







**MALDIVES QUALIFICATIONS AUTHORITY**

Ministry of Higher Education

Male'. Republic of Maldives

**FIRST AMENDMENT TO GUIDELINE NO: 2022/G-31**  
**(MANUAL FOR CONDUCTING INSTITUTIONAL AUDIT)**

Manual for Conducting Institutional Audit (Guideline No: 2022/G-31) shall be amended as follows:

1. Amend Section 2.3 (Responsibility) of the aforementioned Manual by adding Paragraph 4 to the Section as follows.

The MQA will bear the overall responsibility of implementing this SOP. MQA will appoint a senior management staff as the Focal Point for facilitating the Institutional Audit process. MQA will also appoint a staff member to each Audit Panel to undertake the secretariat functions.

2. Amend Step 5 (Receiving the Audit Report and Taking Follow-up Actions under Section 2.4 (MQA's Role in Conducting the Institutional Audit) of the aforementioned Manual as follows:

<b>Task</b>	<b>Instructions</b>	<b>Responsibility</b>	<b>Timeline</b>
Receive the Audit Report	Check to ensure that the basic format is followed and essential information such as findings, allocated points, and recommendations are in the Report. If not, request minor changes required.	Focal Point	Week 26
Submit the Audit Report to the Advisory Board for approval	MQA's management should submit the Audit Report to the Advisory Board of MQA for approval.	Management of MQA and The Advisory Board of MQA	Week 27-28

Send the Audit Report to the HEI	Send the Audit Report to the HEI. The cover letter should ask the HEI to develop a follow up action plan based on the findings of the Report – with timeframes – and submit it to MQA.	Management of MQA	Week 29 -30
Follow-up process	After the approved Audit Report is sent to the audited HEI, they are required to develop an action plan and submit this plan to MQA within 6 weeks – as explained under Section 3.8 Follow-up process of the Guidelines for Institutional Audit. MQA shall ensure the follow-process is carried out.	Management of MQA and the audited HEI	Week 35

3. Amend Paragraph 4 of the Step 1 (Appointing of Audit Panel members under Section 4.3 (Steps for Conducting the External Review) of the aforementioned Manual as follows:

This letter will also include the contact details of a staff of MQA who would be appointed as the MQA’s representative on the Panel to provide secretariat support.

4. Amend Related Documents under Section 4.3 (Steps for Conducting the External Review) of the aforementioned Manual as follows:

Appendix I: Institutional Audit Criteria

Appendix II: Self-Evaluation Assessment Form

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