



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

Alignment of Qualifications to the Oman Qualifications Framework

Application Form

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

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).

A common approach to the Alignment of qualifications:

- Informs Foreign and International Awarding Bodies of the quality assurance arrangements required to meet the Alignment Criteria
- Ensures fairness and consistency of the Alignment process
- Develops and increases mutual trust and understanding of the OQF for Foreign or International Awarding Bodies whose qualifications are being, or may be, delivered in Oman

Foreign or International Awarding Bodies must complete the Alignment Application Form and send it electronically, along with all the supporting materials, to the Directorate General of the National Qualifications Framework (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
- OQF Manual, which provides detailed information on the 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 Alignment.</p> <p>All information contained in this 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 | |
| <p>Note:</p> <p>* This declaration must be completed and included with the Alignment Application</p> <p>** The Alignment Application Form must be signed by the authorised representative of the Foreign or International Awarding Body</p> | |

| | | |
|---|--|---------------|
| 1.2 | Foreign or International Awarding Body Details | |
| Foreign or international Awarding Body Address (if different from the head office) | | |
| Phone Number | | |
| Email Address | | |
| Website | | |
| 1.3 | Foreign or International Awarding Body Contact Person Details | |
| Name | | |
| Title | | |
| Position | | |
| Phone Number | Office | Mobile |
| Email Address | | |

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* | <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) | |

* This should be completed for Higher Education Institutions only.

| 2.2 | Institutional License | Supporting Material |
|-----|--|---------------------|
| a | Provide a copy of the Institutional License or Royal Decree for the Omani Education or Training Provider | |
| 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 programme submitted for 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 arrangements 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 | |
|--|---|
| Details of the Foreign or International Awarding Body qualification(s) already Aligned to the OQF | |
| Does the Foreign or International Awarding Body have a qualification Aligned to the OQF? | <input type="checkbox"/> Yes |
| | <input type="checkbox"/> No |
| If Yes, provide the title of the Aligned qualification | |
| Provide the date of Alignment | |
| If the Foreign or International Awarding Body has already a qualification Aligned to the OQF and the date of Alignment is within three years , please move directly to Section 4 . Otherwise, continue to complete Section 3 | |
| a | Governance and Management Arrangements of the Foreign or International Awarding Body |
| Provide details of the governance and management of the Foreign or International Awarding Body, together with working electronic links to documents such as the organisational chart, the Vision, Mission and Values and the committee structure 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 operate 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 strategic and operational plans in effect on the date of the Alignment application | |

| | |
|--|--|
| Supporting Material | |
| d | Development, Approval, Delivery, Assessment and Review of Qualifications |
| Provide relevant policies for the development, approval, delivery, assessment and review of qualifications together with 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 relevant policies along with information and evidence on how 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 |
| Provide relevant policies, such as those on cheating, plagiarism and misconduct; disability and equality together with information and evidence on how the integrity and fairness of qualifications is assured | |
| Narrative | |
| Supporting Material | |
| g | Information Management System |
| Provide details and, where applicable, relevant policies on the information management system along with details of how the records and registration of learners are maintained accurately and securely | |
| Narrative | |
| Supporting Material | |

| | |
|--|--|
| h | Complaints and Appeals Procedures of the Foreign or International Awarding Body |
| Provide relevant policies together with information and evidence on how complaints and appeals are handled efficiently and transparently | |
| 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 | Overview of the Qualification |
| a. Provide the aims of the qualification and details of the way these link to the Foreign or International Awarding Body's strategic and operational plans | |
| Narrative | |
| Supporting Material | |
| b. Provide the target group(s) for the qualification in Oman | |
| Narrative | |
| Supporting Material | |
| c. Provide details of market research undertaken and/or the rationale for the delivery of the qualification in Oman with an explanation of the purpose(s) it fulfils, including the way it meets the National Occupational Standards (NOS) (if applicable), Professional Body requirements (if applicable), local and/or national needs | |
| Narrative | |
| Supporting Material | |
| 4.2 | Entry Requirements |
| a. Provide details of the minimum entry requirements | |
| Narrative | |
| Supporting Material | |
| b. Provide details of opportunities for the Recognition of Prior Learning (RPL). If not applicable, state 'None' | |
| Narrative | |
| Supporting Material | |
| 4.3 | Qualification Design |

| | |
|--|--|
| a. Provide details of the Qualification Design Team (QDT) and their relevant expertise | |
| Narrative | |
| Supporting Material | |
| b. Provide details of the subject, national and/or international benchmarks used in the development of the qualification | |
| Narrative | |
| Supporting Material | |
| c. Provide evidence of relevant external input at the development stage or at the review of the qualification² | |
| Narrative | |
| Supporting Material | |
| d. Provide the qualification structure, with details of the number of modules comprising the qualification, including the elective/optional modules and their position within the programme | |
| Narrative | |
| Supporting Material | |
| e. Provide details of the way in which the modules' Learning Outcomes map to the Programme Learning Outcomes (PLO) | |
| Narrative | |
| Supporting Material | |
| f. Provide copies of the following: | |
| <ul style="list-style-type: none"> ● Programme specification ● Module specifications ● Qualification delivery plan | |
| Supporting Material | |
| 4.4 | Affiliations and/or External Quality Assurance/ Accreditation |

² E.g., employers, professional bodies and/or others as appropriate.

| | |
|--|---------------------------------------|
| a. Provide details of affiliation agreements for the qualification and the role of all parties involved³. If there is no Affiliation Agreement, state `None` | |
| Narrative | |
| Supporting Material | |
| b. Provide details of the external quality assurance/accreditation body for the qualification and, where it is available, the most recent external quality assurance/accreditation report for the qualification. If not available, state `None` | |
| Narrative | |
| Supporting Material | |
| 4.5 | Assessment Arrangements |
| a. Provide details of the way assessment is quality assured, including details of the internal and external moderation and/or verification of assessment results | |
| Narrative | |
| Supporting Material | |
| b. Provide details of the way in which feedback is given to learners | |
| Narrative | |
| Supporting Material | |
| c. Provide details of the way assessment is protected from plagiarism or any other forms of cheating or misconduct | |
| Narrative | |
| Supporting Material | |
| 4.6 | Teaching and Learning Strategy |
| a. Provide details of the teaching and learning methods for the qualification, suitable to achieve the specified Learning Outcomes | |

³ For example, where the qualification is developed and awarded by an Awarding Body that is different from the education or training provider delivering the qualification.

| | |
|---|---|
| Narrative | |
| Supporting Material | |
| b. Provide details of the teaching and learning resources available for the qualification | |
| Narrative | |
| Supporting Material | |
| 4.7 | Learner Support |
| a. Provide details of the support available for learners enrolled on the qualification | |
| Narrative | |
| Supporting Material | |
| 4.8 | Progression Routes |
| a. Provide details of opportunities for progression from one OQF Level to another and from one Educational Pathway to another. If none, state `None` | |
| Narrative | |
| Supporting Material | |
| 4.9 | Management and Administration Arrangements for the Qualification |
| a. Provide the staff plan for the delivery, management and administration of the qualification, which includes the number of academic and support staff, their qualifications and experience | |
| Narrative | |
| Supporting Material | |
| b. Provide details of the roles and responsibilities of identified personnel and relevant committees for the management and administration of the qualification | |
| Narrative | |
| Supporting Material | |

| | |
|--|--|
| c. Provide evidence that there are institutional arrangements for the withdrawal of qualifications to provide security for the learners enrolled on the qualification | |
| Narrative | |
| Supporting Material | |
| 4.10 | Recording Learner Achievement and Certification |
| a. Provide details of the way in which learner achievement of the modules leading to the qualification are recorded | |
| Narrative | |
| Supporting Material | |
| b. Provide details of the arrangements in place to ensure certification is secure and protected against fraud | |
| Narrative | |
| Supporting Material | |
| 4.11 | Internal Monitoring and Review |
| a. Provide the name of the internal committee/department/faculty identified for the internal monitoring and review of the qualification | |
| Narrative | |
| Supporting Material | |
| b. Provide details of the way in which the content and outcomes of the modules are kept up-to-date in terms of developments in the subject, discipline, occupational or professional requirements (if applicable), the NOS (if applicable) and the labour market requirements | |
| Narrative | |
| Supporting Material | |

| | |
|---|--|
| c. Provide details of the arrangements in place for the annual and periodic review⁴ of the qualification | |
| Narrative | |
| Supporting Material | |
| d. Provide details of the way proposals for change(s) are made and approved | |
| Narrative | |
| Supporting Material | |
| e. Provide details of the process for notifying the DGNQF of any change(s) to the qualification, which may affect the OQF Level of Alignment and/or comparable OQF Credit Value of the qualification | |
| Narrative | |
| Supporting Material | |

⁴ Normally every 4 or 5 years. For programmes based on NOS, the periodic review follows the NOS Cycle.

| Section 5: Qualification Structure | | | | | |
|---|-----------------------------|---|-------------------|---------------------------------|---------------------------------|
| Complete the Alignment Outcome Template in Appendix 1 for each module | | | | | |
| 5.1 | OQF Level of Alignment | | | | |
| # | Title of module | Please indicate in the columns below whether the module is | | | Proposed Level of OQF Alignment |
| | | Core/ Mandator | Common | Elective/ Optional | |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | Add as required | | | | |
| 5.2 | Comparable OQF Credit Value | | | | |
| # | Title of module | Please indicate the Credit System Used e.g. ECVET, ECTS, etc | Home Credit Value | Use one system. Do not use both | |
| | | | | Comparable OQF Credit Points | Comparable OQF Credit Hours |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | Add as required | | | | |

| Section 6: Entire Qualification | | |
|---|------------------------------|-----------------------------|
| OQF Level of Alignment and Comparable OQF Credit Value for the entire Qualification | | |
| Qualification Title | | |
| Proposed OQF Level of Alignment | | |
| Comparable OQF Credit Value [Complete one] | Comparable OQF Credit Points | Comparable OQF Credit Hours |
| | | |

| Section 7: Alignment with other NQFs | |
|--|--|
| Provide details of the position of the qualification on other NQFs | |
| Name of NQF | |
| Country | |
| NQF Level | |
| NQF Credit (if any) | |
| Comment (as required) | |

| Section 8: Alignment Committee Provide details of the personnel involved in the proposed Alignment of the submitted qualification | | |
|---|-----------------------------------|---------------|
| | Name [Including Title] | Email Address |
| Chair of the Alignment Committee | | |
| Members of the Alignment Committee | | |
| | | |
| | Add Committee Members as required | |
| Signature of Chair of the Alignment Committee | | |
| Date | | |
| Institutional Stamp | | |

| Section 9: OQF 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 Alignment Application Form. The information on Sections 7 and 8 of the Alignment Application Form must be consistent with the proposal in the Alignment Outcome Template (Appendix 1) and should be in the correct order. Prior to submission, the Alignment Application Form must be checked by the Awarding Body.</p> | |
| Information supplied by the Awarding Body | Checked |
| | ✓ |
| All supporting documents mentioned in the Alignment Application Form are attached as stated | |
| The information on each module regarding the OQF Level of Alignment and Comparable OQF Credit Value in Sections 7 and 8 of the Application Form is consistent with the information on the proposal in the Alignment Outcome Template | |
| The Alignment Outcome Templates for all the modules are provided | |
| The Alignment Outcome Templates for all the modules are supplied in the order that they are given in Section 7 of the Application Form | |
| Application Checked [name] | |
| Position | |
| Phone Number | |
| Email Address | |
| Date | |

Appendix 1:

Alignment Outcome Template

| Title, Learning Outcomes and Assessment | | | |
|---|----------------------------------|--|---------------------------------|
| Please complete for each module | | | |
| Title of module | | | |
| Code number of module | | | |
| Is this module 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 Criteria | Assessment Method |
| LO 1 | | | |
| LO 2 | | | |
| LO 3 | (add additional LOs as required) | | |

| Pass Mark | | |
|--|---------------------------------|-----------|
| | | |
| 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 Alignment Application Form

| No. | List of Supporting Materials |
|-----|------------------------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | Add as required |