



Required Information Before Commencing the Programme

1. Higher Education Provider							Reference No: _____					
Name:							HEI type: <i>(please tick where appropriate)</i>		<input type="checkbox"/> University		<input type="checkbox"/> College	<input type="checkbox"/> Tertiary Institute
Tel No:		Mobile No:		Email:			Campus Detail: <i>(Name, Atoll & Island)</i>					
2. Programme Details												
Name of the Programme:							Credits:		MNQF Level:			
Entry Criteria:												
Batch Details				Mode of Study				Delivery Modality				
Batch No:		Commencing Date:		<input type="checkbox"/> Full-Time		<input type="checkbox"/> Face - to - Face		<input type="checkbox"/> E-Learning				
Duration:		No. of Student enrolled:		<input type="checkbox"/> Part-Time (Duration:)		<input type="checkbox"/> Distance		<input type="checkbox"/> Blended Learning				
<small>Note: Ideally the duration of a part-time study is double the duration of full-time</small>												
4. Student(s) Details: (Attach Students lists (Excel and PDF version) as shown below)												
#	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
5. Coordinator(s) Details: (Attach lists as shown below)						6. Lecturer(s) Details: (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
7. Time Table: (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												
8. Declaration:												
I declare that all the information provided in this form and the document is true and accurate.												
Prepared by:												
Name: Designation: Date:/...../..... Sign:												

HEI's
Official
Stamp