

ANNEXURE XI: Checklist for Organizing Education Fair

1. A sector clearance from the Ministry of Education is mandatory. The final approval shall be given by the Ministry of Economic Affairs.
2. The University must be recognised by their country – by the University Grants Commission or equivalent bodies of their country, or possess recognition codes like CRICOS/TEQSA.
3. The colleges/institutes, if applicable, must submit a letter of current affiliation status from a recognised university.
4. All professional programmes should be approved by relevant professional councils/bodies to participate in the fair.
5. The institution (university/college/institute) should submit the accreditation status from the National Accreditation Body of the host country.
6. No institution shall be allowed to display fake promotional materials and misleading information. Any institution found to be doing so, shall be blacklisted and barred from admitting Bhutanese students and participating in similar fairs in future.
7. The medium of instruction for all participating institutions should be English.
8. Each institution must fill up the form (*Annexure XII*) along with the documents required for verification and final approval.
9. The applications of the institutions should be submitted to QAAD, DAHE, MoE for approval at least one month prior to the fair after which no organizer shall be entertained.
10. Submit the authorization letter from the management of the institution stating all powers and rights given to the representative.