Prepared by:	Approved by:
Name : Nurul Afiqah Ibrahim Position : Executive, Centre for Quality Assurance	Name : Dr. Sim Siew Ling 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 item no. 3.0, 4.0, 6.0, 7.0 & 8.0	01	Director, CQA
3	14/06/24	Review on references, abbreviations, flow chart, descriptions of procedure and records.	02	Director, CQA
4	23/09/24	Review on flow chart and descriptions of procedure.	03	Director, CQA

1.0 OBJECTIVE

The objective of this procedure is to provide guidelines for the application for approval to conduct programmes (new and renewal).

2.0 SCOPE

The scope of this procedure covers all programmes conducted at UTS.

3.0 REFERENCES

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

3.2 Malaysian Qualification Framework (MQF) Second Edition

3.3 University Rules and Regulations (Latest Edition)

3.4 Programme Standards/Guidelines by Professional Bodies (where applicable)

3.5 Need Assessment/ Market Analysis (Advisory Note No. 2/2017)

4.0 DEFINITIONS / ABBREVIATIONS

UTS	:	University of Technology Sarawak
eIPTS	:	e - Institut Pengajian Tinggi Swasta
eSP	:	e – Semakan Permohonan
CQA	:	Centre for Quality Assurance, UTS
COPPA	:	Code of Practice for Program Accreditation
BOS	:	Board of Studies
PAC	:	Programme Advisory Committee
PC	:	Programme Committee
MQA	:	Malaysian Qualifications Agency
HoP	:	Head of Programme
SAC	:	School Academic Committee
UAC	:	University Academic Committee
UPC	:	University Postgraduate Committee
MOHE	:	Ministry of Higher Education
SOP	:	Standard Operating Procedure
VCO	:	Vice Chancellor Office

5.0 RESPONSIBILITY

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

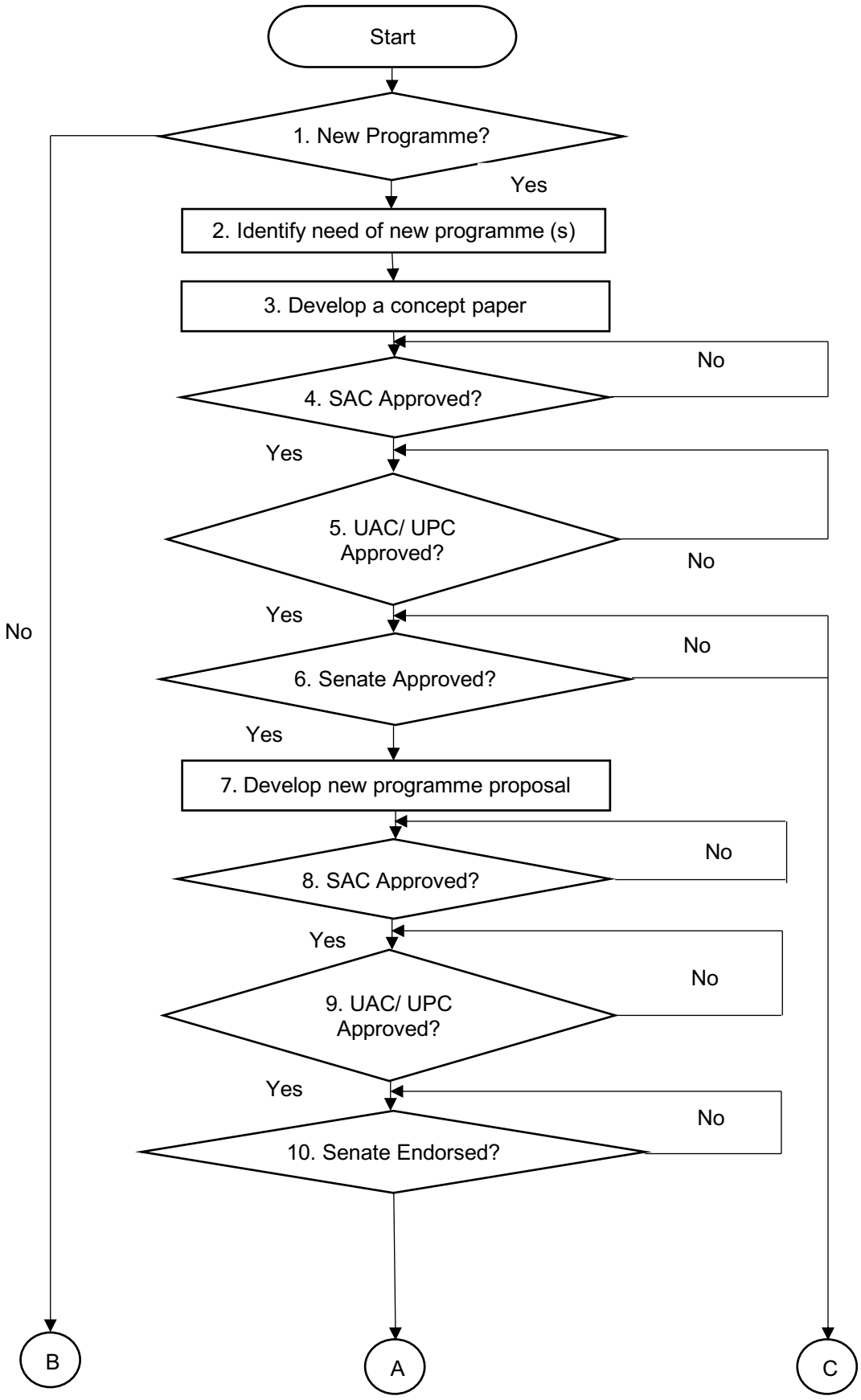
5.2 Dean is responsible to ensure that this SOP is adhered to at school level.

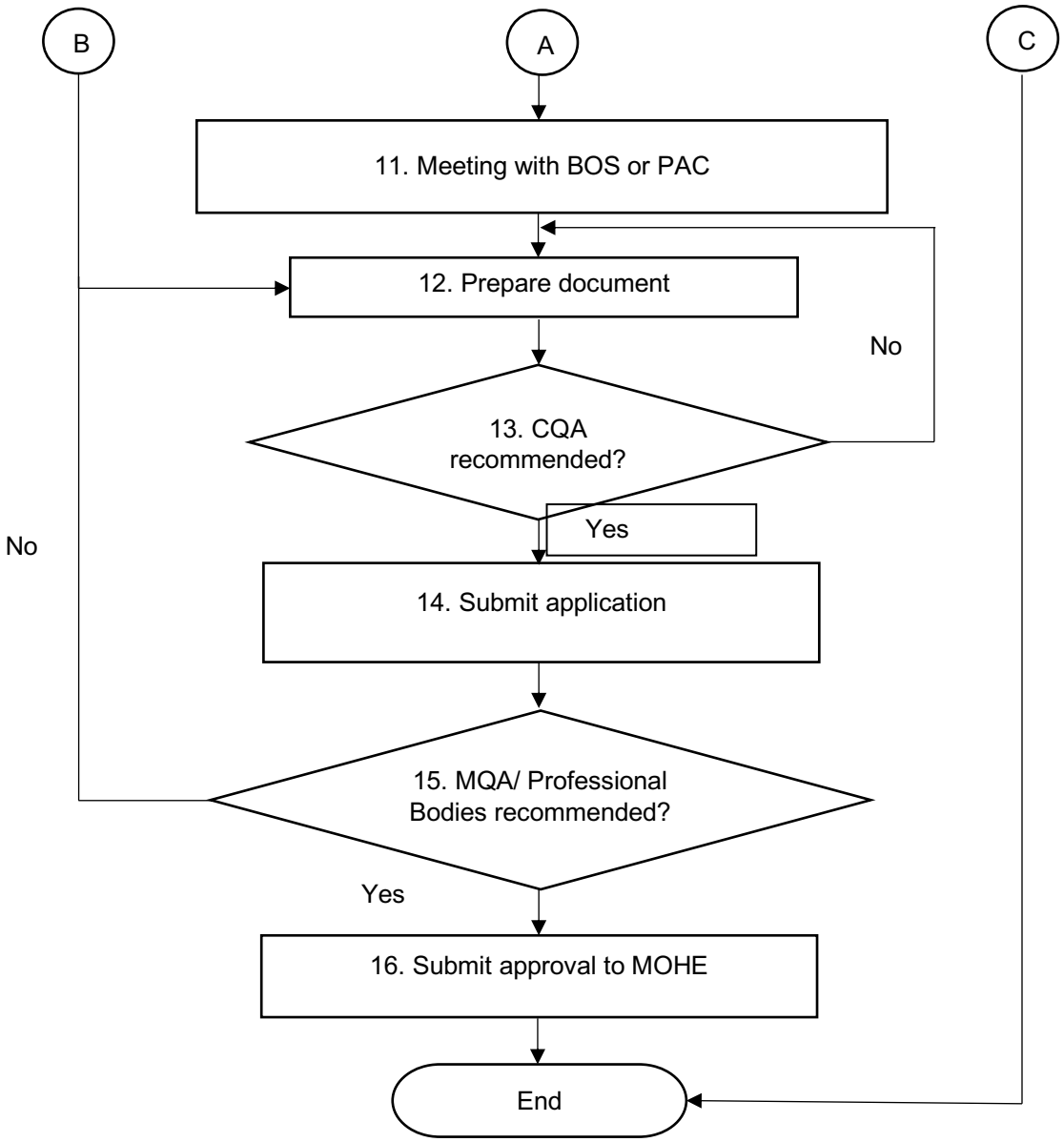
5.3 HoP is responsible to ensure that this SOP for planning and submission of application for approval to conduct programme (new and renewal) is adhered to with the assistance from CQA.

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.


Start
1. New Programme?
Yes
2. Identify need of new programme (s)
3. Develop a concept paper
4. SAC Approved?
No
Yes
5. UAC/ UPC Approved?
No
Yes
6. Senate Approved?
No
No
Yes
7. Develop new programme proposal
8. SAC Approved?
No
Yes
9. UAC/ UPC Approved?
No
Yes
10. Senate Endorsed?
No
B
A
C


B
A
C
11. Meeting with BOS or PAC
12. Prepare document
No
13. CQA recommended?
Yes
No
14. Submit application
15. MQA/ Professional Bodies recommended?
Yes
16. Submit approval to MOHE
End

7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	New Programme? 1.1 If yes, procees no 2. 1.2 If no, go to No 12. • 24 months prior to offering	Dean HoP	
2	Identification of the needs for new programme. 2.1 School to identify the needs to offer new programme at least 2 years (24 months) prior to offering. 2.2 School to form the PC in developing a new programme. • 24 months prior to offering	Dean HoP PC	
3	Concept paper development. 3.1 PC to prepare concept paper for the new programme. • 24 months prior to offering	Dean HoP PC	Concept Paper New Academic Programme (UTS-CQA-P01-CP)
4	SAC Approved? 4.1 PC to table the concept paper in SAC meeting for endorsement. 4.2 If yes, proceed to No. 5. 4.3 If no, PC to review concept paper proposal based on recommendation/ feedback from SAC members. • 23 Months prior to offering	Dean HoP PC SAC members	Concept Paper New Academic Programme (UTS-CQA-P01-CP)
5	UAC/ UPC Approved? 5.1 If yes, proceed to No. 6.	Dean PC	Concept Paper New Academic Programme (UTS-CQA-P01-CP)

	5.2 If no, PC to make amendment based on recommendation/feedback from UAC/ UPC members. • 21 Months prior to offering	UAC/ UPC members	
6	Senate Approved? 6.1 If yes, proceed to No. 7. 6.2 If no, PC to make amendment based on recommendation/feedback and if rejected by the Senate members, proceed to End.	Dean PC Senate Members	Concept Paper New Academic Programme (UTS-CQA-P01-CP)
7	New programme development proposal. 7.1 PC to prepare a proposal for the new programme development. 7.2 PC to conduct market survey and prepare market survey report. 7.3 PC to prepare course syllabus (Table 4) 7.4 School to propose BOS (for undergraduate and postgraduate programme) or PAC (for foundation programme) members. • 20 Months prior to offering	HoP Dean PC BOS	New Academic Programme Proposal (UTS-CQA-P01-NAP) Checklist of Programme Proposal (UTS-CQA-P01-CPP) BOS or PAC members' proposal Market Survey Report Course Syllabus (Table 4)
8	SAC Approved? 8.1 If yes, proceed to No. 9. 8.2 If no, PC to review concept paper proposal based on recommendation/ feedback from SAC members. • 18 Months prior to offering	Dean HoP PC SAC members	New Academic Programme Proposal (UTS-CQA-P01-NAP) Checklist of Programme Proposal (UTS-CQA-P01-CPP) BOS or PAC members' proposal Market Survey Report Course Syllabus (Table 4)

9	UAC/ UPC Approved? 9.1 If yes, proceed to No. 10. 9.2 If no, PC to make amendment based on recommendation/feedback from UAC/ UPC members. • 17 Months prior to offering	Dean PC UAC/ UPC members	New Academic Programme Proposal (UTS-CQA-P01-NAP) Checklist of Programme Proposal (UTS-CQA-P01-CPP) BOS or PAC members' proposal Market Survey Report Course Syllabus (Table 4)
10	Senate Endorsed? 6.1 If yes, proceed to No. 11. 6.2 If no, PC to make amendment based on recommendation/feedback from Senate members. • 16 – 14 Months prior to offering	Dean PC Senate members	New Academic Programme Proposal (UTS-CQA-P01-NAP) Checklist of Programme Proposal (UTS-CQA-P01-CPP) BOS or PAC members' proposal Market Survey Report Course Syllabus (Table 4)
11	Meeting with BOS (Undergraduate & Postgraduate Programme) or PAC (Foundation)	Dean BOS PC	BOS Report New Academic Programme Proposal (UTS-CQA-P01-NAP) Checklist of Programme Proposal (UTS-CQA-P01-CPP) BOS or PAC members' proposal

			Market Survey Report Course Syllabus (Table 4)
12	Prepare MQA-01 or manual from professional bodies document. 12.1 HoP to prepare MQA-01 or professional bodies document for programme approval application within 13-16 months before the programme is to be offered. 12.2. School to submit • 13 - 16 Months prior to offering	Dean HoP	Manual MQA-01 Manual Professional Bodies
13	CQA recommendation for approval. 13.1 CQA to review the submitted document: • PC to submit MQA-01 documents two (2) months before submission • If yes, CQA to prepare submission documents to MQA; and school to submit documents to professional bodies • If no, PC to make amendment. 13.2 CQA/ school to request payment via JomPay from Bursary Office. • CQA to prepare payment to MQA; and School to prepare payment to Professional Bodies 13.3 Submission **MUST** be done 10 months before the programme is to be offered.	Dean PC CQA Bursary Office	MQA-01 Document Professional Bodies Document Email Request Payment
14	Submission of application. 14.1 Submit application via eSP. 14.2 CQA to submit MQA-01 documentation to MQA 14.3 School to submit the document to professional bodies	CQA, HoP	MQA-01 Document Professional Bodies Document eSP

	• 10 Months prior to offering ***Note:*** i. Bachelor programme and above – 1 copy of Flash Drive. ii. Professional Bodies - refer *Jadual Keperluan Bilangan Salinan Dokumen Program Profesional.*		Borang A Senarai Semak Pematuhan Kualiti Akreditasi Sementara
15	MQA/ Professional Bodies recommendation for approval. 15.1 Panel from MQA/ Professional Bodies will assess the document. • If yes, proceed to No. 16. • If no, school to make amendment based on recommendation from panels.	MQA Professional Bodies HoP CQA	Approval Provisional Accreditation Approval from Professional Bodies
16	Submission to MOHE. 16.1 CQA to prepare and submit relevant document to VC office. 16.2 VC office to prepare the application to MOHE via e-IPTS. 16.3 End of process. ***Note:*** Program renewal approval - 6 months prior to program approval will be expired	VCO CQA Dean HoP	Approval Provisional Accreditation e-IPTS Fee structure

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	MQA-01 Documentations	Cloud eSP HoP Programme Committee CQA School	5 years
2	Manual Professional Bodies	Cloud e-Semakan	5 years

		Programme Committee CQA School	
3	Market Survey Analysis	School HoP Dean Programme Committee	5 years
4	Concept Paper New Academic Programme (UTS-CQA-P01-CP)	School HoP Dean Programme Committee	5 years
5	New Academic Programme Proposal (UTS-CQA-P01-NAP)	School HoP Dean Programme Committee	5 years
6	Checklist of Programme Proposal (UTS-CQA-P01-CPP)	School HoP Dean Programme Committee	5 years
7	BOS or PAC members' proposal.	School HoP Dean Programme Committee	5 years
8	Report from Board of Studies	School HoP Dean Programme Committee	5 years
9	Borang A	Cloud CQA	5 years
10	Fee structure	VCO School	5 years
11	Approval Provisional Accreditation	Cloud VCO CQA	5 years
12	e-IPTS	VCO	5 years