MAICSA
The Governance Institute

APPLICATION TO CONDUCT
CHARTERED GOVERNANCE QUALIFYING PROGRAMME (CGQP)

NOTE: All information provided with regard to this application will be treated in strict confidence and is for the sole purpose of evaluating Institutions or Colleges which conduct the CGQP.

DECLARATION BY APPLICANT

I, _____ NRIC NO. _____ am an authorised representative of _____ and hereby declare that all information provided herein with respect to this application is to the bestof my knowledge true and accurate.

_____
Signature of Authorised Representative
Name:
Designation:
Date:
Company Stamp:

GUIDE TO COMPLETING THE APPLICATION:

1. This form must be completed by the College and/or its branches conducting the CGQP. For example, if your College is based in Kuala Lumpur and has a branch in Petaling Jaya that would also like to conduct the programme, separate application forms must be submitted by each College/branch.

2. The Institute will notify the Colleges of the outcome of each application within six (6) weeks from the date of submission of the completed application.

Please complete all sections of the form in block capitals.

1. NAME OF THE INSTITUTION

2. CONTACT DETAILS

ADDRESS:

Postcode: _____

Website: _____

FAX: _____ TEL: _____

EMAIL: _____

3. INSTITUTIONS

3.1	Year registered/ established	
3.2	Name and Designation of Key Administrative Personnel	
3.3	Number of Registered Students	Full Time: Part Time:
3.4	Branches and Affiliates and Location (Town)	

3. INSTITUTIONS

		Name of Course	MQA Accreditation
3.5	State courses offered by the Centre which has received MQA accreditation. *(Please attach a certified letter of approval)*		
3.6	Is the College registered with the Ministry of Education? *(Please attach certified letter)*		
3.7	List of all courses conducted. *(Please provide prospectus)*		

4. PHYSICAL RESOURCES

Description	Excellent	Good	Fair	Poor	None
Rating	5	4	3	2	1
Please (√)					

5. ACADEMIC AND ADMINISTRATIVE RESOURCES

No.	Description	To be filled by Applicant	For Office Use Only
5.1	State total number of lecturers	Full time: Part time:	

5. ACADEMIC AND ADMINISTRATIVE RESOURCES

No.	Description	To be filled by Applicant			For Office Use Only
5.2	State no and percentage of full-time and part-time lecturers by academic qualification. (FT: Full Time; PT: Part Time)	PhD: Masters: Bachelor Professional Qual:	FT	PT	
5.3	State number of Facilitators for the CGQP who will be conducting the course	Full time: Part time:			
5.4	State total number of full-time administrative staff				

6. CGQP ADMINISTRATION

No	Description	To be filled by Applicant		For Office Use Only
		Full Time	Part Time	
6.1	Please indicate the mode of conducting the CGQP i.e. full time, part time, weekends, weekdays, time, etc.			
6.2	Please briefly indicate your planned recruitment strategy for the CGQP.	☐ Brochures/ posters ☐ Electronic and other media ☐ Roadshows ☐ Exhibitions ☐ Career Fair		
6.3	Will you require a briefing to clarify MAICSA's administrative requirements for the conductof the CGQP?	Yes / No		
6.4	Please provide MAICSA with the CV's of the Facilitators identified under Item 5.3	Attachment		

6. CGQP ADMINISTRATION			
No.	**Description**	**To be filled by Applicant**	**For Office Use Only**
6.5	State the primary department and contact person responsible for the conduct of the CGQP Programme, including contact numberand e-mail		

F. GUIDELINES FOR MAICSA TUITION PROVIDERS

A) Institutions Conducting MAICSA Programmes

Colleges or institutions interested to conduct the MAICSA programmes should complete an application form, as follows:

a. This form should be completed by the institution and/or its branches conducting the MAICSA programmes. Separate application forms should be submitted by each institution or branch.

b. The Institute will notify the institutions of the outcome of their applications within six (6) weeks from the date of submission of the completed application.

c. Staff members of institutions that conduct the MAICSA programmes should declare to MAICSA and their employer if they are registered students of MAICSA.

B) General Terms and Conditions

1. *Institutions*

- Institutions based at more than one site will be required to submit separate applications to conduct the MAICSA programmes for each location.
- Institutions that are accredited by the Malaysian Qualifications Agency (MQA) will have added advantage in conducting the MAICSA programmes.
- Institutions are required to comply with the minimum entry requirements before enrolling students into the MAICSA programmes.
- Institutions are required to provide MAICSA with the following information:
  - List of new students enrolled for the MAICSA programmes for each intake.
  - Contact details of the CGQP Course coordinator.

2. *Promotional Materials*

- All information provided in promotional materials must be accurate, comprehensive and should not make unsubstantiated claims.
- Promotional materials should include details of the minimum entry requirements to the MAICSA programmes and the MAICSA logo and contact details.
- Approval from MAICSA should be obtained for the use of the MAICSA logo in all promotional materials.
- All promotional materials concerning the MAICSA programmes should be submitted to MAICSA for approval in advance.

3. *Academic and Administrative Resources*

- Institutions should have formal development plans for their lecturers to ensure that their knowledge and teaching skills are up to date.

4. *Facilities*
   - Institutions should provide a suitable and comfortable physical environment in which all students can prepare themselves for examinations.
   - Visits may be conducted on a regular basis to institutions that have registered with MAICSA to conduct the MAICSA programmes.

5. *Removal of status*

   MAICSA reserves the right to remove the status of a tuition provider for the MAICSA programmes if an institution is no longer conducting the MAICSA programmes.

C) Benefits to Institutions and Colleges

1. Listed in the list of MAICSA tuition providers in the MAICSA website.
2. Regular email updates from MAICSA.
3. Regular mailings of MAICSA support materials, journals and seminar fliers.
4. Access to the MAICSA Interactive website for study manuals, online tutorials, past years examination question papers, suggested answers, Examiners' Reports etc.
5. Discounted rates for attending Students Conferences, workshops and talks organised by MAICSA