INSTRUCTIONS TO HEP ON SUBMISSION OF ACCREDITATION APPLICATION

A. Submission of MQA-01 2017 (Provisional Accreditation)

A1. REQUIRED DOCUMENTS

1. MQA-01 2017 (Provisional Accreditation)
2. Course Information Template (Excel) (Table 4 in MQA-01, 2017)
   For Table 4, please remain the file name as it is downloaded for it to be assessed through Evaluation Instrument.
3. Evaluation Instrument of COPPA 2nd Edition (2017) (Excel)

A2. NOTES ON SUBMISSION

1. This note is intended to provide HEPs with general guidance in preparing the above stated document.
   a. Submission of MQA-01 2017 should only be in softcopy (Word and PDF) with all attachments/evidences hot-linked/hyperlinked within the text of the application. HEPs must provide 4 copies of submission in the form of CD.
   b. HEPs are also required to fill in programme information in Main Page and fill in/attach information for all the 8 tables provided in Evaluation Instrument of COPPA 2nd Edition (2017) (Excel). No self-rating and remark are required.
   c. HEP must ensure that all hot-linked/hyperlinked attachments in MQA-01 2017 are working properly before submission.

2. The following indicates how the HEP should approach the preparation of the application and also MQA's expectation about the completeness of the application. In particular, ensure the following are in good order:
   a. Clarity and completeness of the Programme Learning Outcomes (PLO) statements and Course Learning Outcomes statements (CLO).
   b. Alignment of the assessment methods to CLO statements.
   c. Mapping of the Programme Educational Objectives (PEO), PLO and CLO statements.
   d. Describe, state or explain the policies, processes, and procedures as applied to the 7 areas of evaluation that is in place to manage its academic programmes.
   e. All plans, policies, processes, and procedures submitted as part of the application must be officially approved documents of the HEP. These documents MUST NOT be draft or procedures pending approval by the HEP.
   f. The HEP must ensure the application has been vetted and all information contained therein is accurate as at the time of the application. Information about non-HEP staff must be included with their knowledge and consent.

3. The HEP is solely responsible for the contents of the applications even though it may have adapted, adopted or obtained permission from other rights owner/s for use of the curriculum.

4. Since HEPs have to append softcopies of all referenced documents by means of ~~hot-linking/~~hyperlinking, HEPs are advised to retain softcopies of all internal documents to facilitate applications.

B. Submission of MQA-02 2017 (Full Accreditation)

B1. <u>REQUIRED DOCUMENTS</u>

1. MQA-02 2017 (Full Accreditation)
2. Course Information Template (Excel) (Table 4 in MQA-01, 2017)
   For Table 4, please remain the file name as it is downloaded for it to be assessed through Evaluation Instrument.
3. Evaluation Instrument of COPPA 2nd Edition (2017) (Excel)

B2. <u>NOTES ON SUBMISSION</u>

1. This note is intended to provide HEPs with general guidance in preparing the above stated document.
   a. Submission of MQA-02 2017 should only be in softcopy (Word and PDF) with all attachments/evidences ~~hot-linked/~~hyperlinked within the text of the application. HEPs must provide 4 copies of submission in the form of CD.
   b. HEPs are also required to fill in programme information, fill in~~/attach information for all~~ the 8 tables and to do self-rating and self-review report using Evaluation Instrument of COPPA 2nd Edition (2017) (Excel).
   c. HEP must ensure that all ~~hot-linked/~~hyperlinked attachments in MQA-02 2017 are working properly before submission.

2. The following indicates how the HEP should approach the preparation of the application and also MQA's expectation about the completeness of the application. In particular, ensure the following are in good order:
   a. Ensure all CONDITIONS IMPOSED and required to be addressed within a set time line have been fulfilled and MQA has been notified for information or confirmation as necessary. Applications which do not meet this requirement WILL NOT BE RECOMMENDED for full accreditation.
   b. HEP must have developed the Terms of Reference for External Examiner (EE), appointed the EE and set the date for the 1st review (mandatory for level 6, MQF and above). Ideally, the EE should have reviewed the programme before the Full Accreditation.
   c. In selecting a sample of evidences, the HEP is advised to sample across courses, across time, across individuals etc. to provide a representative sample for evaluation.
   d. Pay attention to alignment of the assessment methods to CLO, the measurement of attainment of the CLOs and the attainment of the PLOs. Such systems are expected to be in place for other programmes conducted by the HEP. The extension of the measurement systems is strongly expected.
   e. All policies, processes, and procedures submitted as part of the application must be officially approved documents of the HEP. These documents MUST NOT be draft or procedures pending approval by the HEP.

f. The HEP must ensure the application has been vetted and all information contained therein is accurate as at the time of the application. Information about non-HEP staff must be included with their knowledge and consent.

g. If a new standard or requirement is enforced, the HEP must within the timeframe, make all the adjustments to the curriculum when submitting for full accreditation.

3. Since HEPs have to append softcopies of all referenced documents by means of ~~hot-linking/~~hyperlinking HEPs are advised to retain softcopies of all internal documents to facilitate applications.