

**ADVISORY NOTE NO. 8/2025**  
*(FOR INTERNAL CIRCULATION ONLY)*

**PHASES IN AQAC MEETING**

**INTRODUCTION**

1. The Academic Quality Assurance Committee (AQAC) was established in 2018 to oversee the establishment, monitoring, and continual improvement of the University's academic quality assurance. The membership and terms of reference of the AQAC are specified in Clause 8.1 of the Academic Quality Assurance Regulation (AQAR) 2025.
2. To ensure that Senate meetings have sufficient time to deliberate on critical academic matters, this advisory note implements the Senate's decision (Meeting No. 517, Minute 517.35, dated 24<sup>th</sup> January 2025), which empowers the AQAC to review and deliberate all academic proposals prior to their submission for Senate endorsement. This measure ensures that all proposals undergo thorough consideration at the AQAC level before being tabled to the Senate.

**GUIDELINES**

3. To accommodate this request, the AQAC meeting shall be conducted in two phases, namely AQAC Phase 1 and AQAC Phase 2, depending on the nature of the proposal stipulated under the scope of the AQAC in the AQAR 2025.
4. This means that, depending on the type of proposal, a proposal must be presented and recommended in both AQAC Phase 1 and AQAC Phase 2 before being submitted to the Senate.
5. The following outlines this new conduct:
  - a) **Single-Phase:**  
A single-phase AQAC process refers to proposals that require to obtain the recommendation from the AQAC only once. This category applies to proposals that **do not involve** the establishment of new academic programmes or curriculum review exercises.

b) **Two-Phase:**

A two-phase AQAC process refers to:

- Proposals that are required to obtain the recommendations from the AQAC on two separate occasions.
  - This process applies to proposals for the **establishment of new academic programmes** as well as **curriculum review** proposals for undergraduate programmes and all modes of postgraduate programmes.
  - The first phase focuses on the overall structure and conceptual framework of the proposal, while the second phase addresses the detailed framework, including the **course outlines** and **course plans**.
6. The Dean shall present the proposal at the meeting. However, the programme owner may be permitted to do so with the Dean's consent, provided that the Dean is in attendance throughout the discussion. This is to ensure that the Dean remains informed of and engaged in the deliberations on the proposal.
7. Centres of Studies (CoS) are advised to observe the stipulated timeframe to facilitate a smooth and timely process.

**Prepared by:**

Office of Knowledge for Change and Advancement (KCA)  
06<sup>th</sup> November 2025