



## Required Information Before Commencing the Programme

<b>1. Higher Education Provider</b>										<b>Reference No:</b>		
<b>Name:</b> .....								<b>HEI type:</b> (please tick where appropriate)		<input type="checkbox"/> University <input type="checkbox"/> College <input type="checkbox"/> Tertiary Institute		
<b>Tel No:</b> .....		<b>Mobile No:</b> .....		<b>Email:</b> .....		<b>Campus Detail:</b> (Name, Atoll & Island) .....						
<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"/> Full-Time <input type="checkbox"/> Part-Time (Duration:.....)				<input type="checkbox"/> Face - to - Face <input type="checkbox"/> E-Learning <input type="checkbox"/> Distance <input type="checkbox"/> Blended Learning				
<b>Duration:</b> ..... <b>No. of Student enrolled:</b> .....				<small>Note: Ideally the duration of a part-time study is double the duration of full-time</small>								
<b>4. Student(s) Details:</b> (Attach Students lists (Excel and PDF version) as shown below)												
#	Student Name	Permanent Address	NID /PP No.	Age	Gender	Contact Number	Qualification Name	Previous Qualifications			Student enrolled under (tick as appropriate)	
								Awarding Body	Country	Year Awarded	General Entry	Alternative Entry
<b>5. Coordinator(s) Details:</b> (Attach lists as shown below)						<b>6. Lecturer(s) Details:</b> (Attach lists as shown below)						
#	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> (attach time-table, so MQA can process with Random Batch Audit)												
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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