Responsibility	Provisional Accreditation Process Flow (MQA-01)	Remarks
	Start	● Refer Establishment of New Academic Programme process flow
KCA	Send notice for CoS to submit MQA-01	● IIUM MQA-01 template (.docx)
KCA	Appoint External Assessor(s) (EA)	● KCA to process appointment letter(s)
CoS	Prepare MQA-01 document and submit to KCA	● Send softcopy ONLY
KCA	Document complete? (No → Prepare MQA-01 document and submit to KCA; Yes ↓)	
KCA	Send MQA-01 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-01 document	● Assessor(s) is/are to complete evaluation within 1 month. ● Lead Assessor to set meeting with External Assessor(s)
Assessor(s)	Submit consolidated reports	● Provisional Accreditation Assessment Report (.docx) ● Assessor Accreditation Assessment Report (.xlsx)
KCA	Prepare proposal for SELFCOM	● Including recommendation of accreditation status by 7 working days upon receiving the consolidated reports
CoS	Present recommendation to SELFCOM	● To be presented in the nearest SELFCOM date
KCA	Forward recommendation to Senate for endorsement	
	Programme accredited? (No → End; Yes ↓)	
CoS	Programme owner to provide feedback	● CoS to complete two (2) documents:- "Programme Feedback on Assessment 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 → Programme owner to provide feedback; Yes ↓)	
KCA	Submission of MQA-01 to MQA	Note: CoS is advised to submit proposal to BOG
	MQA approve? (No → Submission of MQA-01 to MQA; Yes ↓)	
MQA	Update MQA/PA	
	End	Note: CoS continue for JKPT submission