



OMAN ACADEMIC ACCREDITATION AUTHORITY

OAAA POLICY ON MAJOR CHANGE NOTIFICATION

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1. Purpose

This policy outlines the principles and procedures by which an accredited Higher Education Institution (HEI) will notify the Oman Academic Accreditation Authority (OAAA) of any major changes which may impact on the HEI or Program Accreditation status. Reporting these changes will ensure that the integrity of the accreditation status of HEIs and programs is maintained.

2. Scope

This policy applies to accredited HEIs and programs. This policy *does not* apply to HEIs seeking to upgrade their institutional classification status.

3. Policy Statement

- a. To ensure that the integrity of the accreditation status of HEIs and programs is maintained, HEIs are required to notify OAAA of any major change to its operations which may impact on its institutional or program accreditation status.
- b. The HEI shall notify the OAAA of any major changes which have occurred within the institution or its affiliate that may be of relevance to their ability to meet the OAAA's institutional standards. These may include (but are not limited to) the following:
 - i. **Changes that may impact on its governance and status** (such as changes of ownership or shareholding, legal status, entity or control).
 - ii. **Changes that may impact on financial viability** (such as appointment of an external administrator, liquidator or receiver, and/or events that have a significant impact on an HEI's ability to continue operating).
 - iii. **Changes that may impact on the implementation of the HEI's affiliation agreement** (such as withdrawal of degree awarding affiliates, and/or events that have a significant impact on the affiliate's ability to continue operating).
 - iv. **Changes that impact on students** (such as a significant change of premises, a significant impact on infrastructure, changes to or issues with third party

- arrangements, and significant changes to OAAA accredited programs, including the title of the program).
- c. The HEI shall notify the OAAA of any major changes which have occurred within an accredited program that may be of relevance to the program's ability to meet the OAAA's program standards. These may include (but are not limited to) the following: change of title of the award; change of level of the award on the Oman Qualifications Framework; significant changes to program design, changes to learning outcomes, changes in the curriculum, or changes to program assessment; addition of a new major or specialisation stream; or significant changes to key academic policies such as a major change to admission requirements.
 - d. No notification is required for the following changes:
 - Changes to membership of governing body and academic governance bodies;
 - Changes to terms of reference for corporate and academic bodies; and
 - Changes to key personnel.

4. Procedure

- a. When the HEI or program receives its Accreditation Certificate, its most senior representative is required to sign a declaration that the HEI will notify the OAAA of any major change to its operations which may impact on its institutional or program accreditation status.
- b. The HEI shall notify the OAAA of the major change in writing as soon as the HEI considers this major change may have an impact on either its institutional or program accreditation status.
- c. Once the notification of the major change is received and considered by the OAAA Board, the HEI will be notified whether the accreditation status will be retained, suspended or revoked normally within three months of receipt of notification. The OAAA may also request further information or seek clarifications.
- d. The HEI will, where appropriate, be offered an opportunity to demonstrate that it continues to meet, or will soon continue to meet, the OAAA's institutional or program standards.
- e. The OAAA will update its records and make changes to the published information on HEI's programs as appropriate.
- f. The OAAA does not charge a fee for processing major change notifications.

5. Abbreviations

HEI	Higher Education Institution
OAAA	Oman Academic Accreditation Authority

6. Definitions

Major Change: A change which may impact on an accredited HEI's ability to continue to meet the requirements of the Institutional Standards or an accredited program to continue to meet the requirements of the Program Standards.

7. References

OAAA Institutional Standards Assessment Manual
http://www.oaaa.gov.om/Institution.aspx#Inst_Assessment_New

Program Accreditation Manual, available at:
http://www.oaaa.gov.om/ProgramPdf/PSAM%20draft%20v1%20for%20circulation_28%20M arch%202016.pdf

The Tertiary Education and Quality Standards Agency (TEQSA) provider obligation to notify TEQSA of material changes to its operations was used as a benchmark in the preparation of this policy. The TEQSA policy is available at:
<http://www.teqsa.gov.au/sites/default/files/MaterialChangePolicyAndProcessesModifiedFeb2015.pdf> (accessed on 6 August 2015)

8. Document History

Version	Date Approved	Approved by	Circulation Date	Brief Description
1.0	30 June 2016	OAAA Board	Was not Circulated	This is the first version of the Policy on Major Change Notification. This version was not reviewed by the Legal Advisor
1.1	29 September 2016	OAAA Board	23 October 2016	This version contains minor editorial changes that were made in response to certain issues raised during the translation process. Also, circulation date column was added in line with the revised OAAA Policy on Policies Development, Review and Approval