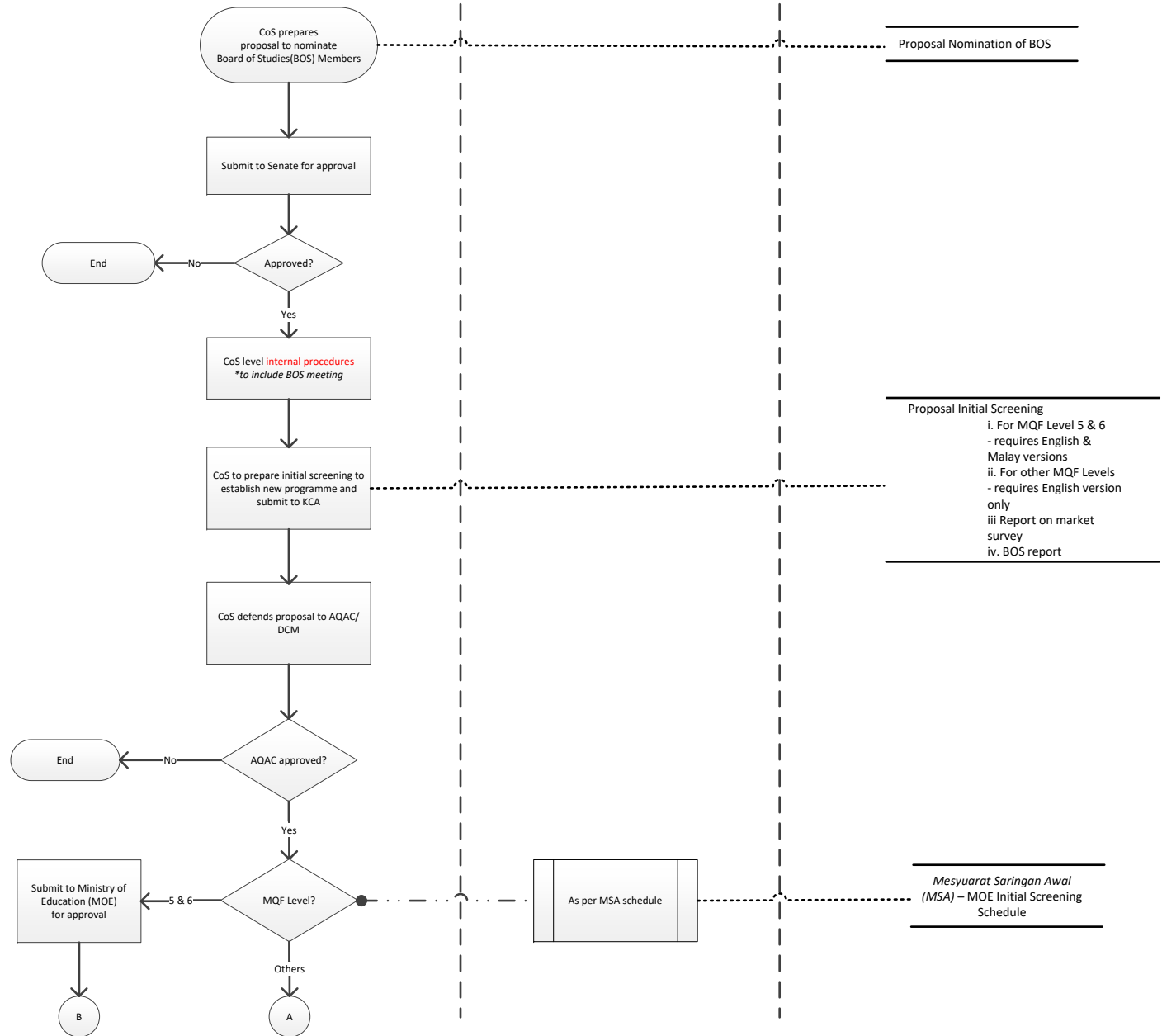**Process Flow for Establishment of New Academic Programme (Self-Accreditation)**
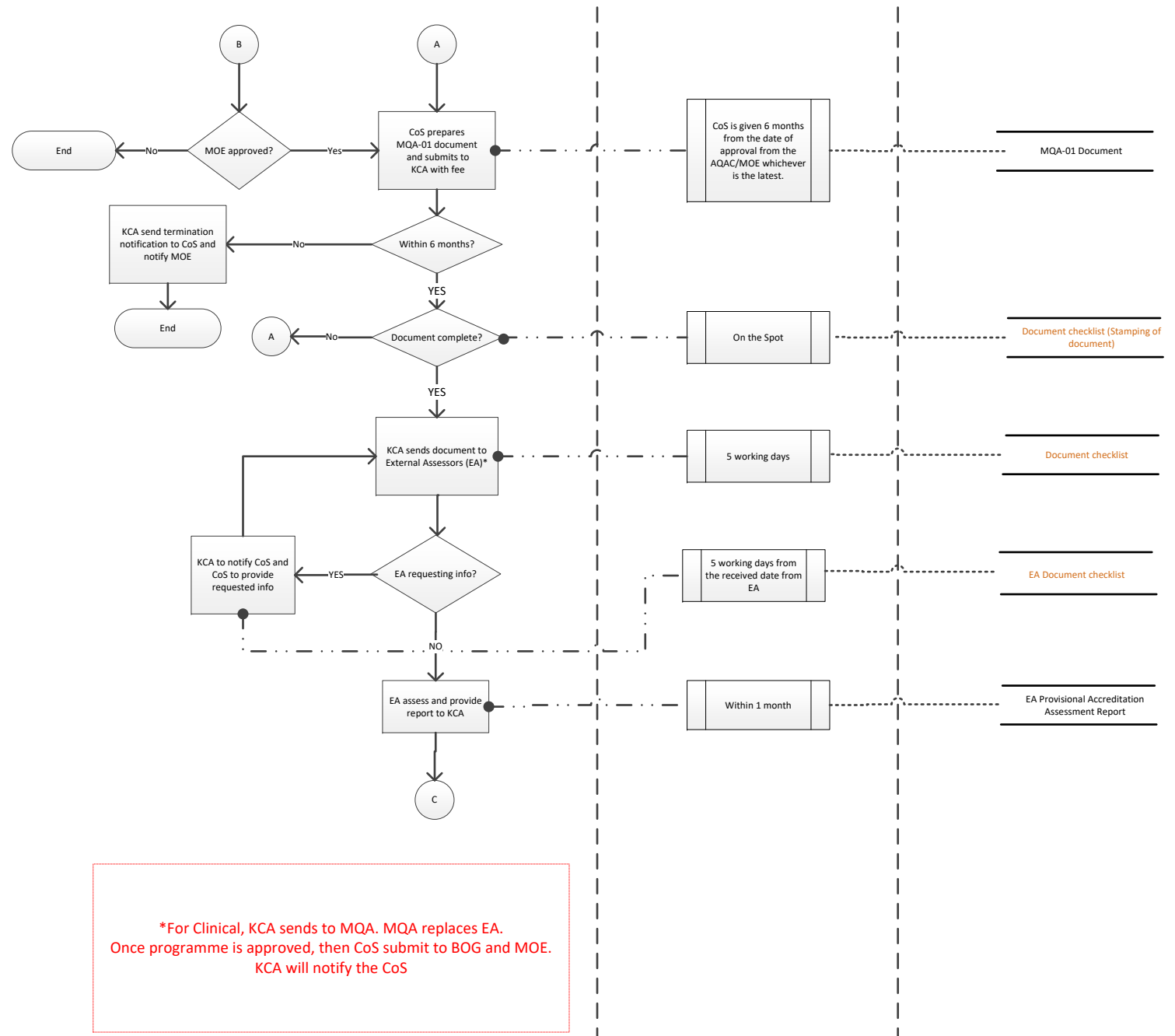
Estimated Duration of Process

Relevant Documents

Phase 1:
Submission of BOS and Initial Screening

```
        ┌──────────────────┐
        │   CoS prepares   │
        │ proposal to nominate │  · · · · · · · · · · · · · · · · · · ·  Proposal Nomination of BOS
        │ Board of Studies(BOS) Members │
        └──────────────────┘
                 │
                 ▼
        ┌──────────────────┐
        │ Submit to Senate │
        │   for approval   │
        └──────────────────┘
                 │
                 ▼
    End ◄──No──◄ Approved? ►
                 │
                Yes
                 │
                 ▼
        ┌──────────────────┐
        │ CoS level internal procedures │
        │ *to include BOS meeting │
        └──────────────────┘
                 │
                 ▼
        ┌──────────────────┐
        │ CoS to prepare initial screening to │ · · · · ·  Proposal Initial Screening
        │ establish new programme and │                    i. For MQF Level 5 & 6
        │   submit to KCA   │                                 - requires English & Malay versions
        └──────────────────┘                              ii. For other MQF Levels
                 │                                            - requires English version only
                 ▼                                          iii Report on market survey
        ┌──────────────────┐                              iv. BOS report
        │ CoS defends proposal to AQAC/ │
        │        DCM       │
        └──────────────────┘
                 │
                 ▼
    End ◄──No──◄ AQAC approved? ►
                 │
                Yes
                 │
                 ▼
              ◄ MQF Level? ►──5 & 6──►  Submit to Ministry of Education (MOE) for approval
                 │                              │
               Others                           ▼
                 │                              B
                 ▼
                 A
```

As per MSA schedule · · · · · · · · · *Mesyuarat Saringan Awal (MSA)* – MOE Initial Screening Schedule

Phase 2: Submission of full documentation for approval

B → (decision) **MOE approved?**
- No → **End**
- Yes → **CoS prepares MQA-01 document and submits to KCA with fee**

A → **CoS prepares MQA-01 document and submits to KCA with fee**

CoS is given 6 months from the date of approval from the AQAC/MOE whichever is the latest. — MQA-01 Document

(decision) **Within 6 months?**
- No → **KCA send termination notification to CoS and notify MOE** → **End**
- YES ↓

(decision) **Document complete?**
- No → A
- YES ↓

On the Spot — Document checklist (Stamping of document)

KCA sends document to External Assessors (EA)* — **5 working days** — Document checklist

(decision) **EA requesting info?**
- YES → **KCA to notify CoS and CoS to provide requested info**
- NO ↓

5 working days from the received date from EA — EA Document checklist

EA assess and provide report to KCA — **Within 1 month** — EA Provisional Accreditation Assessment Report

→ C

*For Clinical, KCA sends to MQA. MQA replaces EA.
Once programme is approved, then CoS submit to BOG and MOE.
KCA will notify the CoS

C

Phase 3:
Notification and
Implementation

KCA prepares consolidated report and send to CoS	10 working days	KCA Consolidated Report
CoS to submit plan of actions and feedbacks	1 month	MQA-01 annex
KCA prepares summary report and presents to AQAC/ DCM	10 working days	KCA Summary Report

View decision table

Submit to Senate for Endorsement

Provisional Granted ?

Yes

NO

Submit to Board of Governors (BOG)

Meeting every 4 months

Submit to MOE

MOE Approved?

YES

NO

Notify MQA

CoS offer programme

End