CHECKLIST FOR SUBMISSION OF DOCUMENT FOR *JABATAN PENGAJIAN TINGGI* (JPT) MEETING

INTRODUCTION

There are three (3) meetings under the *Jabatan Pengajian Tinggi* (JPT) that are related to the academic development. These meetings are:-

a. *Mesyuarat Saringan Awal* (MSA)
b. *Mesyuarat Penubuhan Penubuhan Fakulti*
c. *Mesyuarat Jawatankuasa Pengajian Tinggi* (JKPT)

DOCUMENT PREPARATION

1. All templates for the proposals are available in the KCA website under the JPT tab.

2. The proposal shall use Arial, Font 12 **and** must be written in Bahasa Melayu except for IIUM Mission and Vision (Item No 3) and *Bidang Tujahan* (Item No 4). Please follow the official IIUM Mission and Vision statements that can be found in the IIUM official website.

3. On top of the proposal, the Kulliyyah needs to prepare a presentation slide. The template of the presentation slide is also available in the KCA website under the same JPT tab.

4. The Kulliyyah is required to send all documents via email in the format of either Google Drive or OneDrive link to verify sufficiency. Following verification, the Kulliyyah must print two (2) copies of all documents (except for the presentation slide) and send the physical copies to KCA together with 2 pendrives that contains all of the required documents at least 14 working days before the deadline of the JKPT submission.

5. Please adhere to the JKPT submission deadline. Failure to do so will result in the proposal to be submitted in the next JKPT meeting cycle. The schedule is available in KCA website.

6. The following table summarises the nature of each meeting as well as outlining the required documents for the respective meeting.

Table 1: Required document for the meeting

MEETING	REQUIRED DOCUMENT
Mesyuarat Saringan Awal (MSA) Establishment of New Programme *(Penawaran Program Akademik Baru)* **Note:** Only required for the establishment of programmes under MQF level 4, 5 and 6	a. Proposal (following JKPT format). b. Slide presentation (following JKPT format.) c. Extract minutes of Senate Meeting d. Extract Board of Governance minute meeting e. Any appendices to support the proposal.
Mesyuarat Penubuhan Fakulti 1. Establishment of New Faculty *(Penubuhan Fakulti Baru)* 2. Establishment of New Academic Department *(Penubuhan Jabatan Akademik Baru* 3. Change of Name of the Faculty *(Pertukaran Tatanama Fakulti)*	a. Proposal (following JKPT format) b. Extract minutes of Senate Meeting c. Extract Board of Governance minute meeting d. Any appendices to support the proposal.
Mesyuarat Jawatankuasa Pengajian Tinggi (JKPT) 1. Establishment of New Programme *(Penawaran Akademik Baru)* **Notes:** Required to be submitted for the all establishment of programmes.	a. Proposal (following JKPT format.) b. Slide presentation (following JKPT format.) c. Extract minutes of Senate Meeting d. Extract Board of Governance minute meeting e. Provisional Accreditation letter from MQA. f. Any appendices to support the proposal.
2. Application for Collaboration programmes / Application for off-shore programmes. (*Permohonan Program Kerjasama / Permohonan Program Pesisir)*	a. Proposal (following JKPT format.) b. Extract minutes of Senate Meeting c. Memorandum of Agreement / Memorandum of Understanding. d. Any appendices to support the proposal.

3. Curriculum Review *(Semakan Kurikulum)* *Dokumen Semakan Kurikulum* are required for any of these: - i. Change of Nomenclature (*Perubahan tatanama Program*). *ii.* Change of Duration of Study *(Perubahan Tempoh Pengajian)* *iii.* Change of NEC Code *(Perubahan Kod NEC)* *iv.* Change of Credit Hours *(Perubahan Jam Kredit)* v. A change involving more than 30% curriculum content (Perubahan kurikulum melebihi 30%) **Notes** Item No 2 from the proposal of *Dokumen Semakan Kurikulum* shall indicate the objectives from (i to v) or combination of (i to v).	a. Proposal (following JKPT format). b. Slide presentation (following JKPT format.) c. Extract minutes of Senate Meeting d. Any appendices to support the proposal e.g Letter from professional bodies.