Appendix A: IEQA Activity Application Approval Form

Please use this form to apply for OAAAQA approval *before* commencing your planned IEQA activities if you wish to be permitted to publicise the outcome of this IEQA activity. In case the Listing of the IEQA Agency was already disapproved in a previous review, the HEI will be notified upon receipt of the application. This template is also intended to record the reviewer's assessment of the application for OAAAQA approval of an International External Quality Assurance (IEQA) activity. **Please give full responses to the questions below and feel free to expand the space to fit.**

NOTE: This form is to be completed, signed and submitted in PDF format, along with a WORD copy.

Key Information			
HEI in Oman	*[To be completed by the HEI]*	**HEI's Most Senior Representative**	*[To be completed by the HEI]*
HEI's Contact Person	*[To be completed by the HEI]*	**Name of Reviewer**	*[To be completed by the External Reviewer]*
HEI's Contact Person's Email	*[To be completed by the HEI]*	**Reviewer's Email**	*[To be completed by the External Reviewer]*
IEQA Agency Details			
Name of IEQA Agency	**Text by the HEI:**	**Home Country of IEQA Agency**	**Text by the HEI:**
	[HEI to insert text here]		*[HEI to insert text here]*
	Text by the External Reviewer:		**Text by the External Reviewer:**
	[External Reviewer to insert comments here]		*[External Reviewer to insert comments here]*
Website of IEQA Agency	**Text by the HEI:**	**Other Programmes Quality Assured by the same IEQA Agency for the applicant**	**Text by the HEI:**
	[HEI to insert website link here]		*[HEI to give link to a listing of HEIs and/or programmes]*
	Text by the External Reviewer:		**Text by the External Reviewer:**
	[External Reviewer to insert comments here]		*[External Reviewer to insert comments here]*
Type of IEQA	**HEI to select as applicable:** ☐ Accreditation ☐ Reaccreditation ☐ Recognition ☐ Alignment ☐ Other (please clarify) ……………………………………………………………………………………………………		

	[External Reviewer to insert comments here]	
Scope of proposed IEQA	☐ Institutional IEQA	*HEI to Specify the college/faculty undergoing the IEQA*
	☐ Programme IEQA	*List the programme(s) selected for review by the international Agency*
	[External Reviewer to insert comments here]	

	Text by the HEI:	**Text by the External Reviewer:**
A brief overview of the IEQA Agency	*[HEI to write a brief overview of the IEQA Agency]*	*[External Reviewer to insert comments here]*
Reasons for Selecting this IEQA Agency	**Text by the HEI:**	**Text by the External Reviewer:**
	[HEI to indicate why they selected this particular IEQA agency to carry out EQA activities in the institution or programme(s)]	*[External Reviewer to insert comments here]*

	Please answer each of the questions below and provide links (where relevant) to the IEQA's documentation.	
1 Is this IEQA Agency endorsed by the national government in its home country?	**Text by the HEI:** *[If yes, HEI gives a website link for this information*	**Text by the External Reviewer:** *[External Reviewer to insert comments here]*
2 Does the agency have a certificate of recognition/ accreditation/ alignment by a recognised international QA network or agency?	**Text by the HEI:** *[If yes, HEI states the name(s) of network(s)/Agency and provide the link(s) to this information]*	**Text by the External Reviewer:** *[External Reviewer to insert comments here]*
3 Does the IEQA have the mandate to conduct cross-border QA operations?	**Text by the HEI:** *[If yes, HEI gives a website link for this information]*	**Text by the External Reviewer:** *[External Reviewer to insert comments here]*
4 What does the scope of quality assurance activities for the selected IEQA Agency cover (i.e. institutional and/or programme reviews)?	**Text by the HEI:** *[HEI to insert text here]*	**Text by the External Reviewer:** *[External Reviewer to insert comments here]*
5 Does the IEQA Agency have an official website and is indicative of a professional establishment?	**Text by the HEI:** *[HEI to insert text here]*	**Text by the External Reviewer:** *[External Reviewer to insert comments here]*

6	Are the IEQA standards or criteria publicly accessible?	**Text by the HEI:**		**Text by the External Reviewer:**	
		[HEI to insert text here]		*[External Reviewer to insert comments here]*	
7	Do the IEQA Agency policy and practice reflect their Mission, Vision and Values?	**Text by the HEI:**		**Text by the External Reviewer:**	
		[HEI to insert text here]		*[External Reviewer to insert comments here]*	
8	When will the self-study documents be submitted?	*[HEI to insert text here]*			
9	When are the planned visit date(s)?	*[HEI to insert text here]*			
10	How will the proposed IEQA review be conducted (On-site, virtual or blended)?	*[HEI to insert text here]*			
11	What is the total cost of the IEQA activity [expressed in Omani Rials]?	*[HEI to insert text here]*			
12	What is the validity period of the IEQA review outcomes?	*[HEI to insert text here]*			
13	Will the cited IEQA activity bring value to this HEI in QA terms?	**Text by the HEI:**		**Text by the External Reviewer:**	
		[HEI to insert text here]		*[External Reviewer to insert comments here]*	

HEI Declaration [This section is to be completed by the HEI]

Declaration	**As the highest authority of** *[HEI]***, I hereby:**
	• Declare that the above information is correct to the best of my knowledge
	• Invite a representative from OAAAQA to observe the Visit
	• Undertake to ensure the outcome of this IEQA activity is publicised accurately after OAAAQA's approval.

Signature		**Date**	*dd/mm/yyyy*
Name and Title		**Designation or Position**	

Overall evaluation [This section is to be completed by the External Reviewer]

1	Has the HEI chosen a suitable IEQA Agency, given the reasons cited for its selection?	*[External Reviewer to explain why accreditation [or other QA activity] with this agency is unsuitable – e.g., the agency specialises in institutional rather than programme review; the agency is weak; the agency is unrecognised, the agency is dedicated to vocational education]*
2	Based on your review, is this agency recommended to be added to, retained on,	*[External Reviewer to indicate if the IEQA Agency is to be listed to, retained on, disapproved or delisted and for which activities.]*

	disapproved or delisted from OAAAQA's IEQA Agencies Register and for which IEQA activity/activities?	
3	**In summary, do you recommend approving or rejecting the HEI's application?**	*[External Reviewer to indicate approval or rejection]*
Declaration	**As the appointed reviewer of this application for IEQA Activity, I hereby declare that the above information is correct to the best of my knowledge but any subjective information given herein represents my own opinion.**	
Signature		**Date** — *dd/mm/yyyy*
Name and Title		**Designation or Position**

ERASD verification [This section is to be completed by the ERASD after verifying the above information]

ERASD Staff	
Date	*dd/mm/yyyy*

The completed form should be sent to the External Review Activities Support Department within CHEQA at OAAAQA (CHEQA-IEQA@oaaaqa.gov.om) before commencing IEQA activities if the HEI wishes to publicise the IEQA outcome. Please note, a decision is made based on the information made available to OAAAQA at the point of application and a new application must therefore be made for each new (or renewed) IEQA Activity sought. Only one IEQA Agency may be specified in each application but multiple IEQA activities may be included, provided that the submission of the self-assessment documents, or similar, for all IEQA activities indicated in the application form are scheduled to be made within twelve months of the date of application, and in the case of programme review, all the programmes proposed to undergo review fall under the same Broad field of study, according to Oman Standard Classification of Education Framework (OSCED). Upon receipt and initial assessment of the application, the HEI will be contacted and requested to pay the application fee of OMR 230.