



Guidelines for the Recognition and Equivalence of Qualifications

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Acronyms and abbreviations

Abbreviation	Meaning
MQA	Mauritius Qualifications Authority
NQF	National Qualifications Framework
SADC	Southern African Development Community
SADCQVN	Southern African Development Community Qualifications Verification Network
TVET	Technical and Vocational Education and Training
UNESCO	United Nations Educational, Scientific and Cultural Organization

Glossary of Terms

Term	Definition
Awarding body	Body issuing qualifications (certificates, diplomas or titles) that formally recognises the learning outcomes (knowledge, skills and/or competences) of an individual, following an assessment and validation procedure (CEDEFOP 2011).
Accreditation of a training programme	A process of quality assurance through which accredited status is granted to a programme of education or training, showing it has been approved by the relevant legislative or professional authorities by having met predetermined standards (CEDEFOP 2008).
Comparability of Qualifications	This is determined for the purpose of pegging qualifications to a qualifications framework based on a wide range of criteria including purpose, specifications and characteristics of the qualification, high level learning outcomes in relation to level descriptors, credits, and quality assurance arrangements (SADC 2011).
Credit	A value assigned to a unit standard or a qualification that represents the notional learning time required to meet the performance requirements of the unit standard or qualification.
Learning Outcome	Statement of what a learner knows, understands and is able to do on completion of a learning process.
Level descriptors	Set of statements that describe the levels of a qualification framework in terms of progressive stages of achievement and complexity (SADC 2011).
Qualification	The formal recognition of the achievement of the required number and range of credits and other requirements at specific levels as determined by the awarding body.
Qualifications Framework	A system for classification, publication and articulation of quality assured qualifications according to a set of criteria (UNESCO, 2017).
Quality Assurance	Formal evaluation, monitoring and auditing processes to confirm that systems and processes are in place to ensure that educational/training provision meets the stated standards.
Recognition of Qualification	A formal acknowledgment as defined and given by the competent recognition authorities of the value of a qualification.

1. Introduction

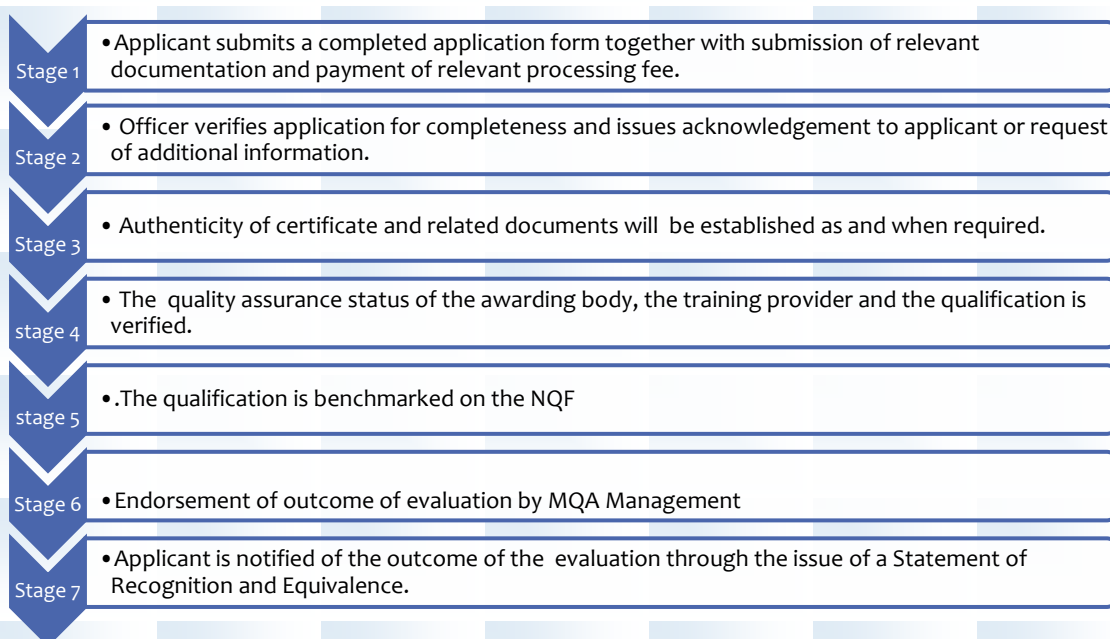
The onus for determining the recognition and equivalence of qualifications other than those obtained in the Primary, Secondary and Post-Secondary educational sectors in Mauritius rest with the Mauritius Qualifications Authority in accordance with the provisions made in the Education and Training (Miscellaneous Provisions) Act 2005. The Authority is also responsible for the development and maintenance of the National Qualifications Framework (NQF) as well as establishing level of comparability of qualifications on the NQF.

These Guidelines for Recognition and Equivalence of Qualifications serve as a guide to the Authority in implementing the Policy for Recognition and Equivalence of Qualifications and providing an efficient and consistent qualification recognition service. It was drafted following a series of consultation with key stakeholders as well as benchmarking on the best practices of qualification authorities around the world.

2. Process of Recognition and Equivalence of Qualifications

The process of evaluation of qualifications, local and foreign, is governed by the above-mentioned guiding principles and the UNESCO Recognition Conventions together with best practices from leading countries in the field.

2.1 Procedure for Recognition and Equivalence of Local Qualifications



2.2 Procedure for Recognition and Equivalence of Foreign Qualifications



2.3 Information provision and Documentation

It is the responsibility of applicants to submit to the Authority sufficient details and documentation to enable proper and timely recognition and equivalence of the qualification. The applicant should provide written consent to the Authority for sharing of information pertaining to his/her certificate/s and qualification/s.

The Authority shall provide to applicants in advance all relevant information needed regarding recognition and equivalence of qualifications such as the required documents, fees, processing time, policy and criteria and appeal mechanism.

The MQA may seek more information from third parties if needed, such as information about the education and training system in the country of origin and the quality assurance status of the training provider, awarding body and qualification.

The following documents should be submitted for an application for recognition and equivalence of qualification:

- *Completed application form (Annex I)*
- *Identification Document (copy of National Identity Card or Passport)*
- *Certified true photocopy of the certificate and transcripts (in original language)*
- *All documents other than in English/French language shall be translated by a Competent Authorised Body in English Language*
- *Details on the structure of the training programme*
- *Processing fee*
- *Documentation in support of name change (if applicable) e.g. marriage certificate*

2.4 Processing time and fees

The time frame normally required to process applications is up to two months upon submission of a complete application. The process varies in duration with individual cases as it involves contacting and securing relevant information from third party organisations in the country of origin and this is beyond the control of the Authority. However, the applicant will be informed at regular interval about the status of the application.

The MQA will issue a maximum of three reminders in writing seeking further information from the applicant or third-party organisations over a period of two months. In case the Authority is unable to obtain such information to process further the application, same will be set aside. The applicant will be informed accordingly. The applicant may request the file to be opened if the applicant is able to obtain further information to support the application

A non-refundable fee as prescribed by the Authority will be charged for the processing of applications.

2.5 Outcome of evaluation

A Statement of Recognition and Equivalence will be issued to the applicant following assessment of both local and foreign qualification. The statement will provide the following information:

- identification Details of applicant
- qualification Details such as title, awarding body, date of award
- country of origin
- entry requirements and Duration of Study
- recognition Status of the qualification
- the NQF level and corresponding descriptors
- seal and relevant logo
- comparable Qualification Type on the NQF, where applicable (in case of foreign qualification)

The Statement of Recognition and Equivalence will be issued based on the information available to the Authority at the time the evaluation is undertaken and does not entitle the applicant for admission to education and training programmes, employment or registration purposes.

Where application has been made for equivalence against a specific qualification, the Statement of Recognition and Equivalence will also provide the outcome of the equivalence.

2.6 Appeal Procedures

Applicants can appeal against the decision of the Authority by writing to the Chairperson of the MQA Board within 21 days of notification of the decision related to the recognition of qualifications, specifying clearly the grounds for review. A processing fee of Rs 2000 will be applicable and refunded in case of a favourable outcome.

3. Guidance for filling the Recognition and Equivalence Application form

The following information must be precisely provided when filling the application form.

3.1 Section A: Qualification's Holder Details

Applicant's personal details must be provided accordingly: Full name, Previous name (If changed), Title, Date of birth (year-month-day), ID No., Nationality, E-mail address, Phone No., and Full postal address.

3.2 Section B: Qualification Submitted for Recognition and Equivalence

- The exact title of the qualification, as it is highlighted on the certificate, should be mentioned.
- The exact name of the Awarding Body, that is, the institution issuing the certificate, and its country of origin should be indicated.
- The date of award (year and month) is the date the award was conferred to the holder of the qualification.
- The place of study refers to the country where the course was delivered
- The Mode of study should indicate whether the course was followed on a full-time basis, part-time basis or through self (external) study. It should also be mentioned whether the qualification was acquired through Recognition of Prior Learning (RPL).
- The Method of study should indicate whether the course was followed in educational institution(s), at the representative office, branch or through distance education.
- The Name of the training provider where the course was followed should be mentioned. If the course was followed through distance mode, the country of origin should also be provided.
- The Date of Enrolment (year and month) indicates when the learner started the training programme.
- The Entry Requirements to the Training Programme highlight the qualification(s) or other criteria the learner should hold to be eligible to enrol for the training programme.
- The Duration of the Training Programme should indicate the Guided Learning Hours as well as the Total Qualification Time including assessment.
- The Mode of Assessment highlights the methods of assessment that were used to evaluate learners during and at the end of the training programme.

3.3 Section C: Purpose of Recognition and Equivalence

Applicants must indicate the reason for applying for Recognition and Equivalence. For example: for further studies, employment (Public or Private Sector), immigration, Registration/Accreditation/Licensing or others. The purpose will be used to ensure that the evaluation is both accurate and relevant.

Should the applicant wish to establish equivalence of two qualifications for the purpose of employment in the public sector or registration/accreditation/licensing with a competent authority, Section D should be filled.

3.4 Section D: Equivalence of Qualifications

Applicants must provide details of the qualification against which equivalence is being sought. The qualification should be a local/ NQF qualification. The exact name of the Awarding Body, that is, the institution issuing the certificate should be indicated. Details of entry requirements and duration of the training programme should be provided.

3.5 Section E: Other Qualifications obtained

Applicants must list the qualifications obtained, other than the one applied for Recognition and Equivalence, as well as details regarding the duration of the course (year started and completed), name of the educational institution, the address where the course was delivered, the mode of study, and other additional information (if necessary). This information will be used to reconcile the learning pathway of the learner in achieving the qualification under consideration.

3.6 Section F: Documents to be submitted with the application

Applicants should go through the checklist of documents to be submitted with the application to ensure its completeness.

3.7 Section G: Authorisation

This section requires the consent of the applicant to share personal data to competent third parties in the evaluation of the qualification. This is in accordance with the prevailing data protection legislations.



Application for Recognition and Equivalence of Qualification

A. Qualification's Holder Details

Full name	
Previous name (if changed)	
Title	<input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Mr
Date of birth (year-month-day)	
ID No.	
Nationality	
E-mail address	
Phone No.	
Full postal address	

B. Qualification submitted for Recognition and Equivalence

Title of the qualification (in the original language using Latin letters)	
Name of the awarding body (in the original language using Latin letters)	
Country of origin	
Date of award (year and month)	
Place of study (address)	
Mode of study	<input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> self (external) study <input type="checkbox"/> Recognition of Prior Learning <input type="checkbox"/> other _____.
Method of study	<input type="checkbox"/> educational institution <input type="checkbox"/> representative office, branch <input type="checkbox"/> distance education <input type="checkbox"/> other _____
Name of Training Provider (if applicable)	
Date of Enrolment (year and month)	
Entry Requirements to the Training Programme	
Duration of Training Programme (Hours)	

Mode of Assessment (formative and summative)	
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C. Purpose of Recognition and Equivalence

1	Further studies	<input type="checkbox"/> TVET	<input type="checkbox"/> Post-Secondary
2	Recruitment and Promotion	<input type="checkbox"/>	
3	Immigration	<input type="checkbox"/>	
4	Registration/Accreditation/Licensing with a competent authority	<input type="checkbox"/>	
5	Other	<input type="checkbox"/>	

D. Qualification against which Equivalence is being sought (To be filled for purpose 2 & 4)

Title of the qualification <i>(Qualification should be a local/NQF Qualification)</i>	
Name of the awarding body	
Entry Requirements to the Training Programme	
Duration of Training Programme (Hours)	

E. Other Qualifications obtained

Title of the qualification (in the original language using Latin letters)	Duration of studies (year started and completed)	Name of the educational institution (in the original language using Latin letters)	Place of study (address)	Mode of study	Additional information

F. Documents to be submitted with the application

<input type="checkbox"/>	Certified copy of certificate
<input type="checkbox"/>	Certified copy of transcript/s
<input type="checkbox"/>	Certified Copy of ID or Passport
<input type="checkbox"/>	Documents other than in English or French Language translated by an authorized body
<input type="checkbox"/>	Copy of Course structure/ Syllabus
<input type="checkbox"/>	Proof of name change (if applicable)
Additional information	

G. Applicant's Authorisation

In signing this application, I hereby give authorization to the Mauritius Qualification Authority to forward and receive my personal data to and from competent third parties (including, but not limited to the awarding bodies, bodies administering the studies, authorities responsible for education and mobility, quality assurance bodies, etc.) for the purposes of gathering information necessary to make a decision regarding recognition of my qualification.

H. Declaration

I, the undersigned, confirm that:

- (i) the certificates and documents submitted together with this application are authentic;
- (ii) the information provided in this application is true and accurate;
- (iii) I understand that provision of false information and/or submission of fraudulent documentation will influence the outcome of the recognition of my qualification and it will be reported to the competent law enforcement authorities;
- (iv) I understand that the outcome of this application is not binding on any institution and that it is based on the best information available to the Mauritius Qualifications Authority at the time of the evaluation.

_____ (signature)

_____ (applicant's full name)

Date:-----

I. General Notes

1. **Incomplete, inadequate or inaccurate filling of the application form may result in the latter being rejected or significant delays in processing;**
2. **This form should be filled in after consultation of the Policy for the Recognition and Equivalence of Qualifications and its associated guidelines which can be downloaded from MQA's website at <http://www.mqa.mu> ;**
3. **A non-refundable processing fee of Rs 1,300/- is applicable.**