

Responsibility

Full Accreditation Process Flow (MQA-02)

Remarks

Start

Send notice for CoS to submit MQA-02

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

Prepare MQA-02 document and submit to KCA

Document complete?

Send MQA-02 document to Assessor(s)

Assessment of the MQA-02 document

Arrange audit

Audit held

Submit consolidated reports

Prepare proposal for SELFCOM

Present recommendation to SELFCOM

Forward recommendation to Senate for endorsement

Programme accredited?

Senate recommend programme to be suspended

Programme owner to provide feedback

Assessor approve?

To process programme to be suspended

Submission of MQA-02 to MQA

MQA approve?

Update MQR

End

- 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**
 - 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 or its equivalent
- 4. **By Mixed Mode and Research (Level 7/8)**
 - When the student completed the Viva Voice for the Dissertation/Thesis

• IIUM MQA-02 template (.docx)

• KCA to process appointment letter(s)

• Send softcopy ONLY

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

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

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

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

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

• To be presented in the nearest SELFCOM date

- 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

• To refer SOP on Suspended Programme Process

KCA

KCA

CoS

KCA/CoS

Assessor(s)

KCA

CoS/KCA

Lead Assessor

KCA

KCA

KCA

KCA

CoS

KCA

KCA

MQA