TAKLIMAT
CODE OF PRACTICE FOR PROGRAMME ACCREDITATION (COPPA)

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PENGARAH IQA, INQKA
UiTM SHAH ALAM

UiTM KUALA PILAH

3 MEI 2017

JAMINAN KUALITI

- DUA CARA PENDEKATAN:

  1. MENGIKTIRAF/AKREDITASI PROGRAM
     (COPPA), dan
  2. AUDIT INSTITUSI (COPIA)

PENGIKTIRAFAN PROGRAM

- PROSES SEBELUM STATUS SWA

- PROSES SELEPAS STATUS SWA

JENIS PENGIKTIRAFAN

- PENGIKTIRAFAN SEMENTARA

  PROGRAM MEMENUHI *"MINIMUM REQUIREMENT"* UNTUK DITAWARKAN

- PENGIKTIRAFAN PENUH

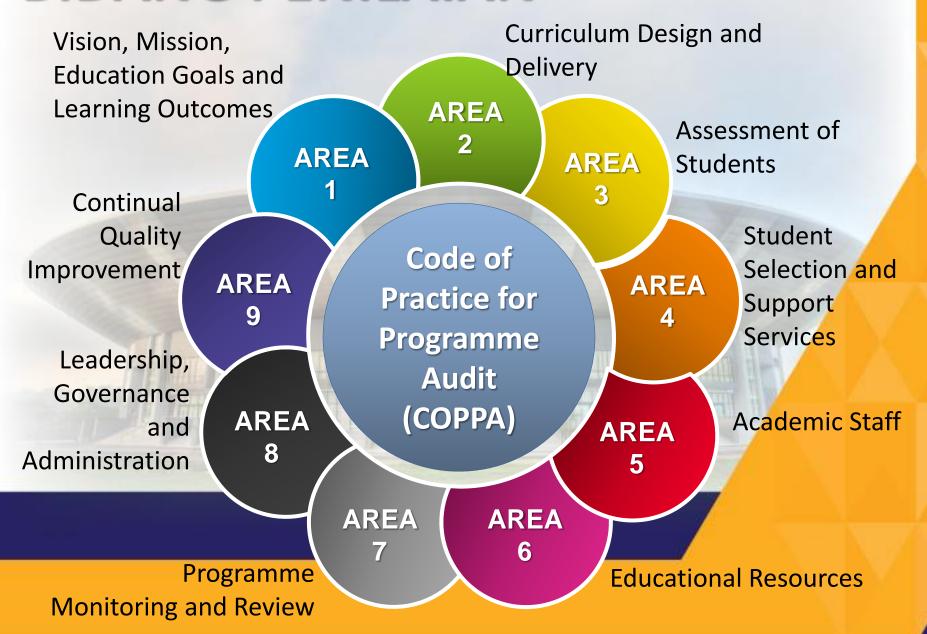 PENGANUGERAHAN YANG MENUNJUKKAN PROGRAM TELAH MEMENUHI SEMUA KRITERIA DAN STANDAD DAN PEMATUHAN MQF

AUDIT INSTITUSI

- PELBAGAI JENIS AUDIT
    - ➢ MENYELURUH
    - ➢ TEMATIK

- AUDIT BERKALA
- AUDIT PENGESAHAN
- AUDIT YANG PALING MENYELURUH –
"SELF ACCREDITATION AUDIT"

GARIS PANDUAN JAMINAN KUALITI

❖ MALAYSIAN QUALIFICATIONS FRAMEWORK (MQF)

❖ CODE OF PRACTICE FOR PROGRAMME ACCREDITATION (COPPA)

❖ CODE OF PRACTICE FOR INSTITUTIONAL AUDIT (COPIA)

❖ PROGRAMME DISCIPLINE STANDARDS; and

❖ GUIDES TO GOOD PRACTICES

BIDANG PENILAIAN

Vision, Mission, Education Goals and Learning Outcomes

Curriculum Design and Delivery

Assessment of Students

Student Selection and Support Services

Academic Staff

Educational Resources

Programme Monitoring and Review

Leadership, Governance and Administration

Continual Quality Improvement

AREA 1

AREA 2

AREA 3

AREA 4

AREA 5

AREA 6

AREA 7

AREA 8

AREA 9

Code of Practice for Programme Audit (COPPA)

PENGIKTIRAFAN PROGRAM-AKREDITASI SEMENTARA

❑ TUJUAN AKREDITASI PROVISIONAL ADALAH UNTUK MENENTUKAN SAMA ADA MINIMUM KEPERLUAN UNTUK MENJALANKAN PROGRAM TELAH DIPENUHI OLEH FAKULTI/KAMPUS BERKENAAN DENGAN SEMBILAN BIDANG PENILAIAN DAN TERUTAMANYA **REKA BENTUK KURIKULUM** (CURRICULUM DESIGN)

UiTM STATUS SWA JAN 2017

MENUBUHKAN SATU UNIT DIBAWAH INQKA -

UNIT JAMINAN KUALITI DALAMAN (IQA)

YANG BERTANGGUNGJAWAB:

MENJALANKAN SEMUA PROSES AKREDITASI

MEMASTIKAN KUALITI PROGRAM DAN PENGURUSAN AKADEMIK MENJADI LEBIH MANTAP

MENILAI PROGRAM SAMADA YANG BARU DITUBUHKAN, YANG DALAM PROSES MENDAPAT PENGIKTIRAFAN PENUH DARI MQA DAN BEBERAPA ISU LAIN YANG BERKAITAN
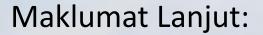
PROSES PENILAIAN PROGRAM

❑ MEMILIH PANEL PENILAI YANG BERPENGALAMAN DALAM BIDANG BERKAITAN.

-- 2 PANEL DALAMAN DAN 1 PANEL LUAR UNTUK SETIAP PROGRAM

❑ LAPORAN UNTUK PENGESAHAN SENAT

JENIS PENILAIAN YANG DIJALANKAN

- IQA_01 : Akreditasi Sementara
- IQA_02 : Akreditasi Penuh
- IQA_03 : Semakan Kurikulum Melebihi 30%
- IQA_04 : "Deemed Accredited"
- IQA_05 : Audit Lokasi
- IQA_06 : Penilaian Khas
- IQA_07 : Penilaian Akreditasi Terkebelakang
- IQA_08 : Penilaian Akreditasi Pascasiswazah

TUGAS PTJ

❏ MELENGKAPKAN BORANG MENGIKUT KEPERLUAN

- – PROGRAM BARU: IQA01
- – PROGRAM BARU, SETAHUN SEBELUM KOHOT PERTAMA BERGRADUAT: IQA02

Maklumat Lanjut:

Institut Kualiti dan Pengembangan Ilmu (InQKA)
Aras 5, Blok A, Bangunan Akademik 2,
40450 Shah Alam.
Tel No: 03−55435712, 03−55435710,
03−55435714

TERIMA KASIH

KRITERIA STANDAD

Table 7   Some Criteria for Programme Review

COPPA AREA	QUESTIONS	RELEVANT INFORMATION/DATA
1. Mission, Educational Goals and Learning Outcomes	Is the programme aligned with the strategic objectives? Do the programme's educational goals flow from the strategic objectives? How are these reflected in the programme educational outcomes?	HEP Strategic Plan; Statement of Educational Goals
2. Curriculum Design and Delivery	Are programme and modules up to date with latest disciplinary knowledge? Is the flow of the modules across the curriculum coherent? What changes have been made since the last review and reasons for these? Are the learning outcomes aligned: Programme Educational Objectives (PEOs), Programme Learning Outcomes (PLOs), Module Learning Outcomes (MLOs), and with the assessment and teaching and learning approach? Are the MLOs and PLOs achieved? Is the programme compliant with MQF and MQA graduate attributes?	Outcomes Based Education mapping of the curriculum; Mapping of programme to MQF and MQA graduate outcomes; Programme and module credit and academic load mapping; Data on students' progression, attrition, average grades.

COPPA AREA	QUESTIONS	RELEVANT INFORMATION/DATA
3. Assessment of Students	Is there alignment of MLOs and assessment? Are the assessment tasks appropriate? What feedback is provided to students? Are there department assessment committee/operation processes? Is there a variety of assessment tasks to cater for student diversity? Are there processes in place to deal with suspected student plagiarism? Are the assessment standards comparable with those for other HEPs?	Curriculum mapping Chart of department committee structure and Terms of Reference, tables of assessment grades in the department; Data on percentages of students in department, programmes and modules achieving at various grade levels; Department procedures for dealing with cases of plagiarism, statistics of usage; Procedures for moderation of assessment grades; External examiner reports.
4. Student Selection and Support Services	How does the programme attract appropriate students; what are the marketing strategies? Are the entrance scores in alignment with HEP policies and English language scores? What are the student demographics: percentages of local/international students, ages, etc.? What are the credit/articulation	Details of student progress/attrition/average grades; Data relevant to questions provided in COPPA Area 4; Graphs of achievement levels of students from different pathways.

COPPA AREA	QUESTIONS	RELEVANT INFORMATION/DATA
	arrangements and processes? What is the nature of support/academic support for students?	
5. Academic staff	What is the staffing profile, including numbers? What are their development opportunities? How do academic staff keep up to date with disciplinary knowledge?	Data on staff-student ratio; Table of staff qualification levels; Percentage of staff with completed/in progress PhDs.
6. Educational Resources	Are there sufficient and adequate rooms/equipment/ technology? What resources are available?	List of resources.

COPPA AREA	QUESTIONS	RELEVANT INFORMATION/DATA
7. Programme Monitoring and Review	Is annual course and programme monitoring done? Are recommendations from monitoring and reviews followed up on? Are there processes in place for student evaluation of teaching and modules: How is feedback from students collected and used? What is the input of stakeholders such as alumni/industry used in educational development? Is there graduate destinations/data/graduate feedback?	Action plans and follow up to annual programme monitoring and periodic programme review; Summary of outcomes of student evaluation of teachers and modules; Minutes of meetings with alumni and industry representatives.

COPPA AREA	QUESTIONS	RELEVANT INFORMATION/DATA
8. Leadership, Governance and Administration	What is the organisation at the department/programme levels? What is the process for curriculum amendments?	Organisation and committee charts; Terms of Reference and minutes of meetings.
9. Continual Quality Improvement	How is CQI organised in academic programmes?	Process of CQI.