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Guideline No: 2023/G-22

FIRST AMENDMENT TO GUIDELINE NO: 2022/G-30 (GUIDELINES FOR INSTITUTIONAL AUDIT)

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**MALDIVES QUALIFICATIONS AUTHORITY**

Ministry of Higher Education

Male'. Republic of Maldives

FIRST AMENDMENT TO GUIDELINE NO: 2022/G-30
(GUIDELINES FOR INSTITUTIONAL AUDIT)

The Guidelines for Institutional Audit (Guideline No: 2022/G-30) shall be amended as follows:

1. Amend Section 3.6 Audit Report of the aforementioned Guidelines as follows:

Based on the self-evaluation report and the site visit, the Audit Panel will write its report. A template for the Audit Report is provided in the Appendix 1. The audit report shall be written in simple language, in a manner which can easily be understood. The report needs to be evidence-based and include appropriate information about all the MQA criteria for institutional audits.

It is expected that within each section of the report, the Audit Panel describes the situation, undertakes an analysis in terms of each criterion, and concludes with a final statement. In addition, the Audit Panel should provide recommendations for improvement where necessary. These recommendations should clearly refer to the analysis. At the end of the report, the Audit Panel will provide a summative overview of the recommendations and a rating.

At the end of the site visit, the Audit Panel makes a brief presentation about its main findings to the higher education institution. The presentation is not meant to be a discussion. Hence, no questions or comments are allowed. However, the representatives of the higher education institution are invited to formally thank the Audit Panel members.

After the site-visit, the Audit Panel will compile its audit report. This report will be sent to the higher education institution excluding the section about the Audit Panel's

recommendation and the rating. The higher education institution has 10 days to check the accuracy of the report and to bring any factual mistakes to the attention of the Audit Panel. However, apart from factual mistakes, the higher education institution cannot comment on the substance of the report or its findings. The Audit Panel will correct potential mistakes within 10 (ten) days and send the final report to MQA.

2. Amend the Paragraph 2 of the Section 5: Interpretation of Criteria of the aforementioned Guidelines as follows:

The criteria for institutional audits address eight areas:

3. Amend Appendix 1: Template for the Audit report, point 3 (Performance in relation to the criteria) of Audit Report of the aforementioned Guidelines as follows:

(In this section, the panel should describe the findings in relation to each of the eight criteria. Every criterion needs to be thoroughly evaluated. Therefore, the panel should briefly describe the situation at the higher education institution, analyse the situation for the criteria, taking into account the indicators, provide for commendations and recommendations (if applicable) and give a rating for each indicator and criterion as a whole – as instructed)

4. Amend the Appendix 1: Template for the Audit report, point 4 (Overall rating) of Audit Report of the aforementioned Guidelines as follows:

The total number of points is: XX

Points are converted into a star rating based on the following scales:

0-24 points: One star	25-49 points: Two stars	50-74 points: Three stars	75-89 Points: Four stars	90-100 points: Five stars
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Therefore, the Audit Panel assesses the overall performance of NAME OF THE HIGHER EDUCATION INSTITUTION as corresponding to X stars.

5. This amended Guideline shall commence from the date of its publication in the Government Gazette.
