**PAPER FOR ACADEMIC QUALITY ASSURANCE COMMITTEE (AQAC) RECOMMENDATION**

**PROPOSAL FOR ESTABLISHMENT OF NEW ACADEMIC PROGRAMME FOR (NAME OF PROGRAMME)**

**KULLIYYAH OF (NAME OF KULLIYAH/CENTRE/INSTITUTE)**

**PART A: ACADEMIC**

1. **OBJECTIVES**

To present a preliminary curriculum for establishment of New Academic Programme for AQAC/Deans’ Council recommendation.

1. **BACKGROUND**

List of all programmes actively offered by the Centre of Study:

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme** | **MQR Code** | **Offered since** | **Current number of Enrolment** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\*Note: Add row(s) as needed

1. **ACADEMIC PROGRAMME TO BE OFFERED**
2. State the name of academic programme in both Bahasa Melayu and English.
3. State whether the programme needs to be accredited by any professional body.

If yes, state the professional body.

1. State the Malaysian Qualification Framework (MQF) Level of the programme.
2. State the National Educational Code (NEC).
3. **YEAR OF COMMENCEMENT**
4. State the semester and academic session for the commencement of the programme.
5. **GENERIC INFORMATION**
6. State nature of programme: full time or part time; and its duration in semesters and years.
7. State minimum and maximum duration of study.
8. Mode of teaching and learning: lecture, practicum, studio, tutorial etc.
9. Mode of studies: Coursework/Mixed Mode/Research Only
10. Language of delivery: English/Arabic\*\*

(\*\*Note: For other languages other than English/Arabic, please state language with justification)

1. **GAP ANALYSIS**
2. Provide a summary report of the findings
3. Provide BOS report as attachment
4. Provide supporting documents as attachment(s)
5. Explain in details on the following:
	1. The projection statistics of job requirements in the public and private sectors for a period of 5 (five) years.
	2. Types of jobs that are relevant and meet the needs of the industry. The Labour Force Survey (LFS) can be used as a reference source.
6. **STUDENT PROJECTION (5 YEARS)**

Complete the table below:

Table 1: 5-Years student projection and staff-student ratio.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Intake** | **Enrolment** | **Output** | **Staff: Student Ratio** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **TOTAL** |  |  |  |  |

**PART B: RATIONALE**

1. **JUSTIFICATIONS TO OFFER THE PROGRAMME**
2. Justification on the basis of Islamic education principle, strengths of the department vis-à-vis the proposed programme.
3. Explain how does this proposed academic programme fit into the Sejahtera Academic Framework
4. Other justifications as deemed necessary by the Centre of Studies (CoS).
5. **OVERLAPPING OF PROGRAMME APPLIED FOR WITH OTHER UNIVERSITIES LOCALLY AND INTERNATIONALLY**

Fill in the table below:

|  |  |  |
| --- | --- | --- |
| **Name of University** | **Name of Programme** | **Comparison with Proposed Programme** |
|  |  |  |
|  |  |  |
|  |  |  |

**PART C: LOGISTICS**

1. **IMPLICATION**
2. State the human resources implications
3. State the physical and educational facilities implications
4. State the financial implications of the programme.
5. To start the programme (one-off)
6. State the tuition fees per semester for each of the student (per year).
7. State the Break Even Point in Ringgit Malaysia (RM) and number of students (per year).
8. Other considerations on the sustainability of the program as deemed necessary by the CoS.
9. **EXISTING PROGRAMME THAT IS PROPOSED TO BE PHASED OUT**
10. State whether any of the existing programme that is not viable, not relevant or less attractive (if relevant).

**PART D: PROGRAMME DETAILS**

1. **LIST OF MAPPING**
2. IIUM Mission vs Programme Educational Objectives (PEO)
3. PEO vs Programme Learning Outcomes (PLO)
4. PLO vs MQF Domain
5. PLO vs Core Courses
6. **PRELIMINARY CURRICULUM STRUCTURE**
7. Content and Programme Structure
8. How does this structure fulfil the requirements of SAF?
9. **LIST OF CORE COURSES with SYNOPSIS**
10. Provide synopsis of the listed core courses.
11. **ENTRY REQUIREMENTS**
12. Provide entry requirements for the programme.

**CONCLUSION**

The AQAC members are kindly requested to recommend and to approve the proposal as presented in this paper to be forwarded for Senate

Prepared by:

Name of Kulliyyah

Appendix A – BOS Report

Appendix B – Feasibility Study Report