

KHDA Institutional Renewal and Programme Registration Guidelines

Heriot-Watt University Dubai

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Introduction

The Knowledge and Human Development Authority (KHDA) is responsible for the issuance of Academic Authorisations and external quality assurance of higher education providers in Dubai Free Zones. The University must submit documentation annually to KHDA for the Institutional Renewal and Programme Registration processes. All programmes currently delivered or planned for delivery in Dubai must be registered and approved by KHDA. This paper details the documentation and timelines for submissions to KHDA as per the [University Quality Assurance International Board \(UQAIB\) Quality Assurance Manual \(Version 2.5\)](#).

Terminology

Academic Quality Officer (AQO) – the person based at the Dubai Campus responsible for coordinating KHDA submissions.

By Endorsement - the KHDA/UQAIB process that provides assurance that the Dubai Campus programme meets all the standards and requirements of a programme offered at the Edinburgh Campus when the specific programme is either a) not offered at the Edinburgh Campus or b) has been running for < 1 year at the Edinburgh Campus.

By Validation – the KHDA/UQAIB process that provides assurance that the Dubai Campus programme is equivalent to the same programme delivered at the Edinburgh Campus, and the specific programme has been running for > 1 year at the Edinburgh Campus.

Exemption – KHDA/UQAIB grants approval of the Institution and individual UG and PGT programmes for periods of 1 year, 3-year exemption or 5-year exemption. Documentation must be submitted annually for the University and all its programmes regardless of the exemption period but less documentation is required under exemption.

Note: KHDA/UQAIB does not specify the requirements to be granted exemption but the Institution or programme must be well established and all required documentation completed to their standard of quality. Programmes cannot be considered for 3-year exemption unless a full cohort has graduated. A 3-year exemption cycle followed by a full renewal submission must be completed in order to be considered for a 5-year exemption period.

HEP Branch – Heriot-Watt University Dubai

HEP Home – Heriot-Watt University Edinburgh

Institutional Renewal – the KHDA/UQAIB process that grants approval for the Dubai Campus to continue operating as a higher education provider.

Note: Submission of the Institutional Renewal is a requirement to renew the University’s Academic Authorisation/’Educational Services Permit’, which is a separate process completed via the KHDA online portal each year in March.

Programme Registration – the KHDA/UQAIB process that grants approval for the delivery of current and new programmes at the Dubai Campus.

Teach Out – if the University wants to withdraw a programme or if a programme has not enrolled students **for two years** then the University must notify KHDA at the 1 February submission. If the programme has currently enrolled students then the programme will be granted Teach Out status. Under Teach Out, the programme continues until current students have completed their studies but no further students are enrolled on the programme.

UQAIB – the University Quality Assurance International Board was established and is supported by KHDA. UQAIB provides advice to KHDA on Academic Authorisations and makes decisions for KHDA on Programme Registration.

KHDA Submission Deadlines and Results

| Submission Type | Eligibility Application KHDA Deadline | Full Application KHDA Deadline | UQAIB Results Disseminated by KHDA |
|---|--|-----------------------------------|---------------------------------------|
| Initial Programme Registration | 15 December | 1 February | ~April |
| <ul style="list-style-type: none"> • New Programmes by Validation • New Programmes by Endorsement | 15 March | 1 May | ~July |
| | 1 July | 1 September | ~November |
| Institutional Renewal | n/a | 1 February | ~April |

| Submission Type | Eligibility Application KHDA Deadline | Full Application KHDA Deadline | UQAIB Results Disseminated by KHDA |
|---|---------------------------------------|--------------------------------|------------------------------------|
| Annual Programme Registration <ul style="list-style-type: none"> Current Programmes by Validation Current Programmes by Endorsement | n/a | 1 February | ~April |

New programmes cannot be advertised, recruited to nor commence until the Programme Registration process is complete and KHDA confirms approval. Therefore, in order to maximise marketing time, it is highly advised that all new programmes are submitted one year in advance at the 1 September submission.

Please see the corresponding section for each submission type below for the required documentation, internal deadlines and the responsible entity.

Institutional Renewal

The Academic Quality Officer will send a request and any applicable UQAIB templates to the responsible entity via email in ~October (dependent upon KHDA). All completed documentation must be returned to the Academic Quality Officer via email as per the below internal deadlines.

| UQAIB Item Code | Item Description | Renewal | Renewal with 3- or 5-Year Exemption | Internal Deadline | Responsible Entity |
|-----------------|--|---------|-------------------------------------|-------------------|-------------------------------|
| Appendix C | HEP Branch Approval Application Form | ✓ | ✓ | 22 December | AQO |
| A02 | Copy of any applicable agreement (e.g. MoU) with partners involved in the HEP Branch | ✓ | n/a | 22 December | COO |
| A03 | [PSRB Report] Copy of any currently applicable HEP Home accreditation status (or equivalent) | ✓ | n/a | 22 December | AQO via Academic Quality Team |
| A04 | Copy of most recent independent quality assurance report (e.g. QAA Quality Audit Report) of the HEP Home | ✓ | n/a | 22 December | AQO |
| A08 | The full list of programmes offered by the HEP Branch for the forthcoming academic year | ✓ | ✓ | 22 December | AQO |

| UQAIB Item Code | Item Description | Renewal | Renewal with 3- or 5-Year Exemption | Internal Deadline | Responsible Entity |
|-----------------|--|---------|-------------------------------------|-------------------|----------------------------|
| A09 | The guarantee from the HEP Home as provided in Appendix E (see UQAIB Quality Assurance Manual) | ✓ | n/a | 22 December | AQO via Principal's Office |
| A10 | Details of the institutional transnational quality assurance system and processes and contact details of the persons at the HEP Home and HEP Branch with primary responsibility for these processes. | ✓ | n/a | 22 December | AQO |
| A11 | A letter from the Academic Head of the HEP Home to confirm that there are no significant changes at both the institutional and programme levels. | n/a | ✓ | 22 December | AQO via Principal's Office |

Initial Programme Registration – New Programmes by Validation

New programmes must complete the HWU internal approval processes before submission to KHDA. The School in Dubai in collaboration with the School in Edinburgh is responsible for advancing the programme proposal as follows:-

1. Preparation of programme information in the Programme Approval and Management System (PAMS)
2. Presentation to and approval by the School's Studies Committee
3. Presentation to and approval by the University Studies Committee (USC)

Note: Programme proposals must be in PAMS **no later than 2 weeks** before the date of the USC meeting in order to be considered.

The Academic Quality Officer will send a request and the applicable UQAIB templates to the responsible entity via email one month in advance of the Eligibility Application internal deadline (dependent upon KHDA). All completed documentation must be returned to the Academic Quality Officer via email as per the below internal deadlines.

| UQAIB Item Code | Item Description | Internal Deadline for KHDA Feb Submission | Internal Deadline for KHDA May Submission | Internal Deadline for KHDA Sep Submission | Responsible Entity |
|-------------------------|--|---|---|---|--------------------|
| Eligibility Application | KHDA Eligibility Application Template | 5 Dec | 5 March | 20 June | AHOS |
| HEP Home Approval | [HWU Dean's Letter] Approval from the HEP Home to offer the programme in Dubai. | 5 Dec | 5 March | 20 June | USC Clerk |
| Appendix G1 | Programme Validation and Registration Application Form | 22 Dec | 1 April | 1 Aug | AHOS |
| B01 | [Approved PAMS programme proposal] Programme prospectus including a clear list of variances between the HEP Branch programme offered in Dubai with the HEP Home programme. These variances, if any, will include differences in intended student learning outcomes, major content differences in the programme, and assessment schedules. These and other variances will be accompanied by an explanation. KHDA does not require submission of all teaching materials. | 22 Dec | 1 April | 1 Aug | AHOS |
| B02 | Description of target market and evidence of student and employer demand. Evidence that the programme includes some localised industry element integrated into the curriculum. | 22 Dec | 1 April | 1 Aug | AHOS |
| B03 | [HWU Dean's Letter] Approval from the HEP Home to offer the programme in Dubai. | 22 Dec | 1 April | 1 Aug | AQO |

| UQAIB Item Code | Item Description | Internal Deadline for KHDA Feb Submission | Internal Deadline for KHDA May Submission | Internal Deadline for KHDA Sep Submission | Responsible Entity |
|-----------------|---|---|---|---|----------------------------------|
| B04 | [PSRB accreditation documentation] Current accreditation or other valid form of external approval of the HEP Home programme. | 22 Dec | 1 April | 1 Aug | AHOS |
| B05 | Report and/or results from the most recent independent review of the HEP Home programme (may include professional accreditation) and the HEP Home's response. | 22 Dec | 1 April | 1 Aug | AHOS |
| B06a | A sample of the most recent moderators' and/ or external examiners' reports of the HEP Home programme and the response. | 22 Dec | 1 April | 1 Aug | Academic Quality Team via School |
| B07 | Confirmation of the languages to be used in: teaching; materials; and assessment. | 22 Dec | 1 April | 1 Aug | AHOS |
| B08 | Current and proposed tuition fees (including any additional fees clearly demarcated). | 22 Dec | 1 April | 1 Aug | AHOS |
| B09 | A report from the HEP Home Librarian attesting to the adequacy of access to library materials and support at the HEP Branch. | 22 Dec | 1 April | 1 Aug | AQO via Information Services |
| B11 | Completed statistical tables H5 & H6 set out in Appendix H of the UQAIB Quality Assurance Manual. | 22 Dec | 1 April | 1 Aug | AHOS |
| B12 | Any other evidence the HEP chooses to provide which will demonstrate that the HEP Branch programme and the HEP Home programme are equivalent (e.g. | 22 Dec | 1 April | 1 Aug | AHOS |

| UQAIB Item Code | Item Description | Internal Deadline for KHDA Feb Submission | Internal Deadline for KHDA May Submission | Internal Deadline for KHDA Sep Submission | Responsible Entity |
|-----------------|---|---|---|---|--------------------|
| | comparative analysis of graduate destinations). | | | | |

Initial Programme Registration – New Programmes by Endorsement

New programmes must complete the HWU internal approval processes before submission to KHDA. The School in Dubai in collaboration with the School in Edinburgh is responsible for advancing the programme proposal as follows:-

1. Preparation of programme information in the Programme Approval and Management System (PAMS)
2. Presentation to and approval by the School’s Studies Committee
3. Presentation to and approval by the University Studies Committee (USC)

Note: Programme proposals must be in PAMS **no later than 2 weeks** before the date of the USC meeting in order to be considered.

The Academic Quality Officer will send a request and the applicable UQAIB templates to the responsible entity via email one month in advance of the Eligibility Application internal deadline (dependent upon KHDA). All completed documentation must be returned to the Academic Quality Officer via email as per the below internal deadlines.

| UQAIB Item Code | Item Description | Internal Deadline for KHDA Feb Submission | Internal Deadline for KHDA May Submission | Internal Deadline for KHDA Sep Submission | Responsible Entity |
|-------------------------|--|---|---|---|--------------------|
| Eligibility Application | KHDA Eligibility Application Template | 5 Dec | 5 March | 20 June | AHOS |
| HEP Home Approval | [HWU Dean’s Letter] Approval from the HEP Home to offer the programme in Dubai. | 5 Dec | 5 March | 20 June | USC Clerk |
| Appendix G2 | Programme Endorsement and Registration Application Form | 22 Dec | 1 April | 1 Aug | AHOS |
| B01 | [Approved PAMS programme proposal] Programme prospectus. KHDA does not require submission of all teaching materials. | 22 Dec | 1 April | 1 Aug | AHOS |
| B02 | Description of target market and evidence of student and | 22 Dec | 1 April | 1 Aug | AQO |

| UQAIB Item Code | Item Description | Internal Deadline for KHDA Feb Submission | Internal Deadline for KHDA May Submission | Internal Deadline for KHDA Sep Submission | Responsible Entity |
|-----------------|---|---|---|---|------------------------------|
| | employer demand. Evidence that the programme includes some localised industry element integrated into the curriculum. | | | | |
| B03 | [HWU Dean's Letter] Approval from the HEP Home to offer the programme in Dubai. | 22 Dec | 1 April | 1 Aug | AQO |
| B04 | [PSRB accreditation documentation] Current accreditation or other valid form of external approval of the academic programme. | 22 Dec | 1 April | 1 Aug | AHOS |
| B05 | [if applicable] Report and/or results from the most recent independent review of the HEP Home programme (may include professional accreditation) and the HEP Home's response. | 22 Dec | 1 April | 1 Aug | AHOS |
| B07 | Confirmation of the languages to be used in: teaching; materials; and assessment. | 22 Dec | 1 April | 1 Aug | AHOS |
| B08 | Current and proposed tuition fees (including any additional fees clearly demarcated). | 22 Dec | 1 April | 1 Aug | AHOS |
| B09 | A report from the HEP Home Librarian attesting to the adequacy of access to library materials and support at the HEP Branch. | 22 Dec | 1 April | 1 Aug | AQO via Information Services |
| B11 | Completed statistical tables H5 & H6* set out in Appendix H of the UQAIB Quality Assurance Manual. | 22 Dec | 1 April | 1 Aug | AHOS |
| B12 | Any other evidence the HEP chooses to provide in support of the application. | 22 Dec | 1 April | 1 Aug | AHOS |

*Complete table H6 with the programme structure for the HEP Branch and leave the HEP Home columns blank.

Annual Programme Registration – Current Programmes by Validation

The Academic Quality Officer will send a request and any applicable UQAIB templates to the responsible entity via email in ~October (dependent upon KHDA). All completed documentation must be returned to the Academic Quality Officer via email by the below internal deadlines.

| UQAIB Item Code | Item Description | Annual Registration by Validation Renewal | Annual Registration by Validation: 3 Year Exemption | Annual Registration by Validation: 5 Year Exemption | Annual Registration by Validation: Teach Out | Internal Deadline | Responsible Entity |
|-----------------|---|---|---|---|--|-------------------|--|
| Appendix G1 | Programme Validation and Registration Application Form | ✓ | ✓ | ✓ | ✓ | 22 Dec | AHOS |
| B06b | A sample of the most recent moderators' and/ or external examiners' reports of the HEP Branch programme. | ✓ | ✓ | n/a | ✓ | 22 Dec | Academic Quality Team via School |
| B08 | Current and proposed tuition fees (including any additional fees clearly demarcated) | ✓ | n/a | n/a | n/a | 22 Dec | Finance |
| B10 | Completed statistical tables H1, H2, H3 & H4 set out in Appendix H of the UQAIB Quality Assurance Manual. | ✓ | Tables H3 & H4 only | n/a | n/a | 22 Dec | <ul style="list-style-type: none"> AHOS for table H2 AQO for tables H1, H3, H4 |
| B11 | Completed statistical tables H5 & H6 set out in Appendix H of | ✓ | n/a | n/a | ✓ | 22 Dec | AHOS |

| UQAIB Item Code | Item Description | Annual Registration by Validation Renewal | Annual Registration by Validation: 3 Year Exemption | Annual Registration by Validation: 5 Year Exemption | Annual Registration by Validation: Teach Out | Internal Deadline | Responsible Entity |
|-----------------|--|---|---|---|--|-------------------|--|
| | the UQAIB Quality Assurance Manual. | | | | | | |
| B12 | Any other evidence the HEP chooses to provide which will demonstrate that the HEP Branch programme and the HEP Home programme are equivalent (e.g. comparative analysis of graduate destinations). | ✓ | ✓ | n/a | n/a | 22 Dec | AHOS |
| Appendix J | Annual Affidavit for Programme Renewal Validation Under 5 Year Exemption | n/a | n/a | ✓ | n/a | 22 Dec | AQO via Deputy Principal (Learning and Teaching) |

Annual Programme Registration – Current Programmes by Endorsement

The Academic Quality Officer will send a request and any applicable UQAIB templates to the responsible entity via email in ~October (dependent upon KHDA). All completed documentation must be returned to the Academic Quality Officer via email by the below internal deadlines.

| UQAIB Item Code | Item Description | Annual Registration by Endorsement Renewal | Annual Registration by Endorsement: 3 Year Exemption | Annual Registration by Endorsement: 5 Year Exemption | Annual Registration by Endorsement: Teach Out | Internal Deadline | Responsible Entity |
|-----------------|-----------------------|--|--|--|---|-------------------|--------------------|
| Appendix G2 | Programme Endorsement | ✓ | ✓ | ✓ | ✓ | 22 Dec | AHOS |

| UQAIB Item Code | Item Description | Annual Registration by Endorsement Renewal | Annual Registration by Endorsement: 3 Year Exemption | Annual Registration by Endorsement: 5 Year Exemption | Annual Registration by Endorsement: Teach Out | Internal Deadline | Responsible Entity |
|-----------------|---|--|--|--|---|-------------------|--|
| | and Registration Application Form | | | | | | |
| B06 | A sample of the most recent moderators' and/ or external examiners' reports of the HEP Branch programme. | ✓ | ✓ | n/a | ✓ | 22 Dec | Academic Quality Team via School |
| B08 | Current and proposed tuition fees (including any additional fees clearly demarcated) | ✓ | n/a | n/a | n/a | 22 Dec | Finance |
| B10 | Completed statistical tables H1, H2, H3 & H4 set out in Appendix H of the UQAIB Quality Assurance Manual. | ✓ | ✓ Tables H3 & H4 only | n/a | ✓ | 22 Dec | <ul style="list-style-type: none"> • AHOS for table H2 • AQO for tables H1, H3, H4 |
| B11 | Completed statistical tables H5 & H6* set out in Appendix H of the UQAIB Quality Assurance Manual. | ✓ | n/a | n/a | ✓ | 22 Dec | AHOS |
| B12 | Any other evidence the HEP chooses to | ✓ | n/a | n/a | n/a | 22 Dec | AHOS |

| UQAIB Item Code | Item Description | Annual Registration by Endorsement Renewal | Annual Registration by Endorsement: 3 Year Exemption | Annual Registration by Endorsement: 5 Year Exemption | Annual Registration by Endorsement: Teach Out | Internal Deadline | Responsible Entity |
|-----------------|--|--|--|--|---|-------------------|--|
| | provide in support of the application. | | | | | | |
| Appendix K | Annual Affidavit for Programme Renewal Validation Under 5 Year Exemption | n/a | n/a | ✓ | n/a | 22 Dec | AQO via Deputy Principal (Learning and Teaching) |

*Complete table H6 with the programme structure for the HEP Branch and leave the HEP Home columns blank.

Partnership Programmes

Partnership programmes must be submitted to KHDA for Programme Registration if one or more of the following conditions apply:-

- i) The programme will be advertised in Dubai
- ii) The programme will be recruited to in Dubai
- iii) Students will graduate from the programme in Dubai

Partnership programmes run in Edinburgh which include a semester(s) of study in Dubai may not need to be submitted to KHDA for Programme Registration if none of the above listed conditions apply. In such circumstances, a notification letter must be sent to KHDA at least 1 month before the first cohort of visiting students will arrive in Dubai. The notification letter must include the following:

- Notice that visiting students will rotate through Dubai
- Programme description/summary
- Name of partner institutions
- Anticipated number of students incoming to Dubai
- Length of time with date ranges that students will be in Dubai (e.g., 4 months from September to December or 4 months from January to April).
- Confirm that Heriot-Watt University Edinburgh will recognize the credits completed at Heriot-Watt University Dubai and any other partner locations
- Confirm who awards the degree and the degree type (e.g., dual degree, two separate degrees)
- Confirm that KHDA will not need to attest the degree