



# Required Information Before Commencing the Programme

<b>1. Higher Education Provider</b>							<b>Reference No:</b> _____					
<b>Name:</b> .....							<b>HEI type:</b> <i>(please tick where appropriate)</i>		<input type="checkbox"/> <b>University</b>		<input type="checkbox"/> <b>College</b>	<input type="checkbox"/> <b>Tertiary Institute</b>
<b>Tel No:</b> .....		<b>Mobile No:</b> .....		<b>Email:</b> .....			<b>Campus Detail:</b> <i>(Name, Atoll &amp; Island)</i> .....					
<b>2. Programme Details</b>												
<b>Name of the Programme:</b> .....							<b>Credits:</b> .....		<b>MNQF Level:</b> .....			
<b>Entry Criteria:</b> .....												
<b>Batch Details</b>				<b>Mode of Study</b>				<b>Delivery Modality</b>				
<b>Batch No:</b> .....		<b>Commencing Date:</b> .....		<input type="checkbox"/> <b>Full-Time</b>		<input type="checkbox"/> <b>Face - to - Face</b>		<input type="checkbox"/> <b>E-Learning</b>				
<b>Duration:</b> .....		<b>No. of Student enrolled:</b> .....		<input type="checkbox"/> <b>Part-Time</b> ( <b>Duration:</b> .....)		<input type="checkbox"/> <b>Distance</b>		<input type="checkbox"/> <b>Blended Learning</b>				
<i>Note: Ideally the duration of a part-time study is double the duration of full-time</i>												
<b>4. Student(s) Details:</b> <i>(Attach Students lists (Excel and PDF version) as shown below)</i>												
#	Student Name	Permanent Adress	NID /PP No.	Age	Gender	Contact Number	Qualification Name	Previous Qualifications			Student enrolled under <i>(tick as appropriate)</i>	
								Awarding Body	Country	Year Awarded	General Entry	Alternative Entry
<b>5. Coordinator(s) Details:</b> <i>(Attach lists as shown below)</i>						<b>6. Lecturer(s) Details:</b> <i>(Attach lists as shown below)</i>						
#	Coordinator's Name	NID /PP No.	Contact Number	Highest Qualification	Year Completed	#	Lecturer's Name	NID /PP No.	Contact Number	Highest Qualification	Teaching Experience in Years	Modules
<b>7. Time Table:</b> <i>(attach time-table, so MQA can process with Random Batch Audit)</i>												
Please refer to the Guidelines for Programme Audit and Regulation for Programme Audit for further details about the Random Batch Audit												
<b>8. Declaration:</b>												
I declare that all the information provided in this form and the document is true and accurate.												
<b>Prepared by:</b>												
<b>Name:</b> ..... <b>Designation:</b> ..... <b>Date:</b> ...../...../..... <b>Sign:</b>												

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