Prepared by:	Approved by:
Name : Nurul Afiqah Binti Ibrahim	Name : Dr. Sim Siew Ling
Position: Executive, Centre for Quality Assurance	Position: Director, Centre for Quality Assurance

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	03/04/14	Establishment	00	Director, CQA
2	01/07/22	Review on item no.3.0, 4.0, 6.0, 7.0 and 8.0	01	Director, CQA
3	23/09/24	Review on scope	02	Director, CQA

1.0 OBJECTIVE

The objective of this SOP is to guide the application process for programme accreditation.

2.0 SCOPE

The scope of this SOP will cover all programmes conducted in UTS.

3.0 REFERENCES

3.1   Malaysian Qualifications Framework (MQF) Second Edition

3.2   Code of Practice for Programme Accreditation (COPPA) Second Edition

3.3   MQA Program Standard

3.4   Professional Bodies and Regulatory Standard

4.0 DEFINITIONS / ABBREVIATIONS

UTS	:	University of Technology Sarawak
CQA	:	Centre for Quality Assurance
COPPA	:	Code of Practice for Programme Accreditation
MOHE	:	Ministry of Higher Education
MQA	:	Malaysian Qualifications Agency
MQF	:	Malaysian Qualifications Framework
HoP	:	Head of Programme
SOP	:	Standard Operating Procedure

5.0 RESPONSIBILITY

5.1   The Director of CQA is responsible to ensure that this SOP is adhered to at UTS level.

5.2   Dean is responsible to ensure that this SOP is adhered to at school level.

5.3   HoP is responsible to ensure that this SOP for planning and submission of application for new programme accreditation is adhered to with the assistance from CQA.

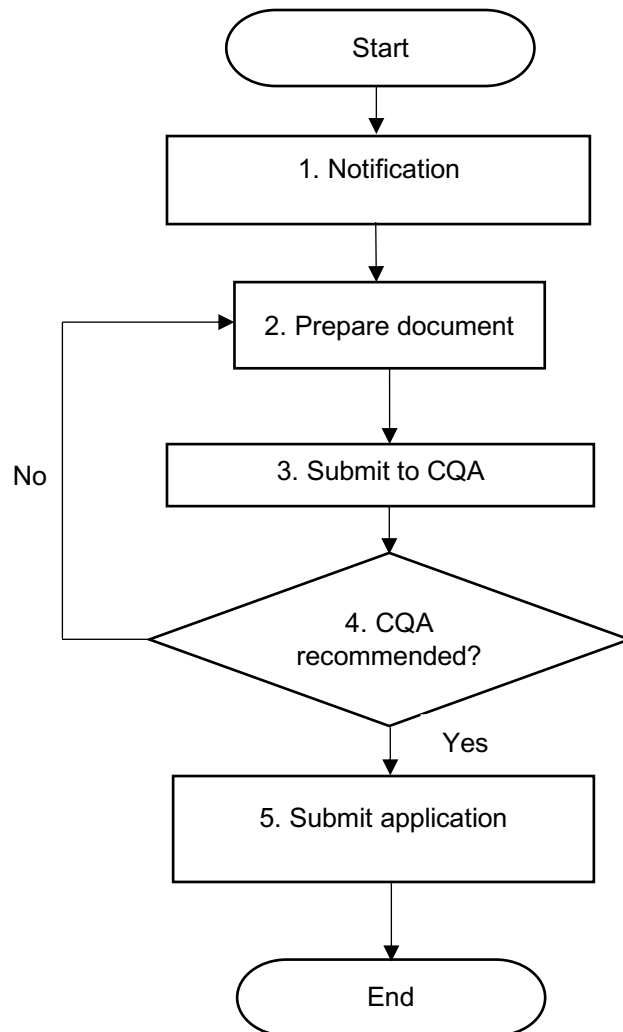5.4   CQA is responsible to assist in compiling related documentation.

6.0 PROCEDURE

Refer to the process flow chart as in a next page.

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                    ┌─────────────┐
                    │    Start     │
                    └──────┬──────┘
                           │
                    ┌──────▼──────────┐
                    │ 1. Notification  │
                    └──────┬──────────┘
                           │
         ┌─────────►┌──────▼──────────────┐
         │          │ 2. Prepare document  │
         │          └──────┬──────────────┘
         │                 │
         │          ┌──────▼──────────┐
         │          │ 3. Submit to CQA │
         │          └──────┬──────────┘
         │                 │
      No │          ┌──────▼──────────┐
         └──────────┤  4. CQA          │
                    │  recommended?    │
                    └──────┬──────────┘
                           │ Yes
                    ┌──────▼──────────────┐
                    │ 5. Submit application │
                    └──────┬──────────────┘
                           │
                    ┌──────▼──────┐
                    │     End      │
                    └─────────────┘
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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Notification 1.1 CQA to notify HoP of the programme. • One semester (foundation programme) and six months (undergraduate and postgraduate programme) before completion of first batch of students • 8 months prior to the first cohort graduation	Dean, HoP, CQA	
2	Preparation of MQA-02 or professional bodies document. 2.1 School to prepare MQA-02 or professional bodies document for full accreditation: • One semester (foundation programme) and six months (undergraduate and postgraduate programme) before completion of first batch of students • By adhering to **"Syarat-syarat Khusus"** as stated in the programme approval certificate from MOHE • 8 months prior to the first cohort graduation	Dean, HoP, CQA	MQA-02 Document Professional Bodies Document MQA Letter of Approval MOHE Letter of Approval
3	Submission of MQA-02 or professional bodies' document to CQA. • 6 months prior to the first cohort graduation	HoP, CQA	MQA-02 Document

				Professional Bodies Document
4	CQA recommendation for approval. 4.1 CQA to review the submitted the documents: • If yes, CQA to prepare for submission; and prepare payment to MQA • If no, school to make amendment. • 6 months prior to the first cohort graduation	CQA, Dean, HoP, Bursary Office		MQA-02 Document Professional Bodies Document Email Request Payment
5	Submit application. 5.1 Submit application via eSP 5.2 CQA to submit MQA-02 documentation or professional bodies to MQA; OR 5.3 School to submit the document to professional bodies. ***Note:*** i. Bachelor programme and above – 1 copy of disc drive ii. Professional Bodies - refer *Jadual Keperluan Bilangan Salinan Dokumen Program Profesional.* • 4 to 6 months prior to the first cohort graduation	CQA		MQA-02 Document Professional Bodies document eSP Borang B

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	MQA-02 Document	Dean, HoP, CQA	5 years
2	Professional Bodies Document	Dean, HoP, CQA	5 years
3	MOHE Letter of Approval	HoP, CQA	Permanent