

ADVISORY NOTE NO. 6/2025
(FOR INTERNAL CIRCULATION ONLY)

CRITICAL TIME FRAMES RELATED TO ACADEMIC PROCESSES

INTRODUCTION

1. Academic related processes are **time-sensitive**; therefore, it is important for the Centre of Studies (CoS) to adhere to the time frame. However, there has been an impression that there is no cut-off dateline from one process to another process.
2. This misunderstanding of temporal boundaries between procedural stages appears to contribute to operational inefficiencies and workflow disruption.
3. The critical time frames are provided to enable CoS to do proper planning.

GUIDELINES

4. For the establishment of new undergraduate academic programme (Level 5 and Level 6), submission to Jabatan Pendidikan Tinggi (JPT) happens twice:
 - i) Mesyuarat Saringan Awal (MSA): CoS must submit *Permohonan Program untuk Saringan Awal* to KCA within **two (2) months** after Senate endorsement.
 - ii) Jawatankuasa Pendidikan Tinggi (JKPT): After receiving Provisional Accreditation (PA) status, CoS must submit *Permohonan Program Akademik Baru* to KCA within **two (2) months**.
5. For the establishment of new postgraduate academic programme (Level 7 and Level 8), upon receiving Provisional Accreditation (PA) status by MQA, CoS must submit *Permohonan Program Akademik Baru* to KCA within **two (2) months** after Board of Governors (BOG) endorsement for submission to JPT.

6. Upon obtaining PA status,
 - i) The first student cohort must be enrolled within the **stipulated time frame stated in the JPT approval letter**, which usually is two (2) years. This deadline is binding. Failure to comply will result in the revocation of PA status i.e. the programme is nullified.
 - ii) The Full Accreditation (FA) document (MQA-02) must be submitted at least **six (6) months** prior to the graduation date of the first student cohort or prior to the PA expiry date granted by MQA, whichever comes first.
7. For curriculum review and curriculum development, the following time frame is to be observed:
 - i) From AQAC Phase 1 to AQAC Phase 2, the time duration is **six (6) months**.
 - ii) From AQAC Phase 2 to Senate, the time duration is **three (3) months**.
 - iii) For programme that requires JKPT approval following a curriculum review, the *Dokumen Semakan* must be submitted to JPT within **two (2) months** after Senate endorsement. The revised curriculum can only be implemented upon receiving approval from JKPT.
8. Adherence to the time frames is necessary to avoid adverse consequences.

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