

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

- 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

- CoS to key in course outline into e-CURE and complete full documentation

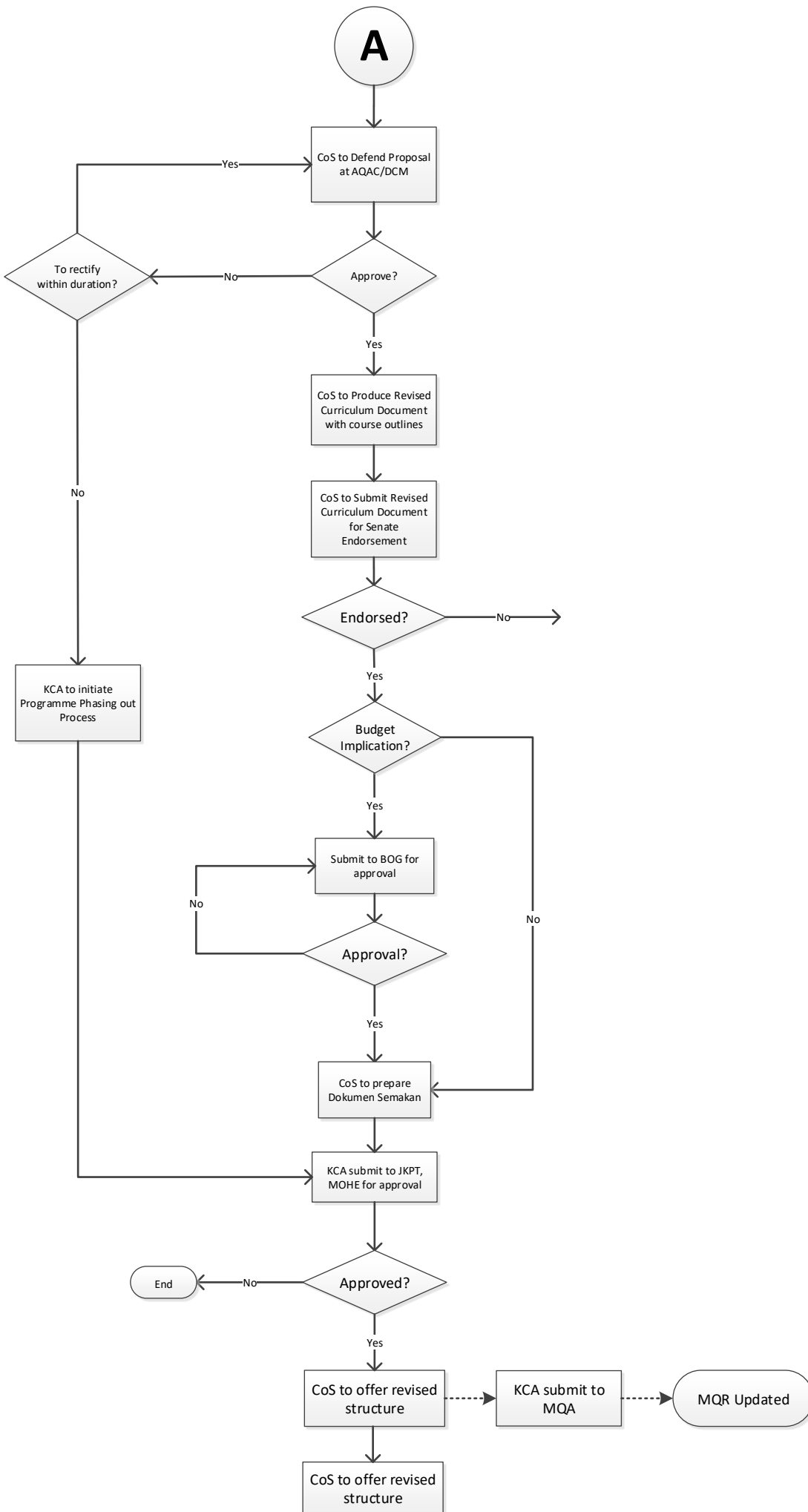
Document

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

Self-review Report

Curriculum Revision Proposal

Revised Curriculum Document



With budget implication and changes affected MQR information

No budget implication and changes affect MQR information

If not approved by JKPT, Kulliyyah has to offer using previous curriculum and the Kulliyyah has to start all processes for approval