

## **STANDARD OPERATING PROCEDURES FOR APPROVING CURRICULUMS AT THE MEDICAL COUNCIL OF MALAWI**

1. Submission of an application letter by the University/College
2. Sharing of the minimum requirements that contains all required documents and steps by the Council to the University/College. The curriculum documents required from the University/College shall include:
  - a. Copy of the curriculum in the required format
  - b. Evidence of University/College registration with the Registrar general or an establishing Act for public institutions
  - c. University/College board or senate internal approval letter for their curriculum
  - d. Evidence of registration with the Medical Council of Malawi.
  - e. Evidence of registration/accreditation as a training institution by the National Council of higher education
  - f. Support letters and memorandum of understanding with main stakeholders where applicable
  - g. Evidence of payment of registration fees
  - h. Evidence of payment of the Education and Training Committee meeting costs.
  - i. A completed checklist that demonstrates all required documents are included.
3. The University/College submits one curriculum document for initial screening by the Secretariat.
4. Secretariat screens whether the institution has fulfilled the requirements.
5. Screening feedback provided to the University/College
6. Submission of 16 copies of the curriculum documents by the University/College
7. Setting of the Education and Training Committee meeting date.
8. Preparation of Education and Training Committee meeting documents.
9. Curriculum review meeting invitation letters sent to the University/College and Committee members.
10. The Training and Education Committee conducts the curriculum review.
11. Determinations and feedback shared to the University/College.
12. Report presented to Medical Council of Malawi Board for noting and ratification
13. Implementation of the curriculum is dependent on the outcome of the Inspection by the secretariat in accordance with **“Evaluation tool for a College/University offering health related course regulated by the Council”**