



**Sultanate of Oman
Oman Authority for
Academic Accreditation and
Quality Assurance of Education**

Re-Alignment of Qualifications on the Oman Qualifications Framework

Application Form

Name of Foreign or International Awarding Body	
Contact Details	
Title of Qualification	
Educational Pathway	
Date Qualification was Aligned to the OQF	
Re-Alignment Submission Date	
Name(s) of Omani Education or Training Provider(s) delivering, or planning to deliver, the qualification in Oman	

Re-Alignment Application Form

The Oman Qualifications Framework (OQF) is a comprehensive, integrated and mandatory National Qualifications Framework (NQF) governed and managed by the Oman Authority for Academic Accreditation and Quality Assurance of Education (OAAAQA).

Alignment to the OQF is mandatory¹ for all new and existing Foreign and International qualifications, delivered in Oman, from all sectors of education and training. Alignment is defined as "an evaluation of a Foreign or International qualification against the Alignment Criteria and the OQF Level Descriptors to determine the OQF Level that the qualification aligns to and, if applicable, the comparable OQF Credit Value of the entire qualification". Aligned qualifications are placed on the Alignment Section of the National Register of Qualifications (NRQ).

Re-Alignment is defined as "a review process for Listed and Aligned qualifications to ensure that the Listing or Alignment Criteria were maintained throughout the delivery of the qualification and no major changes were made to the Learning Outcomes of the units, modules or courses that impacted on the OQF Level and/or OQF Credit Value of the entire qualification". All Aligned qualifications placed on the NRQ are subject to Re-Alignment on a cyclical basis. The first Re- Alignment takes place after the first cohort of learners has completed the qualification. As long as a qualification continues to be delivered and remains on the NRQ, it is subject to further Re- Alignment reviews at intervals specified by the Directorate General of the National Qualifications Framework (DGNQF) and approved by the OAAAQA Board.

Foreign or International Awarding Bodies must complete the Re- Alignment Application Form and send it electronically, along with all the supporting materials, to the DGNQF.

It is recommended that Foreign or International Awarding Bodies refer to the:

- OQF Document, as it includes the:
 - OQF Level Descriptors
 - OAAAQA Policy for Alignment Qualifications to the OQF
 - The Quality Assurance requirements of the OQF
 - OAAAQA Policy for Re-Listing and Re-Alignment of Qualifications on the OQF
- OQF Manual, which provides detailed information on the Re-Alignment process

All documents relating to the OQF can be accessed from the OQF webpage at <https://www.oaaaqa.gov.om/Oman-Qualifications-Framework/OQF-Overview>.

¹ Royal Decree 9/2021.

Section 1: Foreign or International Awarding Body Declaration and Contact Details

1.1 Foreign or International Awarding Body Declaration

Name of the Foreign or International Awarding Body	
Provide address of the registered head office	
Declaration	<p>I declare that the above Awarding Body owns the qualification submitted for Re-Alignment.</p> <p>All information contained in this Re-Alignment Application Form is true and accurate at the time of submission.</p> <p>This Declaration is made on: / / 20</p>
Signed by** Name	
Title	
Position	
Signature and Institutional Stamp	

Note:

* This declaration must be completed and included with the Re-Alignment Application

** The Re-Alignment Application Form must be signed by the authorised representative of the Foreign or International Awarding Body

Section 2: Omani Education or Training Provider Details						
2.1	Omani Education or Training Provider Contact and Classification Details					
Name(s) of the Omani Education or Training Provider						
Address						
Phone Number						
Email Address						
Website						
Indicate the Type of Omani Education or Training Provider	<input type="checkbox"/> HEI	<input type="checkbox"/> Academy	<input type="checkbox"/> School	<input type="checkbox"/> Professional Body	<input type="checkbox"/> Institute	<input type="checkbox"/> Ministry
If an HEI, indicate the Institutional Classification* Completed by HEIs only	<input type="checkbox"/> University	<input type="checkbox"/> University College	<input type="checkbox"/> College	<input type="checkbox"/> Other (Specify classification)		
Status of the Omani Education or Training Provider	<input type="checkbox"/> Public		<input type="checkbox"/> Private		<input type="checkbox"/> Other (specify)	

2.2	Institutional License	Supporting Material
a	Provide a copy of the institutional license or Royal Decree	
b	If it is an institutional license, which licensing body issued it?	
c	What is the institutional license number?	
2.3	Programme License	Supporting Material
a	Does the qualification submitted for Re-Alignment have a programme license?	
b	If yes, which licensing body issued the programme license?	
c	Provide a copy of the programme license	
d	If there is no programme license, provide the reason	
2.4	Communication between the Foreign or International Awarding Body and the Omani Education or Training Provider(s)	
a	Provide details of the way in which the Foreign or International Awarding Body ensures effective communication with relevant staff and students within the Omani Education or Training Provider(s) delivering, or planning to deliver, this qualification	
Narrative		
Supporting Material		Attach the communication plan(s)
<p>Note: Copy and complete all of Section 2 (2.1 to 2.4) for every Omani Education or Training Provider delivering, or planning to deliver, the qualification submitted for Alignment</p>		

Section 3: Institutional Quality Assurance for a Foreign or International Awarding Body	
a	Governance and Management Arrangements
Have there been any changes to the governance and management, organizational structure or the Vision Mission and Values of the of the Foreign or International Awarding Body?	
Narrative	
Supporting Material	
b	Resources to Operate in Oman and Meet Relevant Omani Regulations
Provide evidence of sufficient resources to continue operating in Oman, such as the most recent Annual Report, which includes the latest financial audit and detail the way in which relevant Omani Regulations are met	
Narrative	
Supporting Material	
c	Strategic and Operational Plans of the Foreign or International Awarding Body
Provide the current strategic and operational plans	
Supporting Material	
d	Development, Approval, Delivery, Assessment and Review of Qualifications
Have there been any changes to the policies for the development, approval, delivery, assessment and review of qualifications? Provide information and evidence on how these are implemented	
Narrative	
Supporting Material	
e	Consistency of Delivery and Assessment of the Qualification in Oman and Internationally

Provide information and evidence that the consistency of qualifications is maintained in Oman and internationally	
Narrative	
Supporting Material	
f	Integrity and Fairness of the Foreign or International Awarding Body's Qualifications
Have there been any changes to the policies concerning the way in which the integrity and fairness of qualifications is assured? Provide information and evidence on how policies such as those on cheating, plagiarism and misconduct; disability and equality are implemented	
Narrative	
Supporting Material	
g	Information Management System
Have there been any changes to the information management system maintaining the records and registration of learners accurately and securely?	
Narrative	
Supporting Material	
h	Complaints and Appeals Procedures of the Foreign or International Awarding Body
Have there been any changes to the way complaints and appeals are handled? Where available, provide evidence that these are handled transparently and efficiently	
Narrative	
Supporting Material	

i	Continuous Improvement
Provide relevant policies together with information and evidence on how the Foreign or International Awarding Body ensures the continuous improvement of its operations with the education or training provider(s) delivering the qualification in Oman	
Narrative	
Supporting Material	

Section 4: Quality Assurance of the Qualification	
4.1 Internal Monitoring and Review of the Qualification	
a. Have there been any changes to the name/structure of the internal committee/department/faculty that monitors and reviews the qualification?	
Yes	No
If yes, provide details	
Supporting Material	
b. Have there been any changes to the way that proposals for change are made and approved?	
Yes	No
If yes, provide details	
Supporting Material	
c. Provide details of how the content and outcomes of the modules are kept up to date in terms of revised national and/or international benchmarks, developments in the in the subject, discipline, occupational or professional requirements (if applicable), NOS (if applicable) and, where applicable, the labour market requirements	
Narrative	
Supporting Material	
d. Provide the last Annual Review Report for the qualification. If none, provide the reason.	
Narrative	
Supporting Material	
e. Provide the latest Periodic Review Report for the qualification. If none, provide the reason.	
Narrative	
Supporting Material	

f. Have there been any changes made to the qualification which may affect the OQF Level of Alignment and/or Comparable OQF Credit Value of the qualification?	
Yes	No
If yes, provide details	
Supporting Material	
g. Have there been any changes to the way the DGNQF is informed of any changes to the qualification that may affect the OQF Level of Alignment and/or Comparable OQF Credit Value?	
Yes	No
If yes, provide details	
Supporting Material	
4.2 Overview of the Qualification	
a. Have there been any changes to the aims of the qualification?	
Yes	No
If yes, provide details	
Supporting Material	
b. Have there been any changes to the target group(s) for the qualification?	
Yes	No
If yes, provide details	
Supporting Material	
c. Provide details of market research that has been undertaken to provide the rationale for the continued delivery of the qualification.	
Narrative	
Supporting Material	
4.3 Entry Requirements	
a. Have there been any changes to the minimum entry requirements?	

Yes		No	
If yes, provide details			
Supporting Material			
b. Have there been any changes to the opportunities for the Recognition of Prior Learning?			
Yes		No	
If yes, provide details			
Supporting Material			
4.4 Qualification Design			
a. Provide details of the subject, national or international benchmarks used in the qualification review, if any			
Narrative			
Supporting Material			
b. Provide evidence of external input at the qualification review			
Narrative			
Supporting Material			
c. Have there been any changes to the way in which the modules map to the Programme Learning Outcomes?			
Yes		No	
If yes, provide details			
Supporting Material			
4.5 Affiliations and/or External Quality Assurance/ Accreditation Bodies			
a. Have there been any changes with regard to Affiliation Agreements?			
Yes		No	
If yes, provide details			
Supporting Material			
b. Have there been any changes with regard to external quality assurance/accreditation body or bodies for the qualification?			

Yes		No	
If yes, provide details			
Supporting Material			
4.6 Assessment Arrangements			
a. Have there been any changes to the assessment arrangements, including the way that assessment is quality assured?			
Yes		No	
If yes, provide details			
Supporting Material			
b. Have there been any changes to the way that feedback is given to learners?			
Yes		No	
If yes, provide details			
Supporting Material			
c. Have there been any changes to the way that assessment is protected from plagiarism and/or any other forms of cheating or misconduct?			
Yes		No	
If yes, provide details			
Supporting Material			
4.7 Teaching and Learning Strategy			
a. Have there been any changes to the teaching and learning arrangements for the qualification?			
Yes		No	
If yes, provide details			
Supporting Material			
4.8 Learner Support			
a. Have there been any changes to the support available for learners enrolled on the qualification?			
Yes		No	

If yes, provide details	
Supporting Material	
4.9 Progression Routes	
a. Have there been any changes to the progression routes from one OQF Level to another, or from one educational pathway to another?	
Yes	No
If yes, provide details	
Supporting Material	
4.10 Management and Administration Arrangements for the Qualification	
a. Have there been any changes to the staff plan for the delivery, management and administration of the qualification and/or the roles and responsibilities of identified personnel and relevant committees?	
Yes	No
If yes, provide details	
Supporting Material	
b. Have there been any changes to the institutional arrangements for the withdrawal of qualifications to provide security for learners enrolled on the qualification?	
Yes	No
If yes, provide details	
Supporting Material	
4.11 Recording Learner Achievement and Certification	
a. Have there been any changes to the way in which learner achievement of the modules leading to the qualification is recorded?	
Yes	No
If yes, provide details	
Supporting Material	
b. Have there been any changes to the arrangements in place to ensure certification is secure and protected against fraud?	

Yes	No
If yes, provide details	
Supporting Material	

Section 5: Qualification Structure				
5.1 Have any of the modules that comprise this qualification been revised²?				
Yes	No			
If yes, provide the code number and title of the revised modules below				
Code number	Module title			
Add as required				
5.2 Have any of the modules that comprise this qualification been replaced with new modules?				
Yes	No			
If yes, provide the code number and title of the new modules below				
Code number	Module title			
Add as required				
If Yes to Section 5.1 and/or to Section 5.2, continue to section 5.3 If No to Section 5.1 and/or to Section 5.2, go directly to section 6				
5.3 Details of the Revised and/or New Modules comprising the Qualification				
Complete the Alignment Outcome Template in Appendix 1 for all revised and/or new modules given in Section 5.1 and 5.2				
OQF Level of Alignment and comparable OQF Credit Value of each revised or new module				
No.		Please indicate in the columns below whether the module is		Use one system. Do not use both

² Since the qualification was Aligned or from its last review.

	Title of the revised or new module	Core/ Mandatory	Common	Elective/ Optional	Proposed OQF Level of Alignment	Proposed comparable OQF Credit Points	Proposed comparable OQF Credit Hours
1							
2							
3							
4	Add as required						
OQF Level of Alignment and Comparable OQF Credit Value for the Entire Revised Qualification							
Qualification Title							
Proposed OQF Level of Alignment							
Proposed Comparable OQF Credit Value [Complete one]		Comparable OQF Credit Points				Comparable OQF Credit Hours	

Only complete this section if there are no changes to the Qualification	
Section 6: Qualification Unchanged	
The Foreign or International Awarding Body confirms that no changes have been made to any of the modules that comprise the qualification (named below) and that the OQF Level of Alignment and Comparable OQF Credit Value have not changed since the qualification was Aligned to the OQF.	
Qualification Title	
OQF Level of Alignment	
Comparable OQF Credit Value	
Signature	
Position	

Section 7: Re-Alignment Committee		
Provide details of the personnel involved in the Re-Alignment of the submitted qualification		
	Name [Including Title]	Email Address
Chair of the Re-Alignment Committee		
Members of the Re-Alignment Committee		
	Add Committee Members as required	
Signature of Chair of the Re-Alignment Committee		
Date		
Institutional Stamp		

Section 8: OQF Re-Alignment Application Checked before Submission to the DGNQF	
<p>It is important that the DGNQF in OAAAQA receives all the supporting materials mentioned in the Re-Alignment Application Form. The information must be consistent with the proposal in the Alignment Outcome Template (Appendix 1) for all revised and/or new modules and should be in the correct order. Prior to submission, the Re-Alignment Application Form must be checked by the Foreign or International Awarding Body.</p>	
Information supplied by the Foreign or International Awarding Body	Checked ✓
All supporting documents mentioned in the Re-Alignment Application Form are attached as stated	
The information regarding the OQF Level of Alignment and Comparable OQF Credit Value for each revised or new module given in section 5 is consistent with the information in the Alignment Outcome Template	
The Alignment Outcome Templates for all revised and/or new modules are provided and are in the same order	
Application Checked [name]	
Position	
Phone Number	
Email Address	
Date	

Appendix 1:

Alignment Outcome Template

Title, Learning Outcomes and Assessment			
Please complete for each revised or new module			
Title of module			
Code number of module			
Is this module included in another qualification?	<input type="checkbox"/> Yes	If yes, give the title of all qualifications where this module features.	
	<input type="checkbox"/> No		
		Yes (please indicate)	No (please indicate)
Does the title of the module reflect its content?			
Is the module written in learning outcomes?			
Are the learning outcomes clear and unambiguous?			
Are the pre-requisite and/or co-requisites (if any) clearly identified?			
Are all the learning outcomes assessed?			
List the Learning Outcomes		Assessment / Performance Criteria	Assessment Method
LO 1			
LO 2			
LO 3	(add additional LOs as required)		

Pass Mark		
What is the Pass Mark for this module?		
Alignment Proposal		
Characteristic	Proposed OQF Level of Alignment	Rationale
Knowledge		
Skills		
Communication, Numeracy, Information Communication Technology (ICT) Skills		
Autonomy and Responsibility		
Employability and Values		
Learning to Learn		
Overall Level		

Comparable OQF Credit Value: Credit System		
What is the Credit System used e.g. ECVET, ECTS?		
What is the Credit Value of this module in this Credit System?		
Comparable OQF Credit Value: Notional Learning Hours for the module		
Activity		Notional Learning Hours
Contact hours	Lectures/Class/ Seminars/Tutorials	
	Practical/Laboratory	
	Field Work	
Assessment		
Independent Learning, including research and revision for assessment		
Other (specify)		
Total Notional Learning Hours		
Use one system. Do not use both	Comparable number of OQF Credit Points	
	Comparable number of OQF Credit Hours	

Appendix 2

Supporting Materials	
Document the materials submitted to support the Re-Alignment Application Form	
No.	List of Supporting Materials
1	
2	
3	
4	Add as required