



ADVISORY NOTE NO. 1/2023
(FOR INTERNAL CIRCULATION ONLY)

PREPARATION OF DOKUMEN SEMAKAN FOR SUBMISSION TO JKPT

INTRODUCTION

1. A change in a curriculum may occur due to a curriculum review exercise or a change in requirement of a specific Programme Standard.
2. Curriculum review is a process undertaken by programme owner. The cycle for curriculum review depends on the Garis Panduan Pembangunan Akademik (GPPA) or the specific Programme Standard set by MQA. The usual cycle duration is every 4-5 years.
3. A Curriculum Review exercise often revisits its content and programme structure which might lead to a change in the existing curriculum.
4. A change in a Programme Standard usually comes with a top-down instruction. A cooling period is usually given to the programme owner to meet the new requirements.
5. Meeting the new requirement(s) often requires the programme owner to review its programme which might lead to a change in the existing curriculum.
6. It has been a practice before that any changes to a curriculum will have to be approved by JKPT formally by submitting a *Dokumen Semakan* prior to the offering of the new revised programme.
7. Since 2021, JKPT has decided that submission of *Dokumen Semakan* is only for major change(s).

GUIDELINES

8. Any change of the following to a programme is considered as major change and require the programme owner to prepare and submit a *Dokumen Semakan*:
 - i. A change of NEC;
 - ii. A change of nomenclature;
 - iii. A change in total credit hour;
 - iv. A change involving more than 30% of the curriculum content.

9. Programme owner is to fill the *Dokumen Semakan* as given in Appendix 1. It is pertinent that the programme owner to plan the submission to ensure approval prior to offering of the new curriculum.
10. The new *Dokumen Semakan* template requires all programme to declare and implement one of the Experiential Learning and Competency-Based Education Landscape (EXCEL) thrusts (page 6 of Appendix 1).
11. Detailed information of the thrust can be found in the EXCEL Playbook by JPT.

WAY-FORWARD

12. The Office of KCA has produced an excel spreadsheet that would assist all Centre of Studies to identify the most suitable thrust.
13. This advisory note is with immediate effect.

Thank you,

OFFICE OF KNOWLEDGE FOR CHANGE AND ADVANCEMENT (KCA)

07 September 2023