



# CYRYX COLLEGE STUDENT HANDBOOK



2018



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STUDENT HANDBOOK  
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## WELCOME



Dear Students:

It is my pleasure to welcome you to Cyryx College. A college with over 23 years of experience in delivering quality higher education in the Maldives.

This is your Student Handbook. It is designed to provide general information and guidance you will need to make the most of your time at our college. It also serves as a formal notification of the policies, regulations, expectations, and procedures at Cyryx College.

Cyryx opened its doors 23 years ago, as a small training center with just 4 computers and 6 students. From this humble beginning, Cyryx's founders and staff have passionately strived forward to provide relevant and quality training at affordable rates to our community and have systematically developed the training center into a College, with our own programmes, fully approved by the Maldives Qualification Authority, ready to take the next step towards becoming a university. Today, we are proud that "Cyryx" signifies a brand that is synonymous with quality education in the Maldives.

You will find the experience at Cyryx College academically challenging and rewarding. Your student life at this college is your opportunity to learn new employment-oriented skills, meet new people and build your network, develop and exchange ideas, and prepare yourself for life in the 21<sup>st</sup> century.

Let me take this opportunity to assure you that we will continue to invest in technological and physical infrastructure and teaching resources to ensure that Cyryx College always maintains its leadership in higher education and provides you a holistic environment to develop yourself, grow, and excel towards your dreams.

I wish you a successful and productive time with Cyryx College.

Ahmed Shareef  
Chairman, Cyryx College

## CYRYX COLLEGE



For over a decade “Cyryx” has been the most trusted name for Information Technology and Management education in the Maldives. Cyryx College takes this trust very seriously by sustaining its investments in technology, facilities, and human resources to remain a provider of high quality of training and education.

Today’s Cyryx College is the result of a small computer training center that began on 24th August 1993 with just 4 computers and 6 students. Cyryx is now a full-fledged college that caters to thousands of students and employs over 60 academic and support staff members. Our facilities have grown to include three campuses in Male’ with several computer training labs, modern lecture rooms, and a library. In recognition of service to the nation, Cyryx was awarded the national Public Service Award by the President of Maldives in 2002.

At Cyryx College providing quality is our priority. Our courses are designed to make sure that students receive relevant and up-to-date knowledge and skills. We select our lecturers carefully and provide them with further training. We continuously monitor our own teaching, obtain feedback from students, invest in modern technologies and strive for ongoing improvement.

Our courses range from Certificates, Diplomas and Bachelor’s Degrees in Information Technology and Management disciplines. Our MBA is the first truly Maldivian MBA, approved by Maldives Qualification Authority, and accepted by the industry and academia, nationally and internationally. We are also working towards introducing degree courses in these areas. In addition to providing up-to-date knowledge and skills through our courses, we inculcate critical thinking skills and prepare our students to perform in technological and global environments of the 21<sup>st</sup> century.

## Mission

### INSPIRE & ENABLE EVERY STUDENT TO EXCEL

The mission of Cyryx College is to inspire and enable every student to fulfill their career ambitions and live their dreams, in a vibrant student-centered environment, by applying the knowledge, skills and competencies gained at the College.

## Vision

### GLOBAL CITIZENS THROUGH EXCELLENCE IN LOCAL EDUCATION

Cyryx College will be widely recognized as the premier private college which develops global citizens, ready for the world, through excellence in education, scholarship, and research, developed, delivered, and rooted in the Maldives and the values of its people.

## Objectives

Our mission and vision are guided by the following objectives that relate to our Commitment to Quality:

1. Provide certificate, diploma, degree, and masters level courses in selected areas based on societal training needs, with a particular focus on Information Technology and Management.
2. Provide opportunities for cognitive, personal, and social growth of students in the context of membership in a dynamic academic community.
3. Excel in teaching and learning by promoting classroom effectiveness; apply innovative strategies to enhance teaching and learning; increase student success as measured by learner outcomes and skills development; and apply systemic internal quality assurance policies and procedures
4. Hire, train and retain high quality faculty and staff, and nurture a climate of leadership and professional development
5. Continue to maintain and upgrade the physical, technical, and academic facilities and resources to provide a state-of-the-art learning environment for students



## SCHOOLS AND COURSES

### School of Information Technology

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#### Postgraduate

Master of Information Technology (Big Data and Data Science)

Master of Information Technology (Innovation and Technology Management)

Master of Information Technology (ICTs for Development)

#### Undergraduate

Bachelor of Information Technology (Software Design and Development)

Bachelor of Information Technology (Web programming)

Bachelor of Information Technology (Database Administration)

Bachelor of Information Technology (System Administration)

Associate Degree in Information Technology

#### Diploma

Diploma in Information Technology (1 Year)

Diploma in Hardware and Network Administration (1 Year)

#### Certificate

Certificate IV in Information Technology

Certificate IV in Hardware and Network Administration

Certificate III in Information Technology

Certificate III in Networking

Certificate III in Customer Support and Service Engineer

Certificate II in Information Technology

Certificate I in Information Technology

### School of Business

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#### Postgraduate

Master of Business Administration (Business Administration)

Master of Business Administration (International Business)

Master of Business Administration (Information Technology)

#### Undergraduate

Bachelor of Business (Human Resources)

Bachelor of Business (Marketing)

Bachelor of Business (Finance)

Associate Degree in Business

#### Diploma

Diploma in Business Administration (2 years)

Diploma in Business Management (1 year)

Diploma in Entrepreneurship & Management (1 year)

Diploma in Accounting & Finance (1 year)



## Certificate

Certificate IV in Business Administration  
 Certificate III in Food & Beverage Service  
 Certificate III in Retail & Sales Management  
 Certificate III in Logistics & Supply Chain Management  
 Certificate III in E-Marketing Techniques  
 Certificate III in Accounting & Office Management  
 Certificate III in Office Management & Administration  
 Certificate III in Marketing Management  
 Certificate III in Tourism & Hospitality Management  
 Certificate III in Human Resource Management  
 Certificate II in Office Management & Administration  
 Certificate I in Office Management & Administration

## School of Multimedia Arts & Design

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### Diploma

Diploma in 3D Modeling & Animation  
 Diploma in Editing & Visual Effects  
 Diploma in Game Design & Development  
 Diploma in Web Art & Technologies  
 Diploma in 3D Animation  
 Diploma in Web Technologies  
 Diploma in Visual Effects

### Certificate

Certificate IV in Editing & Compositing  
 Certificate IV in Web Graphics  
 Certificate IV in Game Modeling  
 Certificate III in Digital Animation  
 Certificate III in Graphic Design  
 Certificate III in Web Design

## School of Humanities and Education

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### Diploma

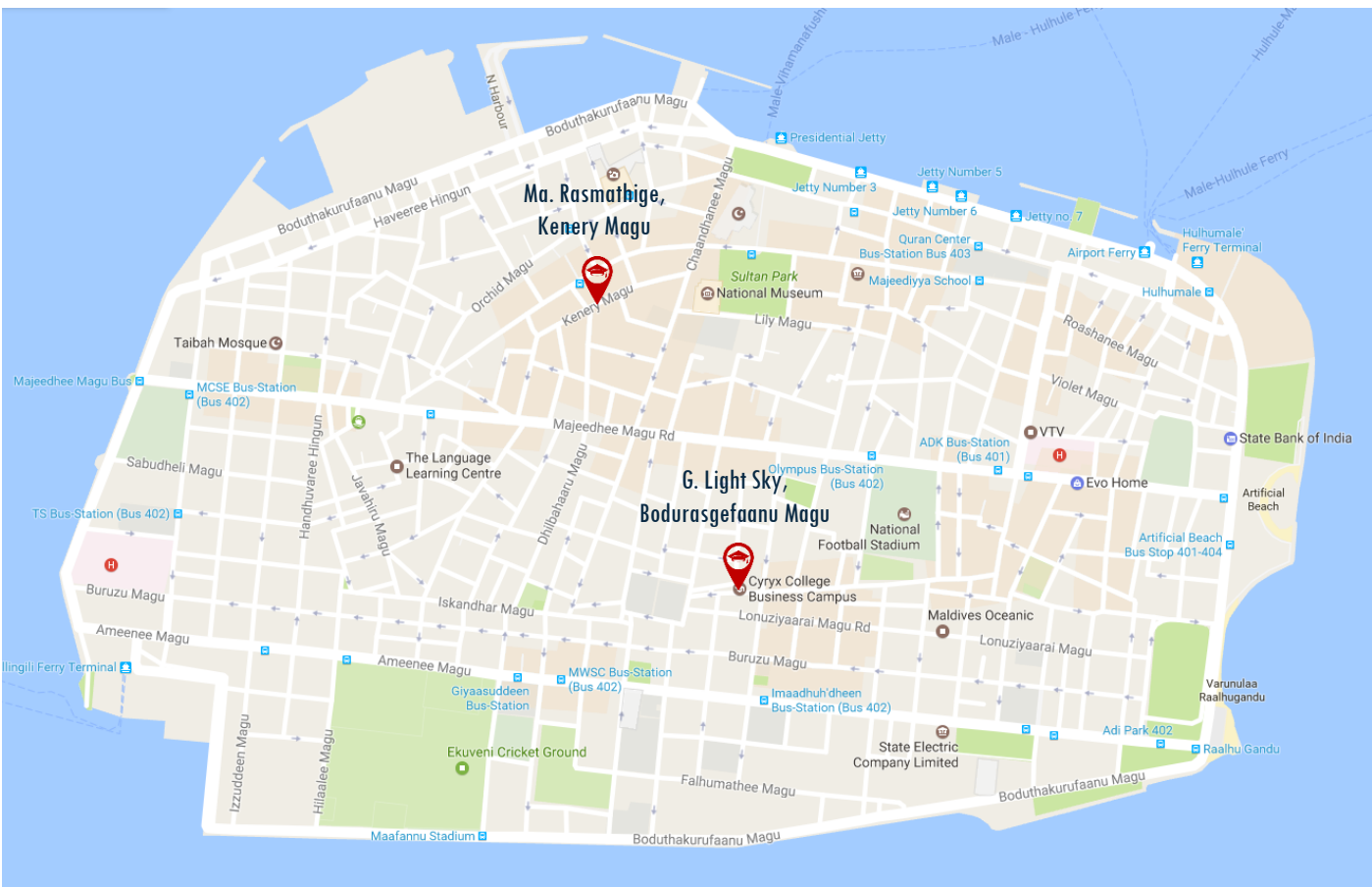
Diploma in Primary Education (2 Years)  
 Diploma in Psychology (2 Years)

### Certificate

Certificate III in Early Childhood Education & Care  
 Certificate III in Basic Psychology  
 Certificate III in Educational Psychology  
 Certificate III in Organizational Psychology  
 Certificate I in Life Skills & Citizenship Values

# CAMPUSES AND FACILITIES

## Campuses



## Lecture Rooms



All lecture rooms are equipped with the following:

- Whiteboard
- Multimedia Projector/PC
- Wi-Fi connectivity/Internet
- Air-conditioning



## Computer Labs

Furnished computer labs at our campuses provide:

- Desktop computers
- Appropriate Software
- Whiteboard
- Multimedia Projector/PC
- Wi-Fi connectivity/Internet
- Air-conditioning



## Seminar Halls

Seminar halls with capacity up to 90 people cater for larger classes, guest lecture and as a multi-purpose hall. They include:

- Whiteboards
- Multimedia Projector/PC
- Wi-Fi connectivity/Internet
- Air-conditioning



## Study Areas

Self-study and group work are essential elements of academic achievement at this college. Study areas are available in our campuses to facilitate this important element of your study. They provide:

- Workstations
- WiFi connectivity/Internet
- Online Journals/Study Materials



## Library

Library facilities are available in our campuses. In addition, books, notes, slides, journals, papers, etc. required for your courses are available online.



## Information Technology

The following IT facilities are provided to enable your academic development at the college:

- Internet Service at all our campuses
- Online ID/Email Service: [yourIDnumber@cyryxcollege.edu.mv](mailto:yourIDnumber@cyryxcollege.edu.mv)
- Online text books, class notes, slides, case studies, etc.
- Access to JSTOR Journals at our campuses
- Cloud storage with OneDrive
- Online Microsoft Word, Excel, PowerPoint, OneNote, Project
- College Video Portal
- Software to help you with Essay/Report writing

## Reception / Student Services

All campuses have a reception/foyer manned by student services.

# ACADEMIC CONDUCT

## Academic Integrity

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Academic integrity is fundamental to education, scholarship, and research. Every student of Cyryx College is required to adhere to the College's standards of academic integrity. These standards are meant to be intuitively understood, and is not meant as an exhaustive list. Cheating, plagiarism, fabrication, obtaining an unfair advantage and falsification of records and official documents are examples that represent some basic types of behavior that are unacceptable.

### Cheating

The use of unauthorized notes, study aids, or information in an examination; altering a graded work after it has been returned, then submitting the work for regrading; allowing another person to do your work and submitting that work under your own name; submitting identical or similar work in more than one course.

### Plagiarism

Submitting material that in part or whole is not entirely your own work without attributing those same portions to their correct source.

### Fabrication

Falsifying or inventing any information, data, or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

### Obtaining an Unfair Advantage

(a) Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor.

(b) Stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use.

(c) Unauthorized collaborating on an academic assignment.

(d) Retaining, possessing, using, or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor after the examination.

(e) Intentionally obstructing or interfering with another student's academic work.

(f) Undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

### Aiding and Abetting Academic Dishonesty

(a) Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above.

(b) Providing false information in connection with any inquiry regarding academic integrity.

### Falsification of Records and Official Documents

Altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report or transcript, letter of permission, ID card, or any other official College document or document issued by another institution of education or State or Government Authority.



## Learning, Teaching, and Assessments

The continued enhancement of the learning and teaching environment is central to the delivery of quality education for realizing your maximizing potential. The following standards set minimum benchmarks necessary to allow for a vibrant learning and teaching environment at the College.

### Punctuality and Attendance

The College recognizes the correlation between attendance and achievement. Any class session missed reduces the opportunity for your learning and may adversely affect your achievement in your course. Therefore, it is mandatory for all students to obtain a minimum of 80% attendance to be eligible to appear for the final exam.

In case of sickness, with relevant documents, the attendance requirement could be reduced to 70%, following review by the College of your request for special consideration. You will need to fill in a "Special Consideration Form – Attendance" to request for this exemption and include written, supportive evidence, stating the reasons for the request (e.g. doctor's certificate).

### Marking Attendance

Punctuality is essential for the creation of a positive learning environment in your class. All students are expected to be in class on time. In marking the Attendance, you will be marked "Late" if the you come late to class from the 11<sup>th</sup> to the 30<sup>th</sup> minute. After the 30<sup>th</sup> minute you will be marked "Absent".

In addition, every 3 days of "Late" will be considered 1 day "Absent" and thus will be counted in calculating your percentage of attendance.

### Caution Notices and Letter Issuance

If you regularly miss class sessions, a caution notice will be issued. Once your attendance reaches 80% a Caution Letter is issued to you. Caution notices and letters are meant to guide you and the lack thereof is not pertinent in evaluating mandatory attendance of a student. It is your responsibility to ensure that you achieve the minimum level of attendance required.

### Contact Hours and Self-Study

Programmes at Cyryx College are designed to help you achieve specific learning outcomes and develop into a professional individual ready for the job market. They are academically challenging and appropriately paced to keep you motivated.

To ensure success in your studies, you are expected to put in at least 2 hours of self-study for every 1 contact hour you have with our faculty. Self-study time is meant for you to do your assignments and to study and revise. It is recommended that you revise weekly the topics covered each week, in addition to working on your assignments.



## Assignments

Most of the programmes at the College will include assignments. They can be individual assignments or group assignments. All assignments need to be submitted with the official assignment coversheet and marking criteria provided by the College, before deadline, in hard and soft copy, via the Student Services to the College. Please ensure that the printed hard copy is properly bound as one document and the soft copy is securely attached to the last page of the hard copy. It is recommended that your full name and student number be included in the header or footer of every page of your assignment.

It is your responsibility to ensure that assignments are submitted on time, includes the cover sheet and evaluation form, and that the Student Services stamp it as submitted. Make sure to sign the submitted assignment and the assignment submission sheet kept by the Student Services when you submit your assignment.

Late submissions will be penalized 5% for every day late, up to a maximum of 20%. Assignments which are late by more than 4 days will not be accepted or marked.

## Examinations

Being adequately prepared for your exam is crucial for success in your course. Start learning for your examination from the very first week of your semester.

Ensure that you arrive 10 minutes before your examination time to the designated examination hall. Bring your Cyryx College Student ID and ensure you have necessary tools like pens, pencils, ruler, calculator, etc. required for your examination. Ask your lecturer in advance to be fully prepared and familiarize yourself with building and examination hall if you are new to the campus.

## Assessment Marks

Assignments and examination marks will be provided to students after completion of all the assessments of the module. Assignment feedback will be provided within 2 weeks of the assignment submission date, without the marks. The College will strive to issue all assessment marks before the commencement of the next module/semester.

## Academic Performance

Academic criteria needed for the graduation of the course are completion and passing of all modules of your programme. You are required to attempt all areas of assessment and achieve a minimum of 50% in all areas of assessment.

GRADE	MARKS (%)	GRADE POINT
HD = High Distinction	85-100	4
DI = Distinction	75-84	3
CR = Credit	65-74	2
PS = Pass	50-64	1
FL = Fail	0-49	0

## Academic Appeals

An academic appeal is a request for revaluation of the results to an assessment. Students of level 7 and above programmes are eligible to appeal assessment results for up to 5 days from the date of the issuance of results. You will not be able to appeal before the issuance of your results or after 5 days from the date of issuance of your results.

Academic appeal forms called "Application for Revaluation of Results" are available from and need to be submitted to the Student Services at the receptions of your campus. You will also need to sign the "Reevaluation List", kept by the Student Services, for the assessment in question. You will also need to pay a revaluation fee with the request for revaluation form.

Once the appeal is processed, Student Services will inform you of your results. The outcome of the appeal process is final.

## Extensions of Assessment Deadlines

Assessments at this college are designed to be spread over several weeks and/or sessions. You are expected plan your work so that your workload is spread across your semester manage your time. Do not wait for the last week or session to do work on your assessment.

If you still unable to meet an assessment deadline because of circumstances beyond your control, it is possible to ask the College to consider extension of deadline for your assessment. Such applications can be made using the “Student Request Form” and should be backed by written, supportive evidence, stating the reasons for the request (e.g. doctor’s certificate).

Being busy at work or suffering from a minor medical illness for a short period time of the duration assigned for your assessment, are not acceptable reasons for granting extensions. Serious and prolonged ill health or prolonged absence due serious official travel out of the country may be considered by the College in granting extension for deadline of assessments.

## Additional Assignments and Examinations

If you fail any part of your assessments, you may be required to or given the opportunity to do an additional assignment or additional examination, in the following two scenarios:

- You have received your grade as Additional Exam (AE)/Additional Assignment (AA), awarding an additional exam/Additional Assignments; or
- College has approved your request for special consideration due to unexpected circumstances impacting on your performance during the first examination.

Special consideration requests can be made using the “Student Request” form, available at the Student Services, with appropriate documents.

Since an additional assessment is a second chance to pass the module, you must pass the additional assessment pass the module. For those of you who are doing level 5 (diploma) programmes and above, regardless of the results of the additional assignment/examination, you will only receive a pass marks of 50 % as your marks for the module in question.

If you are required to do an additional assessment or examination, you must fill in the “Request for Additional Exam/Assessment” form and submit through the Student Services. A processing fee will be charged for Additional Exam and Additional Assignment, which must be paid along with the request form.



## College Holidays

At Cyryx College we observe all the government/national holidays, as prescribed by the Government of Maldives. Classes cancelled due such holidays will be re-scheduled during the semester.

## Academic Requests, Complaints, and Appeals

All requests, complaints, and appeals need to be made in writing to the College through the Student Services at the receptions of your Campuses. Student Request forms and Request for Special Consideration forms, as well as, Request for Re-evaluation forms are available at all Campuses.

## STUDENT CONDUCT

The student conduct expectations, values, procedures, and guidelines applies to both individual students, as well as, groups of students, including associations and clubs established at the College.

### Expectations and Values

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#### Maximize Learning & Development

Take full advantage of the educational opportunities available to you in the form of lectures, tutorials, group projects etc., as well as academic enrichment activities like the Volunteers Corp and College Sports etc.

#### Take Responsibility for Your Education

Take responsibility for your own academic progress, be a self-motivated and self-directed learner and familiarize yourself with the requirements you must meet to complete your academic programme.



#### Be Respectful

Treat lecturers, staff and fellow students with openness, honesty, respect, and courtesy, in all types of interactions, be it face-to-face interaction, on e-mails and other types and modes of interactions including Viber, Yammer, instant messaging, online forums etc.

#### Be Connected to College

Check your mobile phone SMS and access your College e-mail account daily, as well as, campus notice boards and College Website and Facebook page on a regular basis. Follow College Facebook page and Twitter feed to ensure that you are up to date with what is happening at the College.

#### Talk in English

English is official language of learning and teaching at the College. You are expected to communicate in English on Campus, always, especially in class.

#### Maintain Personal Hygiene

Good personal hygiene is essential for your mental health and for a healthy learning environment at your campus. Make sure to practice and promote good body hygiene.

#### Dress Smart

Always dress "smart casual" when on-campus and when representing College off-campus. Fancy heels and culturally inappropriate clothing should be avoided. You can wear jeans but not torn or ripped jeans.

#### Always be Professional with Faculty & Staff

Maintain professional relationships with faculty and staff of the College at all times, on and off-campus. Do not use nick names or slang when communicating with, or referring to, faculty and staff on-campus. Avoid entering into any personal relationship with a member of the faculty or staff during your course.

#### Maintain Positive Class Etiquette

Take lead in making your classroom a learning centered environment, in which your fellow students and faculty are unhindered by disruptive behavior, such as, coming late to class, ringing phones, having to leave class frequently to answer phone calls, chewing and or sharing supari and other snacks or food, having private conversations, etc. Faculty have the authority to manage the classroom to ensure an environment of learning.

### Use Facilities with Care

Appreciate the services, facilities and resources provided by the College. You are expected to make proper use of them, always with respect, and consideration for all other users.

### Love Your Campus

Be active in the promotion of a sustainable and healthy campus environment.

### Ensure Accurate Personal / Contact Information

You are expected to maintain accurate and current personal and contact information with the College. Ensure that you immediately inform Student Services of any change in personal or contact information.

### Comply with College Policies

Comply with all College policies and regulations including those contained in the College handbooks and course subject outlines.

## Prohibited and Restricted Conduct

### Violations of Law and Religion

The College has a zero-tolerance policy against violations of national law and religious standards and norms. Respect for all Laws of Maldives, as well as, abiding by the religious norms of the Maldivian society, are necessary and should be strictly observed by all our students on and off our Campuses.

### Disorderly Conduct

The use of abusive or obscene language or gestures, as well as, physical or non-physical actions which inconveniences, impedes, or otherwise makes other members of the campus uncomfortable is to be strictly avoided. Such conduct towards student(s), lecture(s) or other College staff is strictly prohibited on or off the Campuses. In addition, any conduct which impedes or otherwise gets in the way of the teaching and learning experience inside classes, such as the use of mobile phones or eating of Supari, etc. are strictly prohibited.

### Destruction of Property

The College campuses and facilities are provided for the benefit of all students. You shall not cause or attempt to cause damage to College property or vandalize or otherwise deface College property.

### Discrimination and Harassment

Every student has a right to feel safe from crime, violence, intimidation, bullying, harassment, racism, and other discrimination at Cyryx College. It is your responsibility to report instances of discrimination, bullying, racism, harassment, and violence or dangerous unsafe situations to the College.

### Misuse of IT Services

Cyryx College IT resources are provided for your educational use. You are prohibited from using these resources for personal gain, illegal activities, or obscene activities.

Incidental or casual personal use of these resources is permitted, except when such use:

- Is excessive or interferes with the performance of your academic responsibilities.
- Results in additional incremental cost or burden to the College's resources;
- Violates any national law or is otherwise in violation of this or any other College policy;
- Results in additional risk to the confidentiality, integrity, and availability to the College's resources.

College IT resources may not be used for commercial purposes, except as specifically permitted under other written College policies or with the written approval of the College.

## ACADEMIC ENRICHMENT

Supplementing your academic development with key extra-curricular training and activities designed to develop character, 21<sup>st</sup> century skills, and readiness for success in your future is key part of the academic life at Cyryx College.



### Cyryx College Student Association

Cyryx Students Association (CSA) represents the College students in various higher education, sports, and youth related forums. The association is run by students, elected by their peers, who have the best interests at heart for the students here at the College. Every student at Cyryx College is automatically a member of the Students Association.



### College Sports

Cyryx College regards sports as an integral part of your development during higher education. It takes part in the inter college/university sports tournaments regularly and has a history of success at college level sports. Every student should take part in the College sports either as a player, as part of the team or by attending the trainings and tournaments to support the College team.



### Guest Lectures

Regular lectures and seminar sessions by nationally and internationally recognized experts and practitioners in the field are organized at the College, to supplement the curricular of your studies and prepare you for the workplace of the future. Attend these lectures to build your knowledge, network, and opportunities.



### Skills Training

Skills training sessions aimed at introducing and improving key academic and life skills necessary for success in your course, career and personal life are delivered throughout the academic year. You are encouraged to make time and attend these training, as they are designed to help you directly with your academic work, as well as, help you achieve your life goals.

## Study Tours

The College aspires to organize study tours and field trips for its students, to many different places of national and global interest, in Maldives and abroad. These study tours and field trips are purposefully designed to provide an insight into various themes and topics of interest for academic and personal development of our students.



ACADEMIC ENRICHMENT

## Volunteers Corp

The Cyryx College Volunteers Corp (CVC) is an initiative by Cyryx College aimed at enriching its students', faculty, and staff personal development by facilitating opportunities for contributing to the community through volunteerism. Volunteerism is a powerful mean of engaging people in the society to address various societal needs and challenges. It benefits both the community and the individual volunteer by strengthening trust, solidarity, and reciprocity among citizens and by creating opportunities for participation.



## Technology for All

The Technology for All is an initiative by the College aimed at enabling everyone in our communities to better their day to day life through sharing of knowledge. It focuses on empowering individuals, especially the elderly, girls, and women and the young, with knowledge about key 21st century skills and technology know how, with which they could enhance the quality of their life and the quality of life of those around them, thereby increasing inclusiveness, social equity and ultimately quality of life of our communities.



## QUALITY ASSURANCE

The provision of quality education is central to Cyryx College's mission. Every effort is made to assure quality in all aspects of your college life with us. You are an integral part of the quality assurance system at this College. Your feedback is vital for the continued development and delivery of quality education.



### Student Comments

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Your observations and requests on day to day college life and study issues can be immediately submitted to the college using the student comments forms available at the receptions of college campuses. Use this form to communicate with the college about things you would like to change to enhance your academic college life, but also things that you like and would like the college to maintain.

### Academic Feedback

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Your feedback helps continually develop the delivery of every module of each course at the College. At the end of each module your feedback is taken to gauge the delivery of teaching and learning for that module. In addition, at the end of each course, you will be asked to provide feedback on the delivery of the course and the achievement of its learning outcomes.



### Evaluation of Learning, Teaching & College Life

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In addition to taking the student feedback at each module and at the end of each course, student feedback is also taken on a regular basis to evaluate the student college life experience. This evaluation covers the quality expectations of our courses, facilities, our staff and is designed to help improve academic and personal development outcomes of our students over time.



### Students and Quality Committees

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Students representation in key committees ensure your voice is heard in the development and assurance of quality education. You are represented, by select members of the Cyryx College Student Association, in the College Council, as well as, other key quality related committee and working groups like the College Self-Evaluation Working Group.

## STUDENT SERVICES

Delivering a professional, knowledgeable, and responsive service to students, staff, and stakeholders, giving information about and enabling access to the services available at Cyryx College.

### Information Services

Student Services are there at the reception of each campus and online to help you with any information about your course, modules, time tabling, facilities, etc.

### Academic Support

Student Service is your central gateway for academic communication. They will help coordinate your communications with lecturers and other academic staff at the College. They receive your Assignments and help provide you with your marks.

### Wellbeing & Conduct

Student Services run a range of sessions on common issues faced by students like stress/anxiety management and time/task management. Student Services will guide students on conduct related queries and they also run regular session on student code of conduct providing information about misconduct such as plagiarism.

### Key Services

- 1) General Information
- 2) Session Schedules
- 3) Assignment Submission
- 4) Additional Assignments & Examinations
- 5) Repeating Modules
- 6) Transferring between Batches
- 7) Duplicate Academic Statements
- 8) Pausing / Resuming Courses
- 9) Course Completion Letters
- 10) Reference Letters for your Office
- 11) Payments and Payment Details
- 12) Certificate Status
- 13) Application for Graduation Ceremony
- 14) Special Consideration for Attendance



## FINANCE



While the College will strive to accommodate your individual financial situations, it is vital that you uphold your financial responsibilities during your time at Cyryx College.

### Tuition Fees

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Enrollment into classes is predicated on payment of tuition fees. You may be denied enrollment if you fail to settle tuition fees in accordance with the payment plan.

### Monthly Payment Plan

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The College offers a monthly payment plan to allow you to pay your fees in monthly installments.

A reminder will be sent if the monthly installment has not been paid. If the installment has not been settled even after reminders, the College has the right to expel you.

### Making Payments

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All payments must be paid in cash and in Maldivian Rufiyaa. Payments can be made to the reception or student services at your Campus.

### Late Fees

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If you are paying tuition fees based on a monthly payment plan, you are expected to make your monthly payment before the 10<sup>th</sup> of each month. Any payment after the 10<sup>th</sup> day of the month is considered as late payment, and 10% of the installment will be charged for the month as a fine.

### Failure to Pay

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If you have an outstanding fee at the end of the semester, you will not be allowed to sit in the exam or register for the new semester or receive your academic statements, marks, transcripts or certificates. In addition, if you have an outstanding amount equal to or more than 3 months installment fee you may be suspended from attending class.

### Refund Policy

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#### Dropping a Module After Commencement

If you wish to drop a module, for any reason, after the commencement of the module, payments made for the module will not be refunded.

#### Leaving College During a Program

If you withdraw from your course voluntarily, after commencement of the program, the payments made for the course will not be refunded.

#### Leaving a Program Before Commencement

If you decide to withdraw from your course and inform your decision in writing to the College prior to receiving your confirmation letter, you will be eligible for a full refund of the course fee. However, your registration fee will not be refunded.

# CYRYX COLLEGE PATHWAY



## CONTACT US

Your first point of contact is the Student Services. They are available at the reception of each of our campuses and available over the phone and via email.

Student Request Forms are available at the Student Services. Ensure that all your requests for services or information are properly filed, using these forms, with the Student Services.



### Student Services

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