



Application to Redo / Re-sit – MAPS Qualifications

005 – MAPS
Version 3.0 | August 2023

Student Details:

Student Name:			
National ID / Passport Number:		Contact Number:	
Course Name:			
Mode of Study:	<input type="checkbox"/> Face to Face	<input type="checkbox"/> Online	

Instructions:

Students who are required to complete a redo or re-sit for a unit should complete this form. If multiple redos and/or re-sits are being undertaken, students can select all relevant units on one form.

If you are unsure of whether you need to undertake a redo/resit, or which unit(s) are needed, please check your email from MAPS College which will include information about the unit and re-assessment type; or contact your course coordinator to confirm your individual requirements.

When a student is required to undertake a redo, they should select the assessment(s) which they wish to redo. Students may redo any individual assessments for which they have achieved less than the 50% pass mark, including both the assignment component AND the exam component if both components have been failed. Students may **not** redo assessments for which they have scored 50% or more, even if they have failed a unit overall. There is a redo charge for each individual assessment.

For full details of the redo and re-sit requirements, please see the excerpt from the MAPS College Assessment Policy included at the end of the form.

Payment should be made by bank transfer to BML account shown below. Please email the completed form and payment confirmation slip to info@maps.edu.mv. Once processed, you will receive a payment confirmation from MAPS College Student Services team, via email.

Account Details:

Account Number: 7701152497001
Account Name: MAPS Maldives Pvt Ltd

Unit Details (Please Tick All Appropriate Boxes):

	<i>Redo Examination</i>	<i>Redo 30% Assessment</i>	<i>Re-Sit Unit</i>
LEVEL 1 – 3			
MC3I-001 - Intro to Windows File Management, Internet and Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MC3I-002 - Intro to Word Processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MC3I-003 - Intro to Spreadsheet Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MC3I-004 - Intro to Presentation Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MC3I-005 - Intro to Database Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MC3I-006 - Intro to Graphics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MC3I-007 - Web Design Basics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MC3I-008 - Photo Editing Basics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEVEL 4			
IT L4-001 - Computer and Information Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT L4-002 - Discrete Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT L4-003 - Data Communication and Computer Network	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT L4-004 - Intro to Programing Concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT L4-005 - Intro to Multimedia and Digital Graphic Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT L4-006 - Office Automation Software and Database Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT L4-007 - Internet and World Wide Web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEN L4-001 - Academic English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEN L4-002 - Business Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUS L4-001 - Principles of Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUS L4-002 - The Business Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUS L4-003 - Intro to Business Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRM L4-001 - Principles of Human Resource Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRM L4-002 - Recruitment and Selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRM L4-003 - Workplace Learning and Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MKT L4-001 - Intro to Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MKT L4-002 - Principles of Marketing Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MKT L4-003 - Intro to Digital Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM L4-001 - Principles of Project Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCM L4-002/PM 4-002 - Intro to Supply Chain Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM L4-003 - The Professional Project Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCM L4-001 - Intro to Logistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<i>Redo Examination</i>	<i>Redo 30% Assessment</i>	<i>Re-Sit Unit</i>
SCM L4-003 - Procurement and Negotiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TM L4-001 - Understanding Service Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TM L4-002 - Principles of Travel and Tourism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TM L4-003 - Destination Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEVEL 5			
GEN L5-001 - Business Ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEN L5-002 - Academic, Presentation & Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUS L5-001 - Intro to Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUS L5-002 - Leadership and Teamworking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUS L5-003 - Financial Accounting for Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRM L5-001 - Psychology, Performance & Reward Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRM L5-002 - Human Resource Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRM L5-003 - Resource and Talent Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MKT L5-001 - Integrated Marketing Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MKT L5-002 - Marketing Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MKT L5-003 - Digital Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM L5-001 - Stakeholder Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM L5-002 - Project Planning and Scheduling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM L5-003 - Management and Control of Projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCM L5-001 - Humanitarian Logistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCM L5-002 - Warehouse and Inventory Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCM L5-003 - International Procurement and Sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TM L5-001 - Sustainable Tourism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TM L5-002 - Principles of Hospitality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TM L5-003 - The Geography of Tourism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEVEL 6			
GEN L6-001 - Critical Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEN L6-002 - Civic Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUS L6-002 - Strategic Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUS L6-003 - Management Accounting for Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUS L6-004 – Innovation and Business Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRM L6-001 - Organisational Behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<i>Redo Examination</i>	<i>Redo 30% Assessment</i>	<i>Re-Sit Unit</i>
HRM L6-002 - Employee Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRM L6-003 - Strategic Human Resource Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MKT L6-001 - Consumer Behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MKT L6-002 - Selling and Sales Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MKT L6-003 / TM L6-003 - Product and Service Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM L6-001 - Quality Management and Process Improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM L6-002 / TM L6-002 - Operations Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM L6-003 - Project Management Techniques and Methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCM L6-001 - Supply Chain Management Risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCM L6-002 - Transport and Distribution Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCM L6-003 - Supply Chain Information Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TM L6-001 - Event Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEVEL 7			
GEN L7-001 - Professional Development and Career Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEN L7-002 - Research Methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUS L7-001 - Corporate Governance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUS L7-002 - Innovation, Entrepreneurship, Entrepreneurial Mindset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUS L7-004 - Innovation and Business Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRM L7-001 - Organisation Analysis, Design and Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRM L7-002 - International and Comparative HRM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRM L7-003 - Employment Law	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MKT L7-001 - Strategic Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MKT L7-002 - Marketing Metrics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MKT L7-003 - Digital Marketing Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM L7-001 - Project Management in Context	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM L7-002 - Risk Management and Issue Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM L7-003 - Programme and Portfolio Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCM L7-001 - Supply Chain Management Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCM L7-002 - Logistics Modelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCM L7-003 - Global Supply Chain Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TM L7-001 - Resort Operations Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TM L7-002 - Future Trends in Tourism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TM L7-003 - Tourism Strategy and Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ANNEXURE 1: COST FOR REDO/ RESIT

Course	Redo Exam	Redo 30% Assessment	Re-sit (full unit)
MAPS Units	MVR 480	MVR 480	MVR 2,100

Unit Completion and Resit - Excerpt from MAPS College Assessment Policy

17. PASSING AND FAILING A UNIT

17.1. Students must achieve a cumulative grade of at least 50% to pass a unit. Students do not need to pass all parts of a unit’s assessment to pass the unit, unless specified in the course handbook/guide.

17.2. Students who fail a unit may be given opportunities to attempt the unit assessments or the unit again, as follows:

17.2.1. Re-do of Failed Assessment(s): A re-do is a second opportunity to submit an assessment or sit an exam. Where a student has failed a unit, they may re-do any individual assessments for which they have achieved less than the 50% pass mark, including in cases where the failure is due to non-attendance of the exam or non-submission of an assessment. Grades for re-do units are restricted to a pass grade only (50%) for the unit overall. Any re-do must be undertaken at the next available opportunity. Students who do not attempt the re-do for any reason (including mitigating circumstances) will not be given further opportunities to re-do the assessment(s). Students who re-do part of the unit’s overall assessment will keep their original assessment grades for the parts of the unit that are not being resubmitted/attempted.

17.2.2. Re-sit of Unit: Should students fail the unit after completing / not attempting the re-do opportunity, they will be given a fail grade. Students will then be allowed to re-sit the entire unit again the next time it is delivered. Students will be required to attend classes and attempt all assessments once again. Grades from any assessments from the previous unit attempt will not be carried forward. Re-sit grades will not be capped.

17.3. Students may attempt to sit and re-sit a unit three times in total (first attempt, first re-sit, second re-sit), and within each attempt, are allowed to re-do the assessment(s) if needed. To undertake a re-do or re-sit, students must complete the MAPS College Unit Re-do and Re-sit Form and make the required payment.

17.4. Should a student fail all three attempts at a unit, they will be suspended from College for a period of 12 months. During this period they may not enrol in any new units or progress with their studies. Units that have already started at the point of suspension can be completed. On completion of the 12 month academic suspension, they may re-join the course. Students will receive an additional three attempts at the unit after re-joining the course.

17.5. Should a student receive more than one academic suspension (for example, by failing two units more than three times), then they will be terminated from the course.

Declaration:

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I have read policies regarding examinations/assessments/ re-sitting the unit. I understand these instructions and I agree to abide by the conditions set out there. I have also paid the fee required to redo the examination / assessment / re-sit the unit.

Signature:		Date:	
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For Office Use Only:

Received By:		Date:	
Remarks:			
Payment Details: (If Applicable)			
Approved By:		Date:	