**CHECKLIST FOR CURRICULUM REVIEW (CR) (DOCUMENTATION)**

The intention of this checklist is to guide the Centre of Studies (CoS) in the preparation of the content of CR proposal.

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| **NO.** | **ITEM** | **DETAILS** | **EVALUATION (🗸)** | **REMARKS** |
|  | Proposal title | Programme name, MQA number and study mode are clearly mentioned. | Available | Unavailable |  |
|  |  |
|  | Introduction  | 2.1 – Explanation of the purpose of the proposal clearly and concisely. | Available | Unavailable |  |
|  |  |
| 2.2 – Programme name, MQA number and study mode are clearly mentioned. | Available | Unavailable |  |
|  |  |
|  | Background of the programme  | 3.1 – Detail of the programme in Table 1. | Available | Unavailable |  |
|  |  |
| 3.2 – Calculation of student population in Table 2. | Available | Unavailable |  |
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| 3.3 – Calculation of student projection in Table 3. | Available | Unavailable |  |
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|  | Details of Revision/ Justification | 4.1 – Objective explanation of the big picture of CR. | Available | Unavailable |  |
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| 4.2 – Provision of Appendix D, E, F and G. | Available | Unavailable |  |
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| 4.3 – Description of unique selling point of the programme. | Available | Unavailable |  |
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| 4.4 – Consistency with IIUM vision and mission. | Available | Unavailable |  |
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| 4.5 – Compliance with the correct programme standard (Table 4) including correct Programme Standard. | Available | Unavailable |  |
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| 4.6 – Existing and proposed courses belonging to the programme are listed in Table 5 |
|  | Change of course codes – Refer to Advisory Note No. 1/2024 | Available | Unavailable |  |
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|  | No missing courses | Available | Unavailable |  |
|  |  |
|  | Justification(s) | Available | Unavailable |  |
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| 4.7 – Comparison of programme synopses available in Table 6 |
|  | All the courses listed in Table 5 that will be offered in the proposed curriculum (only programme-owned courses) | Available | Unavailable |  |
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|  | Synopsis – Describe the course, not simply a list of topics. Advisable range 50 – 100 words | Available | Unavailable |  |
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|  | Justification(s) | Available | Unavailable |  |
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| 4.8 – Effective date of proposed curriculum implementation.  | Reasonable | Unreasonable |  |
|  |  |
|  | Conclusion | Correctly phrased (AQAC – recommended, Senate – endorsed). | Available | Unavailable |  |
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|  | Appendices *(Do not change the order and label)* | **Appendix A** | 6.1 – PEOs and PLOs comply with the programme standard. | Available | Unavailable |  |
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| 6.2 – Table A1: PEOs and PLOs statement. | Available | Unavailable |  |
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| 6.3 – Table A2: Mapping of PEOs vs IIUM 7 Mission. | Available | Unavailable |  |
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| 6.4 – Table A3: Mapping of PEOs vs PLOs. | Available | Unavailable |  |
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| 6.5 – Table A4: Mapping of PLO vs MQF 2.0. | Available | Unavailable |  |
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| 6.6 – **Appendix B**: Narrative of SAF elements in the revised curriculum vis-à-vis PEO, PLO, and Programme structure. | Available | Unavailable |  |
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|  |  | **Appendix C** | 6.7 – Table C1 **or** C2: Courses vs PLOs. | Available | Unavailable |  |
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| 6.8 – Table C3: Research Activities vs PLOs. | Available | Unavailable |  |
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| 6.9 – Table C4: Sample Study Plan. | Available | Unavailable |  |
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| 6.10 – Table C5: Calculation of Change in the Revised Curriculum. | Available | Unavailable |  |
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| 6.11 – **Appendix D**: Needs Analysis. | Available | Unavailable |  |
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| 6.12 – **Appendix E**: Self-Review Report and SWOT Analysis. | Available | Unavailable |  |
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| 6.13 – **Appendix F**: Review Report from Internal Assessors. | Available | Unavailable |  |
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| 6.14 – **Appendix G**: Review Report from External Assessors. | Available | Unavailable |  |
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**Curriculum Review (Document) Verification Page**

***I hereby verify that the Curriculum Review exercise for*** ***<Name of Programme>, <MQR No.> from <Name of Kulliyyah> has been reviewed and completed according to the requirements.***

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| --- | --- | --- |
| Name | : |  |
| Designation | : |  |
| K/C/D/I/O | : |  |
| Date | : |  |