

STUDENT HANDBOOK





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**Welcome by
Rector**

Assalaam Alaikum!

Welcome to Villa College!

Congratulations to all our new students enrolled across the different campuses of Villa College on choosing our institution to boost your future!

We pride ourselves on providing you with high quality higher education, wherever you are. We always ensure that our graduate attributes are promoted and highly valued in providing your education at our College. These graduate attributes encompass what we hope our students will have achieved by the end of their programmes of study. Additionally, rigorous academic programmes and numerous extracurricular and co-curricular activities are available to students to ensure a well-rounded educational experience.

We work consistently to improve our student services. Clear guidelines and procedures are in place for our students to ensure the smooth delivery of student services. This handbook outlines several of the key services and procedures that are in place for our students at Villa College, and it will help you to become familiar with these. You can drop by or call the Student Desk to clarify issues and to become acquainted with the key staff who are at your service.

To be successful, you need to push yourself, and be active and dynamic in your higher education. We hope that you strive hard to become more and more knowledgeable in your field of studies, and that you pick up and hone the skills that will make you a great achiever in your career.

I personally look forward to meeting each and every student of Villa College both at formal and informal occasions during the coming year. We hope that your experience at Villa College will be an enjoyable one that you value for life! Make full use of this opportunity and learn to make the best use of your knowledge, talents, skills and potential.



Dr. Ahmed Anwar
Rector, Villa College

Welcome to Villa College!

It's with joy that we welcome you to a brand-new semester here in Villa College. For you, this will prove to be a journey of learning and development; not only through the range of programmes offered, but also through self-reflection and through the educational environment of Villa College.

Our Vision

To be the leading higher education provider in the Maldives, highly valued locally and recognized internationally.

Our Mission

To sustain and develop and disseminate knowledge and understanding by providing internationally recognized higher education at an affordable price, through research, consultancy and training which develop intellectual capacity and values vital to the dynamic Maldivian community and economy

Our Values

- We are driven by the needs of the society
- We affirm quality as our principal priority
- We strive to empower people to be creative and innovative
- We inculcate moral and Islamic values
- We maintain fairness and integrity in all undertakings
- We are committed to providing equal opportunities
- We endeavour to develop love for life-long learning
- We promote a culture of respect and harmony





Graduate Attributes

We aim to develop graduates with the following qualities:

- Deep knowledge of discipline and intellectual breadth.
- Command of strong social and interpersonal skills that enable them to be more effective at work as well as in life.
- Exceptional leadership qualities and initiative-taking within their own family, community and work environment.
- Maintaining ethical conduct and respect for diversity in all areas of social and professional life.
- Taking responsibility and maintaining accountability for their own actions, as well as concern for the well-being of others.
- Having a strong capacity to effectively manage self in a timely and efficient fashion.
- Openness to learning, information-seeking and understanding through various sources and new modes.
- Portraying openness, acceptance and respect towards difference in opinions and ideas.
- Showing keen analytical, problem-solving and decision-making capabilities.
- Maintaining professionalism at all times, demonstrating the right values and a positive attitude towards life and work at all times.

Executives



Dr. Ahmed Anwar
Rector



Dr. Ali Najeeb
Vice Rector



Dr. Abdulla Sadig
Deputy Vice Rector
Academic & Student



Dr. Mohamed Adil
Deputy Vice Rector
Research & Innovation



Mr. Abdul Munnim
Mohamed Manik
Deputy Vice Rector
Administration & Finance

Heads of Academic Units



Abdulla Nafiz

Dean
Faculty of
Business
Management



Abdul Sattar
Gasim

Dean
Faculty of
Educational
Studies



Udhumma Abdul
Latheef

Head of School
School of
Computer
Science



Uza. Asna
Ahmed

Dean
Faculty of
Shariah and
Law



Udhumma Abdul
Latheef

Head of School
Faculty of
Engineering
and Technology



Dr. Asma
Ibrahim
Sulaiman

Dean
Faculty
of Health
Sciences



Ali Shareef

Director
Centre for
Foundation
Studies



Dr. Ibrahim
Latheef

Dean
Centre for
Postgraduate
Studies

What can I Expect at VC?

When you commence your studies with us, it is important that you are acquainted with the general rules and regulations of the College.





Use of College Facilities

- You must not willfully or through negligence destroy, damage, remove or otherwise interfere with, or make unauthorized use of, the equipment, tools or resources of College, College premises or field/clinical sites.
- No equipment belonging to the College may be borrowed or removed without the authorization of the College.
- Users of the library shall adhere, at all times, to rules governing library use.
- If you want to use a classroom outside the class hours, you can check the availability from the Student Desk and make a booking.

Updating Personal Information

- You should help the College in maintaining accurate and update information.
- You can update your personal information through the student portal (MyVC) and inform the College if there are changes to any personal details.

Student ID Card

- You should always carry Student ID while on campus and show the card when requested by staff of the college.
- You can apply for student cards through MyVC and will be informed by the Student Desk once your card is ready.
- If a student needs to renew or replace the student ID card, they may submit an application. A charge will be incurred for re-printing the card.

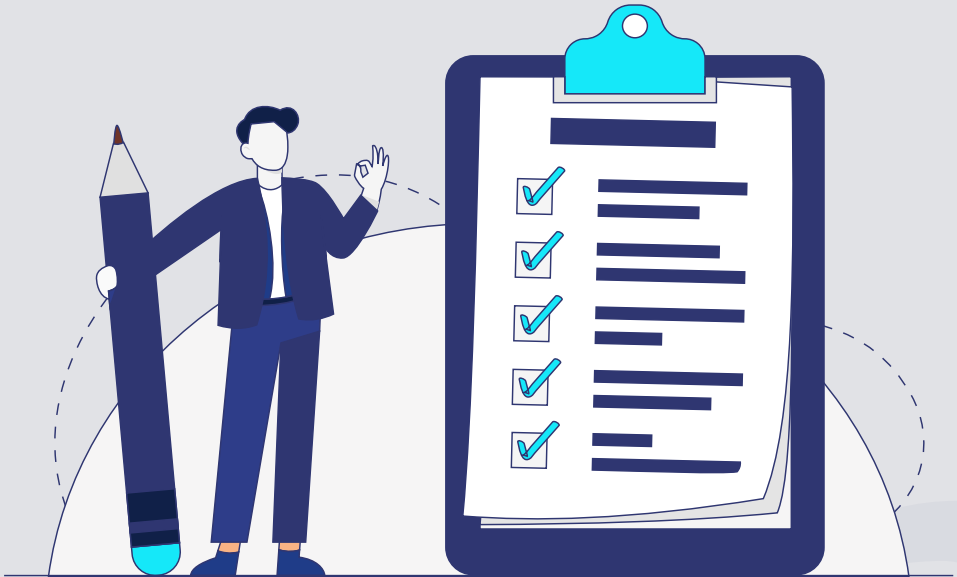
Communication with Students

- Once you have successfully enrolled, your Villa College student email address is generated and the details of your email account are shared with you through your phone and your personal email.
- Subsequently, all formal communications from the College will be made through your student email and we encourage you to use this email to communicate with us as well.
- Student email addresses will also be used to access some of our online resources for teaching and learning. Hence, it is very important that you regularly check your emails.



Attendance

- It is compulsory to attend your scheduled classes.
- You are required to attend at least 80% of the total number of classes in each module.
- If you fail to meet this attendance requirement, you will be barred from the final examinations or assessments.
- However, if you are unable to attend classes for genuine reasons, attendance will be considered upon submission of supporting documents along with a request for a leave of absence.



Student Dress Code

Males

Shirts or T-Shirts and pants or neat Jeans

Shirts and T-Shirts should reach below the navel and cover the midriff

Shirts/T-shirts should have sleeves



Apparel with inappropriate language or graphics is not allowed.

Inappropriate jewelry is not allowed



Females

Appropriate clothing for an educational institute (dresses, tunics, tops, pants and jeans)

Tops and dresses should not be transparent

Shirts and T-Shirts should reach below the navel and cover the midriff

Skirts and pants should reach below knees

Dress, tunics and tops should have sleeves

Classroom Etiquette



Use appropriate language and be respectful to others and refrain from using language that could be found to be offensive



Do not act in any way that could be considered as harassment, bullying or discrimination



Participate actively and contribute fully during teaching and learning sessions



Be punctual and attend classes on time

Online Etiquette

Do not talk when someone else is talking.

Do not share your screen unless told to by your teacher.

Keep your video on unless the teacher directs you to turn it off.

Stay focused on your class and pay attention when others are speaking.

Wear earbuds or a headset to mute household noise, if necessary.

Do not make faces or exhibit other distracting behavior.



Registration

All new and current students must complete registration and enroll on their modules every semester. Registration and enrolment can be completed in-person or online. A comprehensive guide will be available through the MyVC portal.

*You can find the registration deadlines for each semester in the **Villa College Academic Calendar**, which is published and updated on our website annually. You are advised to refer to the Academic Calendar for important dates and deadlines related to your studies.*

Enrolment Variation

The College allows students to request enrolment variations every semester in accordance with the Policy on Admission and Enrolment.

All enrolment variation requests have to be lodged on the designated forms through MyVC within the specified time.

Enrolment variation requests can only be considered as complete after the Registration Department grants your request.

If you wish to temporarily discontinue studies

You can apply for
Deferment / Deferral / Timeout

If you wish to stop studies with the intention of not returning to join the programme again

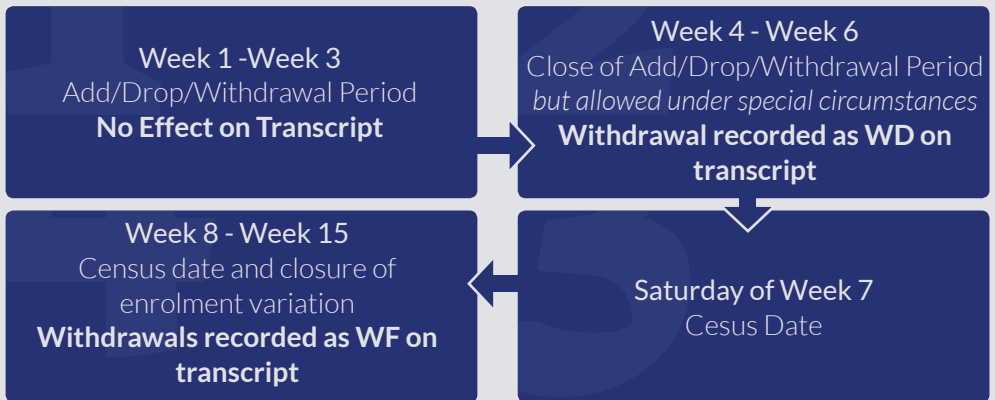
You can apply for
Withdrawal

If you wish to change programme of study

You can apply for Programme change

In case of partner universities, the College will follow the deferment / deferral / timeout and withdrawal process of the partner university.

Timeline



Recognition of Prior Learning (Credit Transfer)

Applicants seeking credit transfer or exemption are required to submit a credit transfer application form with relevant supporting documents.

An application for credit transfer can be made either with an application for admission to the College or no later than the third week of each semester.

An application for credit transfer cannot be made before an application for admission.

The following documents are required for each application of Recognition of Prior Learning (RPL):

- 1. RPL application form (filled and signed);**
- 2. Clear, attested copy of certificate(s);**
- 3. Clear, attested copy of transcript(s);**
- 4. Relevant module outlines / syllabi.**

Incomplete applications will not be accepted.

Assignment Submission

All students are required to submit all assignments on or before the due date.

Generally, students are required to make online submissions to Moodle, except for modules requiring hard copy submissions.

Failed submission attempts, or partial completion of the electronic process by the submission deadline will not be considered as 'submitted'.

Late Submission

Students have a 24-hour window for late submissions.

Assessment submitted up to 24 hours after the published deadline will be penalized

After this 24-hour 'window' has elapsed, the work will not be accepted and will be recorded as a non-submission.

Student unable to submit within the specific timeline due to personal circumstances must submit a *Personal Circumstances* form in accordance with the Procedure on Personal Circumstances. And such applications will be processed in accordance with the Procedure on Personal Circumstances, which shall be communicated to the student.

UWE Programmes

Please note that the submission deadlines are absolute and based on UWE server time; therefore, you are strongly advised to submit work well ahead of the deadline dates to avoid situations where penalties may be incurred.

If penalties are imposed, this will result in late work submissions being capped or not accepted for marking.

Assignments submitted more than 24 hours after the deadlines will not be accepted for marking.

Each weekend counts as one day in determining the penalty.

Academic Integrity

Academic integrity relates to all academic activity that students are involved in, but is specifically related to any action that potentially enables a student to gain an unfair advantage especially in an assessment. It also relates to the ethical policy or values that Villa College students are expected to abide by in their pursuit of higher education.

Behaviour that constitutes an assessment offence in the context of this policy statement includes but is not limited to:

- **Plagiarism;**
- **Collusion;**
- **Contract cheating;**
- **Falsification;**
- **Fabrication; and**
- **Cheating in controlled assessments.**



Penalties are in place depending on the nature and the severity of the offense committed. Details are provided in the Villa College Procedure on Academic Integrity.

Plagiarism in coursework and examinations is a serious offence for which offenders will be penalised. Without limiting the generality of this definition, plagiarism may include

| Copying or paraphrasing material from any source without due acknowledgement;

| Using another's text, illustrations or ideas without due acknowledgement;

and

| Working with others without permission and presenting the resulting work as though it was completed independently.

Villa College expects students' work to be genuine and original. Any student who plagiarises does not maintain the academic honesty expected by the College and such activity therefore is deemed an academic offence.

Rules on Pursuing Qualifications Concurrently

The following rules apply on pursuing award programmes concurrently:

- a) Pursuing qualifications concurrently (whether at the same level or different levels) from the same institution or different institutions requires written approval of the registrar.
- b) A student must maintain a minimum of 2.00 GPA to continue pursuing qualifications concurrently.

Rules on Overloading

The following rules apply with regard to overloading:

- a) With the approval of the Faculty, a student may add up to 30 credits to the standard load of a semester, provided this is necessary.
- b) A student must have a minimum of 2.00 GPA to overload.
- c) Overloading above 30 credits or where the GPA of a student is below 2.00 requires approval from the Admission and Awards Committee.

Exam Registrations

The examination periods are indicated in the Academic Calendar. This includes main examinations and re-sits examinations.

The exam time table will be published and made available on Moodle before the exam period.

All students enrolled in various modules should register for the exams. Exam registration can be done only if the student:

a) Has met the attendance criteria (achieved 80% attendance)

b) Has cleared all the outstanding payments

Upon successful registration, you will be issued with a final assessment authorisation slip.

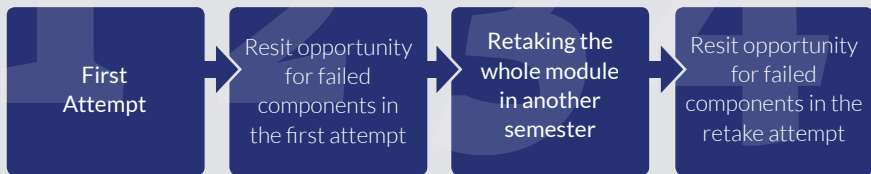
Failure to register for the examination by the given date may result in a financial penalty or being barred from the exam.

Requests for special consideration on an examination or assessment item must be lodged no later than 7 working days before the date of submission or examination.

If you are unable to attend an examination due to a serious illness of yourself or an immediate member of the family for whom you are the primary caregiver, a doctor's report (not just a medical certificate) needs to be submitted within 7 days in order to qualify for an uncapped resit.

Initial and Repeat Assessment Cycle

All students will be given four opportunities to attempt the modules as follows:



If all these four attempts are exhausted, you will be required to exit from the programme.

In such cases, you may have the option to exit with an **Exit Qualification** specific to the qualification you were enrolled on, or change to another programme of study.

Appeal of Results

Students cannot appeal against properly exercised academic judgment. The student may appeal against the results of the compulsory or major assessment items including the results of the final examination, using a specific application form. Any appeal must be made within 10 working days of the publication of results. In addition to the assessments, students have the right to appeal against any decision of the College which directly affects them.

Personal Circumstances

If you consider that your performance in any element of impending assessed work will be seriously and adversely affected by circumstances beyond your control (e.g. illness, a serious domestic problem, bereavement, etc.), you are entitled to apply for personal circumstances to be taken into account in accordance with the College's regulations. You are required to fill the personal circumstance form and submit it along with the necessary supporting documents.

VC Programme

Submit VC Personal Circumstance form along with the evidence

UWE Programme

Unable to submit coursework or do exam



UWE- PERSONAL CIRCUMSTANCES (MISSED ASSESSMENTS PROCESS) FORM

Submitted a coursework or did an exam I should not have done

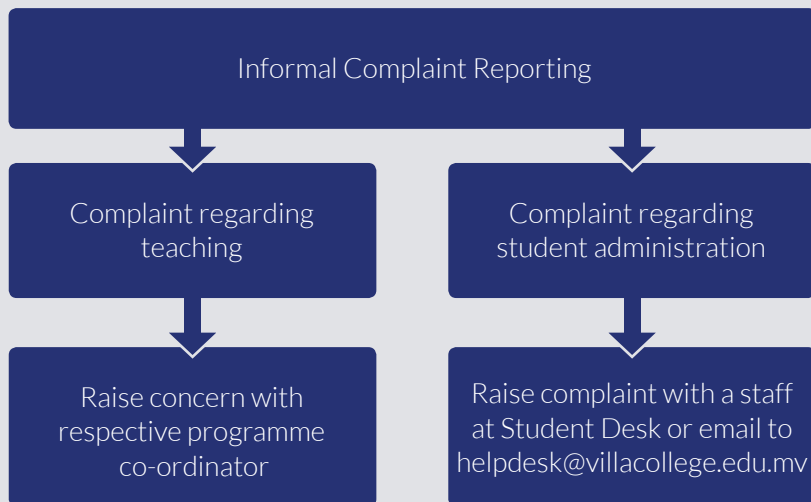


Apply UWE -PERSONAL CIRCUMSTANCES (EXCEPTIONAL REMOVAL OF A MARK) FORM

Student Grievance Procedure

Step 1

Informal Grievance Reporting



Step 2

Formal Grievance Reporting

If the student is still unsatisfied, then the student can lodge a formal complaint by filling out a student grievance form.

Villa College has an open-door policy for its students and if any of the above does not resolve the matter, students have the option to make an appointment with Deputy Vice Rector (Academic and Students) and discuss the matter. Such requests can be emailed to helpdesk@villacollege.edu.mv, where this will be facilitated.

All student complaints will be dealt with seriously and investigated where necessary by the Student Disciplinary and Grievance Committee of Villa College. Confidentiality will be maintained throughout the investigative process and appeals regarding any decision made can be made in writing to the Student Experience Committee.

Programme-Specific Complaint Process

(specific to
ACCA Students)

In addition to the above processes, ACCA students have the option to escalate to ACCA Regulator. This must only be done if the student has exhausted all the complaint process mentioned above. If the issue remain unresolved, student can further escalate their complaint to ACCA. Details are available from the following link:

<https://www.accaglobal.com/gb/en/footer/toolbar/contact-us/connect/unhappy.html>



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How Do I Learn Now?

We provide a range of resources to get you up to speed with what you can expect – and what we expect of you – at Villa College.

Your timetable consists of a selection of lectures, work–shops/tutorials and other important sessions. You are expected to attend each and every session, and you are required to arrive prepared and ready to participate.

This means:

arriving for the lectures/ tutorials on time

completing all reading/ preparations

printing out any slides to add your notes to them

bringing appropriate materials (pen/paper/calculators) in order to take part in the session

If you miss sessions, you are expected to catch up in your own time using the available resources on MOODLE.

On Campus

Classes held on Campus will be held according to the timetable which will be provided to the student on Moodle. Classrooms where the lessons will be held will be annotated.



Support Services

Student Services

Student Services at Villa College are designed to support you during your college life and to help you successfully reach your educational goals. We at Student Services ensure you that full support will be given throughout your journey.

Student Desk

The staff at the Student Desk are happy to help you clarify any issues with your studies and guide you towards relevant faculties and departments regarding your concerns.

Information about programmes changes, class schedule, graduation requirements and requests for documents like your results, reference letters and completion letters can be obtained from the Student Desk.

The Student desk will operate from 09:00 AM - 10:00 PM, Saturday - Thursday

Phone: +960 3303200

Email: info@villacollege.edu.mv

Viber/SMS: +960 7943200



Villa College Helpdesk

Students can also request or raise concerns using the Villa College Helpdesk where the student will be directed towards the department/personnel who are designated for that particular issue. This way you get a response firsthand and keep track of your requests.

To use the Helpdesk you can either email helpdesk@villacollege.edu.mv or open www.helpdesk.villacollege.edu.mv and select 'create a ticket'.

Once your ticket is created, it will be assigned to the relevant staff and your ticket will be assigned a code. It is important for you to remember the code for your ticket as it will be useful when you want to check the status of the ticket through the helpdesk portal. Once your ticket has been attended to, you will be notified via email.

MyVC

All registered students are provided with login access to MyVC, which is the student portal.

https://myvc.villacollege.edu.mv/

VILLACOLLEGE.MV

Academic Info

Contact Info

Applications

Policies & Procedures

Contact Us

Student Forms + My Requests

ID Card

Change Password

Logout

Final Examination Time Table - VC & UWE Programs >>

Resit Registration Guideline >>

Final Assessment Registration Guideline >>

Moodle guide for new students >>

Registration Process Guideline (New Students) >>

Student Info

Student Name: [Name]

Student ID: [ID]

Student Semester Status

Semester Name	Program	Registration Status	Status	Action
SEMESTER 1		REGISTERED		View Details Issue Enrolled

You can:

- Register online
- Keep your personal information and contact details updated
- View registered modules
- Check results and academic progress
- Make payments online
- Submit requests through the designated forms

MyUWE

New applicants enrolling in University of the West of England (UWE) programmes are provided with a MyUWE account. A UWE Welcome letter, with the login details to the student portal will be provided to you through Villa College.

You are required to complete the UWE online registration after completing registration at Villa College using the UWE registration guide available on Moodle. You will only be considered as a registered student at UWE on completion of registration at UWE.

You are also required to register at UWE at each level of study. Students registering for level 2 or level 3 or who are returning to studies after a timeout are also required to complete the online registration.

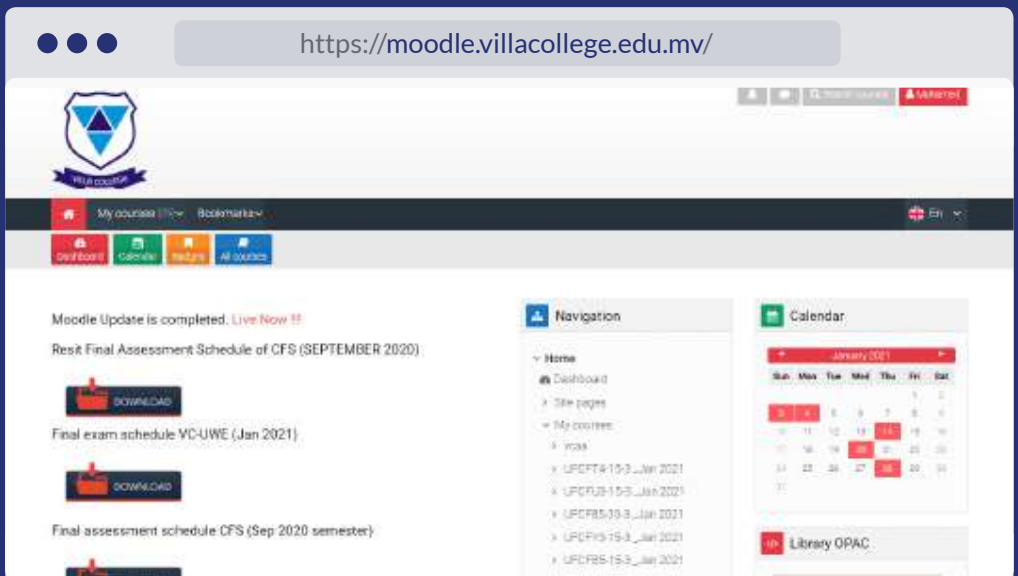
You can check your results, update your personal details, do online exams, and get access to the UWE Library Database through your myUWE account. Also, please ensure that you read all relevant UWE policies and procedures available through myUWE.

If you have forgotten your password or are having any difficulty logging into myUWE, you can write to itonline@uwe.ac.uk

The screenshot shows the myUWE student portal interface. At the top, there is a browser address bar displaying <https://my.uwe.ac.uk/>. The myUWE logo is on the left, and navigation links for 'Change Password', 'Contact myUWE', and 'LOG OUT' are on the right. A 'UWE Week 20' badge is also visible. Below the header is a main navigation bar with 'Welcome', 'Library', and 'Payments' tabs. A secondary navigation bar includes 'Quick links', 'Blackboard', 'UWE e-mail', 'Student Support', 'Infotoll', and 'MyEngagement'. The main content area is divided into several sections: 'myUWE ANNOUNCEMENTS' (currently empty), 'BOOKMARKS' (listing UWE Student Links and UWE Students' Union Links), 'NOTIFICATIONS' (with a message about UWE e-mails and coursework), 'NOTEPAD' (a space for memos), and 'STUDENT INFORMATION' (featuring a 'Feel Good Festive countdown' message).

Moodle

The Villa College Moodle platform provides e-learning access to all enrolled students. Course outlines, lecture slides, reading lists and important notices are often provided through this portal. It is very important that you update your profile with your current email address at your first login.



The screenshot shows the Moodle Villacollege.edu.mv website interface. At the top, there is a navigation bar with the URL <https://moodle.villacollege.edu.mv/>. Below the navigation bar is the Villa College logo. The main content area displays a notification: "Moodle Update is completed. Live Now !!!". Below this, there are three sections for assessment schedules, each with a "DOWNLOAD" button: "Resit Final Assessment Schedule of CFS (SEPTEMBER 2020)", "Final exam schedule VC-UWE (Jan 2021)", and "Final assessment schedule CFS (Sep 2020 semester)". On the right side, there is a "Navigation" menu with options like "Home", "Dashboard", "Site pages", "My courses", and "your". Below the navigation menu is a "Calendar" widget showing the month of January 2021. At the bottom right, there is a "Library OPAC" widget.

You can:

- download and print out lecture slides to annotate in lectures
- prepare for workshops/tutorials
- access learning activities, additional reading and practical examples
- find revision activities and information
- contact the teaching staff
- access timetables
- find important announcements
- submit coursework electronically
- check plagiarism for your course work



Counselling Services

We believe that your mental health is important for academic success.

Students who require guidance and counselling services from Villa College must first request the services through one of the following means.

- o Email request: Send an email to counselling@villacollege.edu.mv through VC student emails***
- o Submit the 'Request for Counselling Services' form. Links to the form are available in both MyVC and Moodle***
- o By visiting the Counselling Services room at QI campus***

Students can chose if they would like to conduct their session online or in person.

Health Room Services

Students in need of first-aid care or feel unwell whilst at College can get services from the Health Room.

In case of emergencies, the student will be taken to the hospital and their guardian will be informed immediately.

Navigating my Studies

(Learning Support)

Students often experience difficulty with various coursework components. This is mainly because most of the students are new to the academic writing style and citation/referencing demanded in higher education.

During your studies at the College, we provide different kinds of learning support to help you. This focuses mainly on your academic skills in English and in referencing. Our learning support system supplements how your specific module lecturers guide you.

The Study Skills page accessed through the Villa College Library web page provides useful information and resources for students on academic writing and referencing. The page can be accessed at: <http://villacollege.edu.mv/qj/public/sidebar/study-skills/27/52>.

Academic skills in English are very important to make sure that you can learn most effectively and that you can express your ideas as best as possible.

Referencing correctly is very important because you need to show where you get the information that you use in your reports, assignments and presentations. It also enables you to show that you've developed and enhanced your knowledge through further reading in your field.

Through proper referencing you'll also be able to avoid one of the biggest mistakes students can make, which is **plagiarism**. As you may know, plagiarism is basically the use of other people's research or ideas without acknowledging where you got them, in your writing or presentation.

In order to help our students to achieve their highest potential, the Institute for Academic Development (IAD) and the Centre for Postgraduate Studies (CPS) conducts the following workshops.

Academic writing workshops
E-Tutes (for individual help)
Referencing workshops
UWE library orientation for students
Study skills portal in the UWE library website

Group research support workshop
Individual research support
Statistics analysis session
PAL Sessions

Furthermore, the following links can be used to book a Support Session from the library / IAD:

- Searching online library and databases <https://goo.gl/forms/RSEqqZSxuwQB5feU2>
- E-Tutes <https://goo.gl/zELRdp>
- Referencing workshops <https://goo.gl/57AU9f>
- Using reference managers: <https://goo.gl/forms/1x1bSizcMtGYANS93>
- Academic Writing workshops <https://goo.gl/7RXRqN>

Library Support

Both the Villa College library and the UWE online library offer far more than books and journals, and they are some of the most important resources for your studies. In order to get the best results possible, make full use of the range of library facilities and services offered by UWE, including the electronic journals and e-books as well as their 24/7 chat support. These can be accessed, using your UWE username and password, through the UWE Library website at:

<http://www1.uwe.ac.uk/library/>

Students can also borrow books from the Maldives National Library provided they have Villa College student ID. The Villa College library staff support your learning and guide you in finding information and research. The library is equipped with some of the leading and most current books from a range of disciplines. It also provides e-library services which you can access from the comfort of your own home.

Opening Hours

Weekdays
0900hrs to
2100hrs

Saturdays
0900hrs to
1400hrs

The following link will take you to the library home page of Villa College: <http://www.villacollege.edu.mv/library>

This page provides you with links to various subject resources, e-resources and links for signing up for learning support sessions.

The two main databases offered to students enrolled in Villa College programmes are EBSCO and JSTOR.

Please ask the programme coordinator or the library staff for the username and password.

JSTOR can be accessed through the link provided in Moodle or from the link provided in the library OPAC, <https://library.villacollege.edu.mv/>

Villa College

Online Resources

Listed below are some of the e-resources students might find helpful.

- LIBRARY OPAQ - <https://library.villacollege.edu.mv/>
- JSTOR - <https://www.jstor.org>
- EBSCO - <https://search.ebscohost.com>
- Royal Society Journal Collection - <https://royalsociety.org/journals/>
- Teacher Reference Centre / EBSCO - <https://bit.ly/2Wdja9g>
- Cambridge e-book collection - <https://www.cambridge.org/core>
- EIFL/IOP free access - <https://iopscience.iop.org/journalList>
- E-Library UWE Main Catalogue - <https://www.uwe.ac.uk/study/library>
- E-Library UWE Databases for International Partners - <https://bit.ly/3rPIPnv>
- E-Library UWE Databases by Subject - <https://bit.ly/3vtTjKm>
- Springer Open - <https://www.springeropen.com/journals>
- DAOB (Directory of Open Access Books) - <https://doabooks.org/>
- Wiley Open Access - <https://bit.ly/3rPRdm4>
- Elsevier Open Access Journals - <https://bit.ly/3qPBd1S>
- Science Direct Open Access Journals - <https://bit.ly/3qJ1qzi>
- Sodhganga - <https://shodhganga.inflibnet.ac.in/>
- Ethos - <https://ethos.bl.uk/Home.do>
- Saruna (MNU Digital Repository) - <http://saruna.mnu.edu.mv/jspui/>

The library catalogue, OPAC, provides you the list of hardcopy resources available at all campuses of Villa College. Students can register with the library by visiting the Q1 campus library or online by using the OPAC link.

Students are able to search for resources, view borrowed items, renew borrowed items and view any fines by logging into KOHA.

<https://library.villacollege.edu.mv/>

VCSA

Getting involved with the Student Association

The Villa College Student Association (VCSA) is the student body representative of Villa College (VC) and was founded with the aim of promoting the welfare of and furthering the interests of the students of Villa College. The VCSA provides a structure which enables students to be involved in the governing and decision-making process of Villa College. It seeks to ensure that the student experience is exceptional, through the provision of a welcoming environment for the campus community, implementation of diverse student activities, programmes and events, and representation of our students in external interests of Villa College. The mission of the Villa College Student Association is to build a community within Villa College, where students can partake in diverse activities, programmes and events, and also represent the students in ensuring that they are valued and supported in pursuing their interests and opportunities for growth. Furthermore, the VCSA encourages the keen involvement of students in activities and services that enhance the interaction among students, enrich their college experiences, and foster an awareness of the student community and the larger college community.

The primary objectives of the VCSA are:

- *To promote student engagement and welfare while furthering the interests of Villa College students.*
- *To work for quality and equity in higher education across the Maldives.*
- *To afford recognizable means of representation for VC students within the College and the wider community.*
- *To foster community, equity and diversity within the College.*



The VCSA has been active in both hosting and partaking in both internal and external college activities, regardless of academic or recreational nature. Among these are the Exposure Trip taken annually to an international destination as to present students with a unique learning experience, and the VCSA Futsal Tournament, which is extremely popular among the VC student body.

Aside from the aforementioned events, the VCSA is active in several other activities within Villa College. Members of the Student Representative Council (SRC) are present at notable national and academic functions as part of officially representing the College in external activities. In addition to this, the VCSA played an active role in the launching of the campaign to eliminate single-use plastic within QI Campus, by distributing reusable water bottles to students and staff members in person.

Finances

Possibilities and Deadlines

Details regarding financial procedures and other relevant information are available from the Villa College Student Finance Policy. The purpose of this policy is to lay out guidelines and principles with regard to all student-related financial activities. This policy also sets out how Villa College will process student payments including outstanding payments, and what actions will be taken by the College to recover outstanding debts.

Financing your Study

installment Option

The total course fee amount is divided into monthly instalments including break periods, to the duration of the entire course

Family Discount Programme

If you and a member of your immediate family are studying at Villa College at the same time, then your family member is eligible for a **10% discount** on the course fee

Student Referral Programme

Refer Villa College to new students and get **5% discount** on your course fee for **each student** who enrolls through your referral

Corporate Discount Scheme

Sponsor a minimum of 5 students at a time for an academic or professional programme at Villa College and get **5% discount** for **each student**

Villa College Scholarship Schemes

Community Engagement Scholarship

- At campuses where student enrollment is between 50-100 students, one scholarship will be awarded to the local council
- At campuses where student enrollment is between 100-150 students, 2 scholarships will be awarded to the local council

Alumni Scholarship

One scholarship is awarded from each category

- *Undergraduate*
- *Postgraduate*

Villa International High School Scholarship

2 outstanding students receive a scholarship to study an undergraduate programme

Open to VIHS Graduates

Open Scholarship

One scholarship is awarded from each category

- *Foundation*
- *Undergraduate*
- *Postgraduate*

Villa College

Scholarship Schemes

How To Apply

Fill the “VILLA COLLEGE SCHOLARSHIP SCHEME APPLICATION FORM” and submit it to the Student Desk or via email to info@villacollege.edu.mv along with the following documents

1. Certified copy of Academic Certificates/ Transcripts
2. Certified copy of NIC/ Passport
3. Curriculum Vitae
4. Two reference letters (One academic and one professional)
5. Statement of Intent
6. Placement letter from VC

Payment Policy

Application, Registration Fee & Student Association Fee

A non-refundable and non-transferable application fee should accompany each application for admission, as per the Villa College Student Finance Policy. Each student is required to pay a non-refundable registration including library and VCSA fee at registration each semester according to Villa College Student Finance Policy.

Course Fee

The course fee is determined by the College from time to time, and shall be payable as per the payment schedule provided to students. Payment can be made as a one-off payment or on an instalment basis. Students are advised to pay their instalment payment on or before the 5th of each month. Late payments will be collected with a fine according to the Villa College Student Finance Policy .

Refund of Tuition fees

a) If the student withdraws from a program before the commencement of the semester, the student will be eligible for a refund of the fee.

b) Students who apply for a program after the commencement of the semester, shall not be eligible for refund of fees.

c) If a program is offered after the commencement of the semester and if the student withdraws before the commencement of that particular program, the student will be eligible for a refund of the fee.

d) A student who was admitted conditionally on forthcoming results into a programme of study, but subsequently has to leave the programme because his/her actual results or the conditions specified do not meet the entry requirements of the programme, is eligible for a pro-rata refund of the tuition fees he/she has paid.

e) If a Program is not commenced by the college for any reason full refund of the paid fee will be given

f) All refunds except for clause D and E under, is subject to a processing fee of 5% of the paid fee.

Withdrawal or Deferment after commencement of a semester

Before the semester Commencement date

100% of the semester fee you have paid

Within the 4th week of semester commencement

No refund

From 5th week of semester commencement

No refund and the rest of the semester fee will apply

Graduation

How Do I Get To Graduate?

Conferment of Awards and Awarding of Certificates

Students are eligible to graduate from a programme upon completion of all requirements of the specific programme of study. The requirements may include:

- a. completion of the required number of credits for a programme;*
- b. completion of any compulsory non-credit module;*
- c. successful completion of particular module identified in the landscape of each programme;*
- d. gaining the minimum cumulative grade point average specified in the programme rules;*
- e. clearing of all payments, graduation fees and other dues to the College; and*
- f. meeting other requirements from time to time prescribed by the College.*

All eligible candidates will be conferred/awarded at a Council meeting after endorsement by the Academic Senate.

Level 6 and below programmes

Conferral dates will be available on the Academic Calendar.

Students are required to submit a completed Application to Graduate (Level 6 and Below programmes) form after their last semester of study

Level 7 and above programmes

Conferral dates will be available on the Academic Calendar.

Students are required to submit a completed Application to Graduate (Level 7 and above programmes) form after their last semester of study. This could be either for a graduation ceremony or for an administrative conferral/awarding.

A graduation ceremony will be held once every year and graduates must apply to attend the ceremony.

Graduates opting for administrative conferment will not be able to participate in the graduation ceremony.

Fees

Graduation Fee

A graduation fee is charged from each student graduating after completing their programme of study.

The fee is a one-time non-refundable fee which is applicable to all graduating students regardless of whether they attend the convocation or not.

Regalia Hiring Fees

A regalia hiring fee must be paid by students opting for the ceremonial conferment.

Any damage or loss to the regalia whilst under student responsibility will be charged at cost, according to the Villa College Student Finance Policy

Students must collect the regalia on the date informed by Villa College and should return it upon completion of the ceremony as specified. Regalia returned after the said date will be fined according to the Villa College Student Finance Policy

Issuing of Certificate

Certificates and transcripts can only be issued after the graduation ceremony. Certificates, along with transcripts, are available from Villa College after the graduation ceremony. However, students can request a course completion letter one month after the course completion.

Students are required to get clearance from the library and the finance department before collecting the certificate or course completion letter.

What if the student wants to attend the UWE graduation in Bristol?

Such students are required to inform Villa College of their wish to attend the UWE convocation in Bristol in writing, 3 months before the graduation.

Achievement Awards

Students who demonstrate academic excellence in their studies will be recognized and conferred Achievement awards and prizes.

The awards include the Qasim Ibrahim Award for Excellence, the College Medal, the Dean's Award and the Dean's List.

Qasim Ibrahim Award for Excellence (QIAE)

The Qasim Ibrahim Award for Excellence (QIAE) is awarded to graduates who demonstrate the highest level of academic excellence in their respective programme of study at Villa College. QIAE is awarded to the student who has achieved first class/distinction with the highest Cumulative Grade Point Average (CGPA)/highest Weighted average in their respective programme of study amongst the graduating class and who fulfil the eligibility criteria below:

Qualifying Criteria for QIAE

1. Scored a first class/distinction or above weighted average/CGPA
2. Completed the programme within the standard duration of the programme.
3. Completed 100% of the programme credits at Villa College with no CT granted.
4. Not repeated/resit/deferred a module in the course of their studies.
5. No record of academic offence
6. No record of disciplinary action taken at the Student Disciplinary and Grievance Committee

The qualifying students for QIAE must be shortlisted based on the above criteria, and the student who scored the highest CGPA/Weighted average among those students will be the winner of the award.

College Medal

The College Medal is awarded to graduates who demonstrate academic excellence in their programme of study within their respective cohort. This medal is awarded to the student amongst the same cohort, who has achieved first class/distinction grade with the highest CGPA/Weighted average in the cohort and who fulfil the criteria below:

Qualifying Criteria for College Medal

1. Scored a first class/distinction or above weighted average/ CGPA
2. Completed the programme within the standard duration of the programme
3. Completed 100% of the programme credits at Villa College with no CT granted.
4. Not repeated/resat/deferred a module in the course of their studies.
5. No record of academic offence
6. No record of disciplinary action taken at the Student Disciplinary and Grievance Committee

The qualifying students for College Medal must be shortlisted based on the above criteria, and the student who scored the highest CGPA/Weighted average among those students will be the winner of the award.

The Prize given along with the College Medal may be sponsored by industry sponsors and as such may be named and associated with the sponsors. Details pertinent to the sponsoring and financing is specified in Section 9 of the policy

Dean's Award

The Dean's Award is given to all graduates who have achieved first class/distinction in their respective programme of study at each conferment and who have fulfilled the criteria below:

Qualifying Criteria for Dean's Award

1. Scored a first class/distinction or above weighted average/ CGPA

2. Completed the programme within the standard duration of the programme
3. Completed 100% of the programme credits at Villa College with no CT granted.
4. Not repeated/resat/deferred a module in the course of their studies.
5. No record of academic offence
6. No record of disciplinary action taken at the Student Disciplinary and Grievance Committee

Dean's List

The Dean's List is awarded to students who demonstrate academic excellence in their programme of study at the completion of each academic year and achieved first class/distinction or above weighted average / CGPA

Qualifying Criteria for Dean's List

1. Scored a first class/distinction or above weighted average/ CGPA
2. Completed the programme within the standard duration of the programme
3. Completed 100% of the programme credits at Villa College with no CT granted.
4. Not repeated/resat/deferred a module in the course of their studies.
5. No record of academic offence
6. No record of disciplinary action taken at the Student Disciplinary and Grievance Committee

Special Recognition Award

The Special Recognition Award is given to students who have achieved academic excellence and special recognition by partner institutions or professional bodies (like ACCA) for their exceptional academic performance.

FAQs

Registration & Enrolment

1. How do I register through myVC portal?

After login in to your myVC portal, please click the Semester Enrollment button. And then, complete the five steps of registration. You will be required to select fee scheme, make the payment, and enroll for the modules. Your registration will only be completed when all the steps are completed. A step-by-step guide on how to complete your registration is also available from you myVC portal.

2. I have received my student ID number. Am I a registered student now?

No. In order to complete your registration process you are required to make the payments (this includes the admission fee and the first installment of your course fee) and add the modules to enroll for the semester. Only then will your registration be considered as complete. You may refer to the step-by-step guide on how to complete online registration which is available from myVC portal.

3. I have completed the second step of registration and I don't see any invoice generated. What should I do?

In this case you have to notify the finance department through student.finance@villacollege.edu.mv with your Student ID

4. What is the “add or drop” period?

It is the period where you are allowed to add or drop modules for the semester, defer your semester or withdraw from the programme. This period is the first four weeks from the commencement of the semester (this is not the class commencement date).

5. I want to register for repeat modules, but there are no invoices. What should I do?

If you are doing repeat modules, you must register as “Repeat” and wait for the approval from your faculty. Your invoices will be visible once your faculty approves it.

6. I am registering for my second semester; do I have to pay the admission fee again? Do I have to pay anything other than course fee?

The admission fee is a one-time payment when a student joins a programme for the first time. You will have to pay the semester registration fee and VCSA fee while registering for each semester.

7. How do I defer / withdraw from my course?

You are required to submit the deferral / withdrawal form (which is available in myVC portal) during the “add or drop” period.

8. I want to defer my dissertation; what should I do?

You will have to send a request for a deferral invoice via student.finance@villacollege.edu.mv before the deferral submission date. Once the invoice is generated you can pay and submit the deferral form to CPS along with the paid receipt.

9. I have withdrawn from the programme. Will I receive a refund for the payment I made?

Refund depends on the time of the withdrawal.

- *Before semester commencement date : 100% of the semester fee you have paid*
- *Within the first four weeks of the semester commencement: No refund*
- *From fifth week of semester commencement: No refund and the rest of the semester fee will apply*

10. I want to register for repeat modules, but there are no invoices. What should I do?

If you are doing repeat modules, you must register as “Repeat” and wait for the approval from your faculty. Your invoices will be visible once your faculty approves it.

FAQs

Teaching & Learning

1. Where do I access my class schedules?

You can access your online class schedules through Moodle in your enrolled module pages. If you are unable to locate your schedule from the Moodle pages, please send us an email to helpdesk@villacollege.edu.mv.

2. How are regular face-to-face classes held and at what time?

During normal circumstances, all our regular classes will be held in classrooms at College premises. Scheduled timetables are made available to students through Moodle. Normally, all CFS programmes classes are scheduled between 1600hrs and 1900hrs during weekdays; all undergraduate classes are scheduled between 1800hrs and 2200hrs during weekdays; and postgraduate classes are scheduled during weekends. However, there might be some variations to these timings, depending on how the classes are scheduled.

3. I cannot access Moodle, why?

Check whether you have completed all your pending payments. If you have cleared all pending payments and you are still unable to access Moodle, please check if there is a wrongly generated invoice in your myVC portal and please notify us through student.finance@villacollege.edu.mv with your student ID.

5. How many times can I attempt a module?

For each module, you will be given four opportunities to attempt the module: (1) First attempt, (2) Resit opportunity for failed components in the first attempt, (3) Retaking the whole module in another semester and (4) Resit opportunity for failed components in the retake attempt.

Once all these four attempts are exhausted, you will be required to exit from the programme. In such cases, you may have the option to exit with an Exit Qualification or change to another programme of study.

6. I am unable to attend classes due to medical reasons. What do I do?

You are required to submit attendance excuse form along with supporting documents.

FAQs

Finance

1. You must notify and send an email to student.finance@villacollege.edu with your student ID if you are having the following questions. These issues will be addressed case by case. It is also important that you keep the records of all your payment till you finish your course.

i) There is no 'Pay now' Button

ii) There is no invoice generated for this month

iii) My invoice amount does not match the amount in the special agreement made

iv) I have paid in the previous semester and want to carry forward that payment as the College did not start the programme previously

v) I am studying under a family discount / referral discount / alumni discount/ Villa College scholarship, but my Moodle is blocked

vi) I am doing repeat modules but want to divide it into installments as it is more than 15 credits.

vii) I am having financial difficulty, what option do I have?

2. I am a sponsored student. Do I have to pay?

If you have received a sponsor / scholarship, you must submit the sponsorship letter. The letter must have the details of how much you are being sponsored. If your sponsor is covering only your course fee, you must pay your admission fee, registration and VCSA fee accordingly. The College will send an invoice to the sponsor for the rest of your course fee.

3. My semester is over, and yet I am still required to pay. Why?

All course fees of the College are divided into monthly installments to help students financially. This means, for example, a student enrolled in Certificate 4 programmes will have to pay for 9 months even if their studies are completed in 8 months.

4. What is the due date for each monthly installment?

The due date is the 5th of every month. A fine of 5% will be charged after the due date.

5. What other details are required to get a refund?

The refund form must include the

- i) Student ID
- ii) Program
- iii) Semester
- iv) Bank account to which the refund should be deposited
- v) A proof of bank account to verify the bank account name and number (a slip would be good)
- vi) Email address
- vii) If the refund should be deposited to someone other than the student, the above details will still be needed along with a letter with the student's consent to deposit the refund to the requested account. The persons national ID and the students national ID copy is also necessary.

6. How long should I wait for my refund?

Once submitted with all relevant information, all refunds will be processed within a week and the deposit slip will be shared with the student.

7. I am withdrawing from my second semester; will I get a refund?

Students who register for the second semester are still paying for the first semester as the semester installments are for six months. Hence when a student is withdrawing from the second semester onwards, there will be no refund granted.

8. When I went to pay my installment, there were many invoices. Do I have to pay all of them to complete registration?

No. you have to pay only the due invoices.

FAQs

Student Services

1. I am unable to access my student email account and I want to reset my password. What should I do?

Send an email to ithelpdesk@villacollege.edu.mv. Once the password is reset, you will be notified.

2. I want to raise concerns related to services to students. How do I do that?

You may send an email to helpdesk@villacollege.edu.mv with the details of the concern / issue.

3. How do I request documents like my Notification of Results and reference letters?

Please fill in and submit the Student Request form which is available in myVC portal.

4. I have requested a reference letter. When will I receive it?

Normally, it will take 5 working days to process and issue student requests.

5. I need a programme completion letter urgently. How long will it take for me to receive it?

Programme completion letters can be issued only once the following have happened: (1) Completed all the requirements of the programme and (2) MQA supervision is complete. Hence, it will take approximately one month from the endorsement of your final semester results for us to issue a completion letter. In the meantime, we can issue a reference letter along with your Notification of Results.

Policies

[Student Guidelines for Online Learning](#)

[Procedure for Personal Circumstances](#)

[Policy on Recognition of Prior Learning](#)

[Procedure on Recognition of Prior Learning](#)

[Policy on Student Achievement Awards](#)

[Policy on Conferral of Awards](#)

[and Awarding of Certificates](#)

[Villa College Student Finance Policy VC](#)

[Policy on Learning Support](#)

[Policy on Admission and Enrolment](#)

[Guidelines on Referencing](#)

[VC Policy on Alumni Relations](#)

[Student Guidelines for Online Examinations](#)

[Procedure on Academic Integrity](#)

[Library Rules & Regulations](#)

All policies
and
procedures



Contact Us

For General Inquiries:

Phone: 3303200

SMS/Viber only: 7943200

Email: info@villacollege.edu.mv

Helpdesk: helpdesk@villacollege.edu.mv

For Queries Related to Registration & Enrolment

Phone: 3303200/3303219/3303223

Email: registration@villacollege.edu.mv

Helpdesk: helpdesk@villacollege.edu.mv

For Queries Related to Admission

Phone: 3303200/3303320

Email: admissions@villacollege.edu.mv

Helpdesk: helpdesk@villacollege.edu.mv

For Queries Related to Finance

Phone: 3303283

Helpdesk: student.finance@villacollege.edu.mv

For Queries Related to IT

Helpdesk: ithelpdesk@villacollege.edu.mv

Language support for hundreds of students on Viber

Viber Community Group: VC -E tutes

(etutes link)

Centre for Foundation Studies

Phone: 3303288

Email: cfs@villacollege.edu.mv

Centre for Postgraduate Studies

Phone: 3303261

Email: cfs@villacollege.edu.mv

Faculty of Business Management

Phone: 3303233

Email: fbm@villacollege.edu.mv

Faculty of Educational Studies

Phone: 3303245

Email: fes@villacollege.edu.mv

Faculty of Engineering and Technology

Phone: 3303217

Email: fict@villacollege.edu.mv

Faculty of Shariah and Law

Phone: 3303253

Email: fsl@villacollege.edu.mv

School of Computer Science

Phone: 3303217

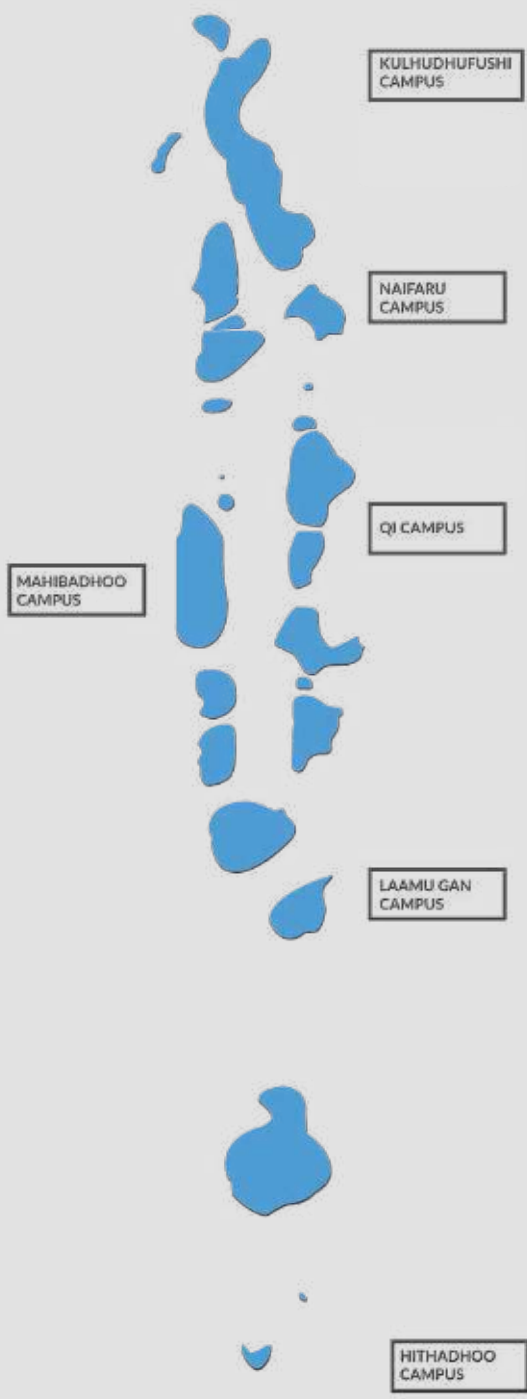
Email: fict@villacollege.edu.mv

Faculty of Health Sciences

Phone: 3303338

Email: fhs@villacollege.edu.mv

Villa College Campuses & Learning Centres



KULHUDHUFUSHI
CAMPUS

NAIFARU
CAMPUS

QI CAMPUS

MAHIBADHOO
CAMPUS

LAAMU GAN
CAMPUS

HITHADHOO
CAMPUS

