



**PROPOSAL PAPER TO
DELIVER NEW ACADEMIC PROGRAMME
(PP-NPD/ 01)**

**PROPOSAL PAPER FOR UAC /
UPC / SENATE**

NO

DATE

1) NAME OF INSTITUTE

2) PURPOSE OF THE PROPOSAL PAPER

This paper presents to UAC / UPC / SENATE on the proposal for a New Academic Programme for the consideration and approval of UAC / UPC / SENATE.

3) PROPOSED NAME OF ACADEMIC PROGRAMME

3(i) In Bahasa Malaysia:

e.g Sarjana Teknologi Kejuruteraan (Mekanikal)

3(ii) In English:

e.g Master of Engineering Technology (Mechanical)

4) JUSTIFICATION :

4 (i) Rational and purpose in offering the proposed academic programme.

4(ii) Programme differentiation/duplication .How does this new programme relate to other programmes currently offered in the institute and in other UniKL Institutes eg. % of similarity and differences

4 (iii) Impact on the University Vision , Mission and Strategic Objectives.

4 (iii) Existing programmes offered by the institute

a) Bachelor of Engineering Technolog.

- i) _____
- ii) _____
- iii) _____
- iv) _____

b) Diploma of Engineering Technology

- i) _____
- ii) _____
- iii) _____

5) MARKET STUDY / DEMAND

5 (i) Job Prospects

5 (ii) Industry areas in the job market which demand for the graduates of the proposed academic programme

5 (iii) Further Study Prospects

5(iv) Benchmarking and Comparative Study with other local or foreign Universities.

No.	University	Degree Confer	Comparative Study/Fees
1			
2			
3			

5(v) Programme Certification from Industry or Professional Body if any (local / international)

5(vi) Potential feeders to the new programme

5(vii) Important feedback obtained from the Market survey include the following:(Refer to Appendix 01 for **MARKET SURVEY QS**)

6) DETAILS OF THE NEW PROGRAMME

6 (i) MQF LEVEL OF STUDIES:

Entry requirements:

Academic requirement

- a) -----
- b) -----
- c) -----
- d) -----

Language requirement

- a) IELTS band ??? (minimum) or;
- b) TOEFL score ??? (minimum) or;
- c) English Placement Test (EPT) band ??? – conduct internally at UniKL
- d) MUET Band ??? for local candidates

6 (ii) Estimated date of the first intake/batch:

6 (iii) Mode of Study (eg. Full-time/Part- Time/Others):

Full-time and / Part time

6 (iv) Estimated date of completion of the first batch of students

:

a) Full Time	
b) Part Time	

6 (v) Duration of the Proposed Academic Programme

Duration of programs

Program and mode	No.of Years/ Months	Number of Semester	
		Minimum	Maximum
Full-time		?	?
Part-time		?	?

6 (vi) Tuition Fee for the Whole Programme

Fees for the programs

Program and mode	Fees (RM)
Full-time	?
Part-time	?
International student	?

6 (vii) Comparative fees study

Comparative Fees Study if similar programme conducted **locally**

Name of University/IHL	Programme Duration	Fees (RM)
?	?	?

6 (viii) Projected Intake and Enrolment

Projected intake and enrolment (based on the number of academic staff)

	Semester	New Intake	Enrolment
Year 1	?	?	?
Year 2			
Year 3			
Year 4			
Year 5			
Total			

6 (vx) Overall Learning Outcomes

At the end of the programme, graduates must be able to:

(1) ?

(2) ?

(3) ?

7) PROGRAMME STRUCTURE

7 (i) Subject Classification

	Subject Classification	Credit Value	Percentage
1	Compulsory Modules(MQA/University)	?	?
2	Core/Major/Concentration		
	• Subjects/Modules		
	• Final Year/Project/Presentation		
3	Minor		
4	Elective		
5	Industrial Training		
6	Others		
	Total Credit Value		

7 (ii) List of Subjects offered based on semester

Semester 1

No	Subjects	Credit			
1					
2					
	Total				

Semester 2

No	Subjects	Credit			
1					
2					
	Total				

Semester 3

No	Subjects	Credit			
1					
2					
	Total				

Semester 4

No	Subjects	Credit			
1					
2					
	Total				

Semester 5

No	Subjects	Credit			
1					
2					
	Total				

Semester 6

No	Subjects	Credit			
1					
2					
	Total				

Semester 7

No	Subjects	Credit			
1					
2					
	Total				

Semester 8

No	Subjects	Credit			
1					
2					
	Total				

7 (iii) Table **: Potential supervisors for respective research area if relevant-Postgraduates Programme

	Research area	Potential supervisors
1		
2		
3		
4		

8) BOARD OF STUDIES (BoS)**8 (i) Members Of The BOARD OF STUDIES**

	Name	Industry/Academic	Remarks
1	Chairman:		
2	Member:		
3	Member:		
4	Member:		
5	Member:		
6			
7			

Note: please refer to guideline on (BoS) Clause 3.8/3.9 QA Circular No 2/2012 as in Appendix 02

8 (ii) Attach -Minute Of Meeting of the external body or stake holders or Board of Studies with regard to the proposed academic programme. Highlight concerns of the external bodies (if any) and the steps taken to responds to those concerns. (Refer Attachment 1)

8 (iii) Concerns By BoS Members:

No	Concern by BoS Members	Steps Taken /Response by Institutes
1.		
2.		
3.		
4.		
.		

9) REQUIREMENTS OF THE NEW PROGRAMME

9 (i) Manpower Requirement and Implication

Table 01-Existing Expenditure Of Manpower As At Year -----

Post	Monthly			Yearly			Total Cost
	Salary	EPF (11%)	SOCSSO	Salary	EPF (11%)	SOCSSO	
Professor							
Assoc. Professor							
Senior Lecturer							
Lecturer							
Asst. Lecturer							
Admin Assistant							

Table 02- Projection of Additional Manpower and Financial Impact Requirement for the newly proposed programme

Post	Year									
	2015		2016		2017		2018		2019	
	No.	Cost	No.	Cost	No.	Cost	No.	Cost	No.	Cost
Professor										
Assoc. Professor										
Senior Lecturer										
Lecturer										
Asst. Lecturer										
Admin Assistant										

9 (ii) Facilities Requirement For The New Programme

No	Facilities	Existing Available	Additional Requirement	Estimated Costs for additional requirement
1	Classrooms			
2	Labs/Workshop			
3	Lecture room/theatre			
4	Lecturers cubicles/rooms			
5	Laboratory Facilities			
6	Computer Labs /Computers/Softwares			
7	Machines			
8	Other Teaching Equipments			
9	Library Books/ Equipments			
10	Hostel Facilities			
11	Others-pls specify			
	Total			

9 (iii) Financial Implication

Financial Implication for New Programme

Year	2015	2016	2017	2018	2019
------	------	------	------	------	------

INCOME

- 1 No. of Semesters
- 2 No. of Intake (Group of 25)
- 3 Student Enrolment
- 4 New Student
- 5 Returning Student

- 6 Student Fees (RM7,500 per semester) RM
- 7 New Student Registration Fees (RM 550)
- 8 Acceptance Fees (for new student)
(RM250)
- 9 Returning Student Registration Fees
(RM225)

10 INCOME FROM STUDENTS (RM)

MANPOWER

Staff Numbers

- 1 Professor/ Associate Professor
- 2 Professional Engineer
- 3 Senior Lecturer

- 4 Lecturer
- 5 Lab Technician (Support)
- 6 Administrative/ Support Staff
- 7 Total Staff (Teaching) Numbers
- 8 Staff : Student Ratio

Staff Remuneration (RM)

- 9 Professor/ Associate Professor
- 10 Professional Engineer
- 11 Senior Lecturer
- 12 Lecturer
- 13 Lab Technician
- 14 Administrative/ Support Staff
- 15 Additional 20% (11%EPF, KWSP, Medical etc)

16 TOTAL STAFF REMUNERATION (RM)

FACILITIES REQUIREMENTS

i.Capital Expenditure Requirement

- 1 Lecturers Computer (RM3k per computer)
- 2 To purchase Matlab/Simulink* software (RM4000 per license ; 25pc)
- 3 To purchase AutoCAD** software (RM5000 per license; 25pc)
- 4 New Equipment
- 5 New Lecture Room (RM 50,000 each)
- 6 New Engineering Lab (RM 70,000 each)
- 7 New Computer Lab (RM 100,000 each) inc. PC
- 8 New Lecturers Room (for 8 lecturers)

9 TOTAL CAPITAL EXPENDITURE (RM)

ii.Operational Expenditure Requirement

- 1 Electrical & Electronic Consumables (RM200 per student per year)
- 2 Equipment Maintenance
- 3 Purchase of Engineering Books (Library)
- 4 Purchase of electronic (e-book, e-journal, e-thesis) Access Licences

