

	Remarks
י 	 Programme due accreditation including due to compliance evaluation (PMA)
	• IIUM MQA-04 template (.docx)
 	 KCA to process appointment letter(s)
י 	• Send softcopy ONLY
	 CoS send final draft softcopy ONLY unless hardcopy is required by the assessor KCA to email softcopy version to Assessor(s) no more than 5 working days Note: For hardcopy request, to reach assessor(s) within 7 working days
 	 Assessor(s) is/are to complete evaluation within 1 month. Lead Assessor to set meeting with External Assessor(s)
	• To email details to programme owner and Assessor(s) within 1 month
 	 KCA arrange logistics for EA(s) including schedule of audit CoS to prepare for audit.
	 MQA-04 Accreditation Assessment Report (.docx) Assessor Accreditation Assessment Report (.xlsx)
	 Including recommendation of accreditation status by 7 working days upon receiving the consolidated reports
	• To be presented in the nearest SELFCOMM date
 	 To complete "Programme Feedback on Audit Report" (.docx) within 2 weeks after Senate
	• To refer SOP on suspended program

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