Establishment of New Academic Programme (Self-Accreditation) Process Flow

Responsibility	Process	Remarks
CoS	Start	● Intent to establish new academic programme. ● Prepare workable timeline to meet intended offering semester.
CoS	**Phase 1: Submission of BOS and Initial Screening** Prepare proposal for Board of Studies (BOS) Members	● Proposal for Nomination of BOS.
CoS	Submit to Senate for approval	
Senate	Approved? (No → Prepare proposal for Board of Studies (BOS) Members; Yes ↓)	
CoS	Complete internal procedures including BOS meeting	
CoS	Prepare proposal for AQAC (Phase 1)	● Proposal Initial Screening i. For MQF Level 5 & 6 - requires English & Malay versions ii. For other MQF Levels - requires English version only iii Report on market survey iv. BOS report ● Submission is to be made within AQAC meeting deadline.
KCA	Sufficient? (No → Prepare proposal for AQAC (Phase 1); Yes ↓)	
CoS	Defend proposal at AQAC (Phase 1)	
AQAC	Approved? (No → Defend proposal at AQAC (Phase 1); Yes ↓)	● KCA to issue the AQAC meeting minutes to CoS within 1 week.
CoS	Submit amended proposal with course outlines to KCA	
KCA	Sufficient? (No → Submit amended proposal with course outlines to KCA; Yes ↓)	
CoS	Defends proposal at AQAC (Phase 2)	
KCA	Approved? (No → Defends proposal at AQAC (Phase 2); Yes ↓)	● KCA to issue the AQAC meeting minutes to Senate Secretariat and CoS within 1 week.
CoS	Submit amended proposal to Senate	● Submission is to be made within Senate meeting deadline.
Senate Secretariat	Sufficient? (No → Submit amended proposal to Senate; Yes ↓)	● Senate Secretariat to review and verify submission by CoS based on AQAC meeting minutes. ● One Deputy Director from KCA to attend Pre Senate meeting.
CoS	Present proposal at Senate	
Senate	Endorsed? (No → Present proposal at Senate; Yes ↓)	
CoS & KCA	**Phase 2: Submission of full documentation for approval** MQF level? (5 and 6 → Submit to JPT for approval; Others ↓)	● As per Mesyuarat Saringan Awal (MSA) schedule.
CoS	Prepare MQA-01 document and submit with fee	● IIUM MQA-01 template (.docx). ● To complete the Checklist for IIUM MQA-01 (.docx) ● CoS is given 6 months from the date of approval from the Senate/JKPT whichever is the latest.
KCA	Within 6 months? (No → Send termination notification to CoS and *notify JPT (Level 5 & 6 only) → End; Yes ↓)	
KCA	Document completed? (No → Prepare MQA-01 document and submit with fee; Yes ↓)	
KCA	Send Document to External Assessor (EA)*	● Within 5 working days. *For Clinical and Professional Body, KCA sends document to MQA. MQA replaces EA. Once programme is approved, then CoS submit to BOG and JKPT. KCA will notify the CoS.
KCA	EA requesting info? (Yes → Notify CoS and CoS to provide requested info → Send Document to External Assessor (EA)*; No ↓)	● Within 5 working days from the received date from EA.
Assessor	Assess and provide report	● Within 1 month. ● EA Provisional Accreditation Assessment Report (.docx)
KCA	**Phase 3: Notification and Implementation** Prepare consolidated report	● Within 10 working days.
KCA	Prepare summary report and present to SELFCOM	● Self Accreditation Committee (SELFCOM)
SELFCOM	Approved?	
KCA	Submit proposal and present at Senate	
Senate	Provisional Granted ? (No → End; Yes ↓)	
CoS	Submit plan of actions and feedbacks	● Within 1 month.
KCA	Submit to MQA (issue letter PA)	
CoS	Submit to Board of Governors (BOG)	● Meeting every 3 months.
CoS & KCA	Submit to JPT for approval	● CoS to prepare the documentation. ● KCA to submit to JPT Secretariat.
JPT & KCA	Approved? (No → End; Yes ↓)	● KCA to update masterlist programme.
CoS	Offer the programme	
	End	