



Ministry of Education, Higher Education, and Skills Development

Male', Republic of Maldives

Foreign Institute Registration Form

1. Institute Information			
New Institute	☐	Campus of an Institute	☐
Name of the Institute:			
Name in Dhivehi	Meaning of the Name	Name in English	
2. Registered number under Ministry of Economic Development and Trade:			
FDI Registration Number:			
3. Type of Business			
Individual Business			
Company			
Partnership			
Association			
4. Responsible Person:			
Name:			
Permanent Address:			
Current Address:			
Passport Number:			
Education Qualification:			
Email		Phone number:	
Signature:			

Business Name of Company:			
5. Head of Institute:			
Name:			
Permanent Address:			
Current Address:			
Passport Number:			
Education Qualification:			
Email		Phone number:	
Signature:			
6. Administration and Financial Head:			
Name:			
Permanent Address:			
Current Address:			
ID Card No/Passport Number:			
Education Qualification:			
Email		Phone number:	
Signature:			
7. Information on the building where the institute is located			
Address			
Atoll and Island			
Square feet of the land where the campus is located			
Square feet of the land area without building			
Square feet of the building area			
Number of classrooms/square feet of the classrooms			
Square feet of Administrative Office			
Square feet of staffroom			
Square feet of the library			
Square feet of the waiting area			
Width of the staircase (In Feet)			

Capacity of the lift (Weightage)	
Availability of drinking water	
Number of Toilets for Students	
Number of Toilets for Staffs	
Whether it is inhabited or not:	Yes ☐ No ☐
If residential, the separation of the teaching and) :(residential areas. And the access to the teaching area	Additional Information:
Availability of Telephone communication	Yes ☐ No ☐
	Additional Information:
Whether exit boards are installed on the doors to exit the building in an emergency	Yes ☐ No ☐
	Additional Information:
8. Main Medium of Instruction:	
Sessions per day (estimated)	
Classes per session (estimated)	
Number of students per classroom (estimated)	
Level	1 2 3 4 5 6
Courses to be conducted in Maldives campus (✓)	
9. Building Inspection Criteria	
Address	
Atoll and island	
Area of the building including land area	
Area of the green space (includes gardens, parking area etc)	
Floor area	
Number of classroom and area of each classroom (Sq. Ft)	
Area of administrative office	

Area of staff room	
Area of library	
Area of the waiting area	
Width of the stair case	
Lift Capacity	
Availability of drinking water	
Number of student toilets (female/male)	
Number of staff toilets (female/male)	
Is the campus in a residential building? If Yes, how the campus area is separated from the main building. And how the entrance is.	Yes ☐ No ☐ Additional Information:
Availability of telephone communication	Yes ☐ No ☐
Availability of First Aid	Yes ☐ No ☐
Emergency exits clearly labeled with smoke detectors and fire extinguishers installed	Yes ☐ No ☐ Additional Information:
Checked by:	
Name and Signature of staff:	
Inspection date:	
Office stamp:	

After completing all sections of the form, please submit the completed form via email to registration@mohe.gov.mv

10. Affidavit of applicant for registration of institute/college

The information I have given in this form is true. If the information contained in this form and the documents submitted with the form prove to be incorrect, the decision taken based on the information contained in this form shall be canceled along with the cancellation of this form. The case will be referred to the appropriate authority for legal action.

Signature of the applicant for registration of the Campus:

Date:

For Administrative purpose

Name of the person who received the form at the office:

Time of receipt of form:

Date of receipt of form:

Signature:

✂-----

Slip issued to the applicant

All the documents mentioned in this form have been received by the Ministry along with the application form.

Campus Registration Applicant Name:

Name of the person who received the form at the office:

Signature

Date of receipt of form:

Time:

Official Stamp:



Ministry of Education, Higher Education and Skills Development

Male', Republic of Maldives

Proforma for Foreign Institute Registration

Area	Details
1. Introduction	1.1 Description 1.2 Objectives/philosophy 1.3 Justification with socio-economic benefits to the country 1.4 Facilities proposed to be created • For students • For staff
2. Organizational Structure	2.1 Details of the council and their other bodies created for the purpose of governing the university/collage/institution including their responsibilities.
3. Policies	3.1 Detailed policies mentioned below: • Rules and regulations of the campus • Enrolment/admission policy • Internal quality assessment policy • Policy to dissolving the campus • Fee policy • Anti-Plagiarism Policy • Grievance policy • Student discipline policy • Anti-bullying policy, sexual harassment policy • Assessment policy • Financial aid or scholarship policies (if applicable) • Conducting research policy • Plagiarism policies and consequences
4. Location	4.1 Proposed site, area 4.2 Justification
5. Physical Facilities	5.1. Infrastructure proposed 5.2. Land

	5.3. Building, administration, academic, lecture halls/auditorium, class/tutorial rooms, seminar room, staff room, toilets, drinking water, library, laboratories, independent group discussion areas for students and other facilities 5.4. Equipment, computers, internet facilities for staff and students, photo 5.5. copying, printing for students, multimedia, 5.6. Books, journals 5.7. Furniture 5.8 Others
6. Faculty	6.1 List of prospective Faculties 6.2 Courses taught in each faculty
7. Research Centers	7.1 List of research Centers Details of research conducted by the research Centers
8. Proposed Programs of Study	8.1 List of programs 8.2 duration of courses/programs 8.3 Mode(s) of delivery
9. Curriculum	9.1 Proposed structure 9.2 Management of practical training (if applicable)
10. Admissions	10.1 Procedures and criteria of admission (including entry requirements, student selection, etc.) 10.2 Number of students to be enrolled, course /programme / level-wise (next 3 years)
11. Fee Structure	11.1 Admission fee, annual tuition fee, other dues (to be specified in detail) 11.2 Scholarships, bursaries, if any
12. Examination and Assessment	12.1 Information on assessment system, regulation of examinations 12.2 Mechanism of assessment and examinations 12.3 Arrangements for monitoring quality of teaching and learning, and students' performance
13. Internal Supervision	13.1 Arrangement of academic supervision of students 13.2 Arrangements for in house quality assurance and quality enhancement

	of teaching and learning 13.3 Arrangement for administrative and technical support for quality assurance and quality enhancement
14. Students	14.1 Grievance procedures 14.2 Welfare services 14.3 Student Association 14.4 Student Bodies 14.5 Council 14.6 Student bodies
15. Staff	15.1 Academic staff strength, criteria for appointment 15.2 Academic Staff: Student ratio 15.3 Administrative and supporting staff
16. Financial Plan	16.1 Sources of yearly income 16.2 Capital estimate 16.3 Return on investment 16.4 Plan for disposal of profits/surplus income
17. Additional Facilities	17.1 Tuck shop / Cafeteria 17.2 Hostel / accommodation (students / staff) 17.3 Printing photo copying 17.4 Health facilities 17.5 Career guidance
18. Phased development of institution (e.g. phase 1, phase 2, etc.)	18.1 Equipment 18.2 Furniture 18.3 Administrative and Academic Staff 18.4 Academic programmers 18.5 Other relevant facilities