

My. No. HE/NS/03/285

Non State Higher Education Division

Ministry of Education

19.04.2024

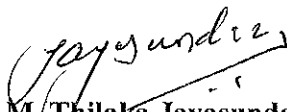
The Chief Executive Officers  
Degree Awarding Institutes

**Offering degree programmes at a branch of a Degree Awarding Institute (DAI) in a separate location.**

Any degree awarding institute which intends to offer degree programmes at a branch situated in a separate location (hereinafter referred to as the applicant) should obtain recognition for such programmes.

02. The applicant shall submit an application containing particulars given in the guidelines as set out in the Schedule I of the Specified Authority Rules (as amended) in relation to the following areas only.
  1. Financial Viability.
  2. Physical resources
  3. Academic Planning and Development and Process and Quality Assurance System.
  4. Academic and Research Competencies of staff
03. The Specified Authority with the recommendation of SCAQA shall, having satisfied that the application submitted by the applicant is in conformity with the guidelines set out in Schedule I to these Rules, appoint an Institutional Evaluation Panel and inform the institute to make the relevant payment of the processing fee as set out in Rule 37 of the Specified Authority Rules, for the Institutional Evaluation.
04. Once the capacity of the branch of the DAI is accepted by the Specified Authority through the Institutional Evaluation, applicant shall proceed with the Programme Evaluation.
05. The applicant shall submit an application containing particulars given in the guidelines as set out in the Schedule II of the Specified Authority Rules (as amended) in relation to the following areas only.
  1. Standard and Quality Assurance Mechanism and procedures.
  2. Academic and Research competencies of Staff.
  3. Teaching and Training Facilities specific to study programme.
  4. Student support services and welfare.

06. The Specified Authority with the recommendation of SCAQA shall, having satisfied that the application submitted by the applicant is in conformity with the guidelines set out in Schedule II to these Rules, appoint an Programme Evaluation Panel and inform the institute to make the relevant payment of the processing fee as specified in Non State Higher Education Circular No. 03/2023, for the Programme Evaluation.
07. Once the capacity of the branch of the DAI is accepted by the Specified Authority to offer the particular programme, through the Programme Evaluation, the Specified Authority shall submit a report to the Minister in terms of section 70C of the Act recommending recognition of the programme.
08. Moreover the fee structure regarding the review of the programmes to be conducted at a separate location of a DAI is informed by the NSHE Circular 03/2023.
09. This circular is issued as per the recommendations of the Standing Committee on Accreditation and Quality Assurance (SCAQA) given on 23.08.2023 at its 90<sup>th</sup> meeting.

  
**J. M. Thilaka Jayasundara**  
**Secretary/ Specified Authority**