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MQA-01 & PERAKUAN AKREDITASI SEMENTARA

UNIT HAL EHWAL KURIKULUM, BHEA
18 JANUARI 2018 (KHAMIS)
INSTITUTE OF LEADERSHIP DEVELOPMENT (ILD), NEGERI SEMBILAN



PA Program Accreditation

1

MALAYSIAN QUALIFICATIONS
FRAMEWORK (MQF)

2

CODE OF PRACTICE FOR PROGRAMME
ACCREDITATION (COPPA)

3

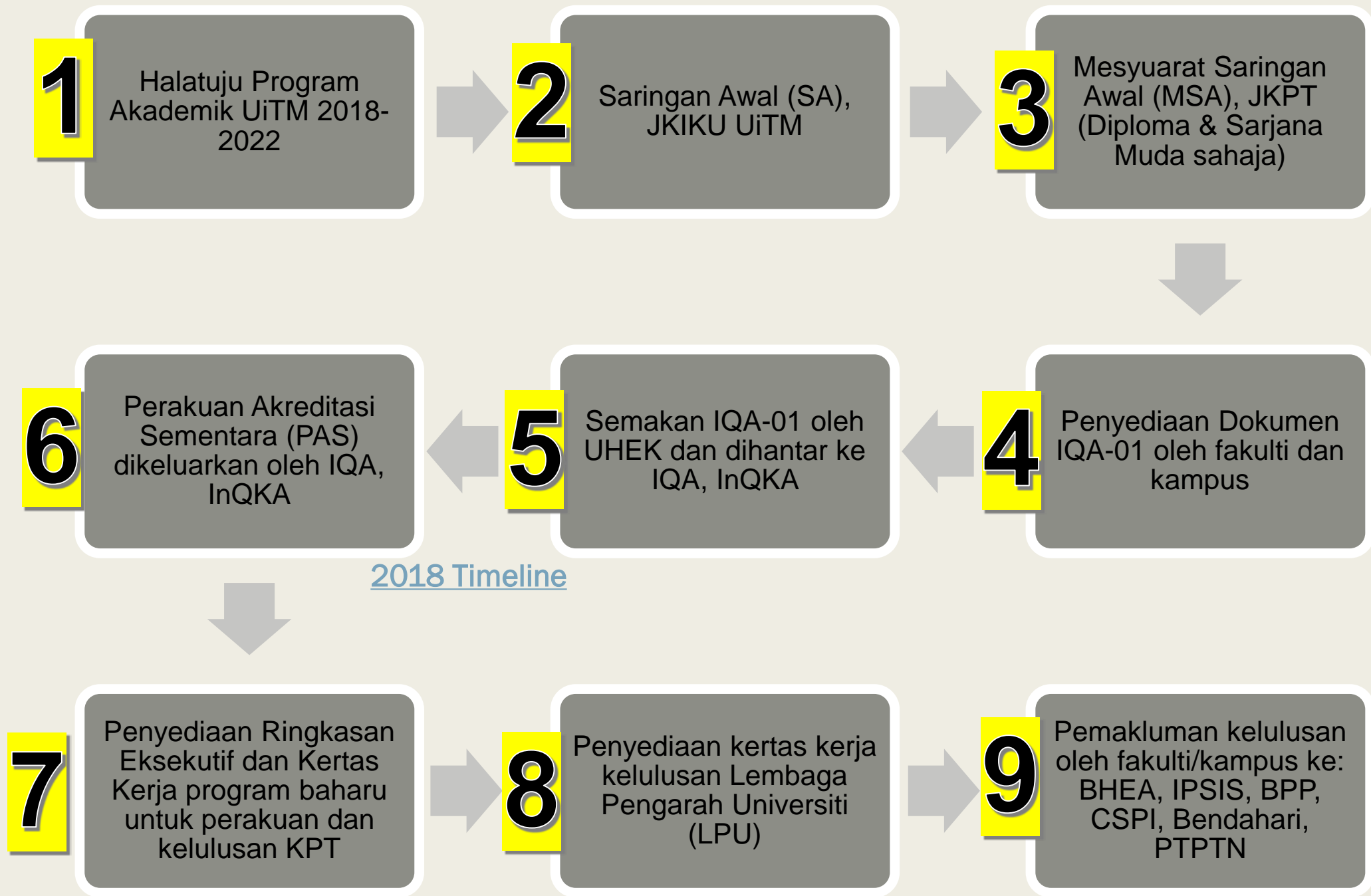
PROGRAMME DISCIPLINE
STANDARDS

4

CODE OF PRACTICE FOR INSTITUTIONAL
AUDIT (COPIA)

5

GUIDES TO GOOD PRACTICES



5

Semakan dokumen MQA-01 oleh UHEK

Selepas Dokumen MQA-01 disemak di peringkat JAF/JAN, dokumen berikut perlu dihantar ke UHEK untuk semakan

1. *Satu (1) salinan dokumen MQA-01*
2. *Ringkasan Eksekutif*
3. *Surat iringan Dekan.*

Nota:

- Program perlu mendapatkan mengesahan senarai buku rujukan utama daripada pihak PTAR.
- Program perlu mendapatkan pengesahan syarat kemasukan daripada pihak BPP.
- Proses pemurnian dokumen yang telah disemak oleh UHEK perlu dilakukan oleh fakulti/kampus.
- Selepas proses pemurnian selesai, fakulti/kampus perlu menyediakan lima (5) salinan dokumen MQA-01 dan RE untuk dihantar ke IQA, InQKA untuk proses seterusnya iaitu akreditasi sementara.

6 Perakuan Akreditasi Sementara (PAS) dari IQA, InQKA

Untuk penghantaran dokumen MQA-01 ke IQA, InQKA, fakulti menyediakan:

1. Lima (5) salinan dokumen MQA-01
2. Lima (5) Ringkasan Ekeskutif
3. Surat iringan Dekan/Timbangan Dekan
4. Borang bayaran perlu disediakan untuk mendapat kelulusan akreditasi sementara dengan jumlah bayaran akreditasi sementara seperti
 1. Diploma: RM3500
 2. Sarjana muda: RM4000
 3. Sarjana: RM7000

Nota:

- IQA, InQKA akan membentangi permohonan Perakuan Akreditasi Sementara (PAS) ke Senat.
- Surat PAS akan dikeluarkan oleh InQKA untuk perakuan akreditasi sementara program.
- IQA, InQKA akan memasukkan PA ke dalam MQR.
- Fakulti/kampus perlu semak daftar program di MQR.

7 Penyediaan Ringkasan Eksekutif program baharu untuk perakuan dan kelulusan JKPT

Fakulti perlu memajukan untuk semakan UHEK:

1. Ringkasan Eksekutif (RE), kertas kerja, semua surat kelulusan dan lampiran perlu disediakan.

Nota:

Pembetulan/pemurniaan dokumen perlu dilakukan oleh fakulti/kampus setelah semakan oleh UHEK.

Setelah semakan selesai dan dokumen telah lengkap, fakulti perlu memajukan satu (1) salinan Ringkasan Eksekutif yang lengkap (*hardcopy* dan *softcopy*), kepada UHEK untuk dimajukan kepada JKPT.

8

Penyediaan kertas kerja kelulusan Lembaga Pengarah Universiti (LPU)

Selepas mendapat kelulusan JKPT, fakulti perlu menyediakan satu (1) salinan dokumen lengkap (*hardcopy* dan *softcopy*):

- Kertas kerja program baharu untuk LPU, beserta lampiran semua surat kelulusan untuk disemak oleh UHEK sebelum dimajukan ke urusetia LPU untuk kelulusan.

9

Pemakluman kelulusan penawaran: BHEA, IPSIS BPP, CSPI, Bendahari, PTPTN

- Petikan minit pemakluman kelulusan penawaran program, beserta borang maklumbalas akan dimajukan oleh LPU/UHEK ke fakulti/kampus.
- Fakulti/kampus perlu mengambil tindakan dan memberi maklumbalas kepada kepada LPU melalui UHEK (sekiranya ada).
- Fakulti/kampus perlu memaklumkan kelulusan penawaran program ke
 - *Bahagian Pengambilan Pelajar (BPP)*
 - *CSPI*
 - *Bendahari*
 - *PTPTN/penaja lain.*

MQA-01/IQA-01 2018 UPDATES



**INSTRUCTIONS TO HEP ON SUBMISSION OF
ACCREDITATION APPLICATION
SUBMISSION OF MQA-01 2017
(PROVISIONAL ACCREDITATION)**



A1. REQUIRED DOCUMENTS

- MQA-01 2017 (Provisional Accreditation)
- Course Information Template (Excel) (Table 4 in MQA-01, 2017)
- COPPA Evaluation Instrument - *To be uploaded soon*

A2. NOTES ON SUBMISSION

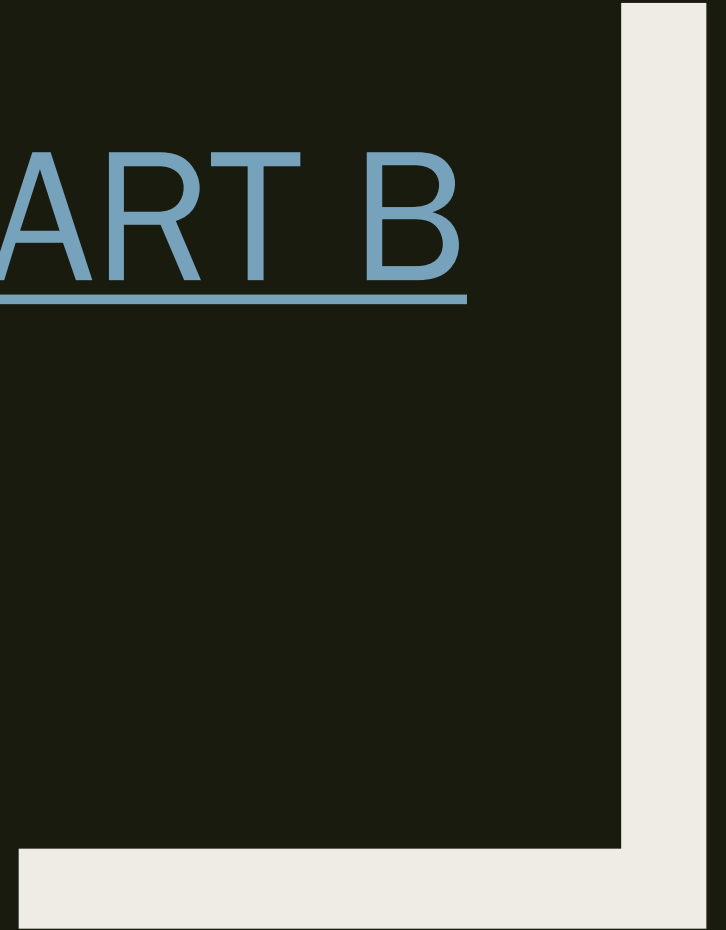
- This note is intended to provide HEPs with general guidance in preparing the above stated document.
- Submission of MQA-01 2017 should only be in softcopy (Word/PDF) with all attachments/evidences hot-linked within the text of the application. HEPs must provide 4 copies of submission in the form of CD.
- HEPs are also required to fill in / attach information for all the tables provided in COPPA Evaluation Instrument (Excel). No self-rating is required.
- HEP must ensure that all hot-linked attachments are working properly before submission.

- The following indicates how the HEP should approach the preparation of the application and also MQA's expectation about the completeness of the application. In particular, ensure the following are in good order:
- Clarity and completeness of the Programme Learning Outcomes (PLO) statements and Course Learning Outcomes statements (CLO).
- Alignment of the assessment methods to CLO statements.
- Mapping of the Programme Educational Objectives (PEO), PLO and CLO statements.
- Describe, state or explain the policies, processes, and procedures as applied to the 7 areas of evaluation that is in place to manage its academic programmes.
- All plans, policies, processes, and procedures submitted as part of the application must be officially approved documents of the HEP. These documents **MUST NOT** be draft or procedures pending approval by the HEP.
- The HEP must ensure the application has been vetted and all information contained therein is accurate as at the time of the application. Information about non-HEP staff must be included with their knowledge and consent.

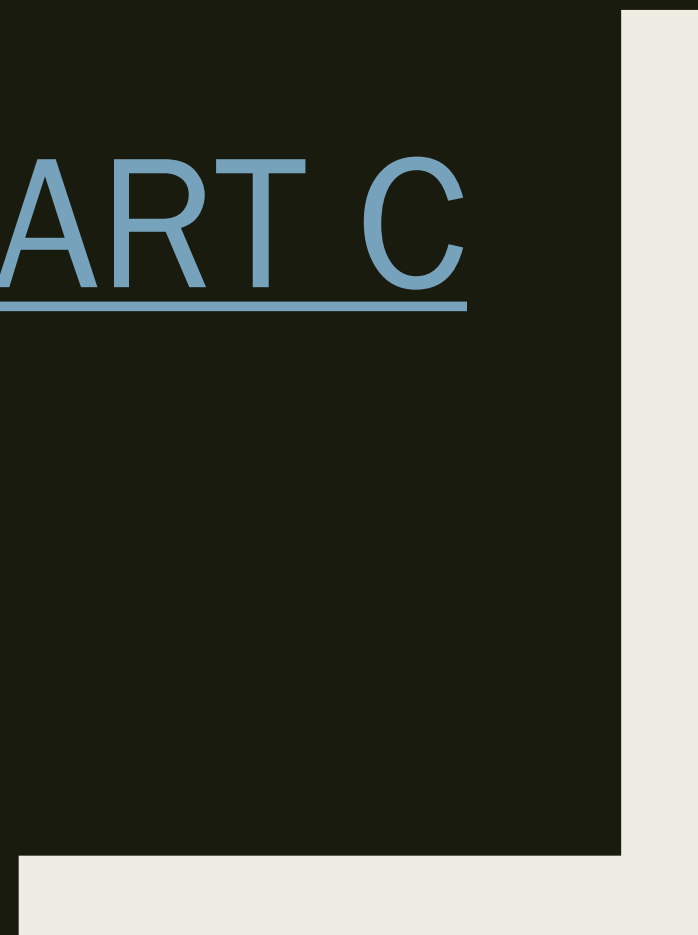
- The HEP is solely responsible for the contents of the applications even though it may have adapted, adopted or obtained permission from other rights owner/s for use of the curriculum.
- Since HEPs have to append softcopies of all referenced documents by means of hot-linking, HEPs are advised to retain softcopies of all internal documents to facilitate applications.

PEKELILING MQA
BIL.5/2017 COPPA EDISI
KE-2

PART A & PART B



PART C



References

- Internal Quality Assurance (IQA), InQKA website =
 - <https://inqka.uitm.edu.my/main/index.php/iqa/internal-quality-assurance-iqa#guidelines>
 - <https://inqka.uitm.edu.my/main/index.php/iqa/programme-accreditation-coppa>
- Garis Panduan Penulisan Program Akademik KPT
<https://engine.um.edu.my/docs/librariesprovider17/Forms-and-Circulars-Accreditation-Forms/garispanduanpenulisanprogramakademik.pdf?sfvrsn=2>
- Malaysian Qualifications Framework version 2.0: Level Descriptors
<http://www.mqa.gov.my/portalmqav3/red/en/mqf.cfm>
- Malaysia Education Blueprint 2015-2025 (Higher Education)
- National Education Codes (NEC)
- Guides to Good Practice (GGP) MQA

THE END.

