**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.

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| **NO.** | **ITEM** | **REMARKS** | **TICK (🗸)** |
|  | CoS organisational chart | * Most up to date organisational chart
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| * Published on website
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| * Visible printed copy
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|  | Programme management  | * Ensure the availability of signed job description of the programme management team members
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| * Able to explain operational function
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| * Relevant endorsed Senate papers related to the programme within the accreditation
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| * 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.
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|  | Governance  | * Awareness of MQA programme standard, relevant SOP, relevant IIUM policies and regulations
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|  | Website | * Information tally with submission
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| * All links work
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|  | Curriculum document  | * Available
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|  | Student enrolment statistics | * Available
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|  | Benchmarking (does not limit to physical visit) reports | * If available
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| * Evidence of impact
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|  | SFS report | * Available
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| * Evidence of impact
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|  | Stakeholders engagement  | * If available
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| * Evidence of impact
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|  | Evidence of linkages with external stakeholders (such as collaboration, partnership, sponsorship, joint venture and etc) | * Available
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| * Diversity within stakeholders
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| * Evidence of Activities e.g. MOUs/MOAs/LOIs/Events
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|  | Facilities for teaching and learning  | * List of facilities
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| * Ready for physical inspection
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|  | Facilities for research  | * List of facilities
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| * Ready for physical inspection
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| * PG students' area
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|  | Academic staff | * Updated list of full time and/or part time academic staff at the CoS
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| * CV of academic staff
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| * Teaching load for academic staff
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| * Appointment letter of part time academic staff
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| * Statistic of student’s intake to show staff to students' ratio for the programme at the CoS – for each cohort per academic year
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|  | 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
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| * Evidence of PEO attainment
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|  | Knowledge Sharing by External Assessor | * To give talk on subject matter expertise in addition to the exit meeting
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