

Responsibility

Full Accreditation Process Flow (MQA-02)

Remarks

Start

- 1. **By Coursework (Level 5/6)**
 - When the first cohort of student is in the final semester of the final year
- 2. **By Work-Based Learning (Level x/x)**
 - When the first cohort of student completed 60% of Industrial training/Practicum/Clinical
- 3. **By Coursework (Level 7/8)**
 - When the first cohort of student completed the final draft of the project paper
- 4. **By Mixed Mode and Research (Level 7/8)**
 - When the student completed the Viva Voice for the Dissertation/Thesis

KCA

Send notice for CoS to submit MQA-02

- IUM MQA-02 template (.docx)

KCA

Appoint Internal Assessor (IA) and External Assessor(s) (EA)

- KCA to process appointment letter(s)

CoS

Prepare MQA-02 document and submit to KCA

- Send softcopy ONLY

Document complete?

No

Yes

KCA/CoS

Send MQA-02 document to Assessor(s)

- 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)

Assessment of the MQA-02 document

- Assessor(s) is/are to complete evaluation within 1 month.
- Lead Assessor to set meeting with External Assessor(s)

KCA

Arrange audit

- To email details to programme owner and Assessor(s) within 1 month

CoS/KCA

Audit held

- KCA arrange logistics for EA(s) including schedule of audit
- CoS to prepare for audit.

Lead Assessor

Submit consolidated reports

- Full Accreditation Assessment Report (.docx)
- Assessor Accreditation Assessment Report (.xlsx)

KCA

Prepare proposal for SELFCOMM

- Including recommendation of accreditation status by 7 working days upon receiving the consolidated reports

KCA

Present recommendation to SELFCOMM

- To be presented in the nearest SELFCOMM date

KCA

Forward recommendation to Senate for endorsement

Programme accredited?

No

KCA

Senate recommend programme to be suspended

CoS

Programme owner to provide feedback

- CoS to complete two (2) documents:- "Programme Feedback on Audit Report" (.docx) and the first two column of the "Feedback and Response on Special Conditions" (.docx) i.e. the Special Condition and the Feedback(s) from Programme Owner column within 2 weeks after Senate

Assessor approve?

No

KCA

To process programme to be suspended

- To refer SOP on Suspended Programme Process

Yes

KCA

Submission of MQA-02 to MQA

MQA approve?

No

MQA

Update MQR

End

To process programme to be suspended