



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

# **Re-Listing of Qualifications on the Oman Qualifications Framework**

## **Application Form**

<b>Name of Awarding Body</b>	
<b>Contact Details</b>	
<b>Title of Qualification</b>	
<b>Type of Qualification</b>	
<b>Educational Pathway</b>	
<b>Date Qualification was Listed on the OQF</b>	
<b>Re-Listing Submission Date</b>	

## Re-Listing 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).

It is mandatory<sup>1</sup> for all formal and licensed Omani qualifications to be Listed on the OQF. Qualifications arising from company training programmes can be Listed voluntarily. Listing is defined as "an evaluation of an Omani qualification against the Listing Criteria and the OQF Level Descriptors to determine the OQF Level and OQF Credit Value of the entire qualification". Listed qualifications are placed on the National Register of Qualifications (NRQ).

Re-Listing 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 qualifications placed on the NRQ are subject to Re-Listing on a cyclical basis. The first Re-Listing 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-Listing reviews at intervals specified by the Directorate General of the National Qualifications Framework (DGNQF) and approved by the OAAAQA Board.<sup>2</sup>

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

It is recommended that Awarding Bodies refer to the:

- OQF Document, as it includes the:
  - OQF Level Descriptors
  - OAAAQA Policy for Listing Qualifications on 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-Listing 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>.

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<sup>1</sup> Royal Decree 9/2021.

<sup>2</sup> The Re-Listing process is cyclical according to the type of qualification (for example, a bachelor's degree is Re-Listed every five years).

Section 1: Awarding Body Declaration and Contact Details*	
1.1 Awarding Body Declaration	
<b>Name of the Awarding Body</b>	English
	Arabic
<b>Declaration</b>	<p>I declare that the above Awarding Body owns the qualification submitted for Re-Listing.</p> <p>All information contained in this Re-Listing Application Form is true and accurate at the time of submission.</p> <p>This Declaration is made on:    /    / 20</p>
<b>Signed by**</b>	
<b>Name</b>	
<b>Title</b>	
<b>Position</b>	
<b>Signature and Institutional Stamp</b>	
<p><b>Note:</b></p> <p>* This declaration must be completed and included with the Re-Listing Application</p> <p>** The Re-Listing Application Form must be signed by the authorised representative of the Awarding Body</p>	

1.2 Awarding Body Details						
Awarding Body Address						
Phone Number						
Email Address						
Website						
Indicate the Type of Awarding Body	<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*	<input type="checkbox"/> University	<input type="checkbox"/> University College	<input type="checkbox"/> College	<input type="checkbox"/> Other (specify classification)		
Status of the Awarding Body	<input type="checkbox"/> Public		<input type="checkbox"/> Private		<input type="checkbox"/> Other (specify)	
Provide the name of the College, Department, School or Centre						
* This should be completed for Higher Education Institutions only.						
1.3 Awarding Body Contact Person Details						
Name						
Title						
Position						
Phone Number	Office			Mobile		
Email Address						

<b>Section 2: Institutional and Programme License</b>		
<b>2.1</b>	<b>Institutional License</b>	<b>Supporting Material</b>
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?	
<b>2.2</b>	<b>Programme License</b>	<b>Supporting Material</b>
a	Does the qualification submitted for Re-Listing 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	

Section 3: Quality Assurance of the Qualification	
<b>3.1 Internal Monitoring and Review of the Qualification</b>	
<b>a. Have there been any changes to the name/structure of the internal committee/department/faculty that monitors and reviews the qualification?</b>	
Yes	No
If yes, provide details	
Supporting Material	
<b>b. Have there been any changes to the way that proposals for change are made and approved?</b>	
Yes	No
If yes, provide details	
Supporting Material	
<b>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</b>	
Narrative	
Supporting Material	
<b>d. Provide the last Annual Review Report for the qualification. If none, provide the reason.</b>	
Narrative	
Supporting Material	
<b>e. Provide the latest Periodic Review Report for the qualification. If none, provide the reason.</b>	
Narrative	
Supporting Material	

<b>f. Have there been any changes made to the qualification which may affect the OQF Level and/or OQF Credit Value of the qualification?</b>	
Yes	No
If yes, provide details	
Supporting Material	
<b>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 and/or OQF Credit Value?</b>	
Yes	No
If yes, provide details	
Supporting Material	
<b>3.2 Overview of the Qualification</b>	
<b>a. Have there been any changes to the aims of the qualification?</b>	
Yes	No
If yes, provide details	
Supporting Material	
<b>b. Have there been any changes to the target group(s) for the qualification?</b>	
Yes	No
If yes, provide details	
Supporting Material	
<b>c. Provide details of market research that has been undertaken to provide the rationale for the continued delivery of the qualification.</b>	
Narrative	
Supporting Material	
<b>3.3 Entry Requirements</b>	
<b>a. Have there been any changes to the minimum entry requirements?</b>	



Yes		No	
If yes, provide details			
Supporting Material			
<b>b. Have there been any changes to the opportunities for the Recognition of Prior Learning?</b>			
Yes		No	
If yes, provide details			
Supporting Material			
<b>3.4 Qualification Design</b>			
<b>a. Provide details of the subject, national or international benchmarks used in the qualification review, if any</b>			
Narrative			
Supporting Material			
<b>b. Provide evidence of external input at the qualification review</b>			
Narrative			
Supporting Material			
<b>c. Have there been any changes to the way in which the modules map to the Programme Learning Outcomes?</b>			
Yes		No	
If yes, provide details			
Supporting Material			
<b>3.5 Affiliations and/or External Quality Assurance/ Accreditation Bodies</b>			
<b>a. Have there been any changes with regard to Affiliation Agreements?</b>			
Yes		No	
If yes, provide details			
Supporting Material			
<b>b. Have there been any changes with regard to external quality assurance/ accreditation body or bodies for the qualification?</b>			

Yes		No	
If yes, provide details			
Supporting Material			
<b>3.6 Assessment Arrangements</b>			
<b>a. Have there been any changes to the assessment arrangements, including the way that assessment is quality assured?</b>			
Yes		No	
If yes, provide details			
Supporting Material			
<b>b. Have there been any changes to the way that feedback is given to learners?</b>			
Yes		No	
If yes, provide details			
Supporting Material			
<b>c. Have there been any changes to the way that assessment is protected from plagiarism and/or any other forms of cheating or misconduct?</b>			
Yes		No	
If yes, provide details			
Supporting Material			
<b>3.7 Teaching and Learning Strategy</b>			
<b>a. Have there been any changes to the teaching and learning arrangements for the qualification?</b>			
Yes		No	
If yes, provide details			
Supporting Material			
<b>3.8 Learner Support</b>			
<b>a. Have there been any changes to the support available for learners enrolled on the qualification?</b>			
Yes		No	

If yes, provide details	
Supporting Material	
<b>3.9 Progression Routes</b>	
<b>a. Have there been any changes to the progression routes from one QQF Level to another, or from one educational pathway to another?</b>	
Yes	No
If yes, provide details	
Supporting Material	
<b>3.10 Management and Administration Arrangements for the Qualification</b>	
<b>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?</b>	
Yes	No
If yes, provide details	
Supporting Material	
<b>b. Have there been any changes to the institutional arrangements for the withdrawal of qualifications to provide security for learners enrolled on the qualification?</b>	
Yes	No
If yes, provide details	
Supporting Material	
<b>3.11 Recording Learner Achievement and Certification</b>	
<b>a. Have there been any changes to the way in which learner achievement of the modules leading to the qualification is recorded?</b>	
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 4: Qualification Structure								
<b>4.1 Have any of the modules that comprise this qualification been revised<sup>3</sup>?</b>								
Yes				No				
If yes, provide the code number and title of the revised modules below								
Code number		Module title						
Add as required								
<b>4.2 Have any of the modules that comprise this qualification been replaced with new modules?</b>								
Yes				No				
If yes, provide the code number and title of the new modules below								
Code number		Module title						
Add as required								
<p>If Yes to Section 4.1 and/or to Section 4.2, continue to section 4.3</p> <p>If No to Section 4.1 and/or to Section 4.2, go directly to section 5</p>								
<p><b>4.3 Details of the Revised and/or New Modules comprising the Qualification</b></p> <p>Complete the Listing Outcome Template in Appendix 1 for all revised and/or new modules given in Sections 4.1 and 4.2</p>								
<p><b>OQF Level and OQF Credit Value of each revised or new module</b></p>								
No.	Title of the revised or new module	Please indicate in the columns below whether the module is				Proposed OQF Level	Use one system. Do not use both	
		Core/ Mandatory	Common	Elective/ Optional	Proposed OQF Credit Points		Proposed OQF Credit Hours	
1								
2								

<sup>3</sup> Since the qualification was Listed or from its last review.

3							
4	Add as required						
<b>OQF Level and OQF Credit Value for the Entire Revised Qualification</b>							
<b>Qualification Title</b>							
<b>Proposed OQF Level</b>							
<b>Proposed OQF Credit Value [Complete one]</b>		<b>OQF Credit Points</b>			<b>OQF Credit Hours</b>		

Only complete this section if there are no changes to the Qualification	
<b>Section 5: Qualification Unchanged</b>	
The 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 and OQF Credit Value have not changed since the qualification was Listed on the OQF.	
<b>Qualification Title</b>	
<b>OQF Level</b>	
<b>OQF Credit Value</b>	
<b>Signature</b>	
<b>Position</b>	

Section 6: Re-Listing Committee		
Provide details of the personnel involved in the Re-Listing of the submitted qualification		
	Name [Including Title]	Email Address
Chair of the Re-Listing Committee		
Members of the Re-Listing Committee		
	Add Committee Members as required	
Signature of Chair of the Re-Listing Committee		
Date		
Institutional Stamp		

### Section 7: OQF Re-Listing Application Checked before Submission to the DGNQF

It is important that the DGNQF in OAAAQA receives all the supporting materials mentioned in the Re-Listing Application Form. The information must be consistent with the proposal in the Listing Outcome Template (Appendix 1) for all revised and/or new modules and should be in the correct order. Prior to submission, the Re-Listing Application Form must be checked by the Awarding Body.

Information supplied by the Awarding Body	Checked ✓
All supporting documents mentioned in the Re-Listing Application Form are attached as stated	
The information regarding the OQF Level and OQF Credit Value for each revised or new module given in section 4 is consistent with the information in the Listing Outcome Template	
The Listing 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:**

**Listing Outcome Template**

<b>Title, Learning Outcomes and Assessment</b>			
Please complete for each revised or new module			
<b>Title of module</b>			
<b>Code number of module</b>			
<b>Is this module included in another qualification?</b>	<input type="checkbox"/> Yes	If yes, give the title of all qualifications where this module features.	
	<input type="checkbox"/> No		
		<b>Yes</b> (please indicate)	<b>No</b> (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?		
Listing Proposal		
Characteristic	Proposed OQF Level	Rationale
Knowledge		
Skills		
Communication, Numeracy, Information Communication Technology (ICT) Skills		
Autonomy and Responsibility		
Employability and Values		
Learning to Learn		
<b>Overall Level</b>		

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.	Proposed number of OQF Credit Points	
Do not use both	Proposed number of OQF Credit Hours	

**Appendix 2**

<b>Supporting Materials</b>	
Document the materials submitted to support the Re-Listing Application Form	
<b>No.</b>	<b>List of Supporting Materials</b>
1	
2	
3	
4	Add as required