

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

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