**LAPORAN AUDIT DALAM BAGI PENILAIAN PERAKUAN AKREDITASI PENUH**

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| **1.** | **No. Rujukan Program MQA PA** | **:** |  |
| **2.** | **Maklumat Program** | **:** |  |
|  | * **Nama Program**
 | **:** |  |
|  | * **Nama Kelayakan**
 | **:** |  |
|  | * **Kelayakan**
 | **:** |  |
|  | * **Tahap Kerangka Kelayakan Malaysia (KKM)**
 | **:** |  |
|  | * **Nama dan Alamat PPT**
 | **:** |  |
|  | * **Bidang Program (NEC)**
 | **:** |  |
|  | * **Bahasa Pengantar**
 | **:** |  |
|  | * **Standard/ Standard Program Berkaitan**
 | **:** |  |
|  | * **Kaedah Penyampaian Program**
 | **:** |  |
|  | * **Mod Penawaran Program**
 | **:** |  |
|  | * **Kaedah Pengajian**
 | **:** |  |
|  | * **Kaedah Pengajaran dan Pembelajaran**
 | **:** |  |
|  | * **Taraf Pelaksanaan**
 | **:** |  |
|  | * **Kredit Bergraduat**
 | **:** |  |
|  | * **Tempoh Pengajian**
 | **:** |  |

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| --- | --- | --- |
|  | Sepenuh Masa | Separuh Masa |
| Semester Panjang | Semester Pendek | Latihan Industri | Semester Panjang | Semester Pendek | Latihan Industri |
| Bilangan Minggu\* |  |  |  |  |  |  |
| Bilangan Semester |  |  |  |  |  |  |
| Bilangan Tahun |  |  |

*\*Termasuk minggu ulang kaji dan peperiksaan*

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|  | * **Institusi Penganugerahan**
 | **:** |  |
|  | * **Kelayakan Masuk**
 | **:** |  |

1. **BIDANG 1: PEMBANGUNAN DAN PENYAMPAIAN PROGRAM *(AREA 1: PROGRAMME DEVELOPMENT AND DELIVERY)***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ULASAN UNTUK BIDANG 1****Pernyataan *Programme Educational Objectives* (PEO):** (mohon dimasukkan pernyataan tersebut dan ulas kesesuaiannya)

|  |  |
| --- | --- |
| ***Programme Educational Objectives*** | **Ulasan** |
| **PEO1:***.***PEO2:****PEO3:****etc** |  |

**Pernyataan *Programme Learning Outcomes* (PLO):** (mohon dimasukkan pernyataan tersebut dan ulas kesesuaiannya)

|  |  |
| --- | --- |
| ***Programme Learning Outcomes*** | **Ulasan** |
| **PLO1:** *[KNOWLEDE and UNDERSTANDING]* |  |
|  Etc  |  |
|  |  |
|  |  |
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| **Bil.** | **Standard** | **Perincian Isu / Ketidakpatuhan** |
| --- | --- | --- |
| 1.1.1 | *The programme must be consistent with, and supportive of, the vision, mission and goals of the HEP.* |  |
| **Ulasan APP**

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|  |
| 1.1.2 | *The programme must be considered only after a needs assessment has indicated that there is a need for the programme to be offered. (This standard must be read together with Standard 1.2.2 in Area 1 and 6.1.6 in Area 6)* |  |
| **Ulasan APP**

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 |
| 1.1.3 | *The department must state its programme educational objectives, learning outcomes, learning and teaching strategies, and assessment, and ensure constructive alignment between them.* *(This standard must be read together with Standard 1.2.4 in Area 1)* |  |
| **Ulasan APP**

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 |
| 1.1.4 | *The programme learning outcomes must correspond to a Malaysian Qualifications Framework (MQF) level descriptor and the five clusters of MQF learning outcomes :*1. *Knowledge and Understanding*
2. *Cognitive Skills*
3. *Functional Work Skills with focus on :*
	1. *Practical Skills*
	2. *Interpersonal Skills*
	3. *Communication Skills*
	4. *Digital Skills*
	5. *Numeracy Skills*
	6. *Leadership, Autonomy and Responsibility*
4. *Personal and Entrepreneurial Skills*
5. *Ethics and Professionalism*
 |  |
| **Ulasan APP**

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 |
| 1.1.5 | *Considering the stated learning outcomes, the programme must indicate the career and further studies options available to students upon programme completion.*  |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

 |
| 1.2.1 | *The department must have sufficient autonomy[[1]](#footnote-1) to design the curriculum and to utilise[[2]](#footnote-2) the allocated resources necessary for its implementation.**(Where applicable, the above provision must also cover collaborative programmes and programmes conducted in collaboration with or from, other HEPs in accordance with national policies.)*  |  |
| **Ulasan APP**

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 |
| 1.2.2 | *The department must have an appropriate process to develop the curriculum leading to the approval by the highest academic authority in the HEP.* *(This standard must be read together with Standards 1.1.2 in Area 1 and 6.1.6 in Area 6)* |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

 |
| 1.2.3 | *The department must consult the stakeholders in the development of the curriculum, including education experts as appropriate.* *(This standard must be read together with Standards 7.1.4 in Area 7)* |  |
| **Ulasan APP**

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**Butiran Penasihat Luar (*External Advisor*)** Nama : Kelayakan : Institusi/ Organisasi :  |
| 1.2.4 | *The curriculum must fulfil the requirements of the discipline of study, taking into account the appropriate programme standards, professional and industry requirements as well as good practices in the field.* |  |
| **Ulasan APP**

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 |
| 1.2.5 | *There must be appropriate learning and teaching methods relevant to the programme educational objectives and learning outcomes.* |  |
| **Ulasan APP**

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 |
| 1.2.6 | *There must be co-curricular activities to enrich student experience, and to foster personal development and responsibility.* *(This standard may not be applicable to Open and Distance Learning [ODL] programmes and programmes designed for working-adult learners.)* |  |
| **Ulasan APP**

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 |
| 1.3.1 | *The department must take responsibility to ensure the effective delivery of programme learning outcomes.* |  |
| **Ulasan APP**

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 |
| 1.3.2 | *Students must be provided with, and briefed on, current information about (among others) the objectives, structure, outline, schedule, credit value, learning outcomes, and methods of assessment of the programme at the commencement of their studies.* |  |
| **Ulasan APP**

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 |
| 1.3.3 | *The programme must have an appropriate full-time coordinator and a team of academic staff (e.g., a programme committee) with adequate authority for the effective delivery of the programme.* *(This standard must be read together with related Programme Standards and Guidelines to Good Practices, and with Standards 6.1.1 and 6.2.2 in Area 6).*  |  |
| **Ulasan APP**

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**Maklumat Ketua Program :**Nama : Kelayakan akademik :Pengalaman : |
| 1.3.4 | *The department must provide students with a conducive learning environment.**(This standard must be read together with Standards 5.1.1 in Area 5)* |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

 |
| 1.3.5 | *The department must encourage innovations in teaching, learning and assessment.* |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

 |
| 1.3.6 | *The department must obtain feedback from stakeholders to improve the delivery of the programme outcomes.* |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

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* 1. ***Appendix 1:* Klasifikasi Kursus**

Perlu nyatakan jadual klasifikasi kursus (pilih salah satu jadual di bawah).

**Catatan: Sekiranya terdapat standard program, klasifikasi kursus perlu mematuhi klasifikasi yang ditetapkan oleh standard program.**

**Contoh bagi jadual klasifikasi kursus yang tidak tertakluk dengan Standard Program**

| **No.** | **Klasifikasi Kursus** | **Program** | **Standard Program****Pendidikan (Tahap Sarjana)** | **Pematuhan****(√ / X)** |
| --- | --- | --- | --- | --- |
| **Nilai Kredit** | **Peratus****(%)** | **Nilai Kredit** | **Peratus****(%)** |  |
| 1 | *Compulsory Courses*  | 10 | 25% | 9-13 | 22-32 | **√** |
| 2 | *Discipline Core/Elective*  | 20 | 50% | 15-25 | 38-63 | **√** |
| 3 | *Project Paper/ Practicum/ Other Courses (for 100% coursework)* | 10 | 25% | 6-12 | 15-30 | **√** |
| ***Total Credit Value*** | **40** | **100** | **40** | **100** | **√** |

**Ulasan terhadap Klasifikasi Kursus:**

Perlu kemaskini klasifikasi kursus pada Jadual 1.2 struktur kursus selari dengan rajah diatas.

**1.2 *Appendix 2:* Senarai Kursus**

**SEPENUH MASA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tahun** | **Semester** | **Nama Kursus** | **Kod** | **Klasifikasi** | **Kredit** |
| 1 | 1 | *Digital Technologies in Education* | EDC7115 | *Compulsory* | 5 |
| *Research Methodology* | PG8015 | *Compulsory* | 5 |
| *Entrepreneurship in Education* | EDC7135 | *Major Core* | 5 |
| **Jumlah Kredit**  | **15** |
| 2 | *Elective Core 1* |  | *Elective Core* | 5 |
| *Elective Core 2* |  | *Elective Core* | 5 |
| *Elective Core 3* |  | *Elective Core* | 5 |
| **Jumlah Kredit**  | **15** |
| 3 | *Research Project* | EDC7310 | *Major Core* | **10** |
| **Jumlah Kredit**  | **10** |
| **Jumlah Kredit Bergraduat** | **40** |

 ***Year 1 Semester 2 (Choose ONE specialisation option below)***

**SEPARUH MASA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tahun** | **Semester** | **Nama Kursus** | **Kod** | **Klasifikasi** | **Kredit** |
| 1 |  |  |  |  |  |
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|  |  |
|  |  |  |  |  |
|  |  |  |  |
| **Jumlah Kredit**  | **10** |
| 2 | 1 | *Research Project* | EDC7310 | *Major Core* | 10 |
| **Jumlah Kredit**  | **10** |
| **Jumlah Kredit Bergraduat** | **40** |

 ***Year 1 Semester 2 (Choose ONE subject under the specialisation option below)***

 ***Year 1 Semester 3 (Choose TWO subject under the specialisation option below)***

***SPECIALISATION OPTIONS***

|  |
| --- |
| ***Curriculum and Instruction Design for Sustainable Development*** |
| **Nama Kursus** | **Kod** | **Klasifikasi** | **Kredit** |
| *Contemporary Issues in Curriculum* | EDI7115 | *Elective Core* | 5 |
| *Curriculum Designing* | EDI7125 | *Elective Core* | 5 |
| *Curriculum Implementation and Evaluation* | EDI7135 | *Elective Core* | 5 |
| ***Early Childhood Care and Education*** |
| **Nama Kursus** | **Kod** | **Klasifikasi** | **Kredit** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Ulasan terhadap Kesesuaian Kursus/ Struktur**

**1.3 *Appendix 3: Table 4 COPPA***

**Ulasan Kursus Berkaitan yang Perlu Diberi Perhatian**

| **Bil.** | **Nama Kursus** | **Ulasan Penilaian Akreditasi Penuh** |
| --- | --- | --- |
| 1. | *Digital Technologies in Education*(EDC7115)5 Kredit | Sinopsis[[3]](#footnote-3) |  |
| Pernyataan *Course Learning Outcomes* (CLO)[[4]](#footnote-4) |  |
| Pemetaan CLO–*Programme Learning Outcomes* (PLO)[[5]](#footnote-5) |  |
| Kaedah Pengajaran dan Pembelajaran (PdP) |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| *Student Learning Time* (SLT)[[6]](#footnote-6) |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 2. | *Research Methodology*(PG8015)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO–PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 3. | *Research Project*(EDC7310)10 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO–PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 4. | *Entrepreneurship in Education*(EDC 7135)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO–PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 5. | *Learning Technologies*(EDD7115)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO–PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 6. | *Evaluating Learning Technologies and Innovations*(EDD7135)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO–PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 7. | *Current Issues and Debates in Learning Technologies and Innovation*(EDD7125)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO - PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 8. | *Curriculum and Instruction in Early Childhood Care and Education*(EDE7125)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO - PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 9. | *Contemporary Issues in Curriculum*(EDI7115)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO - PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 10. | *Curriculum Designing*(EDI7125)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO - PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 11. | *Curriculum Implementation and Evaluation*(EDI7135)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO - PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 12. | *Educational Leadership*(EDL7115)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO - PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 13. | *Contemporary Challenges in Educational Leadership*(EDL7125)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO - PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 14. | *Strategic Leadership in Education*(EDL7135)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO - PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 15. | *Advanced Educational Psychology*(EDP7115)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO - PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 16. | *Applied Cognitive Psychology*(EDP7125)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO - PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 17. | *Psychological Asessments and Psychometric*(EDP7135)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO - PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 18. | *Collaboration and Consultation in Inclusive and Special* *Education*(EDS7115)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO - PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 19. | *Current Issues and Trends in Inclusive and Special Education*(EDS7125)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO - PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 20. | *Assistive Technology in Inclusive and Special Education*(EDS7135)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO - PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 21. | *Applied Linguistics and Second Language Acquisition*(EDT7115)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO–PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 22. | *English Language Testing and Assessment*(EDT7125)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO–PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 23. | *Approaches to English Language Teaching and Learning*(EDT7135)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO - PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 24. | *Early Childhood Policies and Practices*(EDE7115)5 Kredit  | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO–PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 25. | *Curriculum and Instruction in Early Childhood Care and Education*(EDE7125)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO - PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |
| 26. | *Leadership and Management in Early Childhood Care and Education Settings*(EDE7135)5 Kredit | Sinopsis |  |
| Pernyataan CLO |  |
| Pemetaan CLO - PLO |  |
| Kaedah PdP |  |
| Kaedah Penilaian |  |
| Kandungan |  |
| SLT |  |
| Nilai Kredit |  |
| Bahan Rujukan  |  |
| Lain-lain |  |

**Ulasan Lain:**

**Cth Untuk semakan kurikulum. Mohon PPT menyemak semua nilai kredit 5 supaya kursus analisis data (kualitatif dan kuantitatif) boleh turut ditawarkan.**

1. **BIDANG 2: PENILAIAN PEMBELAJARAN PELAJAR *(AREA 2: ASSESSMENT OF STUDENT LEARNING)***

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| --- |
| **ULASAN UNTUK BIDANG 2** |

| **Bil.** | **Standard** | **Perincian Isu/ Ketidakpatuhan** |
| --- | --- | --- |
| 2.1.1 | *Assessment principles, methods and practices must be aligned to the learning outcomes of the programme, consistent with the levels defined in the MQF.* |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

 |
| 2.1.2 | *The alignment between assessment and the learning outcomes in the programme must be systematically and regularly reviewed to ensure its effectiveness.*  |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

 |
| 2.2.1 | *There must be a variety of methods and tools that are appropriate for the assessment of learning outcomes and competencies.* |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

 |
| 2.2.2 | *There must be mechanisms to ensure, and to periodically review, the validity, reliability, integrity, currency and fairness of the assessment methods.* |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

 |
| 2.2.3 | *The frequency, methods, and criteria of student assessment - including the grading system and appeal policies - must be documented and communicated to students on the commencement of the programme.* |  |
| **Ulasan APP**

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 |
| 2.2.4 | *Changes to student assessment methods must follow established procedures and regulations, and be communicated to students prior to their implementation.* |  |
| **Ulasan APP**

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 |
| 2.3.1 | *The department and its academic staff must have adequate level of autonomy in the management of student assessment.* *(This standard may not be applicable to certain programme arrangements.)* |  |
| **Ulasan APP**

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 |
| 2.3.2 | *There must be mechanisms to ensure the security of assessment documents and records.* |  |
| **Ulasan APP**

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 |
| 2.3.3 | *The assessment results must be communicated to students before the commencement of a new semester to facilitate progression decision.* |  |
| **Ulasan APP**

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 |
| 2.3.4 | *The department must have appropriate guidelines and mechanisms for students to appeal their course results.* |  |
| **Ulasan APP**

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 |
| 2.3.5 | *The department must periodically review the management of student assessment and act on the findings of the review.* *(For MQF level 6 and above, the review must involve external examiners.)* |  |
| **Ulasan APP**

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**Maklumat Penilai Luar :**Nama :Kelayakan akademik :Pengalaman : |

* 1. ***Appendix 4:* Skala Penggredan/ Rubrik Penilaian Tesis**

**cth**

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| --- | --- | --- | --- |
| ***Marks*** | ***Grade*** | ***Grade Point*** | ***Status*** |
| 80 – 100 | A | 4.00 | *Distinction* |
| 75 – 79 | A- | 3.70 | *Pass* |
| 70 – 74 | B+ | 3.30 |
| 65 – 69 | B | 3.00 |
| 60 – 64 | B- | 2.70 |
| 55 – 59 | C+ | 2.30 |
| 50 – 54 | C | 2.00 |
| 45 - 49 | C- | 1.70 | *Fail* |
| 40 – 44 | D | 1.30 |
| 0 - 39 | F | 0 |

**Ulasan terhadap Skala Penggredan/ Rubrik Penilaian Tesis :**

1. **BIDANG 3: PEMILIHAN DAN KHIDMAT SOKONGAN PELAJAR *(AREA 3: STUDENT SELECTION AND SUPPORT SERVICES)***

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| --- |
| **ULASAN UNTUK BIDANG 3**1.
2.
 |

| **Bil.** | **Standard** | **Perincian Isu/ Ketidakpatuhan** |
| --- | --- | --- |
| 3.1.1 | *The programme must have clear criteria and processes for student selection (including that of transfer students) and these must be consistent with applicable requirements.* |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

 |
| 3.1.2 | *The criteria and processes of student selection must be transparent and objective.* |  |
| **Ulasan APP**

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 |
| 3.1.3 | *Student enrolment must be related to the capacity of the department to effectively deliver the programme.* |  |
| **Ulasan APP**

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 |
| 3.1.4 | *There must be a clear policy, and if applicable, appropriate mechanisms for appeal on student selection.* |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

 |
| 3.1.5 | *The department must offer appropriate developmental or remedial support to assist students, including incoming transfer students who are in need.* |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

 |
| 3.2.1 | ***Articulation and Transfer [[7]](#footnote-7)****The department must have well-defined policies and mechanisms to facilitate student mobility which may include student transfer within and between institutions as well as cross-border.* |  |
| **Ulasan APP**

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 |
| 3.2.2 | *The department must ensure that the incoming transfer students have the capacity to successfully follow the programme.* |  |
| **Ulasan APP**

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 |
| 3.3.1 | *Students must have access to appropriate and adequate support services such as physical, social, financial, recreational and online facilities, academic and non-academic counselling, and health services.* |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

 |
| 3.3.2 | *There must be a designated administrative unit with a prominent organisational status in the HEP responsible for planning and implementing student support services and staffed by individuals who have appropriate experience.*  |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

 |
| 3.3.3 | *An effective induction to the programme must be available to new students with special attention given to out-of-state and international students as well as students with special needs.* |  |
| **Ulasan APP**

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 |
| 3.3.4 | *Academic, non-academic and career counselling must be provided by adequate and qualified staff.* |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

**Maklumat Kaunselor :**Nama: Kelayakan :Tempoh Amalan Perakuan :  |
| 3.3.5 | *There must be mechanisms that actively identify and assist students who are in need of academic, spiritual, psychological and social support.* |  |
| **Ulasan APP**

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 |
| 3.3.6 | *The HEP must have clearly defined and documented processes and procedures in handling student disciplinary cases.* |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

 |
| 3.3.7 | *There must be an active mechanism for students to voice their grievances and seek resolution on academic and non-academic matters.* |  |
| **Ulasan APP**

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 |
| 3.3.8 | *Student support services must be evaluated regularly to ensure their adequacy, effectiveness and safety.* |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

 |
| 3.4.1 | *There must be well-disseminated policies and processes for active student engagement especially in areas that affect their interest and welfare.* |  |
| **Ulasan APP**

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 |
| 3.4.2 | *There must be adequate student representation and organisation at the institutional and departmental levels.*  |  |
| **Ulasan APP**

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 |
| 3.4.3 | *Students must be facilitated to develop linkages with external stakeholders and to participate in activities to gain managerial, entrepreneurial and leadership skills in preparation for the workplace.* |  |
| **Ulasan APP**

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 |
| 3.4.4 | *Student activities and organisations must be facilitated to encourage character building, inculcate a sense of belonging and responsibility, and promote active citizenship.* |  |
| **Ulasan APP**

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 |
| 3.5.1 | *The department must foster active linkages with alumni to develop, review and continually improve the programme.* |  |
| **Ulasan APP**

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1. **BIDANG 4: STAF AKADEMIK *(AREA 4: ACADEMIC STAFF)***

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| **ULASAN UNTUK BIDANG 4** |

| **Bil.** | **Standard** | **Perincian Isu/ Ketidakpatuhan** |
| --- | --- | --- |
| 4.1.1 | *The department must have a clearly defined plan for its academic manpower needs consistent with institutional policies and programme requirements.* |  |
| **Ulasan APP**

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 |
| 4.1.2 | *The department must have a clear and documented academic staff recruitment policy where the criteria for selection are based primarily on academic merit and/or relevant experience.*  |  |
| **Ulasan APP**

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 |
| 4.1.3 | *The staff–student ratio[[8]](#footnote-8) for the programme must be appropriate to the teaching-learning methods and comply with the programme standards for the discipline.* |  |
| **Ulasan APP**

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 |
| 4.1.4 | *The department must have adequate and qualified academic staff responsible for implementing the programme. The expected ratio of full-time and part-time academic staff is 60:40[[9]](#footnote-9).*  |  |
| **Ulasan APP**

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 |
| 4.1.5 | *The policy of the department must reflect an equitable distribution of responsibilities among the academic staff.* |  |
| **Ulasan APP**

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 |
| 4.1.6 | *The recruitment policy for a particular programme must seek diversity among the academic staff in terms of experience, approaches and backgrounds.* |  |
| **Ulasan APP**

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 |
| 4.1.7 | *Policies and procedures for recognition through promotion, salary increment or other remuneration must be clear, transparent and based on merit.*  |  |
| **Ulasan APP**

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 |
| 4.1.8 | *The department must have national and international linkages to provide for the involvement of experienced academics, professionals and practitioners in order to enhance teaching and learning in the programme.* |  |
| **Ulasan APP**

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 |
| 4.2.1 | *The department must have policies addressing matters related to service, development and appraisal of the academic staff.* |  |
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 |
| 4.2.2 | *The department must provide opportunities for academic staff to focus on their respective areas of expertise.*  |  |
| **Ulasan APP**

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 |
| 4.2.3 | *The HEP must have clear policies on conflict of interest and professional conduct, including procedures for handling disciplinary cases among academic staff.* |  |
| **Ulasan APP**

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 |
| 4.2.4 | *The HEP must have mechanisms and processes for periodic student evaluation of the academic staff for quality improvement.*  |  |
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 |
| 4.2.5 | *The department must have a development programme for new academic staff and continuous professional enhancement for existing staff.* |  |
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 |
| 4.2.6 | *The HEP must provide opportunities for academic staff to participate in professional, academic and other relevant activities, at national and international levels to obtain professional qualifications to enhance teaching-learning experience.* |  |
| **Ulasan APP**

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 |
| 4.2.7 | *The department must encourage and facilitate its academic staff to play an active role in community and industry engagement activities.* |  |
| **Ulasan APP**

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* 1. ***Appendix 5: Table 5 COPPA***

**Maklumat Staf Akademik**

| **Bil.** | **Nama** |  Status Lantikan  | **Kursus Diajar**  | Kelayakan Akademik | Ulasan (Kesesuaian dengan Kursus Diajar) oleh APP | Maklum Balas PPT | Maklum Balas APP |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Nama Kelayakan dan Tahun Penganugerahan | Institusi, Negara |
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1. **BIDANG 5: SUMBER PENDIDIKAN *(AREA 5: EDUCATIONAL RESOURCES)***

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| **ULASAN UNTUK BIDANG 5**1.
 |

| **Bil.** | **Standard** | **Perincian Isu/ Ketidakpatuhan** |
| --- | --- | --- |
| 5.1.1 | *The programme must have sufficient and appropriate physical facilities and educational resources to ensure its effective delivery, including facilities for practical-based programmes and for those with special needs.* |  |
| **Ulasan APP**

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 |
| 5.1.2 | *The physical facilities must comply with the relevant laws and regulations.* |  |
| **Ulasan APP**

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 |
| 5.1.3 | *The library or resource centre must have adequate and up-to-date reference materials and qualified staff that meet the needs of the programme and research amongst academic staff and students.* |  |
| **Ulasan APP**

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 |
| 5.1.4 | *The educational resources, services and facilities must be maintained and periodically reviewed to improve quality and appropriateness.* |  |
| **Ulasan APP**

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 |
| 5.2.1 | *The department must have a research policy with adequate facilities and resources to sustain it.* *(Please note that the standards on Research and Development are largely directed to universities and university colleges).* |  |
| **Ulasan APP**

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 |
| 5.2.2 | *The interaction between research and learning must be reflected in the curriculum, influence current teaching, and encourage and prepare students for engagement in research, scholarship and development.* *(Please note that the standards on Research and Development are largely directed to universities and university colleges).* |  |
| **Ulasan APP**

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 |
| 5.2.3 | *The department must periodically review its research resources and facilities, and take appropriate action to enhance its research capabilities and to promote a conducive research environment.* *(Please note that the standards on Research and Development are largely directed to universities and university colleges)* |  |
| **Ulasan APP**

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 |
| 5.3.1 | *The HEP must demonstrate financial viability and sustainability for the programme.*  |  |
| **Ulasan APP**

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 |
| 5.3.2 | *The department must have clear procedures to ensure that its financial resources are sufficient and efficiently managed.* |  |
| **Ulasan APP**

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 |
| 5.3.3 | *The HEP must have a clear line of responsibility and authority for budgeting and resource allocation that takes into account the specific needs of the department.* |  |
| **Ulasan APP**

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1. **BIDANG 6: PENGURUSAN PROGRAM *(AREA 6: PROGRAMME MANAGEMENT)***

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| **ULASAN UNTUK BIDANG 6** |

| **Bil.** | **Standard** | **Perincian Isu/ Ketidakpatuhan** |
| --- | --- | --- |
| 6.1.1 | *The department must clarify its management structure and function, and the relationships between them, and these must be communicated to all parties involved based on the principles of responsibility, accountability and transparency.* |  |
| **Ulasan APP**

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 |
| 6.1.2 | *The department must provide accurate, relevant and timely information about the programme which are easily and publicly accessible, especially to prospective students.* |  |
| **Ulasan APP**

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 |
| 6.1.3 | *The department must have policies, procedures and mechanisms for regular reviewing and updating of its structures, functions, strategies and core activities to ensure continual quality improvement.* |  |
| **Ulasan APP**

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 |
| 6.1.4 | *The academic board of the department must be an effective decision-making body with an adequate degree of autonomy.* |  |
| **Ulasan APP**

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 |
| 6.1.5 | *Mechanisms to ensure functional integration and comparability of educational quality must be established for programmes conducted in different campuses or partner institutions.* *(This standard must be read together with Standard 7.1.7 in Area 7)* |  |
| **Ulasan APP**

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 |
| 6.1.6 | *The department must conduct internal and external consultations, market needs and graduate employability analyses.* *(This standard must be read together with Standard 1.1.2, 1.2.2 in Area 1 and Standard 7.1.6 in Area 7)* |  |
| **Ulasan APP**

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 |
| 6.2.1 | *The criteria for the appointment and the responsibilities of the programme leader must be clearly stated.* |  |
| **Ulasan APP**

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 |
| 6.2.2 | *The programme leader must have appropriate qualification, knowledge and experiences related to the programme he/she is responsible for.* |  |
| **Ulasan APP**

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**Maklumat Ketua Program :**Nama : Kelayakan akademik : Tarikh surat lantikan : Tempoh Lantikan : Pengalaman :  |
| 6.2.3 | *There must be mechanisms and processes for communication between the programme leader, department and HEP on matters such as staff recruitment and training, student admission, allocation of resources and decision making processes.* |  |
| **Ulasan APP**

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 |
| 6.3.1 | *The department must have a sufficient number of qualified administrative staff to support the implementation of the programme and related activities.* |  |
| **Ulasan APP**

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 |
| 6.3.2 | *The HEP must conduct regular performance review of the programme administrative staff.* |  |
| **Ulasan APP**

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 |
| 6.3.3 | *The department must have an appropriate training scheme for the advancement of the administrative staff as well as to fulfil the specific needs of the programme.* |  |
| **Ulasan APP**

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 |
| 6.4.1 | *The department must have appropriate policies and practices concerning the nature, content and security of student, academic staff and other academic records.* |  |
| **Ulasan APP**

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 |
| 6.4.2 | *The department must maintain student records relating to their admission, performance, completion and graduation in such form as is practical and preserve these records for future reference.* |  |
| **Ulasan APP**

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 |
| 6.4.3 | *The department must implement policies on the rights of individual privacy and the confidentiality of records.* |  |
| **Ulasan APP**

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 |
| 6.4.4 | *The department must continually review policies on the security of records, including the increased use of electronic technologies and safety systems.* |  |
| **Ulasan APP**

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1. **BIDANG 7: PEMANTAUAN, SEMAKAN SEMULA DAN PENAMBAHBAIKAN KUALITI BERTERUSAN PROGRAM *(AREA 7: PROGRAMME MONITORING, REVIEW AND CONTINUAL QUALITY IMPROVEMENT)***

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| --- |
| **ULASAN UNTUK BIDANG 7** |

| **Bil.** | **Standard** | **Perincian Isu/ Ketidakpatuhan** |
| --- | --- | --- |
| 7.1.1 | *The department must have clear policies and appropriate mechanisms for regular programme monitoring and review.* |  |
| **Ulasan APP**

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 |
| 7.1.2 | *The department must have a Quality Assurance (QA) unit for internal quality assurance of the department to work hand-in-hand with the QA unit of the HEP.* |  |
| **Ulasan APP**

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 |
| 7.1.3 | *The department must have an internal programme monitoring and review committee with a designated head responsible for continual review of the programme to ensure its currency and relevancy.* |  |
| **Ulasan APP**

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 |
| 7.1.4 | *The departmental review system must constructively engage stakeholders, including the alumni and employers as well as external experts whose views are taken into consideration. (This standard must be read together with Standard 1.2.3 in Area 1)* |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

**Butiran Penasihat Luar (*External Advisor*)** Nama : Kelayakan :Institusi/ Organisasi : Pengalaman : |
| 7.1.5 | *The department must make the programme review report accessible to stakeholders.* |  |
| **Ulasan APP**

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 |
| 7.1.6 | *Various aspects of student performance, progression, attrition, graduation and employment must be analysed for the purpose of continual quality improvement.* |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

 |
| 7.1.7 | *In collaborative arrangements, the partners involved must share the responsibilities of programme monitoring and review.* *(This standard must be read together with Standard 6.1.5 in Area 6)* |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

 |
| 7.1.8 | *The findings of a programme review must be presented to the HEP for its attention and further action.* |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

 |
| 7.1.9 | *There must be an integral link between the departmental quality assurance processes and the achievement of the institutional purpose.* |  |
| **Ulasan APP**

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|  | Dipatuhi |  | Tidak patuh |

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**SESI TEMU BUAL DAN SEMAKAN**

1. **PELAJAR**

**Ulasan:**

| **Bil.** | **Perkara** | **Hasil Lawatan** |
| --- | --- | --- |
| 1. | Bilangan dan semester pelajar secara keseluruhan. |

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| SESI PENGAMBILAN: (Bulan & Tahun) | 1 | Curriculum & Instruction Design for Sustainable Development  |  |
| 2 | Digital Learning Technologies & Innovation |  |
| 3 | Early Childhood Education  |  |
| 4 | Educational Management, Leadership & Entrepreneurship |  |
| 5 | Educational Psychology |  |
| 6 | Inclusive & Special Education |  |
| 7 | TESL |  |
|  | Jumlah |  |

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| --- | --- | --- | --- |
| SESI PENGAMBILAN:(Bulan & Tahun) | 1 | Curriculum & Instruction Design for Sustainable Development  |  |
| 2 | Digital Learning Technologies & Innovation |  |
| 3 | Early Childhood Education  |  |
| 4 | Educational Management, Leadership & Entrepreneurship |  |
| 5 | Educational Psychology |  |
| 6 | Inclusive & Special Education |  |
| 7 | TESL |  |
|  | Jumlah |  |

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| --- | --- | --- | --- |
| SESI PENGAMBILAN:(Bulan & Tahun) | 1 | Curriculum & Instruction Design for Sustainable Development  |  |
| 2 | Digital Learning Technologies & Innovation |  |
| 3 | Early Childhood Education  |  |
| 4 | Educational Management, Leadership & Entrepreneurship |  |
| 5 | Educational Psychology |  |
| 6 | Inclusive & Special Education |  |
| 7 | TESL |  |
|  | Jumlah |  |

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| SESI PENGAMBILAN: (Bulan & Tahun) | 1 | Curriculum & Instruction Design for Sustainable Development  |  |
| 2 | Digital Learning Technologies & Innovation |  |
| 3 | Early Childhood Education  |  |
| 4 | Educational Management, Leadership & Entrepreneurship |  |
| 5 | Educational Psychology |  |
| 6 | Inclusive & Special Education |  |
| 7 | TESL |  |
|  | Jumlah |  |

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| (Bulan & Tahun) | Jumlah |
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 |
| 2. | Bilangan dan semester pelajar yang ditemu bual.  |  |
| 3. | Hasil pembelajaran pelajar. |  |
| 4. | Ulasan pelajar berkaitan pelaksanaan program, khidmat sokongan dan sumber pendidikan PPT. |  |

**Isu:**

1. **STAF AKADEMIK**

**Ulasan:**

| **Bil.** | **Perkara** | **Hasil Lawatan** |
| --- | --- | --- |
| 1. | Bilangan staf akademik secara keseluruhan. |  |
| 2. | Bilangan staf akademik yang ditemu bual. |  |
| 3. | Beban staf akademik (nisbah staf akademik:pelajar), bilangan kursus mengikut tahap dan jam pengajaran seminggu. (sekiranya staf akademik mempunyai tugasan dan portfolio lain perlu dinyatakan jam). |  |
| 4. | Latihan yang diperolehi *Continuous Professional Development* (CPD). |  |
| 5. | Penyelidikan (Jika berkaitan). |  |
| 6. | Latihan berkaitan Pengajaran dan Pembelajaran (seperti *Outcome-Based Education* (OBE) *awareness/ training.* |  |
| 7. | Pelaksanaan pengukuran CLO/ PLO. |  |
| 8. | Proses moderasi bahan penilaian. |  |

**Isu:**

1. **PERWAKILAN PELAJAR**

**Ulasan:**

| **Bil.** | **Perkara** | **Hasil Lawatan** |
| --- | --- | --- |
| 1. | Aktiviti yang dijalankan. |  |
| 2. | Bajet. |  |
| 3. | *Common issues.* |  |
| 4. | Cadangan penambahbaikan dari Perwakilan Pelajar. |  |
| 5. | Perjumpaan dengan pihak pengurusan untuk menyalurkan isu pelajar. |  |

**Isu:**

1. **SEMAKAN KERTAS SOALAN PEPERIKSAAN/ TUGASAN/ TESIS/ DISERTASI/ PROJEK**

Nota : APP perlu ulas berkaitan tahap kesukaran soalan penilaian berterusan/ penilaian akhir/ tesis/ disertasi/ projek berdasarkan CLO. Perlu nyatakan kursus-kursus yang disemak.

**Ulasan:**

| **Bil.** | **Perkara** | **Hasil Lawatan** |
| --- | --- | --- |
| 1. | Tahap kesukaran bahan penilaian pelajar, dikaitkan dengan CLO. |  |
| 2. | Bukti Jadual Spesifikasi Ujian (JSU)/ moderasi berkaitan penilaian dan penjajaran dengan CLO. |  |
| 3. | Projek Paper |  |

**Isu:**

1. **TEMU BUAL DENGAN KETUA PROGRAM**

**Ulasan:**

| **Bil.** | **Perkara** | **Hasil Lawatan** |
| --- | --- | --- |
| 1. | Nama, Kelayakan dan pengalaman Ketua Program. |  |
| 2. | Bukti surat lantikan dan tempoh. |  |
| 3. | Beban mengajar dan tugas lain. |  |
| 4. | Agihan beban pengajaran. |  |
| 5. | Mekanisme pengukuran PLO, bagaimana ia dianalisis. |  |
| 6. | Bagaimana CQI dijalankan berdasarkan maklum balas *stakeholders*. |  |

**Isu:**

1. **SEMAKAN-SEMAKAN LAIN** (contoh: Fail Pelajar, Fail Kursus dan sebagainya)

**Ulasan:**

| **Bil.** | **Perkara** | **Hasil Lawatan** |
| --- | --- | --- |
| 1. | Fail kursus. |  |
| 2. | Fail pelajar. |  |
| 3. | Fail staf akademik dan Ketua Program. |  |
| 4. | Fail Penilai Luar (*External Assessor).* |  |
| 5. | Fail Penasihat Luar (*External Advisor).* |  |
| 6. | Fail Pemeriksa Luar (*External Examiner*) (Bagi penilaian Tesis/Disertasi program penyelidikan) |  |
| 7. | Fail Minit Mesyuarat Senat, minit mesyuarat lain. |  |
| 8. | Fail Unit Kualiti. |  |
| 9. | Fail penilaian pelajar terhadap staf akademik. |  |

**Isu:**

1. **LAWATAN KEMUDAHAN DAN BILIK KEBAL**

**Ulasan:**

| **Bil.** | **Perkara** | **Hasil Lawatan** |
| --- | --- | --- |
|  | Perpustakaan. |  |
|  | Bengkel/ Makmal yang berkaitan program. |  |
|  | Bilik Kuliah. |  |
|  | Bilik Kebal. |  |
|  | Kemudahan-kemudahan lain. |  |

**Isu:**

1. **PEMERHATIAN KELAS**

**Ulasan:**

| **Bil.** | **Perkara** | **Hasil Lawatan** |
| --- | --- | --- |
| 1. | Nama kursus:Staf akademik:Bilangan pelajar: |  |
| 2. | Nama kursus:Staf akademik:Bilangan pelajar: |  |

**Isu:**

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| --- |
| **PERAKUAN INI UNTUK KEGUNAAN MQA SAHAJA DAN TIDAK DIBERIKAN KEPADA PPT** |

**PERAKUAN MENYELURUH:**

Berdasarkan semakan dokumen MQA-02 dan dapatan lawatan penilaian, maka dengan ini, saya/ kami memperakukan program yang dinilai dengan syor dan syarat-syarat/ alasan/ cadangan penambahbaikan yang berikut:

Nama PPT :

Nama Program :

No. Rujukan : UTM-UD/**FA**

**Syor adalah seperti di bawah :** (sila tekan syor)

*Choose an item.*

**Diberikan Akreditasi penuh dengan syarat.**

*Choose an item.***:** (sila pilih yang berkaitan)

**Cadangan Penambahbaikan:**

**Panel Penilai:**

**Nama :**

Jabatan/ Fakulti :

Institusi :

1. *Sufficient autonomy relates to the freedom of the department to design (including the use of external experts or national curriculum) and propose curriculum for approval.* [↑](#footnote-ref-1)
2. *To utilise means the expenditures of allocated resources according to HEP’s financial procedures. To be read together with standard 5.3.2.* [↑](#footnote-ref-2)
3. Sinopsis mestilah menggambarkan ruang lingkup (*coverage*) bagi keseluruhan kursus. [↑](#footnote-ref-3)
4. CLO *are statements on what a student should know, understand and can do upon the completion of a period of a study*. Bilangan dan kata kerja bagi setiap CLO mestilah bersesuaian dengan tahap program dan boleh diukur. [↑](#footnote-ref-4)
5. Pemetaan CLO–PLO mestilah relevan dan boleh dicapai. [↑](#footnote-ref-5)
6. *Student Learning Time (SLT) is the amount of time that a student is expected to spend on the teaching-learning activities, including assessment to achieve specified learning outcomes*. SLT mestilah bersesuaian dengan kaedah pengajaran dan penilaian pelajar. [↑](#footnote-ref-6)
7. *Standards in this area must be read together with policies by Ministry of Higher Education (MoHE)* [↑](#footnote-ref-7)
8. *In computing the staff-student ratio, the department must convert part-time staff to full-time equivalent using a normal full-time staff workload (hours per week).*  [↑](#footnote-ref-8)
9. *In computing the full-time and part-time ratio, the department must convert part-time staff to full-time equivalent using a normal full-time staff workload (hours per week).*  [↑](#footnote-ref-9)