


	UNIVERSITI KUALA LUMPUR APPLICATION FOR NEW PROGRAMME APPROVAL	Doc. No:	UniKL/CITC/ SOP/05
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Prepared by:  Name: Juriah@Bechek Hj Bilot Position: Senior Manager Center for Instructional Technology & Curriculum Development, UniKL	Approved by: Name : AP Dr. Ruzainah Ali @ Jaafar Position: Director, Center for Instructional Technology & Curriculum Development, UniKL
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AMENDMENT RECORDS

No.	Date	Justification	Revision No.	Approved by
1	01/06/10	Establishment	00	Director CQA
2	17/10/11	Review	01	Director CQA
3	04/06/12	Review (Content and Process)	02	Director CQA
4	20/11/12	Review (Procedure, Description & Records)	03	Director CQA
5	07/03/13	Review (Timeline in Description)	04	Director CQA
6	18/09/13	Review (Procedure, Description & Records)	05	Director CITC
7	03/03/16	Review (Procedure, Description & Records) to comply with MOHE requirement.	06	Director CITC

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1.0 OBJECTIVE

The objective of this SOP is to provide the step by step process for the application for approval to conduct new programme.

2.0 SCOPE

The scope of this SOP covers all new programmes to be conducted at UniKL.

3.0 REFERENCES

- 3.1 Code of Practice for Programme Accreditation (COPPA)
- 3.2 Code of Practice for Institutional Audit (COPIA)
- 3.3 Malaysian Qualification Framework (MQF)
- 3.4 University Rules and Regulations (Latest Edition)
- 3.5 Course Design and Delivery Handbook

4.0 DEFINITIONS / ABBREVIATIONS

UniKL	:	Universiti Kuala Lumpur
Institutes	:	Branch institutes under UniKL
QA	:	Quality Assurance Section
CQA	:	Centre for Quality Assurance, UniKL Chancellery
CITC	:	Centre for Instructional Technology & Curriculum Development
COPPA	:	Code of Practice for Program Accreditation
COPIA	:	Code of Practice for Institutional Audit
BoS	:	Board of Studies
IPS	:	Institute of Postgraduate Studies
AAMD	:	Administration & Asset Management Division
AcMD	:	Academic Management Division
DDAT	:	Deputy Dean (Academics & Technology)
HOS	:	Head of Section (Academics)
PC	:	Programme Coordinator
SME	:	Subject Matter Expert
NPDC	:	New Programme Development Committee
IAC	:	Institute Academic Committee
URPS	:	University Research and Postgraduate Studies Committee
UAC	:	University Academic Committee
MQA	:	Malaysian Qualification Agency
MOE	:	Ministry of Education
MeSRA	:	Marketing and Student Recruitment Division

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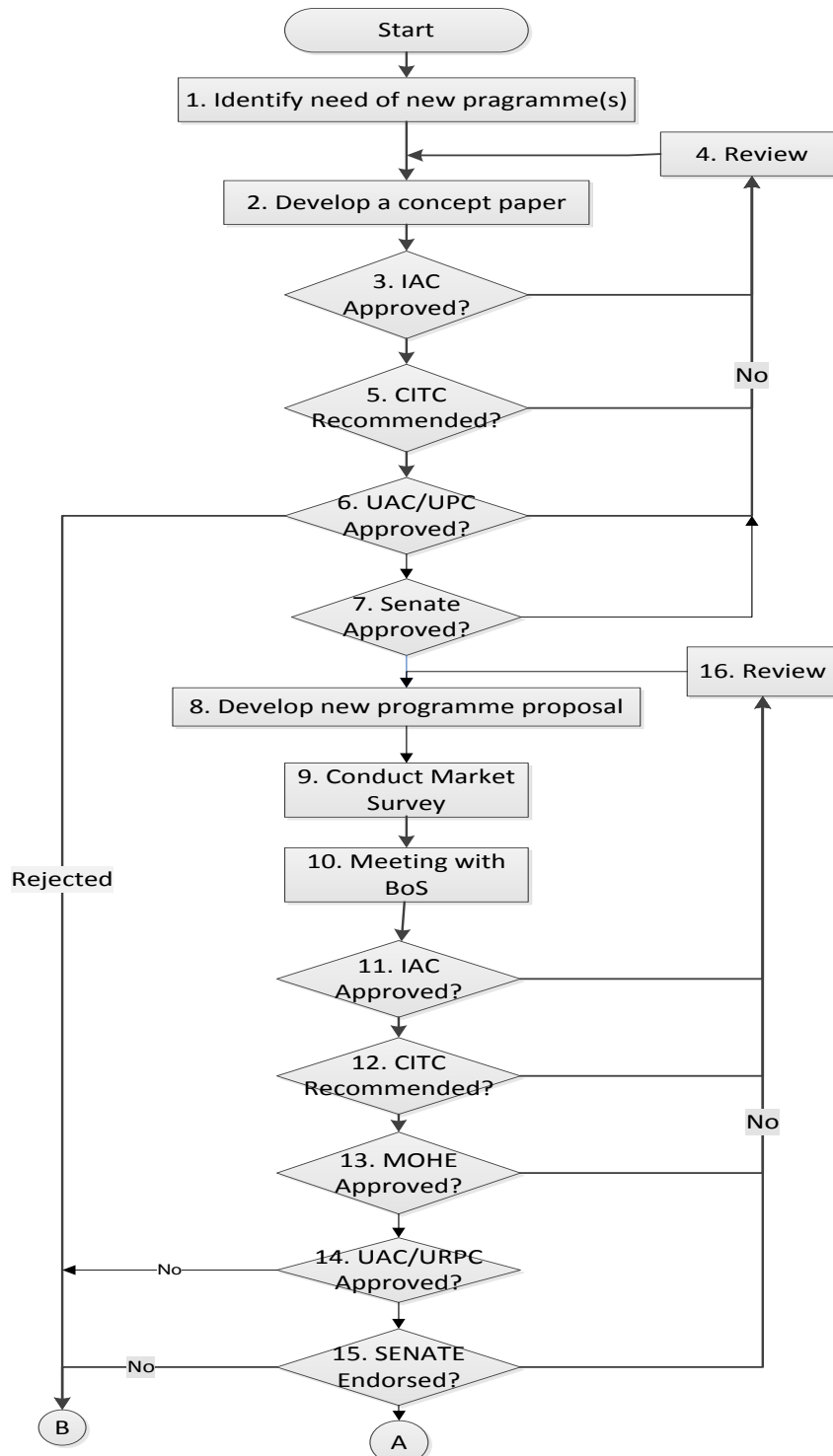
5.0 RESPONSIBILITY

- 5.1 The Director of CITC is responsible to ensure that this SOP is adhered to at UniKL level.
- 5.2 Dean is responsible to ensure that this SOP is adhered to at institute level.
- 5.3 HOS and PC are responsible to ensure that this SOP for planning and submission of application to conduct new programmes approval is adhered to with the assistance from QA.
- 5.4 CQA and QA are responsible to assist in compiling related documentation.

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6.0 PROCEDURE

6.1 Refer to the process flow chart below.

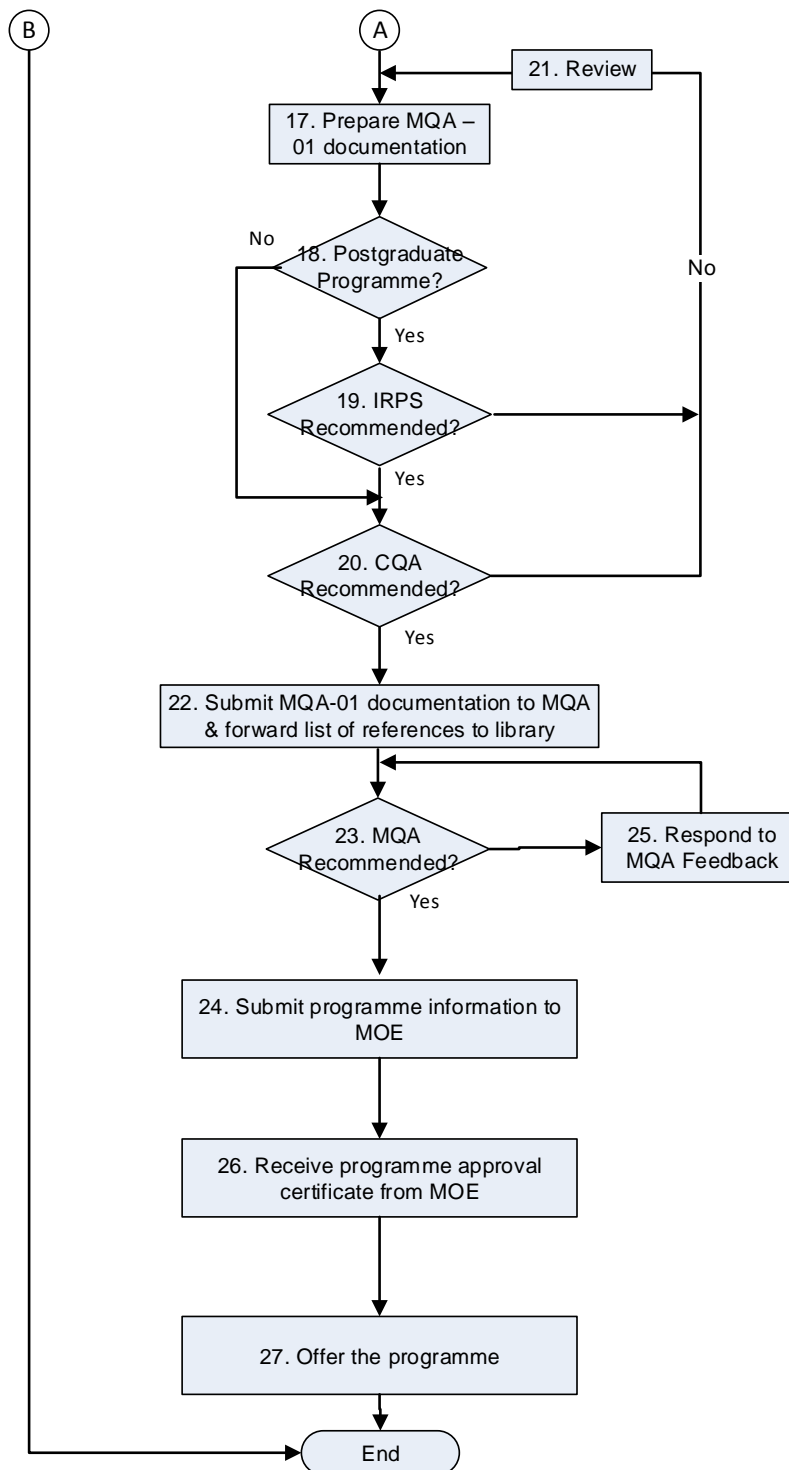




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7.0 DESCRIPTION

No	Description	Person in Charge	Document	Timeline
1	<p><u>Identification of the needs for new programme.</u></p> <p>1.1 Institute to identify the needs to offer new programme at least 2 years (24 months) prior to offering.</p>	Dean, DDAT	Input: <ul style="list-style-type: none"> Malaysia Industrial Master Plan Malaysia 5 Years Plan - Ministry Human Resources - National Human Development Report Other related documents 	24 months prior to offering
2	<p><u>Concept paper development.</u></p> <p>2.1 Institute to prepare concept paper for the new programme as per NPDC Format</p>	Dean, DDAT	Output: Concept paper for new programme. (NPDC Format)	24 months prior to offering
3	<p><u>IAC Approval</u></p> <p>3.1 HOS or PC to table the concept paper in IAC meeting for endorsement.</p> <ul style="list-style-type: none"> If approved, institute to submit concept paper to CITC at least 4 weeks before UAC meeting. Proceed to No. 5. If not approved, proceed to No. 4. 	Dean, DDAT	Output: Concept paper for new programme. (NPDC Format)	23 Months prior to offering
4	<p>Review of concept paper.</p> <p>4.1 Institute to review concept paper as per recommendation.</p>	Dean, DDAT	Input/Output: Concept paper for new programme. (UAC Format V)	23 Months prior to offering
5	<p><u>CITC Recommendation</u></p> <p>5.1 CITC to initiate a meeting involving NPDC to review the concept paper.</p> <ul style="list-style-type: none"> If recommended, go to No. 6. If not recommended, go to No. 4. 	Permanent members of NPDC: CITC, CQA, GPMTTC, Finance,	Output: MOM for NPDC meeting Concept paper for new programme. (NPDC Format)	22 Months prior to offering

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	Note: Invited members for NPDC meeting: Institute Postgraduate:IPS and SMEs Undergraduate:DDAs/SMEs Preparatory:CPS and SMEs	Library, AAMD, AcMD, MeSRA		
6	<p><u>UAC/URPC Approval</u></p> <p>6.1 CITC to forward the concept paper to UAC/URPC secretariat and inform the respective institute.</p> <p>6.2 Institute to present the concept paper in UAC/URPC meeting. (URPC for postgraduate programmes, others to UAC)</p> <ul style="list-style-type: none"> • If approved, go to No. 7. • If not approved, go to No. 4. • If rejected, end. 	Director CITC Dean, DDAT	Output: Concept paper for new programme. (UAC Format V)	21 Months prior to offering
7	<p><u>SENATE Endorsement</u></p> <ul style="list-style-type: none"> • If endorsed, proceed to No. 8. • If not endorsed but with recommendation, go to No. 4. • If rejected, end. 	SENATE Members	Output: Concept paper for new programme. (Senate Format)	20 Months prior to offering
8	<p><u>New Programme Proposal Development.</u></p> <p>8.1 Institute to prepare documentation for the new programme proposal development as per UAC Format II.</p>	Dean, DDAT	Output: Proposal for the new programme development (UAC Format II)	19 Months prior to offering
9	<p><u>Conduct Market Survey</u></p> <p>9.1 Institute to conduct market survey and to make analysis of the survey.</p>	Dean, DDAT	Output: Market survey report with analysis.	18 Months prior to offering
10	<p><u>Meeting with BoS.</u></p> <p>10.1 Institute to propose BoS members</p>	Dean, DDAT	Input: <ul style="list-style-type: none"> • UniKL/CQA/SOP/10 • (QA Circular 	16 Months prior to

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	through CQA to UAC / SENATE for approval. 10.2 Institute to initiate a meeting with BoS members.		No.2/2012) BoS members' criteria Output: <ul style="list-style-type: none"> BoS members' proposal (UAC-Format I) Minutes of meeting 	offering
11	<u>IAC Approval</u> 11.1 HOS or PC to table the new programme development proposal in IAC meeting for endorsement. <ul style="list-style-type: none"> If approved, institute to submit proposal to CITC at least 4 weeks before UAC meeting. Proceed to No. 12. If not approved, proceed to No. 16. 	Dean, DDAT	Input/Output: <ul style="list-style-type: none"> Report or MoM from Board of Studies Report of Market Study New Programme Proposal (UAC – Format II) 	15 Months prior to offering
12	<u>CITC Recommendation</u> 12.1 CITC to review the proposal. <ul style="list-style-type: none"> If recommended, go to No. 13. If not recommended, go to No. 16. 	Director CITC	Input/Output: Proposal for new programme. (UAC Format II)	18 Months prior to offering
13	<u>MOHE Approval</u> 13.1 Institute to submit 'Borang Permohonan Saringan Awal Kursus Pengajian' to CQA. 13.2 CQA to vet and submit 'Borang Permohonan Saringan Awal Kursus Pengajian' to MOHE.	Dean, DDAT CQA	Input/Output: 'Borang permohonan saringan awal kursus pengajian' (MSA-IPTS)	17 Months prior to offering
14	<u>UAC/URPC Approval</u> 14.1 CITC to forward the proposal to UAC/URPC secretariat and inform the respective institute.	IPS Dean, CQA Director, DDAT	Input/Output: Proposal for new programme. (UAC Format II)	17 Months prior to offering

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	<p>14.2 Institute to present the proposal in UAC/URPC meeting. (UPC for postgraduate programmes, others to UAC)</p> <ul style="list-style-type: none"> • If approved, go to No. 14. • If not approved, go to No. 16. 			
15	<p><u>SENATE Endorsement</u></p> <ul style="list-style-type: none"> • If endorsed, proceed to No. 17. • If not endorsed, go to No. 16. • If rejected, end. 	SENATE Members	<p>Input/Output:</p> <ul style="list-style-type: none"> • New Programme Proposal (UAC – Format II) • Report and MoM from Board of Studies • Report of Market Study • Approval letter on 'Permohonan saringan awal kursus pengajian' from MOHE. 	16 – 14 Months prior to offering
16	<p><u>Review of proposal.</u></p> <p>16.1 Institute to review proposal as per recommendation.</p>	Dean, DDAT	<p>Input/Output:</p> <ul style="list-style-type: none"> • Report or MoM from Board of Studies • Report of Market Study • New Programme Proposal (UAC – Format II) 	16-14 Months prior to offering
17	<p><u>Preparation of MQA-01 document.</u></p> <p>17.1 Institute to prepare MQA-01 document.</p>	Dean, DDAT	<p>Input/Output:</p> <p>MQA -01 Document</p>	13-12 months prior to offering
18	<p><u>Level of Programme</u></p> <ul style="list-style-type: none"> • If postgraduate, proceed to No. 19. • If others, proceed to No. 20. 	IPS Dean, CQA Director, DDAT, HOS, PC, QA	<p>Input/Output:</p> <p>MQA-01 Document</p>	12 months prior to offering
19	<p><u>IPS recommendation.</u></p> <ul style="list-style-type: none"> • If recommended, proceed to No. 20. 	IPS Dean	<p>Input/Output:</p> <p>MQA-01 Document</p> <p>Note: Submission MUST</p>	12 months prior to offering

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	<ul style="list-style-type: none"> If not recommended, proceed to No. 21. 		be done 12 months before the programme is to be offered.	
20	<u>CQA Recommendation</u> <ul style="list-style-type: none"> If recommended, proceed to No. 22. If not recommended, go to No. 21. 	CQA Director	Input/Output: MQA-01 Document	12 months prior to offering
21	<u>Review of MQA-01 document.</u> 21.1 Institute to review MQA-01 document as per recommendation.	Dean, DDAT	Input/Output: MQA-01 Document	12 months prior to offering
22	<u>Submission of MQA-01 document to MQA.</u> 22.1 Institute to prepare copies of MQA-01 document. 22.2 Institute to submit MQA-01 document to CQA (Hard & Soft copies).* 22.3 CQA to submit MQA-01 document to MQA. 22.4 Institute to send list of references to institute library. *Note: Foundation and Diploma programmes – 4 copies Bachelor programmes – 5 copies. Postgraduate programmes – 6 copies.	CQA Director	Input/Output: <ul style="list-style-type: none"> MQA-01 Document Borang B KUR II JPS IV Struktur Yuran List of references 	12 months prior to offering
23	<u>MQA Recommendation</u> <ul style="list-style-type: none"> If recommended, proceed to No. 24. If not recommended, proceed to No. 25. 	MQA	Input: <ul style="list-style-type: none"> MQA-01 Document Output: <ul style="list-style-type: none"> MQA Feedback 	12 – 6 months after submission

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				(subject to MQA)
24	<p><u>Submission of programme information to MOHE</u></p> <p>24.1 CQA to submit programme information to MOE upon receiving programme approval recommendation from MQA.</p> <p>24.2 Institute to prepare bank draft for application of programme approval fee</p> <p>24.3 CQA to prepare 2 copies of administrative forms and supporting documents to submit to MOE.</p>	QA , CQA	<p>Input:</p> <ul style="list-style-type: none"> 'Surat Syor Kelulusan' from MQA <p>Output: (Application forms)</p> <ul style="list-style-type: none"> Lampiran B <p>(Supporting documents):</p> <ul style="list-style-type: none"> Programme Fee structure Bank draft Other related documents 	Within 1 month upon receipt of MQA feedback
25	<p><u>Response to MQA feedback.</u></p> <p>25.1 Institute to respond to MQA feedback.</p>	PC, HOS, QA	<p>Input:</p> <ul style="list-style-type: none"> MQA-01 Document <p>Output:</p> <ul style="list-style-type: none"> Response to MQA feedback 	Within 1 month upon receipt of MQA feedback
26	<p><u>Programme Approval</u></p> <p>26.1 Institute receives programme approval certificate from MOHE.</p> <p>26.2 Institute to forward a copy of programme approval certificate to CQA.</p> <p>26.3 Institute and CQA to verify accuracy of information in programme approval certificate.</p> <p>26.4 Institute to apply to MOHE for corrections if any inaccuracies are</p>	QA, CQA	<p>Input/Output:</p> <ul style="list-style-type: none"> Programme Approval Renewal Certificate <p>Output:</p> <ul style="list-style-type: none"> Corrections of information in Programme Approval Renewal Certificate (if any) 	<p>For corrections (if any):</p> <p>Within 1 month upon receipt of Programme Approval Renewal Certificate</p>

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	detected through CQA.			
27	<u>Programme Offering</u> 27.1 Institute to offer the programme	Dean, DDAT	Input/Output: • MQA-01 Document	6 month before the 1 st intake

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	MQA-01 Document	QA, CQA	6 years
2	Market Survey Analysis	QA	6 years
3	Concept Paper (UAC-Format V)	QA , CITC	6 years
4	New program development committee minutes meeting	CITC	6 years
5	BoS Proposal (UAC-Format I)	QA , CQA	6 years
6	Report or MoM from Board of Studies	QA	6 years
7	'Borang Permohonan Saringan Awal Kursus Pengajian' (MSA-IPTS)	QA	
8	List of reference books	Library (Institute & Chancellery), QA	6 years
9	Borang B (MOE)	CQA , QA	6 years
10	KUR II (MOE)	CQA	6 years
11	JPS IV (MOE)	CQA	6 years
12	Struktur Yuran	CQA , QA	6 years
13	Borang C	CQA	6 years