  
INSTITUTE OF QUALITY  
AND KNOWLEDGE  
ADVANCEMENT  
<http://mqka.uitm.edu.my>

# BENGGKEL KENALI AKREDITASI / COPPA

**PERKONGSIAN BIDANG 5, 6 & 7**  
***CODE OF PRACTICE FOR PROGRAMME ACCREDITATION***

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**Ketua Akreditasi Program (Sains Sosial & Kemanusiaan)**

**31 Mei 2022 – 1 Jun 2022**

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**Menyerlahkan Potensi**  
**Membentuk Masa Hadapan**



# TADBIR URUS PENILAIAN AKREDITASI PROGRAM AKADEMIK



## JENIS PENILAIAN PROGRAM AKADEMIK

**1** Akreditasi  
Sementara (IQA01)

**2** Akreditasi  
Penuh (IQA02)

**3** Semakan  
Kurikulum  
Melebihi 30%  
(IQA03)

**4** Audit Pematuhan (IQA04)

**5** Penambahan  
Lokasi (IQA05)

**6** Pemindahan  
Lokasi (IQA06)

**7** Audit Lokasi  
Pesisir

**8** Akreditasi Program  
Badan Profesional

## SKOP PENILAIAN IQA01, IQA02

Bidang	Panel Penilai	Jumlah Klausua
Bidang 1: Pembangunan dan Penyampaian Program	Seorang (1) panel luar	98
Bidang 2: Penilaian Pembelajaran Pelajar		
Bidang 3: Pemilihan dan Khidmat Sokongan Pelajar	Dua (2) orang panel dalaman UiTM	
Bidang 4: Staf Akademik		
Bidang 5: Sumber Pendidikan		
Bidang 6: Pengurusan Program		
Bidang 7: Pemantauan, Semakan Program dan Penambahbaikan Kualiti Berterusan		

## SKOP PENILAIAN IQA03

Bidang	Panel Penilai
Nama Program	Seorang (1) panel dalam UiTm
Tempoh Pengajian	
Lokasi Penawaran	
Pindaan <i>National Education Code (NEC)</i>	
Mod Penawaran	
Kaedah Pengajian	
Struktur Program	
Bilangan Kredit dan Kredit Bergraduat	
Bilangan Kredit Setiap Semester dalam Lingkungan yang dibenarkan	
Kandungan Kursus	

## SKOP PENILAIAN IQA03 (SAMB.)

Bidang	Panel Penilai
Penyataan PEO	Seorang (1) panel dalam UiTM
Penyataan PLO	
Pemetaan PEO Dengan PLO	
Penyataan CLO	
Pemetaan Kursus dengan PLO Sejarar dengan MQF 2.0	
Kaedah Penyampaian	
Kaedah Pentaksiran	

## SKOP PENILAIAN IQA04

Bidang	Panel Penilai	Jumlah Klausua
Bidang 1: Pembangunan dan Penyampaian Program (5 Klausua)	Dua (2) orang panel dalaman UiTM	34
Bidang 2: Penilaian Pembelajaran Pelajar (3 Klausua)		
Bidang 3: Pemilihan dan Khidmat Sokongan Pelajar (7 Klausua)		
Bidang 4: Staf Akademik (7 Klausua)		
Bidang 5: Sumber Pendidikan (4 Klausua)		
Bidang 6: Pengurusan Program (4 Klausua)		
Bidang 7: Pemantauan, Semakan Program dan Penambahbaikan Kualiti Berterusan (4 Klausua)		

## SKOP PENILAIAN IQA05 (PERMOHONAN PROGRAM BAHARU = IQA01 ---> IQA02)

Bidang	Panel Penilai	Jumlah Klausua
Bidang 1: Pembangunan dan Penyampaian Program	Seorang (1) panel luar	98
Bidang 2: Penilaian Pembelajaran Pelajar		
Bidang 3: Pemilihan dan Khidmat Sokongan Pelajar	Dua (2) orang panel dalaman UiTM	
Bidang 4: Staf Akademik		
Bidang 5: Sumber Pendidikan		
Bidang 6: Pengurusan Program		
Bidang 7: Pemantauan, Semakan Program dan Penambahbaikan Kualiti Berterusan		

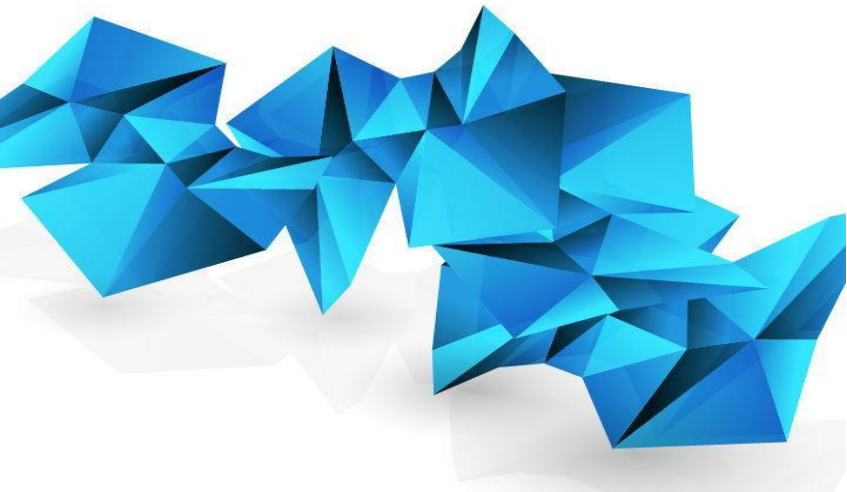
## SKOP PENILAIAN IQA06

Bidang	Panel Penilai	Jumlah Klausua
Bidang 5: Sumber Pendidikan	Felo IQA	7

## SKOP PENILAIAN AUDIT LOKASI PESISIR

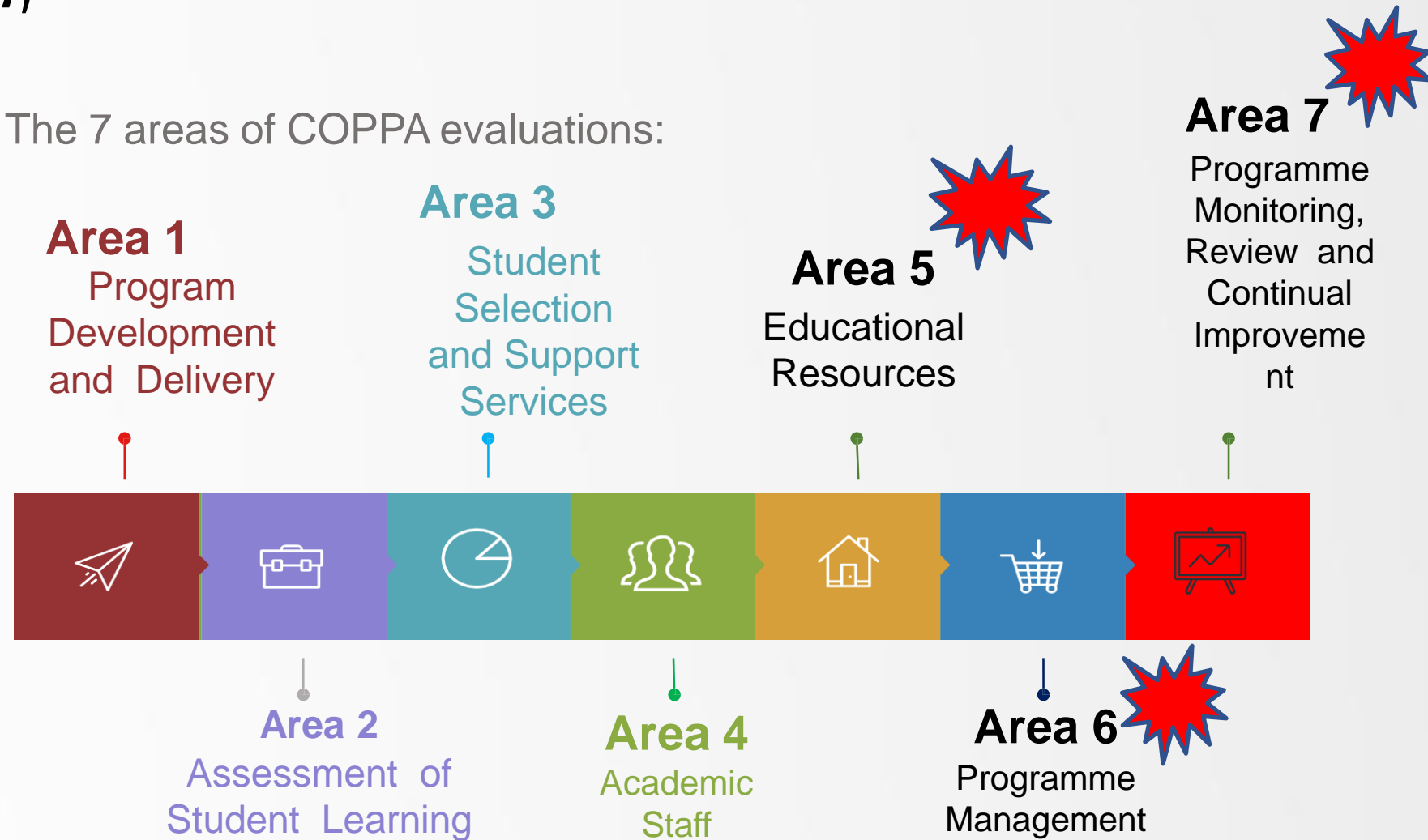
Bidang	Panel Penilai	Jumlah Klausu
Bidang 2: Penilaian Pembelajaran Pelajar (5 Klausu)	Dua (2) orang panel dalaman UiTM	47
Bidang 3: Pemilihan dan Khidmat Sokongan Pelajar (10 Klausu)		
Bidang 4: Staf Akademik (9 Klausu)		
Bidang 5: Sumber Pendidikan (4 Klausu)		
Bidang 6: Pengurusan Program (15 Klausu)		
Bidang 7: Pemantauan, Semakan Program dan Penambahbaikan Kualiti Berterusan (4 Klausu)		

# **CODE OF PRACTICE FOR PROGRAMME ACCREDITATION (COPPA) 2<sup>nd</sup> EDITION (2017)**



# CODE OF PRACTICE FOR PROGRAMME ACCREDITATION (COPPA) 2<sup>nd</sup> EDITION (2017)

The 7 areas of COPPA evaluations:



## CODE OF PRACTICE FOR PROGRAMME ACCREDITATION

	AREA	NO OF STANDARDS
1.	Area 1 : Programme Development And Delivery	17
2.	Area 2 : Assessment Of Student Learning	11
3.	Area 3: Student Selection And Support Services	20
4.	Area 4: Academic Staff	15
5.	Area 5: Educational Resources	10
6.	Area 6 : Programme Management	16
7.	Area 7 : Programme Monitoring, Review And Continual Improvement	9
	<b>Total</b>	<b>98</b>

**AREA  
5**

**Educational  
Resources**



**5.1**

Physical Facilities  
(4 Standards)



**5.2**

Research and Development  
(3 Standards)



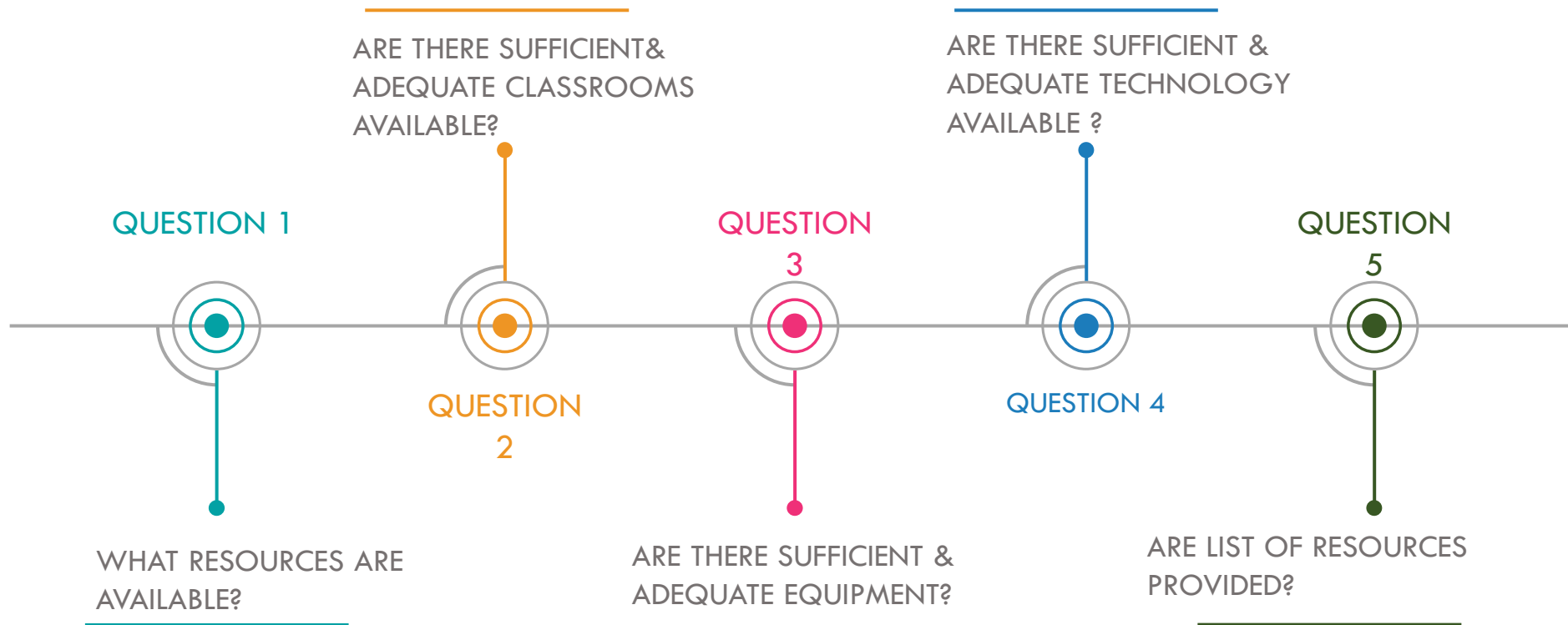
**5.3**

Financial Resources  
(3 Standards)






# AREA 5 – EDUCATIONAL RESOURCES



**AREA  
5.1**

**Physical  
Facilities**




**5.1.1** Sufficient and appropriate physical facilities and educational resources to ensure its effective delivery, including facilities for practical-based program and for those with special needs.

classrooms  
timetable including  
labs , workshop and  
kitchen, equipment  
usage log

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

Relevant  
guidelines/act,  
licensing  
documents

**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 program and research.

Database system  
used in the library  
List of library  
services  
List of reference  
materials related to  
the program  
List of library staff

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

Maintenance  
Log Report

**AREA  
5.2**

**Research  
and  
Development**




**5.2.1**

The department must have a research policy with adequate facilities and resources to sustain it.

Related policy  
MyRA Data

**5.2.2**

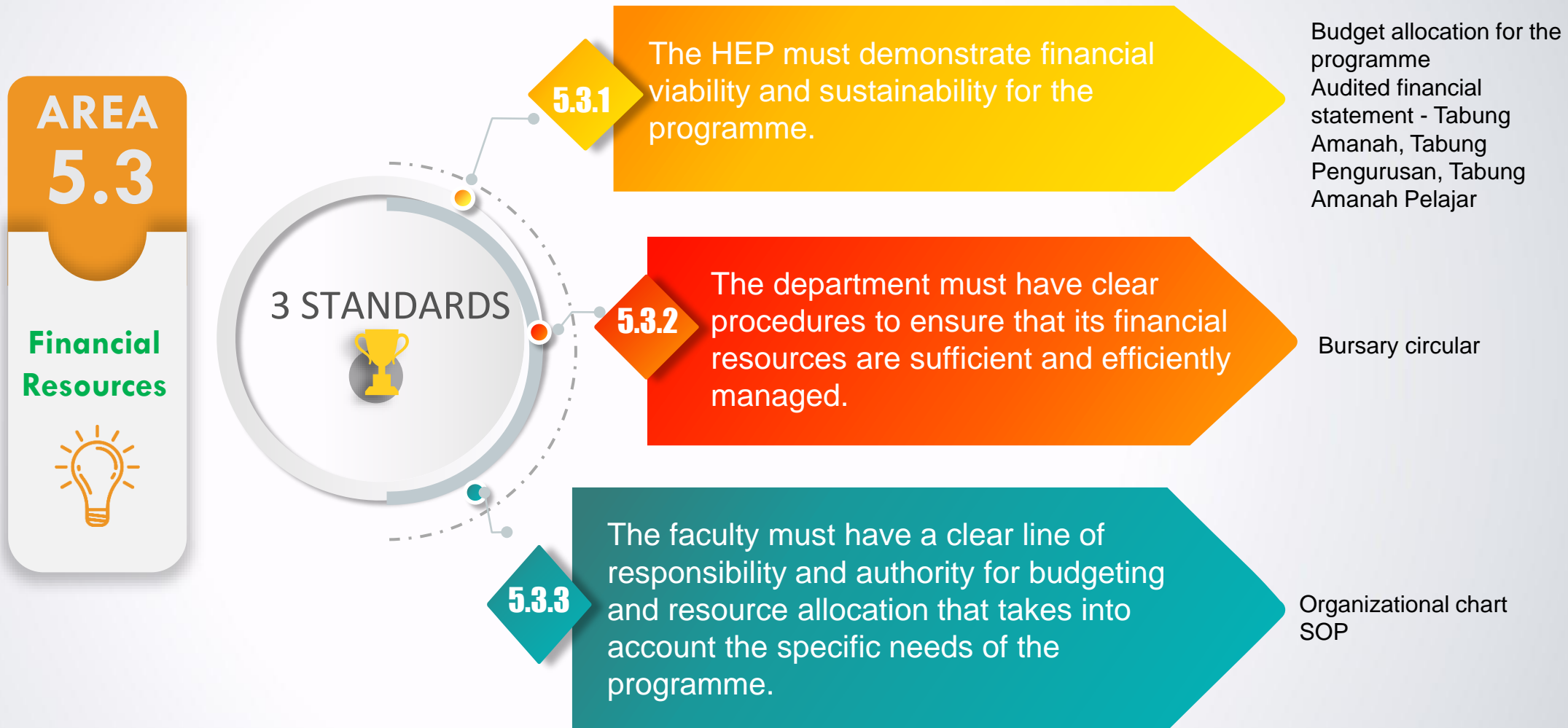
The interaction between research and learning must be reflected in the curriculum, influence current teaching, and encourage and prepare students for engagement in research, scholarship and development.

Curriculum  
document  
note:10-15  
courses  
representative  
of CORE,  
Electives,  
University  
courses

**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.

Maintenance  
schedule  
document





# AREA 6

## Programme Management



6.1

Programme Management  
(6 Standards)



6.2

Programme Leadership  
(3 Standards)



6.3

Administrative Staff  
(3 Standards)



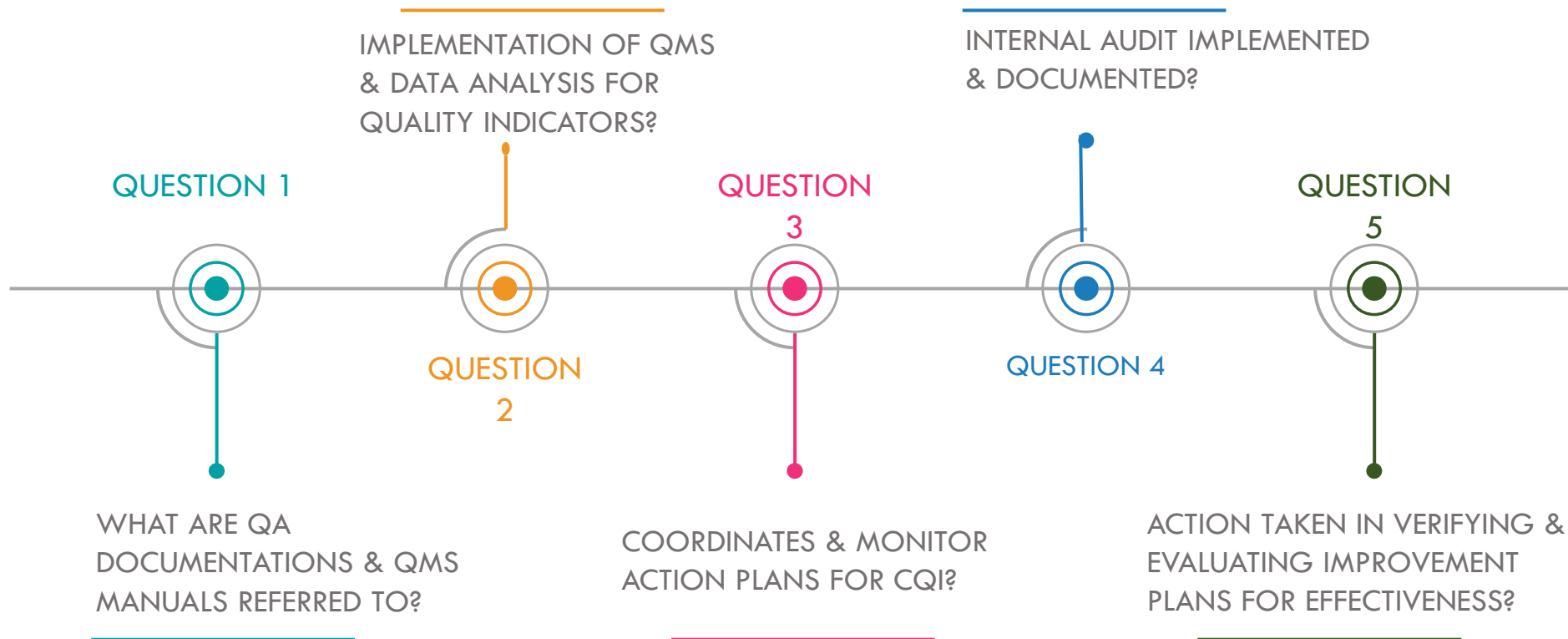
6.4

Academic Records  
(4 Standards)






# AREA 6 – PROGRAMME MANAGEMENT



**AREA  
6.1**

**Programme  
Management**




**6.1.1**

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.

Organizational Chart (KPP, Prog Coordinator, Academic Advisor, Student Associations' Advisor)  
Appointment Letter TOR  
Website  
Communication Email (Fac. Corporate Unit)  
Timetable Committee  
Minutes of Meeting

**6.1.2**

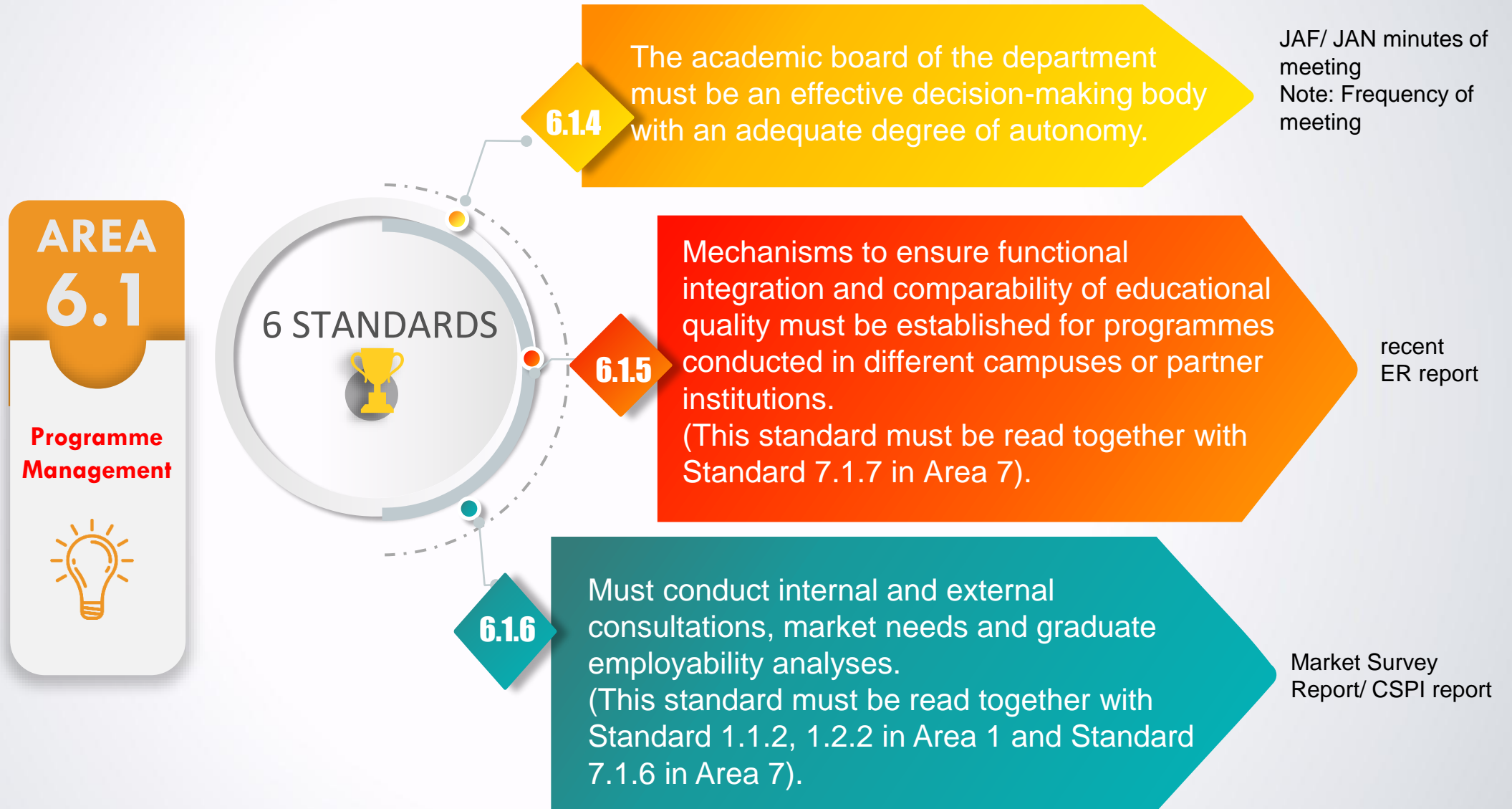
provide accurate, relevant and timely information about the programme which are easily and publicly accessible, especially to prospective students.

Website  
Programme Structure/Study Plan

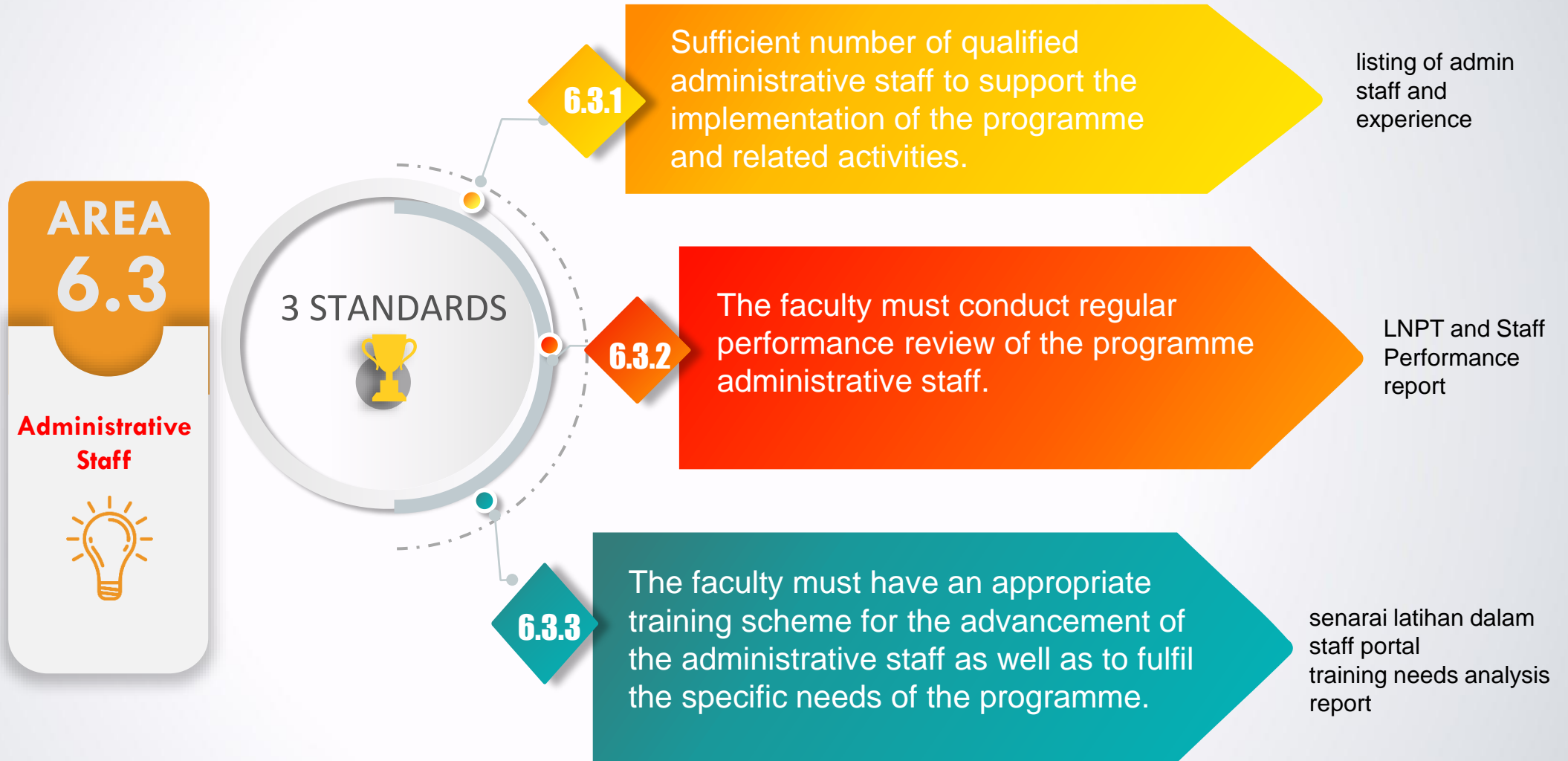
**6.1.3**

must have policies, procedures and mechanisms for regular reviewing and updating of its structures, functions, strategies and core activities to ensure continual quality improvement.

Appointment Letter KSA, KUK, Internal Audit Committee  
Minutes of Meeting (MKSP)  
SOPs related to operation of the programme  
Internal Audit Report







**AREA  
6.4**

**Academic  
Records**




**6.4.1**

Must have appropriate policies and practices concerning the nature, content and security of student, academic staff and other academic record.

Academic Regulation

**6.4.2**

Maintain student records relating to admission, performance, completion and graduation in such form as is practical and preserve these records for future

SIMS

**6.4.3**

The faculty must implement policies on the rights of individual privacy and the confidentiality of records.

Related minutes

**6.4.4**

The faculty must continually review policies on the security of records, including the increased use of electronic technologies and safety systems.

Audit trail

**AREA  
7**

**Programme  
Monitoring,  
Review and  
Continual  
Quality  
Improvement**

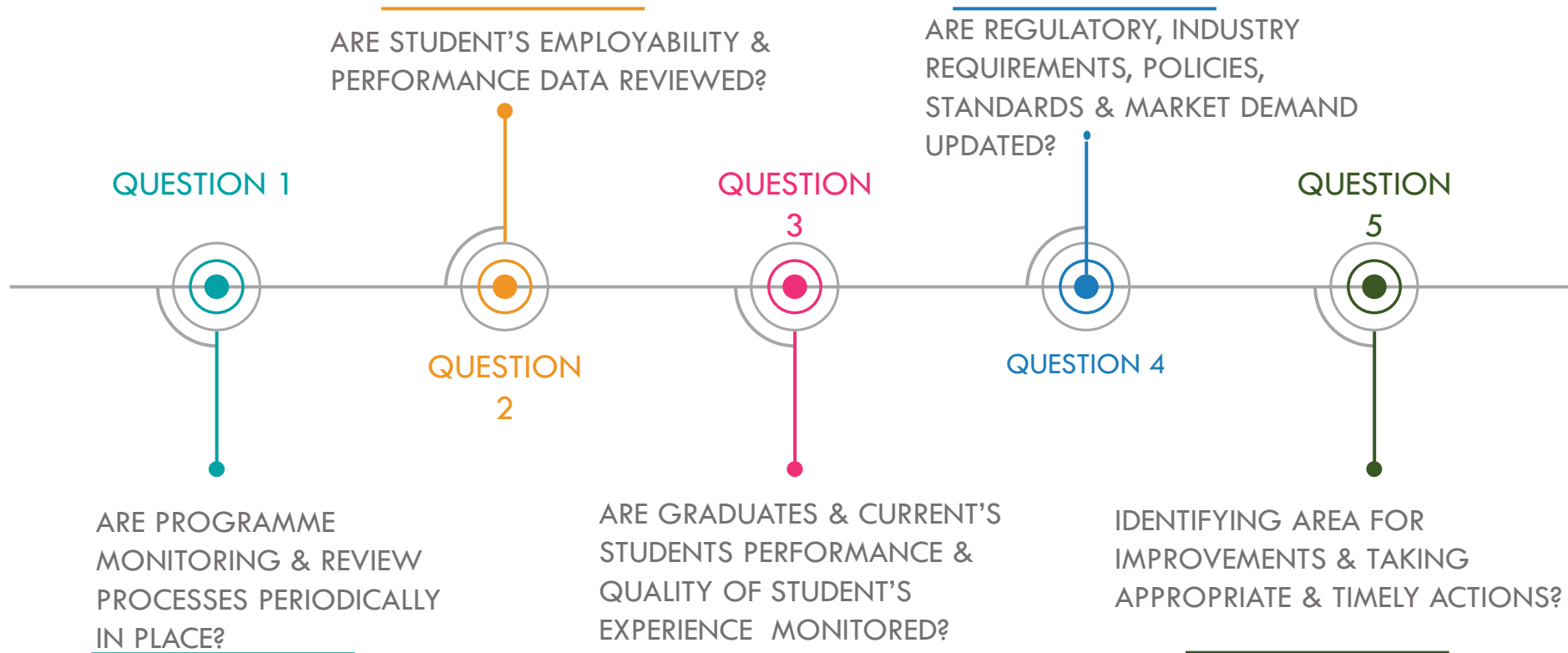


Programme Monitoring, Review and Continual Quality Improvement.

(9 Standards)



# AREA 7 – PROGRAMME MONITORING, REVIEW AND CONTINUAL QUALITY IMPROVEMENT



**AREA  
7.0**

**Programme  
Monitoring,  
Review and  
Continual  
Quality  
Improvement**




**7.1.1**

The faculty must have clear policies and appropriate mechanisms for regular programme monitoring and review.

Manual Kualiti  
Minit Mesyuarat  
(Pusat Pengajian,  
JAF)

**7.1.2**

The faculty 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 University.

Manual Kualiti  
Organizational Chart  
Appointment Letter

**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.

Curriculum review committee  
organizational chart  
minutes of meeting

# PROGRAMME MONITORING, REVIEW AND CONTINUAL QUALITY IMPROVEMENT

## SOURCES OF EVIDENCE (GUIDE)

**AREA 7.0**

**Programme Monitoring, Review and Continual Quality Improvement**




**7.14**

The faculty 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).

Alumni report involvement, external examiner reports, employees report

**7.15**

The faculty must make the programme review report accessible to stakeholders.

stakeholders feedback report notes: reports are accessible to stakeholders

**7.16**

Various aspects of student performance, progression, attrition, graduation and employment must be analyzed for the purpose of continual quality improvement.

Analysis of students results, CDL & CQL report notes: 10-15 courses representative of CORE, Electives, University courses

# PROGRAMME MONITORING, REVIEW AND CONTINUAL QUALITY IMPROVEMENT

## SOURCES OF EVIDENCE (GUIDE)

**AREA  
7.0**

**Programme  
Monitoring,  
Review and  
Continual  
Quality  
Improvement**




**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).

external stakeholders report  
external examiner report  
notes: 10-15 courses  
representatives of CORE,  
Electives, University  
courses

**7.1.8**

The findings of a programme review must be presented to the internal and external stakeholders for attention and further action.

Minutes of meeting MKSP  
minutes of meeting faculty

**7.1.9**

There must be an integral link between the faculty quality assurance processes and the achievement of the faculty/university purpose.

objective quality analysis  
CDL & CQL report  
notes: cross referencing of  
objective quality analysis with  
the CDL & CQL analysis

# TERIMA KASIH

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