODE OF CONDUCT, DISCIPLINE, GRIEVANCE & APPEAL POLICY

Island Institute of Tertiary Education

Policy on Student Code of Conduct, Discipline, Grievance & Appeals Policy

No: IITEBS/AP/2023/004

Revised on September 2023

Note from IITE Academic board:

The policies below has been combined to this policy in order to ensure efficient functioning of the academic programs.

Approved by Academic Board of IITE





DOCUMENT REF NUMBER:
IITEBS/AP/2023/004

ISSUE DATE: 17th
September 2023

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Student code of conduct, discipline and grievance and appeal

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Student code of conduct, discipline and grievance and appeal		

1. Introduction

This policy outlines the standards of acceptable behavior required by all Island Institute of Tertiary Education (IITE) students and the expectations that IITE staff and students have from each other.

2. Scope and Purpose

- 2.1 To detail the disciplinary process and possible sanctions which may be imposed on students who violate the student code of conduct at IITE .
- 2.2 To provide a fair, timely and efficient disciplinary and appeals process for students and victims.

3. Student Code of Conduct

The Student Code shall apply to conduct that occurs:

- 3.1 On IITE premises, including all locations, physical campuses and any IITE affiliated programs located in another atoll in the Maldives.
- 3.2 Off School premises, if the conduct is determined by the Grievance Committee to adversely affect the school community, its members, its reputation or the pursuit of its objectives.
- 3.3 The Student Code applies to student conduct which occurs from the time of enrollment through the actual awarding of a certificate or degree, even if the conduct occurs prior to the start of classes or is discovered after a certificate is awarded.
- 3.4 All allegation of misconduct is investigated and addressed following the procedures set forth in the “Discipline and Grievance Policy”, incorporated to this Student.

4. Policy/Procedure/Guideline

4.1 IITE Expectations of Students:

- a) As members of an academic environment, students of IITE are expected to:
 - i. Treat all others with respect and courtesy
 - ii. Treat others equitably irrespective of gender, marital status, medical condition, age or political conviction
 - iii. Respect the opinions and views of others



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- iv. Avoid any conduct that might reasonably be perceived as sexual or gender-based harassment or otherwise intimidating
- v. Attend classes, maintain consistent levels of study, and submit assessment task on time
- vi. Avoid all forms of academic misconduct
- vii. Familiarize themselves with, and abide by, IITE Business School's policies and procedures.
- viii. Maintain high standards and a professional approach to their study program
- ix. Attend campus without being inebriated or under the influence of drugs.

4.2 Student Expectations of IITE

a) As individuals, Students of IITE can expect:

- i. To be treated with courtesy and respect
- ii. To be treated equitably irrespective of gender, marital status, medical condition, age or political conviction.
- iii. To be able to freely communicate and voice alternative points of view in rational debate
- iv. To participate in a learning environment free from sexual, gender-based, or other forms of harassment
- v. To rely on protection of personal information
- vi. To be provided with timely and accurate information as it relates to programmes, enrolment and all administrative matters
- vii. To have reasonable access to lecturing staff in private consultation outside normal contact hours
- viii. To have a transparent assessment with clear task descriptions, criteria and standards and the use of model exemplar.

5. Conduct – Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined:

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5.1 Discrimination and Harassment

- a) IITE is committed to providing access learning aids and equitable approach in dealing with students. Department of Higher Education, Maldives recognizes the rights of all students and staff to work and study in an environment free from discrimination and harassment based on gender or age.
- b) Discrimination or harassment of staff or students, by any member of the teaching environment is unacceptable. All members of IITE are expected to maintain an environment where all individuals are able to participate fully in academic life, free from all discrimination and harassment.
- c) IITE will treat all claims of discrimination and/ or harassment seriously, and all claims will be thoroughly investigated confidentially to protect complainants and witnesses from further harassment and victimization.

5.2 Smoking

- a) IITE will ensure that all members of the IITE community can enjoy a clean and smoke free environment.

5.3 Misconduct

- a) Students of IITE who breach any of the provisions and guidelines contained in the student code of conduct may be considered to have engaged in official misconduct.
- b) A student who engages in any of the following activities may also be considered to have engaged in misconduct.
 - i. Endangers the health or safety of any person at IITE or on the campus
 - ii. Unlawfully assaults, or attempts to assaults another member of IITE Business School or Campus community.
 - iii. Engages in dishonest behavior –
 - iv. Damages or abuses IITE Property.

5.4 Penalties for Misconduct

- a) If it is able to be shown that a student has engaged in misconduct, the student will be asked to attend an interview with the Registrar, IITE to provide an explanation for their behavior.

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- b) The Registrar, IITE , is permitted to apply any, or a combination, of the following penalties with advice of the Discipline and grievance committee
- i. Officially warn the student
 - ii. Exclude the student for a period of time
 - iii. Expel the student from IITE

5.5 Academic Misconduct

Academic misconduct covers, but is not limited to:

- a) Plagiarism, which is the act of representing the ideas or work of another person(s) as one's own original work by copying or reproducing that work without acknowledgement of the source.
- b) Collusion, which is the presentation by a student of work as his or her own which is in fact the result, in whole or in part, of unauthorized collaboration with another person or persons. Both the student presenting the assignment and the student(s) willingly supplying unauthorized material are considered participants in the act of collusion.
- c) Cheating, which is any dishonest conduct in assessment.
- d) Abuse of Academic Materials, which is destroying, defacing stealing, or making inaccessible library or other academic resource material.
- e) Complicity in Academic Dishonesty, which is helping or attempting to help another student to commit an act of academic dishonesty.
- f) Falsifying Grade Reports, which is changing or destroying grades, scores or marking on an examination or in a faculty member's records.
- g) Misrepresentation to Avoid Academic Work, which is misrepresentation by fabrication an otherwise justifiable excuse such as illness, injury, accident, etc., in order to avoid or delay timely submission of academic work or to avoid or delay the taking of a test or examination.

5.6 Penalties for Academic Misconduct

Students who are found guilty of academic misconduct will be subject to one of the following penalties:

- a) A formal warning to the student.
- b) A mark reduction or a mark of zero awarded for the assessment piece in which the academic misconduct occurred.



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- c) A fail grade for the subject in which the academic misconduct occurred and not permitted to enroll in the programme for a defined period of time.
- d) The student's enrolment at the academy be cancelled and the student not be permitted to re-enrol for a defined period of time.
- e) Any other penalty recommended by the Discipline grievance committee

5.7 Complaints and Grievances

- a) Students of IITE who have a complaint about either a decision that affects their studies, or a particular situation in which they have been involved or witnessed, have a right to raise their complaint. All complaints are considered with courtesy, in a timely fashion, and without fear or prejudice of inappropriateness.
- b) The IITE Discipline and Grievance & Appeals Policy sets out the relevant procedures and policy in relation to complaints.

5.8 Appeal

- a) A student, who has had a penalty imposed as a result of misconduct or academic misconduct, may appeal against the penalty imposed.
- b) The IITE Discipline grievance and appeal policy sets out the relevant procedures and policy in relations to appeal.

6. Discipline and Grievance& Appeal Procedure

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures are available to any student who reasonably believes a IITE Business School's decision or action has adversely affected his or her status, rights, or privileges as a student.

When a student believes that a condition exists which is in violation of his or her rights, IITE policies, rules, standards, or procedures, he or she has the right to file a grievance. A grievance may be categorized as follows:

- 1) Academic Concerns
- 2) Discrimination (age, disability or gender)
- 3) Student Conduct

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- 4) Tuition Refunds
- 5) Others not represented above

A grievance may be resolved through either an informal or formal process.

6.1 Informal Resolution Process

First: Contact the faculty or staff member involved or the appropriate administrator to resolve the matter.

Second: Contact the Coordinator, Registrar or Education Program Director to resolve the matter.

Third: Contact the Dean. In all cases where appropriate, complaints will be investigated by the appropriate administrators. If resolution of the grievance or disciplinary charge is reached informally, a written agreement (if deemed appropriate) must be signed by the student.

6.2 Formal Resolution Process

a) Filing a Complaint

Any student who believes he or she rights have been violated should submit a complaint as soon as possible to the Student Service Desk. The complaint should be submitted as soon as possible and generally within 30 school days. The complainant should use the “Student Complaint” form to file a complaint.

b) Investigation

Upon receipt of a report, the Registrar shall immediately authorize or undertake the investigation. The investigation should be conducted by the Discipline and Grievance Committee. The investigation shall be completed as soon as practicable, which should generally be not more than fourteen (14) calendar days after receipt of the complaint by the Registrar. If the Registrar determines that more than fourteen (14) calendar days will be required to investigate the complaint, he or she will notify the complainant and the person or persons allegedly responsible for the misconduct. The investigation may consist of personal interviews with the complainant, the persons allegedly responsible for the misconduct and any others who



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may have knowledge of the alleged misconduct or the circumstances giving rise to the complaint. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. Whether a particular action or incident constitutes a violation of this policy requires a case-by-case determination based on all the facts and circumstances revealed by a complete and thorough investigation. The Registrar with advice of Discipline and Grievance Committee shall issue a written report to the Dean upon completion of the investigation. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

c) Action by the Dean

Within five (5) calendar days of receiving the Registrar's report, the Dean shall issue a decision regarding

- i. Whether this policy was violated and, if so,
- ii. What action, if any, will be taken. This decision must be provided in writing to the complainant. If the Dean determines that misconduct occurred, appropriate action to address and remedy the harm and prevent any recurrence.

7. Appeal

If the Dean determines that no misconduct occurred, the student may appeal this decision to the IITE Board within five (5) calendar days of receiving the decision. Notice of the appeal must be filed with the Dean, who shall forward the record to the IITE Board. The IITE Board shall make a decision within thirty (30) calendar days of receiving the record. The IITE Board may require oral or written argument from the complainant, the Dean and any other individual it deems appropriate. If the Dean determines that misconduct has occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

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8. Sanctions

The severity of sanctions or corrective actions will depend on the frequency or severity of the offense and history of past misconduct. The Dean, Registrar or Discipline Grievance Committee may impose one or more of the following sanctions for violation of IITE policies, regulations:

- i. **Probation:** The Respondent may continue to attend classes but may be prohibited from officially representing the IITE or participating in any extracurricular activities. Probation may be for a designated period of time or indefinite as outlined in the letter to the Respondent. Any further violations of IITE policy may lead to suspension or expulsion.
- ii. **Withholding of Transcripts:** Imposed upon a Respondent who fails to pay a debt owed the IITE or who has a disciplinary case pending final disposition.
- iii. **Restitution:** Reimbursement by the Respondent for damage to, or misappropriation of property. Reimbursement may include appropriate service to the IITE to repair or otherwise compensate for damages.
- iv. **Failing or lowered grade:** In cases of academic integrity violations, final course grades assigned may be lowered or an "F" grade assigned.
- v. **Suspension:** Severs the relationship of the Respondent with the IITE and School related activities under conditions which permit and anticipate the Respondent's eventual return to the College. The conditions for readmission will be stated in the letter of disposition. Suspension may be for a designated period of time or indefinite
- vi. **Expulsion:** Permanent severance from the IITE . Expulsion may be rescinded only by the Dean.

9. Appeal Process

- i. Student have to submit Student Enquiry and Appeal form with regard to any appeal. This form will be available on LMS.
- ii. Students have to contact coordinators at appropriate timings through IITE hotline 9639992 or 3312014.

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- iii. Reply for any enquiry will be given within working 3 days. If there is document to be issued, will be done within working 7 days. (Working days are counting without Friday and Saturday)
- iv. If contacting the respective coordinator directly, students have to observe proper timing. Calls or messages after 10pm will be responded on the following day.

Approved by Academic Board of IITE





Student General & Discipline Policy

Island Institute of Tertiary Education

Student General and Discipline Policy

Policy No: IITEBS/AP/2023/009

Revised on December 2023

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Student General and Discipline Policy

STUDENT GENERAL DISCIPLINE

The Student shall apply to discipline as per the code of conduct outlined by the institute. These include:

1. Dealing everyone in respectful manner
2. Protecting the institute, students, and colleagues from misconduct

IITE Expectations of Students:

As members of an academic environment, students of IITE are expected to:

- a) Treat all others with respect and courtesy
- b) Treat others equitably irrespective of gender, marital status, medical condition, age or political conviction
- c) Respect the opinions and views of others
- d) Avoid any conduct that might reasonably be perceived as sexual or gender-based harassment or otherwise intimidating
- e) Attend classes, maintain consistent levels of study, and submit assessment task on time
- f) Avoid all forms of academic misconduct
- g) Familiarize themselves with, and abide by, IITE Business School's policies and procedures.
- h) Maintain high standards and a professional approach to their study program
- i) Attend campus without being inebriated or under the influence of drugs.

Conduct – Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in the “Policy on Student Code of Conduct, Discipline and Grievance & Appeals”.





Policy on Withdrawal from the Academy

Withdrawal due to poor attendance, weak performance and misconduct

1. Attendance

- 1.1. Attendance is compulsory for all students.
- 1.2. Students should observe exemplary, regular attendance at all theory classes, practical sessions.
- 1.3. A student should attend at least 85% of the total number of classes in a module
- 1.4. Any variation from the attendance specified in 1.3 will be reviewed by the Academic Review Committee (ARC). Depending on the nature of attendance and the students' academic performance the ARC may decide that the student should:
 - Discontinue the module or course.
 - Repeat the module in the following semester.

- 1.5. In case of unjustified inadequate attendance, following disciplinary procedure will be applied:

<u>Total percentage absence in each</u>		<u>Action to be taken</u>
5%		Warning letter
10%		Refer to ARC
More than 15%		Withdrawal

2. Weak performance

- 2.1 The student will not be withdrawn due to weak performance.
- 2.2 Even though 2.1 stands true the student will not be shown leniency if he/she does not cover the required attendance.
- 2.3 Informing the student of her weakness.

3. Misconduct

Please refer to: Academic Misconduct policy.

4. Voluntary withdrawal and tuition fee reimbursement.

The tuition fee will not be reimbursed if the student wishes to withdraw after the classes have begun.

Approved by Academic Board of IITE





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Island Institute of Tertiary Education

Policy Policy No: IITEBS/2024/AP001

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	TUTION FEES REFUND POLICY	
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Registration & Tuition Fees

- Non-refundable registration fee
- Tuition fees (as per the fee schedule given in Offer Letter)
- Pay on or before 05th of each month
- Fine will be charged on overdue instalments (5% of the Instalment Fee)
- Student Enquiry and Appeal form must be completed and submitted to Finance department before the 05th of that month. (If student is unable to pay before 05th of the month)

Refund for Deferment and Withdrawal

Within the first week of the commencement of semester: Full refund

Within the 2nd week from the commencement of the semester 50% of the fees paid

Beyond two weeks from the commencement of the semester Refund not applicable

Note: Commencement date is defined as orientation date of the course.