Curriculum reviews workshop

Conducted by Dr. Sim Siew Ling

on 7th March 2025

For School of Foundation Studies (SFS)

MAIN REFERENCE: *SURAT MAKLUMAN MQA Bil. 4/2018 (perubahan maklumat program)*

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(Malaysian Qualifications Agency)

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KEPADA SEMUA PEMBERI PENDIDIKAN TINGGI (PPT)

Tuan/Puan,

SURAT MAKLUMAN MQA BIL. 4/2018

PERUBAHAN MAKLUMAT PROGRAM

Dengan hormatnya saya merujuk kepada perkara di atas dan keputusan Mesyuarat Kajian Semula Dasar-Dasar Berkaitan Jaminan Kualiti Kementerian Pendidikan Tinggi-Agensi Kelayakan Malaysia (KPT-MQA) Bil. 3/2017 bertarikh 25 November 2017.

2. Pemantauan, semakan dan penilaian yang berterusan serta menyeluruh ke atas program memerlukan pengemaskinian dilaksanakan agar kandungan program relevan dan seiring dengan perkembangan semasa.

3. Perubahan maklumat program hasil dari proses pengemaskinian memerlukan tindakan selanjutnya diambil oleh PPT. Bagi memastikan kelancaran, pihak MQA telah membangunkan suatu panduan seperti dalam **Lampiran 1**. Panduan ini memperjelaskan tindakan yang perlu diambil oleh PPT berdasarkan kategori perubahan maklumat yang tertentu.

4. Panduan ini boleh diambil kira dalam melaksanakan kurikulum yang bersifat lentur dan organik (*fluid and organic*) sebanyak 30 peratus (30%) seperti yang dinyatakan oleh Yang Berhormat Menteri Pendidikan Tinggi Malaysia dalam Amanat Tahun 2018.

Internal and External Contexts of a programme in the curriculum development and reviews
~ Guidelines to Good Practices: Programme Development and Delivery (2023 Edition)
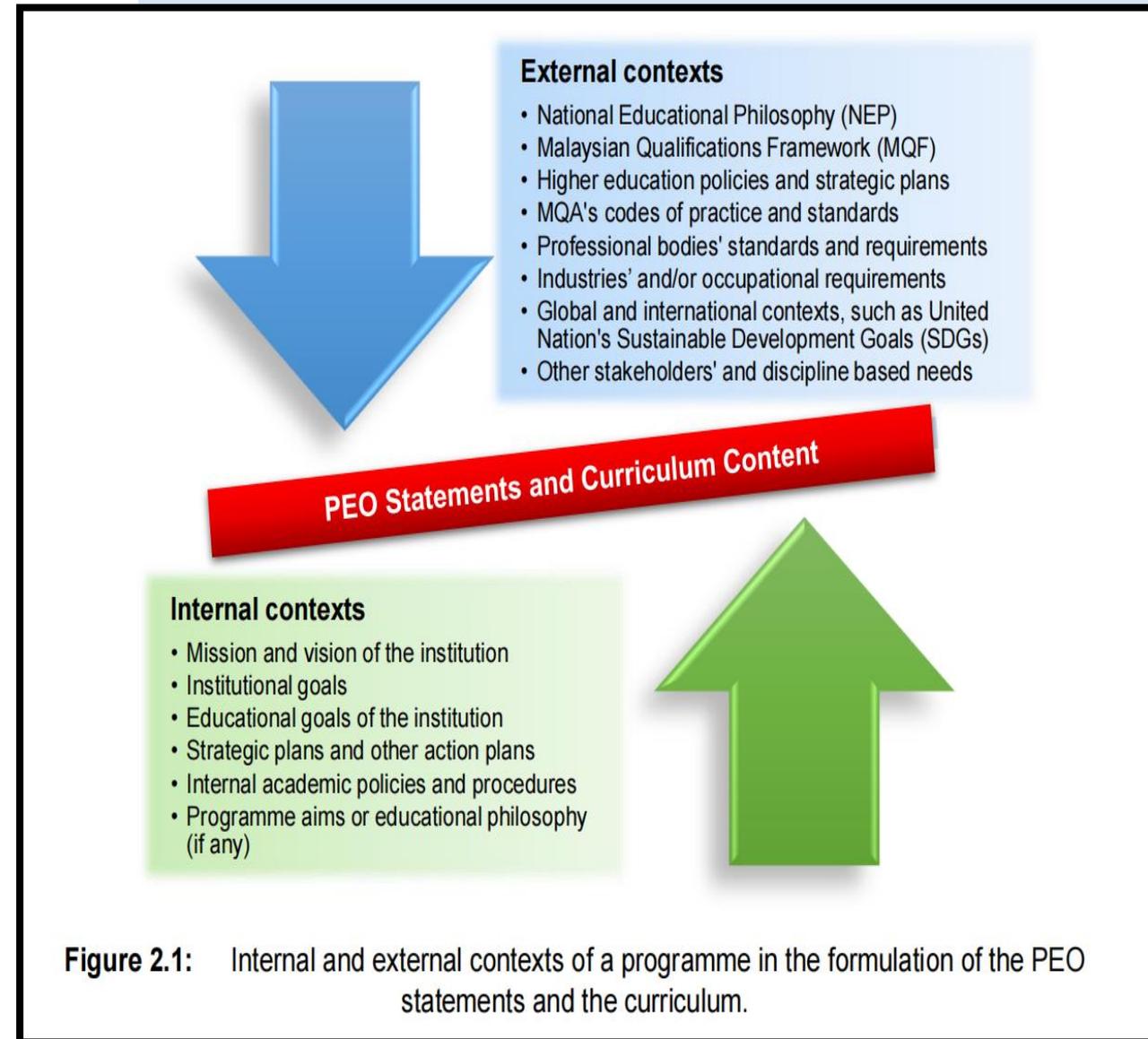
External contexts
- National Educational Philosophy (NEP)
- Malaysian Qualifications Framework (MQF)
- Higher education policies and strategic plans
- MQA's codes of practice and standards
- Professional bodies' standards and requirements
- Industries' and/or occupational requirements
- Global and international contexts, such as United Nation's Sustainable Development Goals (SDGs)
- Other stakeholders' and discipline based needs

PEO Statements and Curriculum Content

Internal contexts
- Mission and vision of the institution
- Institutional goals
- Educational goals of the institution
- Strategic plans and other action plans
- Internal academic policies and procedures
- Programme aims or educational philosophy (if any)

Figure 2.1: Internal and external contexts of a programme in the formulation of the PEO statements and the curriculum.

Overview of Course Monitoring, Programme Monitoring and Periodic Programme Review

(Guidelines to Good Practices: Monitoring, Reviewing and Continually Improving Institutional Quality (2014 Edition)

Focus	Course Monitoring	Programme Monitoring	Periodic Programme Review
When?	Twice per semester where the subject operates.	Normally is undertaken annually.	At least once every 5 years or earlier if required by PS.
Why?	1. Monitor students' performance. 2. Improve module content, methods of delivery & assessment	1. Maintain & improve academic standards. 2. Monitor & enhance quality of students' experience.	1. Ensure the programme is consistent with the HEP's strategic directions 2. Provide evidence of the effectiveness of the annual monitoring process.
What?	1. Student performance 2. Course review (content, T&L, assessment)	1. Academic standards 2. Students' experience	1. Programme Outcome 2. Academic standards & students' experience 3. Contribution of the programme to industry/profession. 4. Programme currency / relevance

Changes that require to inform Malaysian qualifications register (MQR)

Amendments / Changes	Action to be taken by HEP
1. Editorial amendments on nomenclature of program (e.g., Master of science (chemistry) → master of science in chemistry) 2. Amendment on national education code (NEC) 3. Change in total credit hours 4. Change in duration of program 5. Change in mode of study	Notify MQA in writing, accompanied by the approval/amendment letter of information from the KPT along with the details of the changes.

STRUCTURAL CHANGE IN PROGRAM DESIGN

Amendments / Changes	Action to be taken by HEP
1. Change in nomenclature of program due to amendments to the Body of Knowledge (BOK) or in accordance with current naming trends. 2. Programme structure (e.g., major, minor, or specialization) 3. Change on PEOs or PLOs 4. Changes in curriculum content of a structural nature exceed 30% involving the omission, addition, or replacement of courses or major changes in CLOs (i.e., non-editorial) or a combination of both.	Notify MQA in writing, including information regarding the changes for the re-evaluation process. HEP must provide MQA with written notification of the changes, the approval letter or amendment information from the KPT if changes necessitate amendments to the MQR.
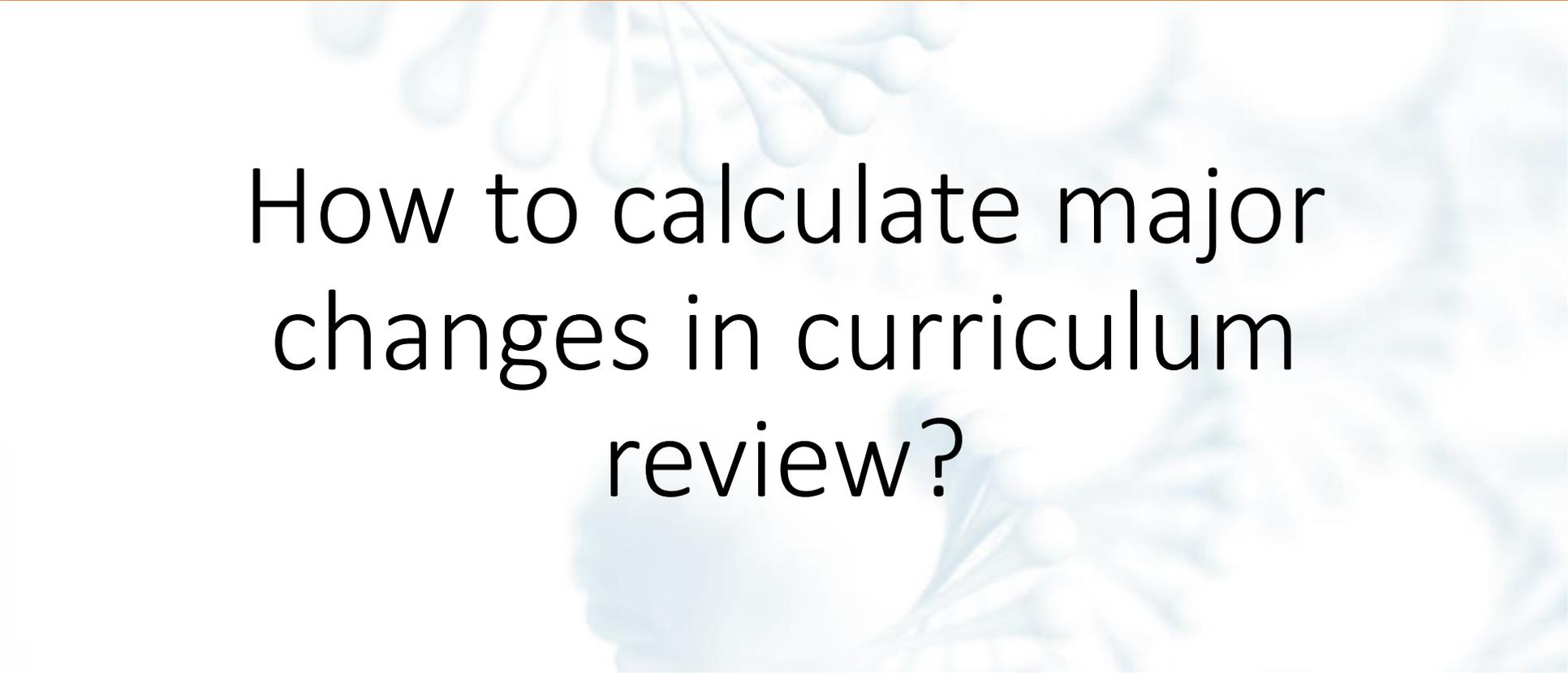
How to calculate major changes in curriculum review?

Omission	Addition	Replacement

Course Component: Re-structured course content (30% or more)

Remove chapter(s)

e.g., Delete 3 chapters out of 10 chapters → 30% changes

Add new chapter(s)

e.g., Add on 3 chapters out of 10 chapters → 30% changes

Replace existing chapter with new chapter

e.g., Delete 3 chapters out of 10 chapters → 30% changes

Programme Structure

Changes in total credit hours

Change in duration of study

PEO & PLS- Content & number of statements

Example: Change in Course

(a) Changes in programme core course component after review are as
    follows:

Item	Revised Credit Hours
1. FIA1152 changes from 2 credit hour to 3 credit hour	*3*
2. FIA1324 changes domain in CLO (4 credit hour)	*4*
3. FIA1343 content change is more than 30% (3 credit hour)	*3*
Total changes	**10**

(b) Calculation methods:

Item	Existing Total Credit Hour [A]	Total Credit Hour for Amended Course [B]
Programme core course	50	10
Percentage of change = (B/A)*100% = (10 / 50) *100%		**20%**

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.

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
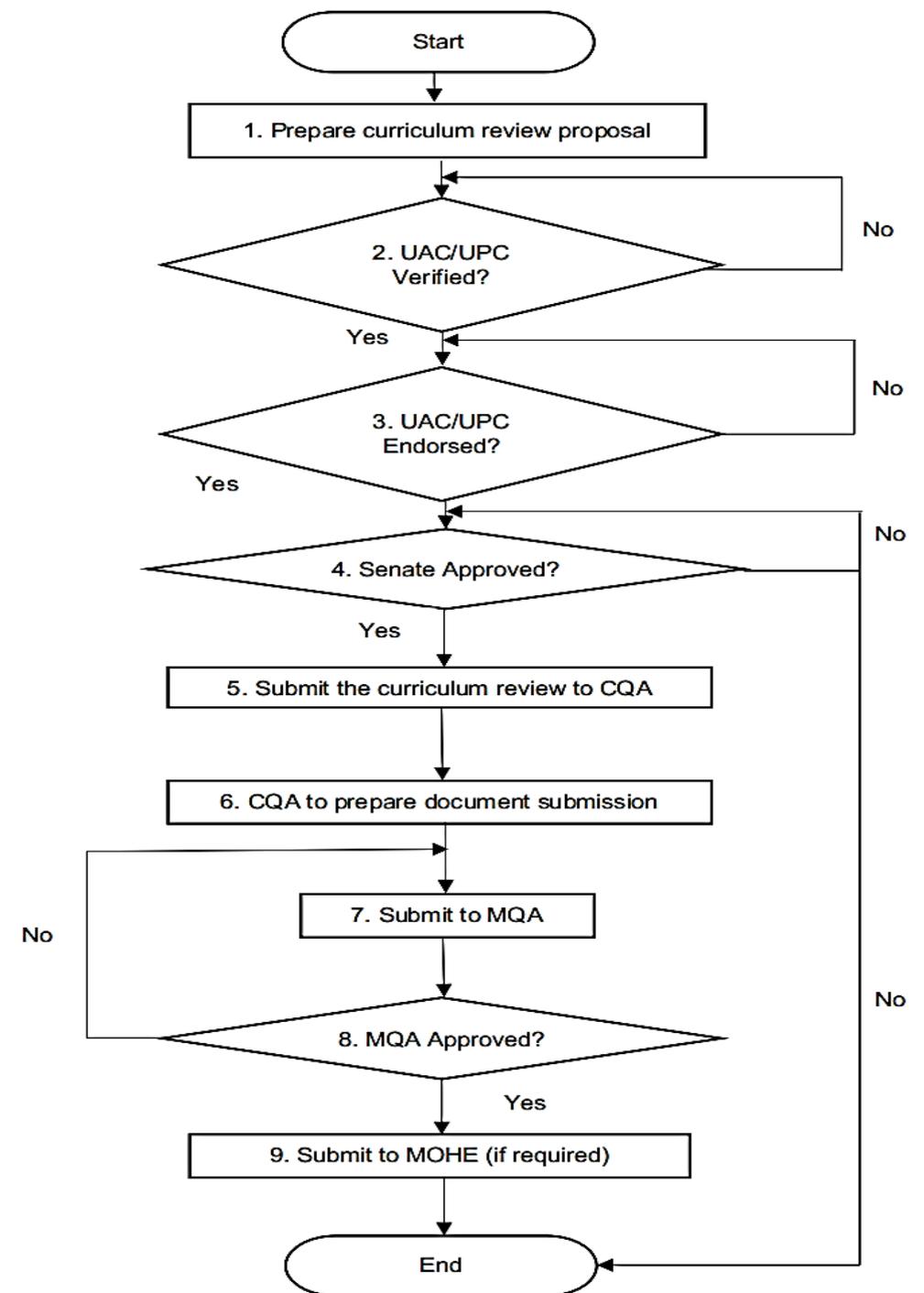
UTS	UNIVERSITY OF TECHNOLOGY SARAWAK
	CURRICULUM CHANGE

SCHOOL:

PURPOSE OF THE PROPOSAL:

NAME OF THE PROGRAMME

i. In Bahasa Malaysia :

ii. In English :

DURATION OF THE PROGRAMME

i. Current Duration:

	Full-time			Part-time		
	Long Semester	Short Semester	Industrial Training	Long Semester	Short Semester	Industrial Training
No. of Weeks						
No. of Semesters						
No. of Years						

ii. Proposed Duration:

	Full-time			Part-time		
	Long Semester	Short Semester	Industrial Training	Long Semester	Short Semester	Industrial Training
No. of Weeks						
No. of Semesters						
No. of Years						

OVERALL LEARNING OUTCOMES:

CLASSIFICATION OF COURSES

i. **Components of the current academic programme**

No.	Course Classification	Credit Value	Percentage (%)
1	Compulsory courses/ modules		
2	Core/ Major/ Specialisation:		
	• Courses		
	• Projects/ thesis/ dissertation		
3	Optional/ Elective courses		
4	Minor courses (if applicable)		
5	Industrial training/ Practicum		
6	Others (specify)		
	Total Credit Value		100

ii. **Components of the proposed academic programme**

No.	Course Classification	Credit Value	Percentage (%)
1	Compulsory courses/ modules		
2	Core/ Major/ Specialisation:		
	• Courses		
	• Projects/ thesis/ dissertation		
3	Optional/ Elective courses		
4	Minor courses (if applicable)		
5	Industrial training/ Practicum		
6	Others (specify)		
	Total Credit Value		100

CURRENT AND PROPOSED ACADEMIC CURRICULUM STRUCTURE

	CURRENT STRUCTURE				PROPOSED STRUCTURE			
No	Course Code	Course Name	Credit	No	Course Code	Course Name	Credit	Notes
YEAR 1 SEMESTER 1 (Y1S1)								
1.				1.				
2.				2.				
3.				3.				
4.				4.				
5.				5.				
6.				6.				
	Total Y1S1				Total Y1S1			
YEAR 1 SEMESTER 2 (Y1S2)								
No	Course Code	Course Name	Credit	No	Course Code	Course Name	Credit	Notes
1.				1.				
2.				2.				
3.				3.				
	Total Y1S2				Total Y1S2			

***Note:** The requester may provide an attachment if the space in the table is insufficient.*

LIST OF NEW COURSES:

No	Course Code	Course Name	Credit
1.			
2.			
3.			
4.			
5.			
		Total	

***Note:** The requester may provide an attachment if the space in the table is insufficient.*

LIST OF REVISED COURSES:

No	Course Code	Course Name	Credit	Notes
1.				
2.				
3.				
4.				
5.				
		Total		

***Note:** The requester may provide an attachment if the space in the table is insufficient.*

DETAILED SYLLABUS FOR NEW COURSES:

Refer to Table4.

DETAILED SYLLABUS FOR REVISED COURSES:

Refer to Table4.

DISCONTINUED COURSES:

No	Course Code	Course Name	Credit
1.			
2.			
3.			
4.			
5.			
		Total	

***Note:** The requester may provide an attachment if the space in the table is insufficient.*

CURRICULUM AND STRUCTURAL CHANGES (PERCENTAGE):

Credit Hours for New Course(s) x 100% =
    Total Credit Hours

Proposed by: Verified by Dean:

Name :   Name :
Date :   Date :

***Note:** The requester may provide supporting document*

Thank you