

AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

OFFICE OF KNOWLEDGE FOR CHANGE AND ADVANCEMENT (KCA)
CHECKLIST FOR SUBMISSION OF ACADEMIC PROGRAMME – MQA-01 (OTHERS)

NAME OF KULLIYAH : _____
 NAME OF NEW PROGRAM : _____
 DATE OF SUBMISSION : _____
 CONTACT PERSON : _____
 TELEPHONE NO : _____

KINDLY TICK (✓) THE FOLLOWING DOCUMENTS:

AREA 1: PROGRAMME DEVELOPMENT AND DELIVERY

1.1 Statement of Educational Objectives of Academic Programme and Learning Outcomes

1.1.1	-	<input type="checkbox"/>	1.1.4	-	<input type="checkbox"/>
1.1.2	-	<input type="checkbox"/>	1.1.5 (a)		<input type="checkbox"/>
1.1.3 (a)	-	<input type="checkbox"/>	(b)		<input type="checkbox"/>
(b)	Table 1	<input type="checkbox"/>			
(c)	-	<input type="checkbox"/>			

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REMARK/COMMENT:

1.2 Programme Development: Process, Content, Structure and Teaching-Learning Methods

1.2.1	-	<input type="checkbox"/>	1.2.4 (a)	-	<input type="checkbox"/>
1.2.2	-	<input type="checkbox"/>	(b)	Table 2	<input type="checkbox"/>
1.2.3 (a)		<input type="checkbox"/>	(c)	Appendix A	<input type="checkbox"/>
(b)		<input type="checkbox"/>	1.2.5	-	<input type="checkbox"/>

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REMARK/COMMENT:

1.3 Programme Delivery

1.3.1 -

1.3.4 -

1.3.2 -

1.3.5 -

1.3.3 (a)

(b)

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REMARK/COMMENT:

IIUM STANDARD

(1) -

(2) -

AREA 2: ASSESSMENT OF STUDENT LEARNING

2.1 Relationship between Assessment and Learning Outcomes

2.1.1 -

2.1.2 -

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REMARK/COMMENT:

2.2 Assessment Methods

2.2.1 -

2.2.2 (a) (b) (c) (d)

2.2.3 (a) (b) (c) (d) (e)

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REMARK/COMMENT:

2.3 Management of Student Assessment

2.3.1 - 2.3.3 -
2.3.2 - 2.3.4 -

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REMARK/COMMENT:

IIUM STANDARD

(1) -

AREA 3: STUDENT SELECTION AND SUPPORT SERVICES

3.1 Student Selection

3.1.1 - 3.1.3 -
3.1.2 -

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REMARK/COMMENT:

3.2 Articulation and Transfer

3.2.1 - 3.2.2 -

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REMARK/COMMENT:

3.3 Student Support Services

3.3.1 - 3.3.4 -
3.3.2 - 3.3.5 -
3.3.3 - 3.3.6 -

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REMARK/COMMENT:

3.4 Student Representation and Participation

3.4.1 - 3.4.3 (a)
3.4.2 - (b)
3.4.4 -

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REMARK/COMMENT:

3.5 Alumni

3.5.1 (a) (b)

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REMARK/COMMENT:

IIUM STANDARD

(1) -

AREA 4: ACADEMIC STAFF

4.1 Recruitment and Management

4.1.1	-	<input type="checkbox"/>	4.1.5	-	<input type="checkbox"/>
4.1.2	(a)	<input type="checkbox"/>	4.1.6	-	<input type="checkbox"/>
	(b)	<input type="checkbox"/>	4.1.7	-	<input type="checkbox"/>
4.1.3	-	<input type="checkbox"/>	4.1.8	-	<input type="checkbox"/>
4.1.4	(a)	Appendix B			
	(b)	CV			
	(c)	-			

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REMARK/COMMENT:

4.2 Service and Development

4.2.1	-	<input type="checkbox"/>	4.2.4	(a)	<input type="checkbox"/>
4.2.2	-	<input type="checkbox"/>		(b)	<input type="checkbox"/>
4.2.3	-	<input type="checkbox"/>	4.2.5	-	<input type="checkbox"/>
			4.2.6	-	<input type="checkbox"/>

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REMARK/COMMENT:

IIUM STANDARD

(1) -

AREA 5: EDUCATIONAL RESOURCES

5.1 Physical Facilities

- 5.1.1 (a) Appendix C (b) (c) (d) (e)
- 5.1.2 -
- 5.1.3 -

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REMARK/COMMENT:

5.2 Research and Development

- 5.2.1 (a) (b)
- 5.2.2 (a) (b)
- 5.2.3 -

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REMARK/COMMENT:

5.3 Financial Resources

- 5.3.1 -
- 5.3.2 -
- 5.3.3 (a) (b)

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REMARK/COMMENT:

IIUM STANDARD

(1) -

AREA 6: PROGRAMME MANAGEMENT

6.1 Programme Management

6.1.1 (a) 6.1.4 -
 (b) 6.1.5 -
6.1.2 - 6.1.6 -
6.1.3 (a)
 (b)

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REMARK/COMMENT:

6.2 Program Leadership

6.2.1 - 6.2.2 - 6.2.3 -

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REMARK/COMMENT:

6.3 Administrative Staff

6.3.1 (a) (b) (c) Appendix D
6.3.2 -
6.3.3 -

6.4 Academic Records

6.4.1 (a) (b) 6.4.3 -
6.4.2 - 6.4.4 -

IIUM STANDARD

(1) -

AREA 7: PROGRAMME MONITORING, REVIEW AND CONTINUAL QUALITY IMPROVEMENT

7.1 Mechanisms for Programme Monitoring, Review and Continual Quality Improvement

7.1.1 -

7.1.2 -

7.1.3 (a) (b) (c) (d)

7.1.4 -

7.1.5 -

7.1.6 -

7.1.7 -

7.1.8 -

7.1.9 -

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PART A	-	<input type="checkbox"/>	PART A	-	<input type="checkbox"/>
PART B	-	<input type="checkbox"/>	PART B	-	<input type="checkbox"/>
PART C	-	<input type="checkbox"/>	PART C	-	<input type="checkbox"/>
COURSE OUTLINE	-	<input type="checkbox"/>	COURSE OUTLINE	-	<input type="checkbox"/>

CHECKED BY: : _____

DATE : _____

SIGNATURE & STAMP : _____