**AUDIT CHECKLIST FOR CURRICULUM REVIEW (CR) (CONDUCT)**

The intention of this checklist is to guide the Centre of Studies (CoS) in their preparation for the External Assessors Visit in the beginning of the CR process.

|  |  |  |  |
| --- | --- | --- | --- |
| **NO.** | **ITEM** | **REMARKS** | **TICK (🗸)** |
|  | CoS organisational chart | * Most up to date organisational chart |  |
| * Published on website |  |
| * Visible printed copy |  |
|  | Programme management | * Ensure the availability of signed job description of the programme management team members |  |
| * Able to explain operational function |  |
| * Relevant endorsed Senate papers related to the programme within the accreditation |  |
| * Related Kulliyyah Board Meeting minutes that discuss the aspects of quality in programme implementation, such as course outline update, SFS performance, BOS report (for new programme is a MUST or as required by the programme standard) etc. |  |
|  | Governance | * Awareness of MQA programme standard, relevant SOP, relevant IIUM policies and regulations |  |
|  | Website | * Information tally with submission |  |
| * All links work |  |
|  | Curriculum document | * Available |  |
|  | Student enrolment statistics | * Available |  |
|  | Benchmarking (does not limit to physical visit) reports | * If available |  |
| * Evidence of impact |  |
|  | SFS report | * Available |  |
| * Evidence of impact |  |
|  | Stakeholders engagement | * If available |  |
| * Evidence of impact |  |
|  | Evidence of linkages with external stakeholders (such as collaboration, partnership, sponsorship, joint venture and etc) | * Available |  |
| * Diversity within stakeholders |  |
| * Evidence of Activities e.g. MOUs/MOAs/LOIs/Events |  |
|  | Facilities for teaching and learning | * List of facilities |  |
| * Ready for physical inspection |  |
|  | Facilities for research | * List of facilities |  |
| * Ready for physical inspection |  |
| * PG students' area |  |
|  | Academic staff | * Updated list of full time and/or part time academic staff at the CoS |  |
| * CV of academic staff |  |
| * Teaching load for academic staff |  |
| * Appointment letter of part time academic staff |  |
| * Statistic of student’s intake to show staff to students' ratio for the programme at the CoS – for each cohort per academic year |  |
|  | Course file  Content of the course files may include:   * Course outlines * Vetting forms * Marking / answer schemes and / or scoring rubrics * Samples of assessments * Continuous Assessment Mark * Validation sheet * Evidence of Continual Quality Improvement initiatives * Etc. | Updated course file for all courses since the last accreditation visit (can be in e-form) |  |
|  | OBE Implementation | * Evidence of PLO attainment |  |
| * Evidence of PEO attainment |  |
|  | Knowledge Sharing by External Assessor | * To give talk on subject matter expertise in addition to the exit meeting |  |