



ADVISORY NOTE NO. 2/2024
(FOR INTERNAL CIRCULATION ONLY)
CALCULATING CHANGE IN CURRICULUM

INTRODUCTION

1. As described in IIUM Advisory Note 1/2023, any change of the following to a programme is considered as major change and require the programme owner to prepare and submit a Dokumen Semakan:
 - i. A change of NEC;
 - ii. A change of nomenclature;
 - iii. A change in total credit hour;
 - iv. A change involving more than 30% of the curriculum content
2. However, changes in the 30% of the curriculum content have yet to be elaborated.

GUIDELINES

3. The changes in the 30% of the curriculum content may be contributed from the seven (7) components as described below:
 - 3.1. Any change in the structure with or without changing the total credit hours.
 - 3.2. Any change in the Programme Educational Objectives (PEOs) e.g. number of PEOs, PEOs statement, etc.
 - 3.3. Any change in the Programme Learning Outcomes (PLOs) e.g. number of PLOs, PLOs statement, mapping to MQF Learning Outcome Domains (LODs) etc.
 - 3.4. Any change in the number of core courses in the curriculum.
 - 3.5. Any introduction of core course into the structure without changing the total credit hours.
 - 3.6. Any deletion of core course into the structure without changing the total credit hours.
 - 3.7. Change in the course content beyond 30%.

4. The calculation for the abovementioned components consists of two (2) parts:

Calculation #1: Any change for the items given in Table 1 will contribute to a 1% change. Programme owner will have to identify if any changes occur on

Table 1: Checklist

No.	Item	Change (/)	No Change (/)
1.	Any change in the structure with or without changing the total credit hour.		
2.	Any change in the Programme Educational Objectives (PEOs) e.g. number of PEOs, PEOs statement, etc.		
3.	Any change in the Programme Learning Outcomes (PLOs) e.g. number of PLOs, PLOs statement, mapping to MQF Learning Outcome Domains (LODs) etc.		
4.	Any change in the number of courses in the curriculum.		
5.	Any introduction of core course into the structure without changing the total credit hours.		
6.	Any deletion of core course into the structure without changing the total credit hours.		

Calculation #2: Changes in the course content as per item 3.7 will be calculated using the following equation:

$$\text{Percentage change} = \left(\frac{\text{number of courses change beyond 30\%}}{\text{total number of courses in existing curriculum}} \times 100\% \right)$$

Therefore, the total percentage change = *Calculation #1* + *Calculation #2*

5. It is pertinent for programme owners to explicitly state if changes were made due to changes in the Programme Standard in the Dokumen Semakan.

Prepared by:

Office of Knowledge for Change and Advancement (KCA)

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NOTIFICATION ON THE IMPLEMENTATION OF MONITORING CHANGES IN COURSE OUTLINE

1. BACKGROUND

Course outline is one of the important elements in an academic programme. All course outlines must obtain Senate endorsement prior to its implementation. For any new change or correction to the course outline related to the following components must come with Senate endorsement:

- a) Course Name
- b) Course Code
- c) Credit Hour
- d) Assessment
- e) Learning Outcome(s)
- f) More than 30% changes in course content (cumulative in comparison with the Senate endorsed course outline)
- g) Adding or changing prerequisite and/or co-requisite course(s)

All of the above-mentioned criteria are straightforward except for the 30% changes in course content.

The provision of the “less than 30% changes” is to provide a means for lecturer(s) to improve and enhance the overall quality of the course content to the students without having the need to submit proposal to the Senate. This paper comes as a guideline for all programme owners on a mechanism to monitor the cumulative 30% changes in the course content prior to the requirement of a Senate endorsement.

2. GUIDELINE PROPOSAL

The percentage of change to a course outline content is given by:

$$\text{Total \% Change} = \left(\frac{\text{No. of weeks change in course content}}{\text{No. of weeks per semester or block}} \times 100\% \right)$$

Sample of calculations for the above equation are given in **Appendix 1**.

It is to be highlighted that the Centre of Studies (CoS) may come up with a different mechanism to calculate the change on a course. Any alternative method is to be presented to Academic Quality Assurance Committee (AQAC) for approval.

It is the full responsibility of the CoS to monitor and track the changes made in the programme's course outline(s). It is also the responsibility of the CoS to ensure that the properly endorsed course outline(s) are used throughout the programme.

3. CONCLUSION

The AQAC members are kindly to take note of the information.

Prepared by

Office of Knowledge for Change and Advancement (KCA)
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Sample calculation for two (2) dummy courses **XX1001** and **XX2002**.

Table 1.1.1: Calculation of changes for XX1001 course in SEM 1 24/25

Course Code	No. of weeks changed	No. of weeks per semester or block
XX1001	5	20
XX2002	3	14

$$\begin{aligned}
 Total \% Change_{XX1001} &= \frac{5}{20} \times 100\% \\
 &= \mathbf{25\%}
 \end{aligned}$$

$$\begin{aligned}
 Total \% Change_{XX2002} &= \frac{3}{14} \times 100\% \\
 &= \mathbf{21.4\%}
 \end{aligned}$$

Table 1.1.2: Calculation of changes for XX1001 course in SEM 2 24/25

Course Code	No. of weeks changed	No. of weeks per semester or block
XX1001	0	20
XX2002	2	14

$$\begin{aligned}
 Total \% Change_{XX1001} &= \frac{0}{20} \times 100\% \\
 &= \mathbf{0\%}
 \end{aligned}$$

$$\begin{aligned}
 Total \% Change_{XX2002} &= \frac{2}{14} \times 100\% \\
 &= \mathbf{14.2\%}
 \end{aligned}$$

Therefore, the cumulative total changes for XX1001 as of **SEM 2 24/25** is **25%** while for **XX2002** is **35.6%**.