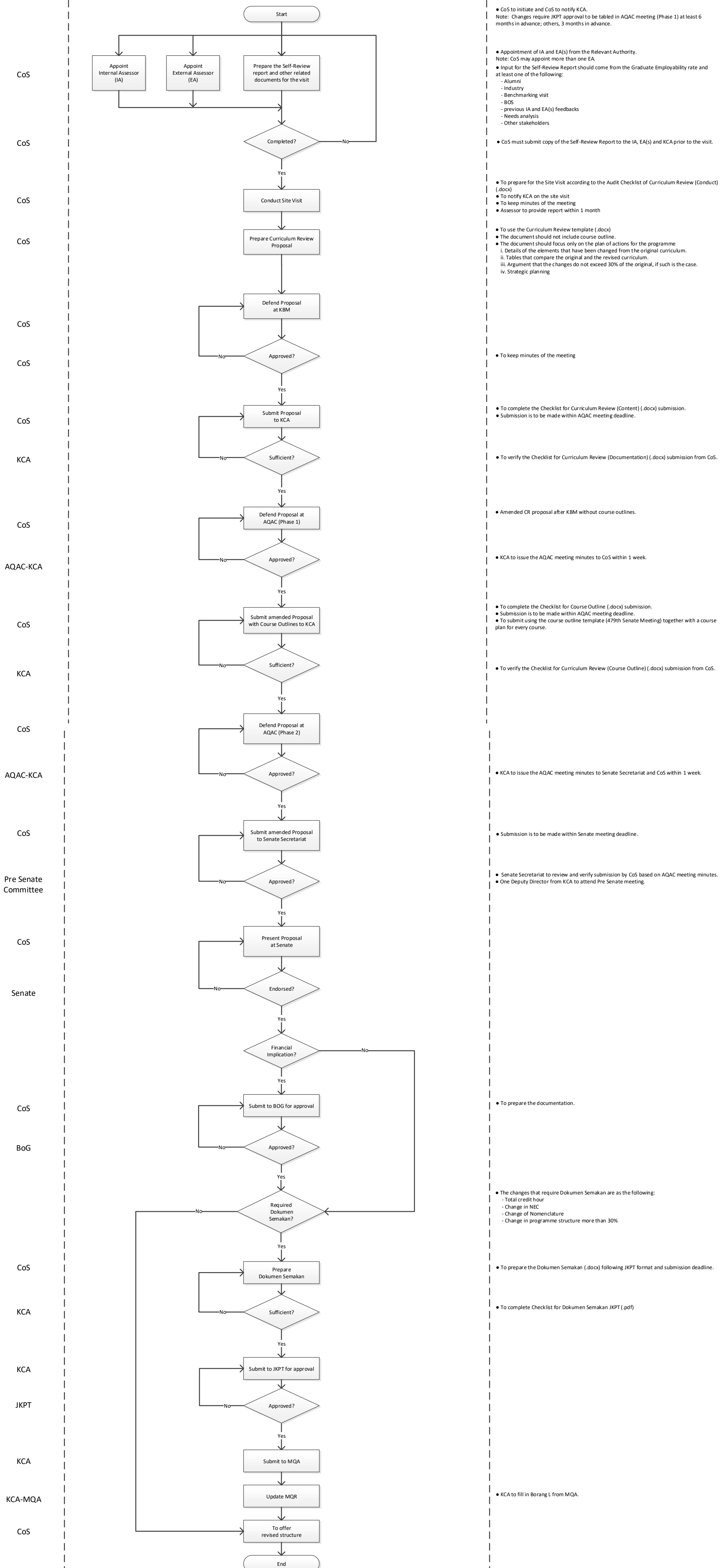


Responsibility

Curriculum Review (CR) Process Flow

Remarks



- 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.
- 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
 - Other stakeholders
- CoS must submit copy of the Self-Review Report to the IA, EA(s) and KCA prior to the visit.
- To prepare for the Site Visit according to the Audit Checklist of Curriculum Review (Conduct) (.docx)
- To notify KCA on the site visit
- To keep minutes of the meeting
- Assessor to provide report within 1 month
- 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
- To keep minutes of the meeting
- To complete the Checklist for Curriculum Review (Content) (.docx) submission.
- Submission is to be made within AQAC meeting deadline.
- To verify the Checklist for Curriculum Review (Documentation) (.docx) submission from CoS.
- Amended CR proposal after KBM without course outlines.
- KCA to issue the AQAC meeting minutes to CoS within 1 week.
- To complete the Checklist for Course Outline (.docx) 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.
- To verify the Checklist for Curriculum Review (Course Outline) (.docx) submission from CoS.
- KCA to issue the AQAC meeting minutes to Senate Secretariat and CoS within 1 week.
- Submission is to be made within Senate meeting deadline.
- Senate Secretariat to review and verify submission by CoS based on AQAC meeting minutes.
- One Deputy Director from KCA to attend Pre Senate meeting.
- To prepare the documentation.
- 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%
- To prepare the Dokumen Semakan (.docx) following JKPT format and submission deadline.
- To complete Checklist for Dokumen Semakan JKPT (.pdf)
- KCA to fill in Borang L from MQA.