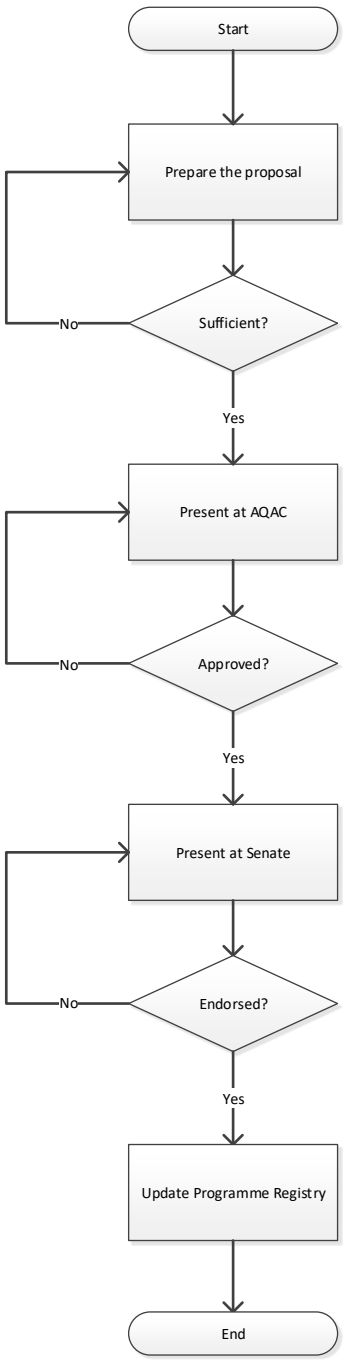Responsibility	Establishment of New Certified Programme Process Flow	Remarks
CoS	Start	● Intent to establish new certified programme.
CoS	Prepare the proposal	● Establishment of New Certified Programme template (.docx). ● Module Proforma template (.docx).
KCA	Sufficient? (No)	
CoS	Present at AQAC	● Does not require AQAC Phase 2 since the proposal is submitted together with Module Proforma.
AQAC/KCA	Approved? (No)	● KCA to issue the AQAC meeting minutes to Senate Secretariat and CoS within 1 week.
CoS	Present at Senate	
Senate	Endorsed? (No)	
KCA/CoS	Update Programme Registry	● Update programme masterlist for public consumption. ● Intermittent report request to CoS.
	End