



• Starting from 2007, MQA's accreditation is perpetual unless stated otherwise. All accredited qualifications are subject to periodic maintenance audit to ensure continuous improvement. If the accreditation of a qualification is revoked, the cessation date will be displayed in the Malaysian Qualifications Register. Qualifications previously accredited under National Accreditation Board of (Lembaga Akreditasi Negara, LAN) have a validity period of 5 years and this information is stated in the MQR for reference purposes.

• The verification of accreditation status of a programme will not be performed by MQA. This printed statement is sufficient for any related business.

### Diploma in Secretarial Science



**Reference Number** : MQA/FA3213  
**Certificate Number** : 10116  
**Name of Qualification** : Diploma in Secretarial Science  
**Date of Accreditation (dd/mm/yyyy)** : Starting 21/01/2013  
**Compliance Audit** : The Accreditation Committee Meeting on 29 November 2022 agreed to maintain Full Accreditation.  
**Name of Institution** : Politeknik Sultan Haji Ahmad Shah  
**Address** : Semambu  
 25350 Kuantan  
 Pahang  
**Telephone Number** : 09-565 5300  
**Fax Number** : 09-566 3104  
**E-mail** : -  
**Website** : [www.polisas.edu.my](http://www.polisas.edu.my)  
**Type** : Diploma  
**MQF Level** : 4  
**NEC Field (National Education Code)** : 0416 (Secretarial and office studies)  
**Number of Credits** : 92  
**Mode of Study** : Full Time

**Duration of Study (years)** :

Full Time	Weeks/Semester	Semesters	Duration
Long	18	5	3 year/s
Short	-	-	
Industrial Training	20	1	

Starting	Weeks/Semester	Semesters	Industrial Training	Years	Credits
21/01/2013	19 (FT) ; 17+8 (PT)	6 (FT) ; 8+3 (PT)	-	3 (FT) ; 4 (PT)	92
(Intake June 2019)	18+20	5+1	Available	3	92

**Remark(s)** : This programme is originally from deemed accredited. Originally, the number of credits was 94 credits, has been changed to 92 credits starting from 01/06/2014. This programme is recognised by Malaysian Government before and after 21/01/2013.

**NA : Not Available**

---

**DISCLAIMER:** The Malaysian Government and the Malaysian Qualifications Agency shall not be liable for any loss or damage howsoever arising from the use of any information contained herein.