

**Institute for Security and Law Enforcement Studies**  
Maldives Police Service



# **AWARD COURSES AND UNITS APPROVAL POLICY**

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# AWARD COURSES AND UNITS APPROVAL POLICY

## POLICY INFORMATION

**Responsible Member of the College:** Rector

**Responsible Office:** Institute for Security and Law Enforcement  
Studies (ISLES)

**Issued:** April 23, 2018

**Revised:** -

## POLICY STATEMENT

This policy facilitates the development and approval of courses, unit sets and units, taking in to account the college's strategic vision and mission for academic development, the quality assurance framework and the quality control delivered by the faculties, departments and supporting units across the college.

## PURPOSE AND CONTEXT

1. Teaching and Learning is one of the core element of the ISLES Quality Management Framework which incorporates quality management and support for all teaching and learning programs conducted by the college.
  - a) *Course Standards and Curriculum Design*: the principles and pedagogies for ISLES courses and units. This includes whole of course design related to course learning outcomes and the attainment of ISLES graduate attributes including; standards for course design, support and delivery; formative sequencing of units; integration of assessment across the course; opportunities for work- integrated learning; and international experiences.
  - b) *Structure of Awards*: includes certificates for accredited study programs from level 3 to 9 of the Maldives National Qualifications Framework (MNQF) followed by their specific level descriptors.
2. The award courses of the college are the primary means by which the college obtains its students, and builds its reputation for the quality of its graduates both locally and



internationally. The quality of a course is critical to ISLES and its academic and professional standing. Therefore the academic quality assurance body of the college, must be able to assess the quality through the approval process, continuous class supervision followed by a course self-evaluation at the end of the course, prior to certification and graduation.

3. The information collected through the approval process is used for recruitment publications, the handbook, unit outlines and learning guides, the timetable, setting fees, student enrollment, acquisition of Library materials and government reporting and approval. It is critical therefore, that courses, unit sets and units are finalized by the due dates.
4. This policy assures that the program approval process occurs through the relevant bodies of the college i.e. all accredited programs and units, unit sets must be approved by the Senate/Council, unless or otherwise stated.

#### WHO SHOULD BE FAMILIAR WITH THIS POLICY

- All academic staff and students.

#### RELATED DOCUMENTS

- Admission Policy
- Enrollment Policy

#### CONTACTS

For inquiry about specific issues or assistance with the interpretation of this policy, please contact Quality Management and Compliance (QMC), Institute for Security and Law Enforcement Studies (ISLES).

#### ***Quality Management and Compliance***

[isles@police.gov.mv](mailto:isles@police.gov.mv)

(960) 9800102

## DEFINITIONS AND RESPONSIBILITIES

For the purpose of this policy:

5. **Award Course:** an accredited program of study from MNQF level 3 -9 leading to an award of the College which when successfully completed is conferred on the graduand by the Senate/Council.
6. **Core:** a mandatory set of units to be completed by all students enrolling in the award course.
7. **Program Manager:** the member of college staff (usually an academic staff member) designated by the Dean to develop, modify and conduct a course.
8. **Work-integrated learning (Attachment/Internship/ Practicum):** A unit or component of a unit that enables a student to participate in an approved learning activity that involves an interactive learning partnership within the parent organization or with related external organizations. The learning activity can be done individually or in groups, must provide a clear knowledge benefit to student(s) and the partner(s), and is linked to specific learning objectives including the demonstration and assessment of the academic knowledge/professional skills related to the course of study.
9. **Course Design Standards:** the characteristics of a course that allow students to achieve an appropriate set of course learning outcomes, including the ISLES graduate attributes. These are based on the ISLES course design standards (see Associated Information below for details), and includes active learning (including e-learning), theory-practice links, flexibility and accessibility, and appropriate assessments throughout the course by deliberating on the concept of Outcome Based Education (OBE). Course learning outcomes should be related to external reference points such as professional accreditation standards and other relevant external reference points such as the needs of the audience.
10. **Course Delivery Standards:** the staff expertise and availability, and consistency and quality of delivery of support materials, which are required for successful delivery of the course. See associated information in the course approval document for details.
11. **Course Support Standards:** the infrastructure, resources, professional and technical support that is required for successful and consistent delivery of the course. See associated information in the course approval document for details.