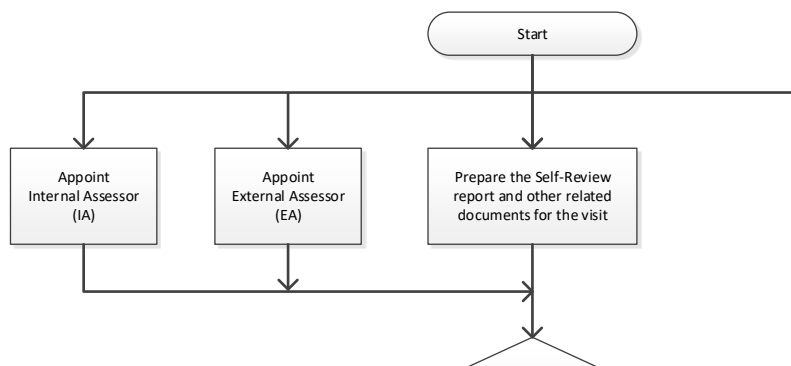


Responsibility

Curriculum Review (CR) Process Flow

Remarks

CoS



• CoS to initiate and CoS to notify KCA.
 Note: Changes require JKPT approval to be tabled in AQAC meeting (Phase 1) at least 6 months in advance; others, 3 months in advance.

CoS

• Appointment of IA and EA(s) from the Relevant Authority.
 Note: CoS may appoint more than one EA.
 • Input for the Self-Review Report should come from the Graduate Employability rate and at least one of the following:
 - Alumni
 - Industry
 - Benchmarking visit
 - BOS
 - previous IA and EA(s) feedbacks
 - Needs analysis

CoS

• CoS must submit copy of the Self-Review Report to the IA, EA(s) and KCA prior to the visit.

CoS

Conduct Site Visit

• To prepare for the Site Visit according to the Audit Checklist of Curriculum Review (Conduct) (.pdf)
 • To notify KCA on the site visit
 • To keep minutes of the meeting

CoS

Prepare Curriculum Review Proposal

• CoS to use the Curriculum Review template (.docx)
 • The document should not include course outline.
 • The document should focus only on the plan of actions for the programme
 i. Details of the elements that have been changed from the original curriculum.
 ii. Tables that compare the original and the revised curriculum.
 iii. Argument that the changes do not exceed 30% of the original, if such is the case.
 iv. Strategic planning

CoS

Defend Proposal at KBM

• CoS to keep minutes of the meeting

CoS

Approved?

• To complete the Checklist for Curriculum Review (Content) (.pdf) submission.
 • Submission is to be made within AQAC meeting deadline.

CoS

Submit Proposal to KCA

KCA

Sufficient?

• To verify the Checklist for Curriculum Review (Documentation) (.pdf) submission from CoS.

CoS

Defend Proposal at AQAC (Phase 1)

• Amended CR proposal after KBM without course outlines.

AQAC-KCA

Approved?

• KCA to issue the AQAC meeting minutes to CoS within 1 week.

CoS

Submit amended Proposal with Course Outlines to KCA

• To complete the Checklist for Curriculum Review (Course Outline) (.pdf) submission.
 • Submission is to be made within AQAC meeting deadline.
 • To submit using the course outline template (479th Senate Meeting) together with a course plan for every course.

KCA

Sufficient?

• To verify the Checklist for Curriculum Review (Course Outline) (.pdf) submission from CoS.

CoS

Defend Proposal at AQAC (Phase 2)

AQAC-KCA

Approved?

• KCA to issue the AQAC meeting minutes to Senate Secretariat and CoS within 1 week.

CoS

Submit amended Proposal to Senate Secretariat

• Submission is to be made within Senate meeting deadline.

Pre Senate Committee

Approved?

• Senate Secretariat to review and verify submission by CoS based on AQAC meeting minutes.
 • One Deputy Director from KCA to attend Pre Senate meeting.

CoS

Present Proposal at Senate

CoS

Endorsed?

CoS

Submit to BOG for approval

• To prepare the documentation.

BoG

Approved?

CoS

Prepare Dokumen Semakan

• The changes that require Dokumen Semakan are as the following:
 - Total credit hour
 - Change in NEC
 - Change of Nomenclature
 - Change in programme structure more than 30%

KCA

Sufficient?

• To prepare the Dokumen Semakan (.docx) following JKPT format and submission deadline.

KCA

Submit to JKPT for approval

• To complete Checklist for Dokumen Semakan JKPT (.pdf)

JKPT

Approved?

KCA

Submit to MQA

KCA-MQA

Update MQR

• KCA to fill in Borang L from MQA.

CoS

To offer revised structure

End