

Responsibility

Curriculum Review (CR) Process Flow

Remarks

CoS

CoS

CoS

CoS

CoS

CoS

CoS

KCA

CoS

AQAC-KCA

CoS

KCA

CoS

AQAC-KCA

CoS

Pre Senate Committee

CoS

Senate

CoS

BoG

CoS

KCA

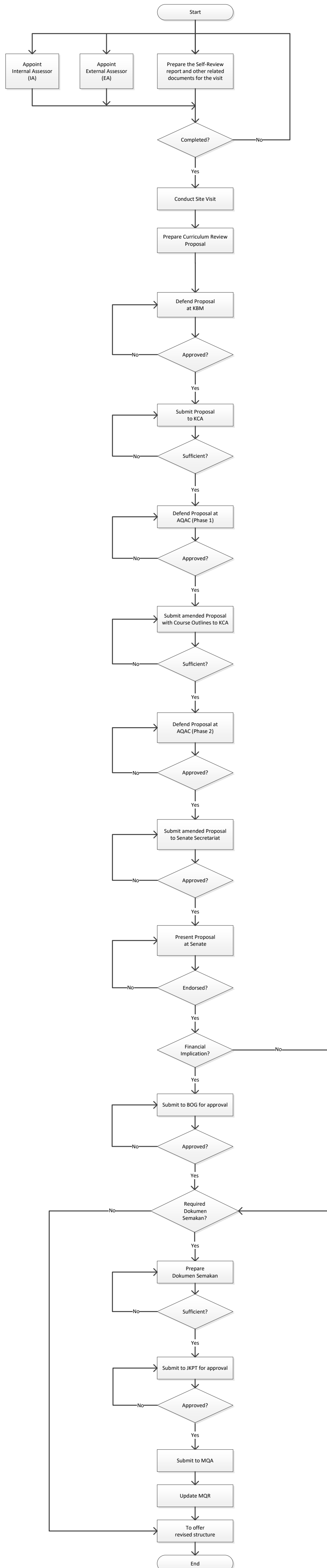
KCA

JKPT

KCA

KCA-MQA

CoS



- CoS to initiate and CoS to notify KCA.  
Note: Changes require JKPT approval to be tabled in AQAC meeting (Phase 1) at least 6 months in advance; others, 3 months in advance.
- CoS to establish Curriculum Review Committee. Details to be referred SWA Guidelines.
- Appointment of IA and EA(s) from the Relevant Authority.  
Note: CoS may appoint more than one EA.
- Input for the Self-Review Report should come from the Graduate Employability rate and at least one of the following:
  - Alumni
  - Industry
  - Benchmarking visit
  - BOS
  - previous IA and EA(s) feedbacks
  - Needs analysis
  - Other stakeholders
- CoS must submit copy of the Self-Review Report to the IA, EA(s) and KCA prior to the visit.
- To prepare for the Site Visit according to the Audit Checklist of Curriculum Review (Conduct) (.docx)
- To notify KCA on the site visit
- To keep minutes of the meeting
- Assessor to provide report within 1 month
- To use the Curriculum Review template (.docx)
- The document should not include course outline.
- The document should focus only on the plan of actions for the programme
  - i. Details of the elements that have been changed from the original curriculum.
  - ii. Tables that compare the original and the revised curriculum.
  - iii. Argument that the changes do not exceed 30% of the original, if such is the case.
  - iv. Strategic planning
- To keep minutes of the meeting
- To complete the Checklist for Curriculum Review (Content) (.docx) submission.
- Submission is to be made within AQAC meeting deadline.
- To verify the Checklist for Curriculum Review (Documentation) (.docx) submission from CoS.
- Amended CR proposal after KBM without course outlines.
- KCA to issue the AQAC meeting minutes to CoS one week prior to the next meeting.
- To complete the Checklist for Course Outline (.docx) submission.
- Submission is to be made within AQAC meeting deadline.
- To submit using the latest course outline template together with a course plan for every course.
- To verify the Checklist for Curriculum Review (Course Outline) (.docx) submission from CoS.
- KCA to issue the AQAC meeting minutes to Senate Secretariat and CoS one week prior to the next meeting.
- Submission is to be made within Senate meeting deadline.
- Senate Secretariat to review and verify submission by CoS based on AQAC meeting minutes.
- One Deputy Director from KCA to attend Pre Senate meeting.
- To prepare the documentation.
- The changes that require Dokumen Semakan are as the following:
  - Total credit hour
  - Change in NEC
  - Change of Nomenclature
  - Change in programme structure more than 30%
- To prepare the Dokumen Semakan (.docx) following JKPT format and submission deadline.
- To complete Checklist for Dokumen Semakan JKPT (.pdf)
- KCA to fill in Borang L from MQA.