LEADING THE WAY
KHALĪFAH · AMĀNAH · IQRA' · RAHMATAN LIL-ʿĀLAMĪN
LEADING THE WORLD

AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

OFFICE OF KNOWLEDGE FOR CHANGE AND ADVANCEMENT (KCA)
CHECKLIST FOR SUBMISSION OF ACADEMIC PROGRAMME – MQA-04

NAME OF KULLIYYAH   : _____

NAME OF PROGRAMME   : _____

CURRENT ACCREDITATION PERIOD : _____

SUBMITTED BY   : _____

TELEPHONE NO   : _____

ITEM TO BE VERIFIED

☐	Total credit hours _____ **(specify which document)**
☐	Examiners CV for postgraduate thesis/dissertation _____ **(specify which document)**
☐	Document on qualification of Programme Owner Coordinator/HOD _____ **(specify which document)**

AREA 1: PROGRAMME DEVELOPMENT AND DELIVERY

ITEM	NO. OF ISSUES	FOR KCA USE ONLY					
		INITIAL FEEDBACK		ACTION TAKEN		OUTCOME	
		COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE
1.1		☐	☐	☐	☐	☐	☐
	REMARK/COMMENT: _____ _____						
1.2		☐	☐	☐	☐	☐	☐
	REMARK/COMMENT: _____ _____						

ITEM	ISSUES	COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE
1.3		☐	☐	☐	☐	☐	☐
	REMARK/COMMENT: _____ _____						

IIUM STANDARD	(1) ☐	(2) ☐

AREA 2: ASSESSMENT OF STUDENT LEARNING

		FOR KCA USE ONLY					
ITEM	ISSUES	INITIAL FEEDBACK		ACTION TAKEN		OUTCOME	
		COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE
2.1		☐	☐	☐	☐	☐	☐
	REMARK/COMMENT: _____ _____						
2.2		☐	☐	☐	☐	☐	☐
	REMARK/COMMENT: _____ _____						
2.3		☐	☐	☐	☐	☐	☐
	REMARK/COMMENT: _____ _____						

IIUM STANDARD	(1) ☐

AREA 3: STUDENT SELECTION AND SUPPORT SERVICES

ITEM	ISSUES	FOR KCA USE ONLY					
		INITIAL FEEDBACK		ACTION TAKEN		OUTCOME	
		COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE
3.1		☐	☐	☐	☐	☐	☐
	REMARK/COMMENT: _____ _____						
3.2		☐	☐	☐	☐	☐	☐
	REMARK/COMMENT: _____ _____						
3.3		☐	☐	☐	☐	☐	☐
	REMARK/COMMENT: _____ _____						
3.4		☐	☐	☐	☐	☐	☐
	REMARK/COMMENT: _____ _____						
3.5		☐	☐	☐	☐	☐	☐
	REMARK/COMMENT: _____ _____						

IIUM STANDARD	(1) ☐

AREA 4: ACADEMIC STAFF

ITEM	ISSUES	FOR KCA USE ONLY					
		INITIAL FEEDBACK		**ACTION TAKEN**		**OUTCOME**	
		COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE
4.1		☐	☐	☐	☐	☐	☐
	REMARK/COMMENT: _____ _____						
4.2		COMPLETE ☐	INCOMPLETE ☐	COMPLETE ☐	INCOMPLETE ☐	COMPLETE ☐	INCOMPLETE ☐
	REMARK/COMMENT: _____ _____						

IIUM STANDARD	(1) ☐

AREA 5: EDUCATIONAL RESOURCES

ITEM	ISSUES	FOR KCA USE ONLY					
		INITIAL FEEDBACK		**ACTION TAKEN**		**OUTCOME**	
		COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE
5.1		☐	☐	☐	☐	☐	☐
	REMARK/COMMENT: _____ _____						
5.2		COMPLETE ☐	INCOMPLETE ☐	COMPLETE ☐	INCOMPLETE ☐	COMPLETE ☐	INCOMPLETE ☐
	REMARK/COMMENT: _____ _____						

5.3		COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE
		☐	☐	☐	☐	☐	☐
	REMARK/COMMENT: _____ _____						

IIUM STANDARD	(1) ☐

AREA 6: PROGRAMME MANAGEMENT

		FOR KCA USE ONLY					
ITEM	**ISSUES**	**INITIAL FEEDBACK**		**ACTION TAKEN**		**OUTCOME**	
6.1		COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE
		☐	☐	☐	☐	☐	☐
	REMARK/COMMENT: _____ _____						
6.2		COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE
		☐	☐	☐	☐	☐	☐
	REMARK/COMMENT: _____ _____						
6.3		COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE
		☐	☐	☐	☐	☐	☐
	REMARK/COMMENT: _____ _____						

6.4		COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE
		☐	☐	☐	☐	☐	☐
	REMARK/COMMENT: _____ _____						

IIUM STANDARD (1) ☐

AREA 7: PROGRAMME MONITORING, REVIEW AND CONTINUAL QUALITY IMPROVEMENT

ITEM	ISSUES	FOR KCA USE ONLY					
		INITIAL FEEDBACK		**ACTION TAKEN**		**OUTCOME**	
7.1		COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE	COMPLETE	INCOMPLETE
		☐	☐	☐	☐	☐	☐
	REMARK/COMMENT: _____ _____						

IIUM STANDARD (1) ☐

APPENDIX LIST: -

Appendix	Details	Programme Owner	FOR KCA USE ONLY	
			COMPLETE	INCOMPLETE
A	Curriculum used in last accreditation exercise	☐	☐	☐
B	Curriculum used for the new-cycle accreditation. Kindly include: - Mapping of PEO vs PLO - Mapping of PLO vs MQF 2.0 (11 learning domains) - Programme structure(s) (for all active cohorts) - Link to course files	☐	☐	☐
C	Senate minute for all papers related to the programme since the last accreditation	☐	☐	☐
D	Evidence for Area 1	☐	☐	☐
E	Evidence for Area 2	☐	☐	☐
F	Evidence for Area 3	☐	☐	☐
G	Evidence for Area 4	☐	☐	☐
H	Evidence for Area 5	☐	☐	☐
I	Evidence for Area 6	☐	☐	☐
J	Evidence for Area 7	☐	☐	☐
K	Facility (Appendix C) https://www.iium.edu.my/office/kca/governance-and-policy	☐	☐	☐
L	Staff (Appendix B) https://www.iium.edu.my/office/kca/governance-and-policy	☐	☐	☐
M	Other Supporting Document	☐	☐	☐

FOR KCA USE ONLY :-

ACCEPTED FOR PROCESSING   ☐   INCOMPLETE - RETURNED   ☐

CHECKED BY: :   _____

DATE   :   _____

SIGNATURE & STAMP   :   _____