Appendix B: IEQA Activity Outcome Publication Approval Request Form

Please use this form to apply for approval from OAAAQA for the publication of an International External Quality Assurance (IEQA) activity outcome. In addition, please attach your draft press release in Arabic and English with this form.

IEQA Activity Outcome Publication Approval Request Form			
HEI		**HEI's Senior Most Representative**	
IEQA Agency		**Type of IEQA Activity**	☐ Accreditation ☐ Reaccreditation ☐ Recognition ☐ Alignment ☐ Other *(Please click all that apply)*
If it was a Programme IEQA, please identify which programme(s) underwent the review			
Has your institution/programme undergone the review successfully by the above IEQA Agency?			
When and where was the outcome formally communicated to your HEI?		*[Please specify the date and provide a link, if any, to the IEQA Agency's website]*	
What is the validity period of this IEQA outcome?		*[Number of years and expiry date]*	
Did OAAAQA attend the Visit of this activity?		*[If Yes please specify the Date]*	
Did you share a copy of your self-study for this IEQA activity with OAAAQA?		*[Give date or please submit now]*	
Did you share a copy of the IEQA report with OAAAQA?		*[Give date or please submit now]*	
Have you attached the draft press release in English and Arabic?		*[Please attach the draft press release in WORD format]*	
Does the attached draft press release include the approved template statement specified in OAAAQA's IEQA policy?		*[Please refer to Section 4.6 of OAAAQA's IEQA policy]*	
When are you hoping to publish the press release?		*[Please specify the Date]*	
Declaration	**As the highest authority of** *[HEI]***, I hereby declare that the above information is correct to the best of my knowledge.**		
Signature		**Date**	*dd/mm/yyyy*
Name and Title		**Designation or Position**	

The completed form should be sent to the External Review Activities Support Department within CHEQA at OAAAQA before publicising an IEQA outcome: CHEQA-IEQA@oaaaqa.gov.om