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| Prepared by:  Name : Nurul Afqah Ibrahim Position: Executive, Centre for Quality Assurance | Approved by:  Name : Dr. Sim Siew Ling Position: Director, Centre for Quality Assurance |
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AMENDMENT RECORDS

| No. | Date | Remarks | Revision No. | Approved by |
|-----|----------|--|--------------|---------------|
| 1 | 03/04/14 | Establishment | 00 | Director, CQA |
| 2 | 01/01/22 | Review | 01 | Director, CQA |
| 3 | 08/07/22 | Review on item 3.0; 4.0; 7.0; & 8.0 | 02 | Director, CQA |
| 4 | 19/10/22 | Review on item 6.0 Procedure; 7.0 Description; 8.0 Record | 03 | Director, CQA |
| 5 | 19/07/24 | Review on abbreviations, responsibility, flow chart, descriptions and records. | 04 | Director, CQA |
| 6 | 23/09/24 | Review on definitions/ abbreviations. | 05 | Director, CQA |

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1.0 OBJECTIVE

This SOP is to ensure that the current content of the programme is reviewed in accordance with MQA requirements, industrial needs, stakeholders, professional & regulatory bodies for continual improvement.

2.0 SCOPE


The scope of this SOP applies to the existing programmes in UTS.

3.0 REFERENCES

- 3.1 Code of Practice for Programme Accreditation (COPPA)
- 3.2 Notification Letter from MQA – *Perubahan Maklumat Program* (MQA Bil. 4/2018)
- 3.3 MQA Panel of Assessor Report
- 3.4 Report from PAC/BoS and EE
- 3.5 Feedback from industries, ALUMNI, students, professional & regulatory bodies' requirement

4.0 DEFINITIONS / ABBREVIATIONS

| | | |
|--------|---|--|
| COPPA | : | Code of Practice for Programme Accreditation |
| CQA | : | Centre for Quality Assurance, UTS |
| HoP | : | Head of Programme |
| MOHE | : | Ministry of Higher Education |
| MQA | : | Malaysian Qualifications Agency |
| EE | : | External Examiner |
| Others | : | Other programme related amendment |
| PAC | : | Programme Advisory Committee |
| PSC | : | Postgraduate School Committee |
| SAC | : | School Academic Committee |
| SOP | : | Standard Operating Procedure |
| UAC | : | University Academic Committee |

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UPC : University Postgraduate Committee
 UTS : University of Technology Sarawak
 VCO : Vice Chancellor Officer

5.0 RESPONSIBILITY

- 5.1 The Director of CQA is responsible to ensure that this SOP is adhered to for programme amendment process in UTS.
- 5.2 Dean is responsible to ensure this SOP is adhered to for programme amendment process in school in UTS.
- 5.3 HoP is responsible to ensure that all changes to the curriculum is communicated to all related staff and controlled by CQA.
- 5.4 CQA is responsible to assist in compiling the documentation according to the MQA guidelines.

6.0 PROCEDURE

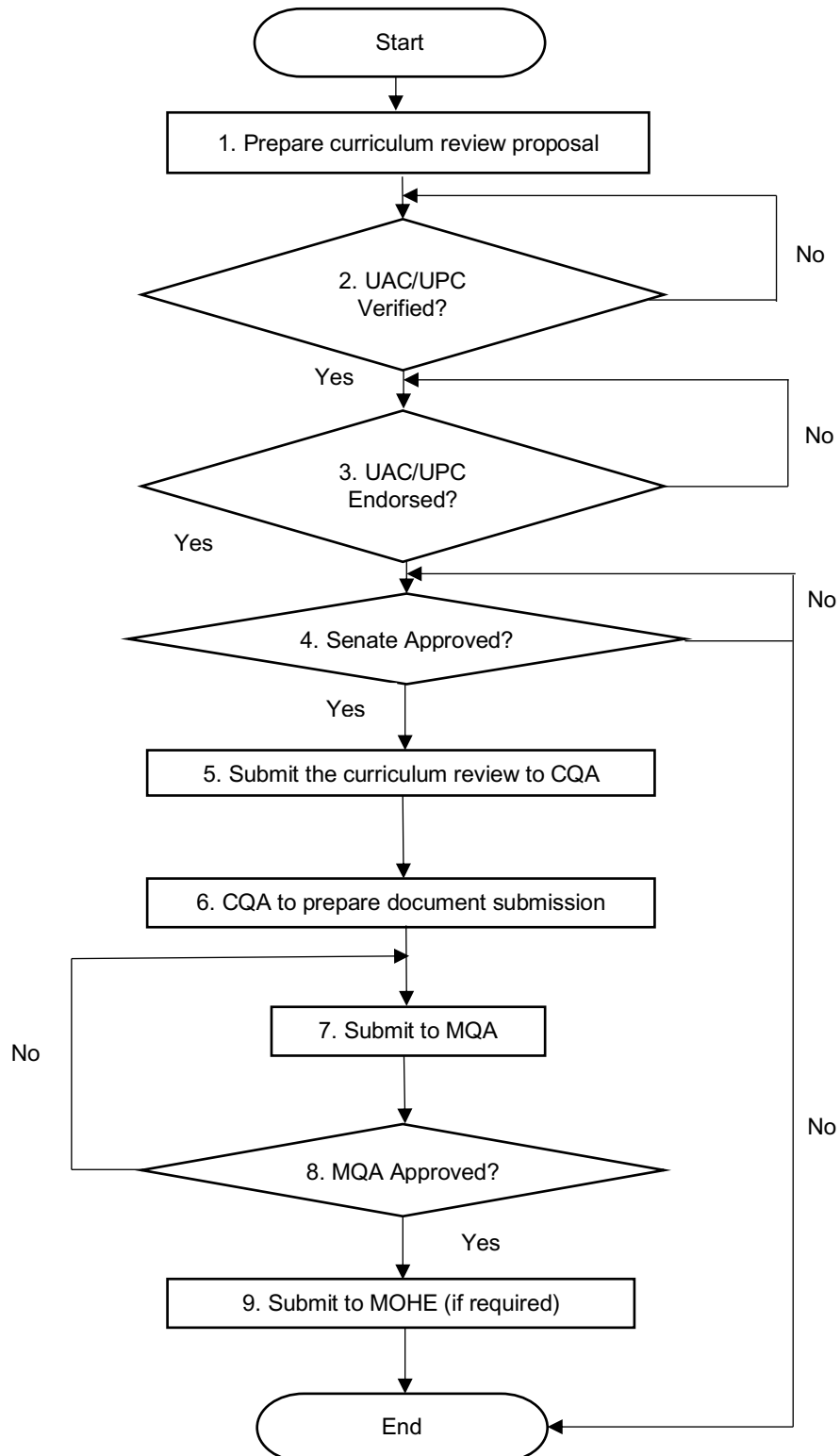
Refer to the process flow chart as in a next page.




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7.0 DESCRIPTION


| No | Description | Person in Charge | Document |
|----|---|------------------------|---|
| 1 | <p>Prepare curriculum review proposal.</p> <p>1.1 HoP to use Curriculum change form (UTS-CQA-P03-CC)</p> <p>1.2 Upon Dean's approval, HoP to prepare curriculum amendment proposal based on input from professional / regulatory bodies / EE / industries / alumni / academician, etc.</p> <p>1.3 Section to deliberate on required changes including:</p> <ul style="list-style-type: none"> Curriculum structure Syllabus <p>1.4 HoP to calculate percentage of changes (major or minor), if any</p> <p><u>Criteria for major amendment:</u></p> <p>i) More than 30% changes to the programme structure or total course syllabus or total credit to graduate.</p> <p>ii) Change in programme name.</p> <p>iii) Change Programme Education Objective (PEO) & Programme Learning Outcomes (PLO).</p> <p><u>Criteria for minor amendment:</u></p> <p>Other changes than the above are considered as minor amendment.</p> | <p>HoP</p> <p>Dean</p> | <p>Minutes of Meeting</p> <p>Curriculum change form (UTS-CQA-P03-CC)</p> <p>Table 4 (if required)</p> <p>Related supporting documents:</p> <p>i) Professional and regulatory bodies</p> <p>ii) Minutes of meeting</p> <p>iii) EE Report</p> <p>iv) SAC report</p> <p>v) Input from industries</p> <p>vi) Feedback and complaints from stakeholders</p> <p>vii) Others</p> |

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| 2 | <p>SAC/PSC verified?</p> <p>2.1 HoP to present for approval from SAC/PSC.</p> <p>2.2 If yes, proceed to No. 3.</p> <p>2.3 If no, HoP to amend as per recommendation by SAC/PSC.</p> | <p>Dean</p> <p>HoP</p> <p>SAC/PSC members</p> | <p>Paper for approval</p> <p>Curriculum change form (UTS-CQA-P03-CC)</p> <p>Table 4 (if required)</p> <p>Related supporting documents:</p> <ul style="list-style-type: none"> i) Professional and regulatory bodies ii) Minutes of Meeting iii) EE Report iv) Input from industries v) Feedback and complaints from stakeholders vi) Others |
| 3 | <p>UAC/UPC endorsed?</p> <p>3.1 If yes, proceed to No. 4.</p> <p>3.2 If no, HoP to amend as per recommendation from UAC/UPC.</p> | <p>Dean</p> <p>HoP</p> <p>UAC/UPC members</p> | <p>Paper for approval</p> <p>Curriculum change form (UTS-CQA-P03-CC)</p> <p>Table 4 (if required)</p> <p>Related supporting documents:</p> <ul style="list-style-type: none"> i) Professional and regulatory bodies ii) Minutes of Meeting iii) EE Report iv) Input from industries v) Feedback and complaints from stakeholders vi) Others |
| 4 | Senate approved? | Dean | Proposal Paper |

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| | <p>4.1 If yes, proceed to No. 5.</p> <p>4.2 If no, HoP to do changes as per recommendation from Senate or if rejected, proceed to End.</p> | <p>HoP</p> <p>Senate members</p> | <p>Paper for approval</p> <p>Curriculum change form (UTS-CQA-P03-CC)</p> <p>Table 4 (if required)</p> <p>Related supporting documents:</p> <ul style="list-style-type: none"> i) Professional and regulatory bodies ii) Minutes of Meeting iii) EE Report iv) Input from industries v) Feedback and complaints from stakeholders vi) Others |
| 5 | <p>Submit the curriculum review to CQA.</p> <p>5.1 School to submit the documents of curriculum review to CQA in hardcopy or softcopy format.</p> | <p>Dean</p> <p>HoP</p> <p>CQA</p> | <p>Related supporting documents:</p> <ul style="list-style-type: none"> i) Professional and regulatory bodies ii) Minutes of meeting iii) EE Report iv) Input from industries v) Feedback and complaints from stakeholders vi) Others |
| 6 | <p>CQA to prepare the document submission.</p> <p>6.1 CQA to prepare documentation for submission and submit curriculum amendment report to MQA.</p> <p><u>Criteria for major amendment:</u></p> <ul style="list-style-type: none"> • More than 30% changes to the programme structure or total course syllabus or total credit hours to graduate. | <p>Dean</p> <p>HoP</p> <p>CQA</p> | <p>Related supporting documents:</p> <ul style="list-style-type: none"> i) Professional and regulatory bodies ii) Minutes of meeting iii) EE Report iv) Input from industries |

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| | <ul style="list-style-type: none"> • Change in programme name. • Change Programme Education Objective (PEO) & Programme Learning Outcomes (PLO). <p>6.1 Other changes than the above are considered as minor amendment. 6.2 If no, HoP to notify CQA and other related department on the amendment. 6.3 CQA to assist notify MQA on the amendment.</p> | | <p>v) Feedback and complaints from stakeholders vi) Others</p> |
| 7 | <p>Submit to MQA.</p> <p>7.1 CQA to submit application of curriculum review to MQA via email.</p> | CQA | <p>Related supporting documents:</p> <ul style="list-style-type: none"> i) Professional and regulatory bodies ii) Minutes of meeting iii) PAC/EE Report iv) Input from industries v) Feedback and complaints from stakeholders vi) Others <p>Email from CQA</p> |
| 8 | <p>MQA Approved?</p> <p>8.1 If yes, proceed to No. 9 if required any approval from MOHE, or proceed to End. 8.2 If no, school to carry out amendment as per recommendation / requirement from MQA. 8.3 School to notify relevant departments.</p> | <p>HoP</p> <p>CQA</p> <p>Relevant departments</p> | MQA Approval Letter |
| 9 | <p>Submit for MOHE approval (if required).</p> <p>9.1 CQA to prepare and submit relevant document to VCO.</p> | <p>VCO</p> <p>CQA</p> <p>Dean</p> | <p>Approval Provisional Accreditation</p> <p>e-IPTS</p> |

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| 9.2 To follow e-IPTS Application Procedure SOP (UTS/VCO/P02) | HoP | e-IPTS Application Procedure SOP (UTS/VCO/P02) |
| 9.3 End of process. | | |

8.0 RECORDS

| No | Title / Records | Location / Responsibility | Retention Period |
|----|---|--|------------------|
| 1 | Minutes of Meeting | HoP | 5 – 6 years |
| 2 | Paper for approval | Dean HoP SAC/PSC/UAC/UPC members | 5 – 6 years |
| 3 | Curriculum change (UTS-CQA-P03-CC) | HoP | 5 – 6 years |
| 4 | Related supporting documents a) Professional and regulatory bodies b) Minutes of Meeting c) EE Report d) Input from industries e) Feedback and complaints from stakeholders f) Others | Cloud HoP CQA | 5 – 6 years |
| 5 | MQA Approval Letter | Cloud HoP CQA | 5 – 6 years |
| 6 | Table 4 | Cloud HoP CQA | 5 – 6 years |
| 7 | e-IPTS | VCO | 5 – 6 years |