**PAPER FOR ACADEMIC QUALITY ASSURANCE COMMITTEE (AQAC) RECOMMENDATION**

**PROPOSAL FOR THE CURRICULUM REVIEW OF**

**<PROGRAMME NAME>**

**<MQA/XXXX>**

**VIA <MODE OF STUDY>**

**<\*CoS>**

*Notes:*

1. *Programme nomenclature must follow the registered nomenclature*
2. *\*If multiple, list all CoS involved.*
3. **INTRODUCTION**  
     
   The objective of this paper is to seek recommendation from the members of the Academic Quality Assurance Committee(AQAC)…for the revised curriculum of **<PROGRAMME NAME> <MQA/XXXX >** **VIA <MODE OF STUDY>**.
4. **BACKGROUND OF THE PROGRAMME**

**Table 1: Details of the Programme**

|  |  |
| --- | --- |
| **Programme Owner** | Department of … |
| **Date of Approval by JKPT** |  |
| **Current Accreditation Status and Date** |  |
| **Date of First Assessor Visit for Provisional or Full Accreditation** |  |
| **First Intake of Students** |  |
| **First Batch Graduated** |  |
| **Current Curriculum Review (Senate Endorsed Date)** |  |

**Table 2: Student Population**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Intake** | **Enrolment** | **Attrition** | **Graduated** |
| 2020 | a | b | c | d |
| 2021 | a2 | b2 = b – c – d +a2 | c2 | d2 |
|  | a3 | b3 = b2 – c2 – d2 + a3 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Note: The data should cover the past 5 years.*

**Table 3: Student Projection**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Intake** | **Enrolment** | **Graduated** |
|  | x | y | z |
|  | x2 | y2 = y – z + x2 | z2 |
|  | x3 | y3 = y2 – z2 + x3 | z3 |
|  |  |  |  |
|  |  |  |  |

*Notes:*

1. *The data should cover the next 5 years.*
2. *To refer Advisory Note No. 3/2024 - Minimum Student Intake for IIUM Academic Programme.*
3. **DETAILS OF REVISION/ JUSTIFICATION**

(*While other relevant information may be included in this section, Table 1, Table 2, Table 3, Table 4, Table 5 and Table 6 must be included as part of the main proposal and not in the appendices*)

* *Provide the big picture - How would this revised curriculum make IIUM address the vision and mission of the university and also lead the way, what are the unique selling points (may include new ones and/or retained strengths) (add as needed)*
* *List the key/major changes*
* *Pick up the major points from the SWOT analysis done (the full SWOT analysis should be an appendix)*
* *List the sources of inputs (the content of the input should be an appendix)*

**Table 4: Existing Structure vs the Proposed Structure against the Programme Standard**

Programme Standard:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Existing** | | | **Proposed** | | | **\*Standards** | | |
| **Course\*** | **Credit** | **%** | **Course** | **Credit** | **%** | **Course** | **Credit** | **%** |
|  |  |  | **Unicore** |  |  | **Compulsory Modules** |  |  |
|  |  |  | **Core** |  |  | **Core** |  |  |
|  |  |  | **Elective** |  |  | **Elective** |  |  |

*Notes:*

1. *Programme may add more rows to indicate the breakdown used in the programme.*
2. *For Research mode, the percentage (%) column need to be excluded.*
3. *\*Use the breakdown terms according to the Programme Standards.*

**Table 5: List of Courses for Programme**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Existing course** | | **Proposed course** | | **Justification** |
| Course code | Course title | Course code | Course title |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Note: Programme may add more rows to indicate the breakdown used in the programme.*

**Table 6: Comparison of Course Synopses due to the CR Exercise**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Code** | **Existing synopsis** | **Proposed synopsis** | **Justification** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Note: This table is only for AQAC Meeting (Phase 1), to be omitted for Senate submission since course outlines are provided in the proposal for Senate endorsement. Only include the course synopsis.*

**Effective Date**:

1. **FINANCIAL IMPLICATION**

*<1. To state any kind of action taken by the CoS from this CR exercise that requires Board of Governance (BOG) approval>*

*<2. Others as relevant>*

1. **CONCLUSION**

The AQAC members are kindly requested to recommend the proposal as presented in this paper to be forwarded for Senate endorsement.

Prepared by:

<Name of Kulliyyah>

Date:

**APPENDICES**

**Appendix A: PEO and PLO**

*Note: Ensure that mapping to PEO vs IIUM 7 mission, PEO vs PLO, PLO vs MQF 2.0 (2024)*

**Table A1: PEO and PLO**

|  |  |
| --- | --- |
| **Programme Educational Outcomes (PEO)** | |
| PEO 1 |  |
| PEO 2 |  |
| PEO 3 |  |
| PEO 4 |  |
| PEO 5 |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Programme Learning Outcomes (PLO)** | |
| PLO 1 |  |
| PLO 2 |  |
| PLO 3 |  |
| PLO 4 |  |
| PLO 5 |  |
|  |  |
|  |  |

\**Note: May add or remove the number of rows following the number of PEOs and PLOs*

**Table A2: Mapping of PEO vs IIUM 7 Mission**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **IIUM 7 Mission** | | | | | | |
| **PEO** | **Mission 01** | **Mission 02** | **Mission 03** | **Mission 04** | **Mission 05** | **Mission 06** | **Mission 07** |
| PEO 1 | **/** |  |  |  |  |  |  |
| PEO 2 |  |  |  |  |  |  |  |
| PEO 3 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

*\*Notes:*

1. *May add or remove the number of rows following the number of PEOs.*
2. *PEOs and IIUM 7 Mission statement are not needed. To map (/) only.*

**Table A3: Mapping of PEO vs PLO**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PLO** | **PEO 1** | **PEO 2** | **PEO 3** | **PEO 4** |  |  | **PEOn** |
| PLO 1 | **/** |  |  |  |  |  |  |
| PLO 2 |  |  |  |  |  |  |  |
| PLO 3 |  |  |  |  |  |  |  |
| PLO 4 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| PLOn |  |  |  |  |  |  |  |

\**Notes:*

1. *May add or remove the number of columns or rows following the number of PEOs and PLOs.*
2. *PEOs and PLOs statement are not needed. To map (/) only*

**Table A4: Mapping of PLO vs MQF 2.0 (2024)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **\*MQF 2.0 (2024)** | **PLO 1** | **PLO 2** | **PLO 3** | **PLO 4** | **PLO 5** |  |  |  |  | **PLOn** |
| Knowledge and Understanding | **/** |  |  |  |  |  |  |  |  |  |
| Cognitive Skills |  |  |  |  |  |  |  |  |  |  |
| Practical Skills |  |  |  |  |  |  |  |  |  |  |
| Interpersonal Skills |  |  |  |  |  |  |  |  |  |  |
| Communication Skills |  |  |  |  |  |  |  |  |  |  |
| Digital Skills |  |  |  |  |  |  |  |  |  |  |
| Numeracy Skills |  |  |  |  |  |  |  |  |  |  |
| Leadership, Autonomy and Responsibility |  |  |  |  |  |  |  |  |  |  |
| Personal Skills |  |  |  |  |  |  |  |  |  |  |
| Entrepreneurial Skills |  |  |  |  |  |  |  |  |  |  |
| Ethics and Professionalism |  |  |  |  |  |  |  |  |  |  |

*Notes:*

1. *\*Kindly use the MQF 2.0 (2024) of 5 clusters (11 learning outcome domains domains* ***as given in Table A4 above****).*
2. *May add or remove the number of columns following the number of PLOs.*

**Appendix B: Narrative of SAF elements in the revised curriculum vis-à-vis PEO, PLO, and Programme structure**

*Note: The narrative should be unique to the programme indicating how SAF elements are imbued in the revised curriculum in relation to the changes made in the PEO, PLO and programme structure.*

**Appendix C: Programme Course Details**

*\*Notes:*

1. *Mixed-mode and Coursework programme may choose either Table C1 or Table C2.*
2. *Mixed-mode programme would require completing Table C1 or Table C2* ***and*** *Table C3.*

**Table C1**: Courses vs PLO highlighting the Culminating Courses

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **PLO 1** | **PLO 2** | **PLO 3** | **PLO 4** | **PLO 5** |  |  |  |  | **PLOn** |
| ABCD 1234 | **CLO1, CLO2** |  | **CLO4** |  | **CLO3, CLO 2** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
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\**Notes:*

1. *May add or remove the number of columns or rows following the number of Courses and PLOs.*
2. *PLOs statement are not needed. To map (/) only.*

**Table C2**: Courses vs PLO highlighting the Culminating Courses

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Course Learning Outcomes (CLO)** | **PLO 1** | **PLO 2** | **PLO 3** | **PLO 4** | **PLO 5** |  |  |  |  | **PLOn** |
| ABCD 1234 | 1. To apply… | **/** |  |  |  |  |  |  |  |  |  |
| 2. To design… |  | **/** |  |  |  |  |  |  |  |  |
| 3. To synthesis… |  | **/** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
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\**Note:*

1. *May add or remove the number of columns or rows following the number of Courses, CLOs and PLOs.*
2. *Table C2 is highly recommended for the AQAC Meeting (Phase 2).*

**Table C3**: Research Activities vs PLO

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Research Activities** | **S / F** | **PLO 1** | **PLO 2** | **PLO 3** | **PLO 4** | **PLO 5** |  |  |  |  | **PLOn** |
|  |  |  |  |  |  |  |  |  |  |  |  |
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*Notes:*

1. *May add or remove the number of columns or rows following the number of Research Activities and PLOs.*
2. *PLOs statement are not needed. To map (/) only.*
3. *S: Summative; F: Formative (Refer to Master & Doctoral Degree Standard by MQA, page 10)*

**Table C4**: **Sample Study Plan**(*Research mode programme would not require a sample)*

**Table C5: Calculation of Change in the Revised Curriculum**

**Calculation #1**: Any change for the items given in Table C5: will contribute to a 1% change. Programme owner will have to identify if any changes occur on;

**Table C5: Calculation of Change in the Revised Curriculum (Checklist)**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item** | **Change (/)** | **No Change (/)** |
| 1. | Any change in the structure with or without changing the total credit hour. |  |  |
| 2. | Any change in the Programme Educational Objectives (PEOs) e.g. number of PEOs, PEOs statement, etc. |  |  |
| 3. | Any change in the Programme Learning Outcomes (PLOs) e.g. number of PLOs, PLOs statement, mapping to MQF Learning Outcome Domains (LODs) etc. |  |  |
| 4. | Any change in the number of courses in the curriculum. |  |  |
| 5. | Any introduction of core course into the structure without changing the total credit hours. |  |  |
| 6. | Any deletion of core course into the structure without changing the total credit hours. |  |  |

**Calculation #2**: Changes in the course content as per item 3.7\* will be calculated using the following equation:



Therefore, the total percentage change = 𝐶𝑎𝑙𝑐𝑢𝑙𝑎𝑡𝑖𝑜𝑛 #1 + 𝐶𝑎𝑙𝑐𝑢𝑙𝑎𝑡𝑖𝑜𝑛 #2

*Note: To refer \*Advisory Note No. 2/2024 - Calculating Change in Curriculum*

**Appendix D: Needs Analysis**

(*Must be done from various stakeholders i.e. not just employer)*

**Appendix E: Self-review report and SWOT analysis**

**Appendix F: Review report from Internal Assessors**

**Appendix G: Review report from External Assessors**

Any other appendices deemed relevant