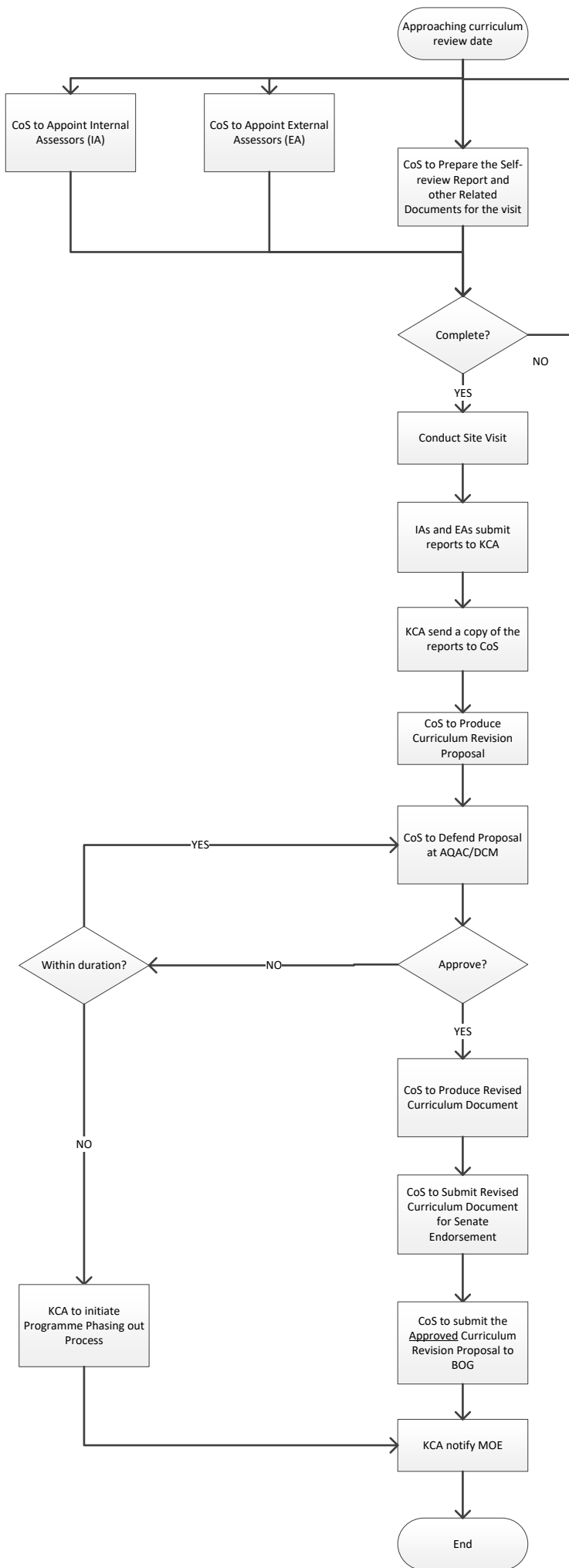


Curriculum Review



Remarks

- CoS to initiate
- CoS notify to KCA with **timeline**

- Appointment of IA And EA from the Relevant Authority

- Input for the Self-review Report should come from the Graduate Employability rate and at least one of the following:
 - Alumni
 - Industry
 - Benchmarking visit
 - BOS
 - previous IA and EA feedbacks

- CoS must submit copy of the Self-review Report to the IA, EA and KCA prior to the visit

- CoS to prepare for the Site Visit according to the **checklist**
- CoS to notify KCA on the site visit
- CoS to keep minutes of the meeting

- The **summary report** is based on the Areas stated in the COPPA documents

- The document should not include course outline.
- The document should focus only on the plan of actions for the programme
 - i. Details of the elements that have been changed from the original curriculum.
 - ii. Tables that compare the original and the revised curriculum.
 - iii. Argument that the changes do not exceed 30% of the original, if such is the case.
 - iv. Strategic planning

- Upon receiving the IA and EA reports from KCA, CoS is given 3 months to review and defend their Curriculum Revision Proposal
- For minor correction, CoS to liaise with KCA
- For major correction, CoS to re-table at AQAC/DCM

Document

Appointment letter to the Internal Assessor(s) and External Assessor(s)

Self-review Report

Curriculum Revision Proposal

Revised Curriculum Document