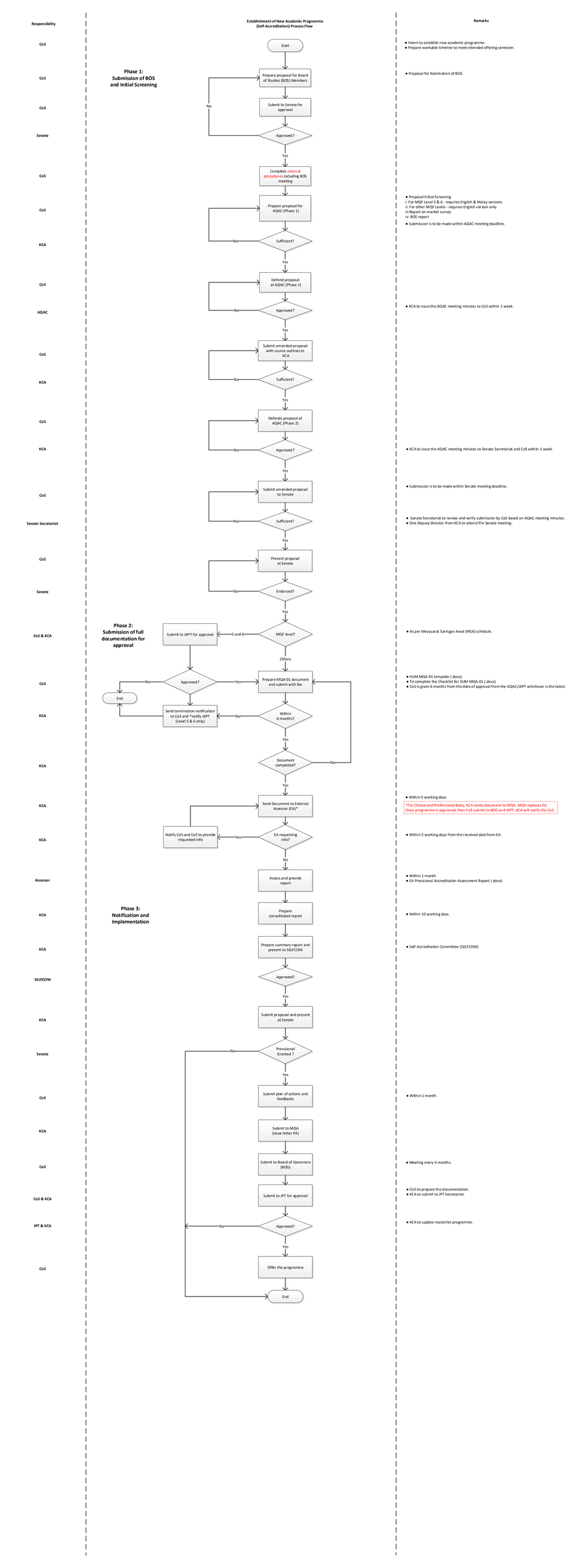
Responsibility
Establishment of New Academic Programme
(Self-Accreditation) Process Flow
Remarks
CoS
Start
● Intent to establish new academic programme.
● Prepare workable timeline to meet intended offering semester.
Phase 1:
Submission of BOS
and Initial Screening
CoS
Prepare proposal for Board of Studies (BOS) Members
● Proposal for Nomination of BOS.
CoS
Submit to Senate for approval
No
Senate
Approved?
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
No
Sufficient?
Yes
CoS
Defend proposal at AQAC (Phase 1)
AQAC
No
Approved?
● KCA to issue the AQAC meeting minutes to CoS within 1 week.
Yes
CoS
Submit amended proposal with course outlines to KCA
KCA
No
Sufficient?
Yes
CoS
Defends proposal at AQAC (Phase 2)
KCA
No
Approved?
● KCA to issue the AQAC meeting minutes to Senate Secretariat and CoS within 1 week.
Yes
CoS
Submit amended proposal to Senate
● Submission is to be made within Senate meeting deadline.
Senate Secretariat
No
Sufficient?
● Senate Secretariat to review and verify submission by CoS based on AQAC meeting minutes.
● One Deputy Director from KCA to attend Pre Senate meeting.
Yes
CoS
Present proposal at Senate
Senate
No
Endorsed?
Yes
Phase 2:
Submission of full
documentation for
approval
CoS & KCA
Submit to JKPT for approval
5 and 6
MQF level?
● As per Mesyuarat Saringan Awal (MSA) schedule.
Others
CoS
No
Approved?
Yes
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 AQAC/JKPT whichever is the latest.
End
KCA
Send termination notification to CoS and *notify JKPT (Level 5 & 6 only)
No
Within 6 months?
Yes
KCA
Document completed?
No
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
Notify CoS and CoS to provide requested info
Yes
EA requesting info?
● Within 5 working days from the received date from EA.
No
Assessor
Assess and provide report
● Within 1 month.
● EA Provisional Accreditation Assessment Report (.docx)
Phase 3:
Notification and
Implementation
KCA
Prepare consolidated report
● Within 10 working days.
KCA
Prepare summary report and present to SELFCOM
● Self Accreditation Committee (SELFCOM)
SELFCOM
Approved?
Yes
KCA
Submit proposal and present at Senate
Senate
No
Provisional Granted ?
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 4 months.
CoS & KCA
Submit to JPT for approval
● CoS to prepare the documentation.
● KCA to submit to JPT Secretariat.
JPT & KCA
No
Approved?
● KCA to update masterlist programme.
Yes
CoS
Offer the programme
End