

## 6. Graduation Policy

### 6.1. Policy Statement

This Policy describes the conferral of awards and graduation at the Maldives Institute of Technology in line with Policy 11 Assessment and grading Policy.

### 6.2. Scope

MIT Policy on Graduation Policy applies to all of MIT's own programs, TVET programs and programs awarded jointly with other institutions, which are approved by the Maldives Qualifications Authority.

### 6.3. Definition of Terms

**Award:** A diploma or certificate approved by the Academic committee which may be conferred and granted by MIT Council.

**Graduate:** A student who has completed their course of study and been deemed eligible to graduate.

**Graduate:** A Graduate who has had their award conferred (bestowed) on them by MIT.

**Certificate awarding:** Granting Certificate to a student, either at an official ceremony in person or in absentia, upon completion of the programme requirements.

**Graduation in absentia:** When an award is conferred on a student and the graduand's name is recorded in the Graduation documents and noted as "in absentia" at a Graduation Ceremony that they do not attend.

### 6.4. Graduation Eligibility

A student is eligible to graduate from the award in which they are enrolled if:

- Declared "competent" or obtain credit points of competency in all the units stipulated in the program in which they are enrolled.
- No financial debt is owed to MIT
- Meeting other requirements from time to time prescribed by the College.
- There is no current suspension, exclusion or expulsion penalty on the student's record
- Submission of Clearance\Graduation Form.

### 6.5. Completing the course requirements

It is each student's responsibility to ensure they have completed all the requirements for their course of study before they are eligible to graduate. This may mean ensuring all exemptions or any Recognition of Prior Learning applications are processed for the course they are completing. If results are outstanding a student cannot graduate until these are completed. A student who does not complete payment will not be provided with any Graduation documentation until the debt to MIT is cleared.

### 6.6. Conferral of Award

An award may be conferred to a student who fulfilled the conditions prescribed for advanced diploma or other award and the approval to proceed to conferral has been ratified by the Academic committee.


### 6.7. Compliance, monitoring and review

The Academic committee or the person in charge is responsible for the overall implementation of this policy and related procedures.

Academic Manager (Academic and Students) is responsible for ensuring compliance with this policy and related procedure and undertaking any necessary monitoring and review action.

### 6.8. Appendix

### Clearance \ Graduation Form



**MALDIVES INSTITUTE OF TECHNOLOGY**  
STEPS OF SUCCESS

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Clearance \ Graduation Form

Student Details ފަންނުވަނަ

Student Number	Full name	Phone Number	
Faculty/Centre			
Year	Term		
Course Name			

Graduation ފަންނުވަނަ

Year and Month of Graduation

I will attend this graduation ceremony.  
 Do you wish to invite a Parent/Guardian?    No     Yes

As I cannot attend this ceremony, I will collect my certificate from the campus mentioned below on a later date.  
 Campus:

As I will not be able to collect the certificate by my self, please authorize (name & address) to collect my certificate. (national ID number)

Clearance ފަންނުވަނަ

Finance Department

No financial debt against the above student.

No financial debt against the above student.

Stamp    Date    Signature    Name

Declaration ފަންނުވަނަ

1. I declare that all the information given in this form is accurate and true to the best of my knowledge, and I declare that there is nothing outstanding against me in any office, section, branch of the Institute.

2. I declare that I have fulfilled all the requirements to award the certificate for the above mentioned course.

Date    Signature    Name

Please submit this form with a copy of the National ID card to the Student Services.

ACTION COMPLETED – OFFICE USE ONLY

Received by:	Personal details correct: Yes / No	Form complete: Yes / No
Clearance approved: Yes / No	Date:	

END