

Format and guidelines for preparing course documents for MQA approval

Please follow the following sequence of topics, sub-topics and respective numbering in preparing course documents for MQA approval.

1. Institutional Capacity and Management

- 1.1 Organizational-chart, including management functions/units, key management staff names and titles, academic departments/units and the number of academic and administrative/support staff
- 1.2 Relevant facilities and resources
 - 1.2.1 Furnished classrooms (state the number and student capacity)
 - 1.2.2 Laboratories (briefly describe and state student capacity)
 - 1.2.3 Computer rooms (state no of computers and accessibility to internet)
 - 1.2.4 Library (include number of books and other resources)
- 1.3 Brief explanation of the internal supervision or quality assurance mechanism.

2. Instruction and Academic Staffing

It is essential for course providers to have secured all necessary teaching staff members before commencing a course. MQA requires teaching contracts/agreements along with CV's academic staff members to be retained at the registered administrative office of the course provider.

2.1 Course Co-ordinator:

- 2.1.1 Minimum academic qualifications and teaching experience of the course co-ordinator.
- 2.1.2 Responsibilities of the course co-ordinator.

2.2 Teaching staff:

- 2.2.1 Minimum number of teaching staff required for this course.
- 2.2.2 Minimum academic qualifications and teaching experience of the teaching staff.
- 2.2.3 Responsibilities of the teaching staff.

2.3 Staff performance and appraisal:

- 2.3.1 Performance criteria and process to be utilized for staff appraisal (if available, attach appraisal instruments such as observation checklists, questionnaires and self-assessment guidelines developed for staff appraisal).
- 2.3.2 Arrangement in place for students' evaluation of the course (if available, attach evaluation instruments developed for student evaluation of the course).

3. Admission Requirements

- 3.1 Academic requirements.
- 3.2 Experience-related requirements.
- 3.3 Policy on providing advanced standing
- 3.4 Methods of verifying the validity of prior learning to grant advanced credits.
- 3.5 Maximum credit points to be granted as advanced standing.

4. Course Content

- 4.1 Goals of the course.
- 4.2 Objectives of the course. (Please refer to level descriptors).
- 4.3 Method/process utilized in course content development.
- 4.4 Course Summary
 - 4.4.1 Number of subjects (modules/units).
 - 4.4.2 Duration of the course, including semester details.
 - 4.4.3 Credit hours of the subjects (modules/units).
 - 4.4.4 Credit points of the subjects (modules/units).
 - 4.4.5 Learning outcomes of each subject (module/unit).
- 4.5 Summary of how the learning outcomes of each subject (module/unit) relates to the Maldives National Qualifications Framework (MNQF) level descriptors. (Refer to our document “Notes to Course Developers on Linking Level Descriptors to Learning Outcomes” on www.mqa.gov.mv/downloads.)
- 4.6 Subject outlines

Please prepare an outline for each subject according to the format provided below.

- 4.6.1 Subject name.
- 4.6.2 Subject Code Number (if applicable).
- 4.6.3 Credits, learning hours and contact hours.
- 4.6.4 Mode(s) of delivery (i.e. lectures, seminars, workshops, distance education, group work etc).
- 4.6.5 Minimum qualification and experience required by instructors/lecturers
- 4.6.6 Pre-requisites (if applicable).
- 4.6.7 Co-requisites (if applicable).
- 4.6.8 Expected learning outcomes.
- 4.6.9 Curricular content in terms of topics and a summary of content planned for each lecture/tutorial session/seminar, etc.
- 4.6.10 Assessment methods and grading criteria.
- 4.6.11 List of reference materials, if relevant.

If available, attach additional curricular documents such as handouts, workbooks, teacher guides, lecture notes or textbooks.

5. Student Assessment

- 5.1 Assessment and evaluation processes in place to ensure the delivery of the learning outcomes specified in 4.5
- 5.2 Procedure in place to periodically (e.g. on semester basis) report students’ academic progress
- 5.3 Graduation requirements (e.g. attendance, academic performance and completion of an internship)
- 5.4 Policy on academic dishonesty and plagiarism, including consequences of students’ academic misconduct.

6. Student Withdrawal

- 6.1 Policy on the withdrawal of a student based on poor attendance, weak academic performance and/or misconduct
- 6.2 Policy on voluntary withdrawal and tuition fee reimbursement.