

READ ME

Note:

- i. Programmes governed by professional bodies are to follow templates from their respective professional body.
- ii. Fonts that are **bold** refers to the names of the documents.
- iii. There are all together seven (7) components in this document.

1. PROVISIONAL ACCREDITATION

Documents related to the submission of a new programme for MQF level 6, 7 and 8 are:

- 1.1 a) IIUM MQA-01 (**Others**)
b) IIUM MQA-01 (**Research only**)
- 1.2 **Appendix A**
- 1.3 **Appendix B**
- 1.4 **Appendix C**
- 1.5 **Appendix D**

The term “*Others*” is referring to programme of either by “*Coursework Only*” or “*Mixed-mode*”.

These documents are not to be used for Open Distance Learning (ODL).

2. FULL ACCREDITATION

Documents related to submission for full accreditation are:

- 2.1 a) IIUM MQA-02 (**Others**)
b) IIUM MQA-02 (**Research only**)
- 2.2 **Appendix A**
- 2.3 **Appendix B**
- 2.4 **Appendix C**
- 2.5 **Appendix D**
- 2.6 **Part D of IIUM MQA-02 (Self-Review)**

The term “*Others*” is referring to programme of either by “*Coursework Only*” or “*Mixed-mode*”.

These documents are not to be used for Open Distance Learning (ODL).

A checklist document (**Audit Preparation Checklist**) may be used as guideline by the CoS in preparing for the accreditation audit.

3. NEW-CYCLE ACCREDITATION and COMPLIANCE EVALUATION (PROGRAMME MAINTENANCE AUDIT)

Documents related to submission for new-cycle accreditation are:

- 3.1 **IIUM MQA-04**
- 3.2 **Appendix B**
- 3.3 **Appendix C**

In completing the “Outcome” of each component part of the IIUM MQA-04 document:

- i. To elaborate on the impact of the actions taken since previous accreditation
- ii. To revisit items in the IIUM MQA-02 template (including Part D). It is important to note that programme owner should address the major concerns without having to respond item-for-item.
- iii. Every information should be backed by evidence.

A checklist document (**Audit Preparation Checklist**) may be used as guideline by the CoS in preparing for the accreditation audit.

4. CURRICULUM REVIEW

There are altogether six (6) documents prepared by the KCA of which, two (2) must be used in the curriculum exercise i.e. the **Programme Curriculum Review SWOT Analysis** and **Assessor Summary Report for Curriculum Review**.

Documents related to the preparation of the Self-Review Report for the curriculum review are:

- 4.1 **Self-Review Report Guidelines**
- 4.2 **Self-Review Report Template**
- 4.3 **Programme Curriculum Review SWOT Analysis** (excel file)

The **Assessor Summary Report for Curriculum Review** (excel file) is to be filed by Internal/External Assessor(s).

A checklist document (**Audit Preparation Checklist**) may be used as guideline by the CoS in preparing for the accreditation audit.



A **Free Template** (document file) containing the seven (7) areas at the KCA website may be adapted by the CoS to be used for reporting purposes by assessors. CoS may use their own template tailored to the programme needs.

5. OPEN DISTANCE LEARNING

Document related to submission of a new programme for ODL following COPPA ODL 2 is:

5.1 ODL template



6. SUBMISSION CHECKLIST

The checklist below is to be used in preparation of submission to the KCA for the respective exercise:

- 6.1 MQA-01:
 - **Checklist for Submission MQA-01 (Others)**
 - **Checklist for Submission MQA-01 (Research only)**
- 6.2 MQA-02:
 - **Checklist for Submission MQA-02 (Others)**
 - **Checklist for Submission MQA-02 (Research only)**
- 6.3 MQA-04: **Checklist for Submission MQA-04**

The term “*Others*” is referring to programme of either by “*Coursework Only*” or “*Mixed-mode*”.

The checklist is to be completed by the programme owner. This checklist will be used for verification purposes during the programme owner’s submission(s) to KCA.