



**24 DOKUMEN SESI PENILAIAN DAN LAWATAN AUDIT AKREDITASI SEMENTARA (PA)
/ AUDIT AKREDITASI PENUH (FA) / AUDIT PEMATUHAN (CA)**

| BIL | PERKARA | CATATAN PTJ (/) |
|-----|--|--------------------|
| 1 | Persembahan slaid yang mempunyai maklumat berkaitan program termasuk perkara berikut: i. Bukti pematuhan syarat penilaian Akreditasi Sementara <i>*jika ada</i> ii. Penerangan berkaitan maklumat terkini tentang program berdasarkan tujuh bidang COPPA. | |
| 2 | Surat lantikan dan penerimaan lantikan ketua program. | |
| 3 | Jadual mengajar dan tugas pentadbiran ketua program. | |
| 4 | Analisis pengukuran PEO secara keseluruhan untuk program ketua program. • Wajib bagi Audit Pematuhan | |
| 5 | Analisis pengukuran PLO secara keseluruhan untuk program ketua program. | |
| 6 | Senarai staf akademik kursus teras dan elektif program. | |
| 7 | Surat lantikan bagi staf akademik. | |
| 8 | Salinan skrol dan transkrip bagi staf akademik. | |
| 9 | Jadual mengajar dan tugas pentadbiran bagi staf akademik. | |
| 10 | Analisis pengukuran CLO dan PLO bagi setiap kursus. | |
| 11 | Senarai semua pelajar mengikut semester, kelayakan masuk dan CGPA terkini. | |
| 12 | Senarai (5) orang pelajar untuk ditemu bual berserta transkrip terkini, surat tawaran, dan surat penerimaan. <i>*merangkumi pelajar yang mempunyai pencapaian tinggi, sederhana dan lemah bagi setiap semester</i> | |



| | | |
|----|--|--|
| 13 | Senarai (5) orang alumni bagi program berkenaan untuk ditemu bual. | |
| 14 | Senarai pelajar yang mendapat pemindahan dan pengecualian kredit termasuk transkrip pelajar berkenaan. *nyatakan kursus yang diberikan pemindahan kredit bagi setiap pelajar Jika berkaitan | |
| 15 | Senarai pelajar yang telah / sedang mengikuti Latihan Industri (LI) serta maklumat penempatan LI. | |
| 16 | Sampel Salinan buku log aktiviti Latihan Industri (LI) pelajar. | |
| 17 | Bagi program yang dilaksanakan secara penyelidikan : i. Senarai nama semua pelajar termasuk tajuk tesis/disertasi, status penyelidikan dan nama serta kelayakan penyelia; ii. Abstrak/Draf tesis/disertasi akhir pelajar; iii. Laporan Pemeriksa Luar dan Pemeriksa Dalam; iv. Minit mesyuarat Jawatankuasa <i>Proposal Defence</i> , Jawatankuasa Tesis, Jawatankuasa <i>Viva Voce</i> dan jawatankuasa lain yang berkaitan; v. Senarai seminar/kolokium/persidangan. | |
| 18 | Senarai terperinci dan gambar kemudahan/peralatan/perisian/ perkakasan di makmal yang berkaitan program. | |
| 19 | <i>Standard Operating Procedures</i> (SOP) berkaitan serta gambar Bilik Kebal. | |
| 20 | Senarai bahan rujukan yang terdapat di perpustakaan yang berkaitan dengan program. | |
| 21 | Minit Mesyuarat berkaitan Jaminan Kualiti. *Jawatankuasa OBE/ Kualiti Dalam | |
| 22 | Fail kursus bagi semua kursus Teras dan Elektif program: i. <i>Lab sheet</i> amali ii. Pelan Pengajaran iii. Senarai kehadiran pelajar. iv. Laporan <i>moderation and vetting</i> soalan peperiksaan. v. Laporan analisis pengukuran CLO dan PLO. vi. Jadual Spesifikasi Ujian (JSU) / Borang Vetting vii. Set soalan, skema jawapan, skrip jawapan pelajar *TIGA sampel bagi TIGA tahap pencapaian (cemerlang, sederhana dan lemah) bagi setiap kursus bagi Penilaian Berterusan (PB) dan Peperiksaan Akhir (PA) | |



| | | |
|----|--|--|
| | viii. Rubrik penilaian ix. Penilaian pelajar terhadap staf akademik x. Bukti/rekod pelajar mengikuti kuliah secara <i>online</i> *sekiranya berkaitan | |
| 23 | Laporan Pemegang Taruh (Alumni, ICAP dan Penasihat Luar) dan tindakan pusat pengajian terhadap laporan tersebut. | |
| 24 | Laporan Penilai / Penasihat Luar dan tindakan pusat pengajian terhadap laporan tersebut. | |



KOMPOSISI AHLI PANEL PENILAI UNTUK AKREDITASI PROGRAM AKADEMIK PERINGKAT DIPLOMA, SARJANA MUDA, SARJANA DAN DOKTOR FALSAFAH

- i. Akreditasi Sementara / *Provisional Accreditation* (PA)
- ii. Akreditasi Penuh / *Full Accreditation* (FA)

| NO | KOMPOSISI AHLI PANEL PENILAI | KRITERIA | CATATAN PTJ (I) |
|----|--|--|-----------------|
| 1 | Seorang (1) Ahli Panel Penilai Dalam | <ol style="list-style-type: none"> 1) Staf akademik USM; 2) Berpengalaman sebagai pengerusi rancangan / ketua program / penyelaras atau ahli jawatankuasa OBE peringkat pusat pengajian; 3) Ahli penilai program akademik yang juga merupakan ahli panel penilai yang dilantik oleh pihak MQA; 4) Panel Tier 1/2/3 MQA; 5) Pakar <i>ODL</i> jika program dijalankan secara <i>ODL</i>. | |
| 2 | Dua Orang (2) Ahli Panel Penilai Luar | <ol style="list-style-type: none"> 1) Panel dari Universiti Luar USM; 2) Berpengalaman sebagai pengerusi rancangan / ketua program, / penyelaras atau ahli jawatankuasa OBE peringkat pusat pengajian; 3) Pakar bidang bagi program yang akan dinilai; 4) Ahli penilai program akademik yang juga merupakan ahli panel penilai yang dilantik oleh MQA; 5) Pakar <i>ODL</i> jika program dijalankan secara <i>ODL</i>. | |

- iii. Audit Pematuhan / *Compliance Audit* (CA)

| NO | KOMPOSISI AHLI PANEL PENILAI | KRITERIA | CATATAN PTJ (I) |
|----|---|--|-----------------|
| 1 | Seorang (1) Ahli Panel Penilai Dalam | <ol style="list-style-type: none"> 1) Staf akademik USM; 2) Berpengalaman sebagai pengerusi rancangan / ketua program, / penyelaras atau ahli jawatankuasa OBE peringkat pusat pengajian; 3) Pakar bidang selain dari pusat pengajian program akademik yang dinilai; 4) Ahli penilai program akademik yang juga merupakan ahli panel penilai yang dilantik oleh MQA; 5) Pakar <i>ODL</i> jika program dijalankan secara <i>ODL</i>. | |



| ATAU (JIKA TIADA KEPAKARAN BIDANG DI USM) | | | |
|---|---|--|--|
| | Seorang (1) Ahli Panel Penilai Luar | <ol style="list-style-type: none">1) Panel dari Universiti Luar USM;2) Berpengalaman sebagai pengerusi rancangan / ketua program, / penyelaras atau ahli jawatankuasa OBE peringkat pusat pengajian;3) Pakar bidang bagi program yang akan dinilai;4) Ahli penilai program akademik yang juga merupakan ahli panel penilai yang dilantik oleh MQA;5) Pakar <i>ODL</i> jika program dijalankan secara <i>ODL</i>. | |
| 2 | Seorang (1) Ahli Panel Penilai Luar | <ol style="list-style-type: none">1) Panel dari Universiti Luar USM;2) Berpengalaman sebagai pengerusi rancangan / ketua program, / penyelaras atau ahli jawatankuasa OBE peringkat pusat pengajian;3) Pakar bidang bagi program yang akan dinilai;4) Ahli penilai program akademik yang juga merupakan ahli panel penilai yang dilantik oleh MQA;5) Pakar <i>ODL</i> jika program dijalankan secara <i>ODL</i>. | |



SELF-REVIEW REPORT [SRR] DOCUMENTATION

NAMA PROGRAM :
NAME OF THE PROGRAMME :

PUSAT PENGAJIAN / PUSAT / INSTITUT :
SCHOOL / CENTRE / INSTITUTE :

JENIS AKREDITASI :
TYPE OF ACCREDITATION :

BULAN / TAHUN DISEDIAKAN :
MONTH / YEAR PREPARED :

CADANGAN NAMA AHLI PANEL PENILAI (APP)

| NO | AHLI PANEL PENILAI DALAM (USM) | AHLI PANEL PENILAI LUAR (UNIVERSITI LUAR) | AHLI PANEL PENILAI LUAR (UNIVERSITI LUAR) |
|----|--------------------------------|---|---|
| 1 | Nama: PTJ: | Nama: Universiti: | Nama: Universiti: |
| 2 | Nama: PTJ: | Nama: Universiti: | Nama: Universiti: |
| 3 | Nama: PTJ: | Nama: Universiti: | Nama: Universiti: |

**MOHON RUJUK KRITERIA YANG TELAH DINYATAKAN PADA BAHAGIAN KOMPOSISI AHLI PANEL PENILAI UNTUK AKREDITASI PROGRAM AKADEMIK PERINGKAT DIPLOMA, SARJANA MUDA, SARJANA DAN DOKTOR FALSAFAH*



SRR DOCUMENTATION CHECKLIST

TABLE OF CONTENT

(No. 3 - 6 can be downloaded at https://www.mqa.gov.my/new/pubs_form3.cfm#gsc.tab=0)

| NO. | ITEMS | STATUS / REMARKS Please tick | PAGE |
|------------------------------|---|------------------------------------|------|
| 1. | Cover Page Self-Review Report [SRR] Documentation | | |
| 2. | Part A General Information on The Higher Education Provider MQA-01/02 2017 Form (Provisional and Full Accreditation) | | |
| 3. | Part B Programme Description MQA-02 2017 Form (Full Accreditation) | | |
| | i. Proof of collaboration between HEP and the collaborative partner such as copy of the Validation Report* of the collaborative partner** and the Memorandum of Agreement (MoA) | | |
| | ii. Approval letter from the Higher Education Department (Jabatan Pendidikan Tinggi, JPT) of the Ministry of Education for programmes in collaboration with Malaysian public universities | | |
| | iii. Proof of approval and supporting letter to conduct the programme from certification bodies/awarding bodies/examination bodies | | |
| | iv. A copy of the programme specification as conducted by the collaborative partner (eg. Handbook) | | |
| | v. Proof of collaboration with Quality Partners*** for the programme, where applicable | | |
| | vi. For programmes which require clinical training, please attach proof of approval from the relevant authority | | |
| | vii. Any other documents where necessary A sample of scroll to be awarded | | |
| 4. | PART C: Programme Standards MQA-01 (2017) | | |
| | AREA 1: PROGRAMME DEVELOPMENT AND DELIVERY | | |
| | 1.1 Statement of Educational Objectives of Academic Programme and Learning Outcomes | | |
| | 1.2 Programme Development: Process, Content, Structure and Learning-Teaching Methods | | |
| | 1.3 Programme Delivery | | |
| | AREA 2: ASSESSMENT OF STUDENT LEARNING | | |
| | 2.1 Relationship between Assessment and Learning Outcomes | | |
| | 2.2 Assessment Methods | | |
| | 2.3 Management of Student Assessment | | |
| | AREA 3: STUDENT SELECTION AND SUPPORT SERVICES | | |
| | 3.1 Student Selection | | |
| | 3.2 Articulation and Transfer | | |
| | 3.3 Student Support Services | | |
| | 3.4 Student Representation and Participation | | |
| | 3.5 Alumni | | |
| | AREA 4: ACADEMIC STAFF | | |
| | 4.1 Recruitment and Management | | |
| | 4.2 Service and Development | | |
| | AREA 5: EDUCATIONAL RESOURCES | | |
| | 5.1 Physical and Virtual Facilities | | |
| | 5.2 Research and Development | | |
| 5.3 Financial Resources | | | |
| AREA 6: PROGRAMME MANAGEMENT | | | |



| | | | |
|----|--|--|--|
| | 6.1 Programme Management | | |
| | 6.2 Programme Leadership | | |
| | 6.3 Administrative and Academic Support Staff | | |
| | 6.4 Academic Records | | |
| | AREA 7: PROGRAMME MONITORING, REVIEW AND CONTINUAL QUALITY IMPROVEMENT | | |
| | 7.1 Mechanism for Programme Monitoring, Review and Continual Quality Improvement | | |
| 5. | Course Information Template (Excel) (Table 4 v2.0 July 2020) | | |
| 6. | Evaluation Instrument of COPPA 2nd Edition (2017) (Excel) | | |

LIST OF TABLES

(Title of each table should be synchronizing with the softcopies given as in the folder (if any))

| NO. | ITEM | STATUS / REMARKS | PAGES |
|---|---|------------------|-------|
| AREA 1: PROGRAMME DEVELOPMENT AND DELIVERY | | | |
| 1.1.3 | Table 1. Matrix of programme learning outcomes against the programme educational objectives | | |
| 1.2.4 | Table 2. Components of the programme and its credit value | | |
| | Table 3. Brief description of courses offered in the programme | | |
| | Table 4. Course information (All course offered) | | |
| AREA 4: ACADEMIC STAFF | | | |
| 4.1.4 | Table 5. Summary information on academic staff involved in the programme | | |
| AREA 5: EDUCATIONAL RESOURCES | | | |
| 5.1.1 | Table 6. List of physical facilities required for the programme | | |
| 5.1.3 | Table 7. Reference materials supporting the programme | | |
| AREA 6: PROGRAMME MANAGEMENT | | | |
| 6.3.1 | Table 8. Administrative staff for the programme | | |

LIST OF APPENDICES

(Title of the appendices should be synchronizing with the softcopies given as in the folder)

| APPENDIX | DESCRIPTION | PAGES |
|----------------------------|--|-------|
| Appendix Part A | | |
| Sample: Appendix A1-1.1 | Title: Malaysian Qualifications Register for Bachelor of Computer Science (Honours) | |
| Appendix Part B | | |
| Appendix Part C | | |
| AREA 1 | PROGRAMME DEVELOPMENT AND DELIVERY | |
| Appendix C1-1.2 | BPK | |
| AREA 2 | ASSESSMENT OF STUDENT LEARNING | |
| AREA 3 | STUDENT SELECTION AND SUPPORT SERVICES | |



| | | |
|--------|---|--|
| | | |
| AREA 4 | ACADEMIC STAFF | |
| | | |
| AREA 5 | EDUCATIONAL RESOURCES | |
| | | |
| AREA 6 | PROGRAMME MANAGEMENT | |
| | | |
| AREA 7 | PROGRAMME MONITORING, REVIEW AND CONTINUAL QUALITY IMPROVEMENT | |



SELF-REVIEW REPORT [SRR] DOCUMENTATION

Declaration:

I, on behalf of the School/ Centre, hereby declare that the Self-Report Review are correct to the best of my knowledge and I undertake to inform Pusat Swa-Akreditasi (PSA) of any changes therein, immediately.

In case the information provided is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Declared by:

Signature:

Deputy Dean/ Deputy Director
(Academic/ Postgraduate)

Name:

Official Stamp:

Date:

Endorsed by:

Signature:

Dean/ Director of School / Centre

Name:

Official Stamp:

Date:

For PSA's office use only

**Checked by:
be taken:**

Action to

Signature:

Name:

Official Stamp:

Date: