



KEMENTERIAN PENDIDIKAN TINGGI



Agensi Kelayakan Malaysia
Malaysian Qualifications Agency

PANDUAN PENYEDIAAN DOKUMEN LENGKAP COPPA/ COPPA-ODL DAN KESILAPAN LAZIM BAGI PERMOHONAN MQA-01/ MQA-02



Panduan dokumen lengkap* ini tidak meliputi:

- Permohonan program badan profesional;**
- Permohonan program TVET; dan**
- Permohonan dari PPT Swaakreditasi.**

*Panduan ini disarankan dibuka melalui *desktop computer/ notebook/ Tablet* untuk paparan yang lebih jelas.

*Contoh dokumen MQA-01/ MQA-02 yang digunakan dalam Panduan ini adalah untuk tujuan latihan.

ALASAN UTAMA TAMAT PROSES PERINGKAT SEMAKAN DOKUMEN PERMOHONAN AKREDITASI SEMENTARA (MQA-01) DAN AKREDITASI PENUH (MQA-02)



PERAKUAN PENDAFTARAN PPT TAMAT TEMPOH

- ⊗ Perakuan Pendaftaran PPT tamat tempoh.
- ⊗ Perakuan Pendaftaran akan tamat semasa tempoh penilaian PA/FA.



SURAT KELULUSAN MENGENDALIKAN PROGRAM TAMAT TEMPOH

- ⊗ Surat kelulusan mengendalikan program tamat tempoh.
- ⊗ Surat kelulusan mengendalikan program akan tamat semasa tempoh penilaian PA/FA.



TIADA PERAKUAN PENDAFTARAN PINDAH PREMIS DARIPADA JPT KPT

- ⊗ Perakuan Pendaftaran premis baharu daripada JPT, KPT tidak diberikan.



ALASAN UTAMA TAMAT PROSES PERINGKAT SEMAKAN DOKUMEN PERMOHONAN AKREDITASI SEMENTARA (MQA-01) DAN AKREDITASI PENUH (MQA-02)



PROGRAM TIDAK MATANG (BAGI PERMOHONAN AKREDITASI PENUH) - Surat Makluman MQA Bil. 15/2021

Pelajar kohort pertama program prasiswazah Mod Kerja Kursus (*Coursework*):

- ⊗ belum memasuki Semester Akhir, Tahun Akhir pengajian.
- ⊗ belum menjalani sekurang-kurangnya 60% daripada Latihan Industri.

Pelajar kohort pertama program pascasiswazah Mod Kerja Kursus (*Coursework*):

- ⊗ belum mengemukakan draf akhir kertas projek pada tempoh yang ditetapkan bagi permohonan bulan semasa.

Pelajar kohort pertama program pascasiswazah Mod Penyelidikan (*Research*) dan Mod Campuran (*Mixed Mode*):

- ⊗ belum menjalani proses *viva voce* bagi disertasi/ tesis pada tempoh yang ditetapkan bagi permohonan bulan semasa.



ALASAN UTAMA TAMAT PROSES PERINGKAT SEMAKAN DOKUMEN PERMOHONAN AKREDITASI SEMENTARA (MQA-01) DAN AKREDITASI PENUH (MQA-02)



FORMAT DOKUMEN PROGRAM TIDAK MENGIKUT MOD PENAWARAN

- ⊗ Tidak menggunakan format COPPA bagi mod Konvensional.
- ⊗ Tidak menggunakan format COPPA-ODL bagi mod Pendidikan Jarak Jauh/ 'Open and Distance Learning' (ODL).



TIDAK MENGEMUKAKAN MATRIKS 'BODY OF KNOWLEDGE' (BoK) BAGI PROGRAM KOMPUTERAN

- ⊗ BoK program tidak diberikan bagi NEC 0611, 0612 dan 0613.



MAKLUMAT TAMBAHAN TIDAK DIHANTAR/ LEWAT DIHANTAR SELEPAS TARIKH AKHIR

- ⊗ Maklumat tambahan program tidak dihantar atau lewat dihantar selepas 14 hari dari tarikh akhir Surat Tidak Lengkap.



'SELF-INSTRUCTIONAL MATERIALS' (SIM) TIDAK DIBERI BAGI KAEDAH PENYAMPAIAN 'OPEN AND DISTANCE LEARNING' (ODL)

- ⊗ Tidak mengemukakan SIM bagi kursus Semester 1 program (PA).
- ⊗ Tidak mengemukakan SIM semua kursus bagi program (FA).



ALASAN UTAMA TAMAT PROSES PERINGKAT SEMAKAN DOKUMEN PERMOHONAN AKREDITASI SEMENTARA (MQA-01) DAN AKREDITASI PENUH (MQA-02)



✘ DOKUMEN PROGRAM KERJASAMA TIDAK LENGKAP

Tidak mengemukakan:

- ✘ *Memorandum of Understanding (MoU)/ Memorandum of Agreement (MoA)*.
- ✘ Laporan validasi daripada institusi rakan kerjasama.
- ✘ Bukti program sama dijalankan di institusi rakan kerjasama dan telah mendapat akreditasi/ melalui proses jaminan kualiti daripada badan jaminan kualiti negara asal.
- ✘ Tiada bukti dokumen kerjasama dengan industri bagi kaedah penyampaian 'Work-Based Learning' (WBL)



✘ TIADA DOKUMEN PENILAIAN KENDIRI MOD PENGAJIAN INDUSTRI (2u2i) - Rujuk Surat Makluman MQA Bil. 5/2021

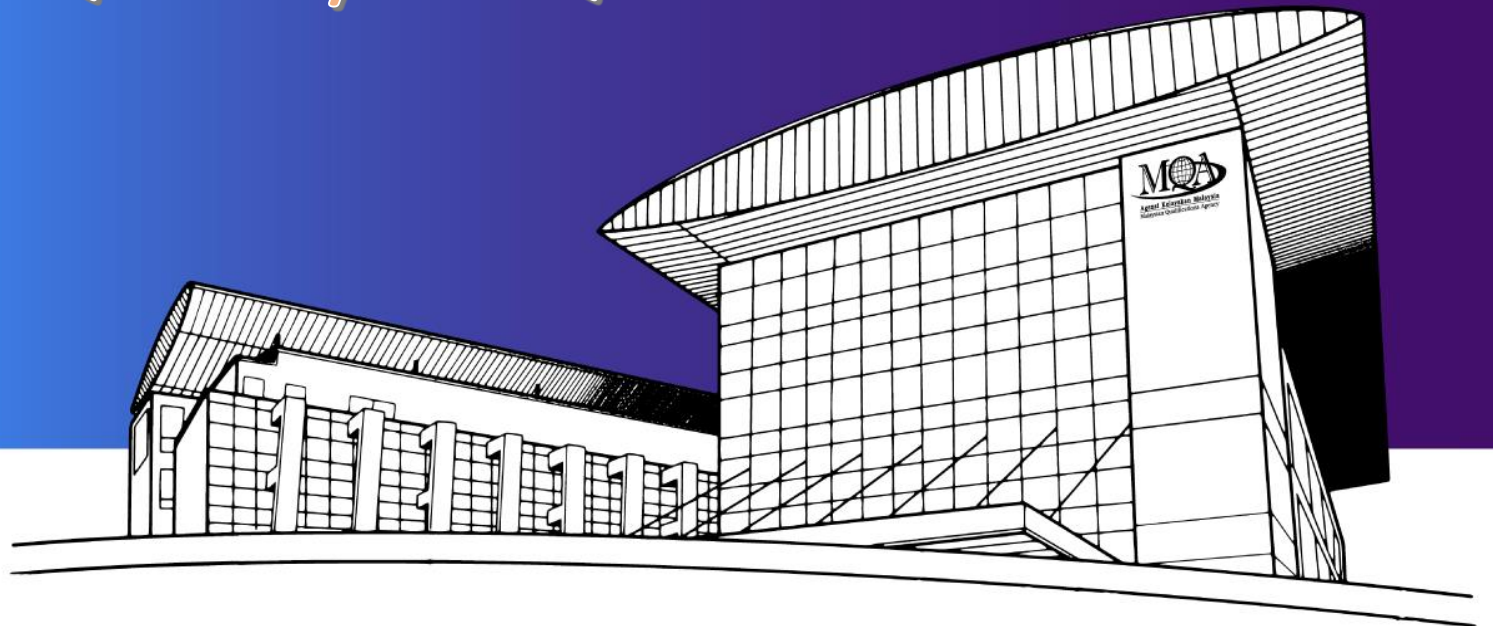
- ✘ Tidak mengemukakan Dokumen Penilaian Kendiri Aspek Mod Pengajian Industri (2u2i) semasa permohonan PA/FA.



✘ DOKUMEN PROGRAM MQA-01/ MQA-02 TIDAK LENGKAP

- ✘ Maklumat 'Table 1' hingga 'Table 8' tidak selaras dalam MQA-01/ MQA-02 dan 'Evaluation Instrument' COPPA/ COPPA-ODL.

PANDUAN DOKUMEN LENGKAP MQA-01/ MQA-02



Selaraskan semua maklumat program dalam 'Part B: Programme Description' dengan 'Main Page Evaluation Instrument' COPPA/ COPPA-ODL.

Semua pautan ('hyperlink') Lampiran dalam MQA-01/ MQA-02 hendaklah boleh dibuka.

Permohonan MQA-01 Mod Penyelidikan Tahap 7 dan Tahap 8 MQF perlu maklumat Bidang Penyelidikan dan Subbidang Penyelidikan.

Lampirkan dokumen sokongan bagi soalan-soalan berbentuk:

- "Provide evidence..."
- "Show evidence..."
- "State the policies/procedures..."

✓ Huraian diberi bagi semua soalan Standard COPPA/ COPPA-ODL.

✓ Huraian perlu berkaitan dengan soalan. (kecuali soalan berbentuk "Describe the policies, mechanisms and practices for appeal on student selection, if applicable").

Permohonan MQA-02 Mod Penyelidikan/ Mixed Mode Tahap 7 dan Tahap 8 MQF:

- ✓ tajuk tesis/disertasi
- ✓ abstrak penyelidikan
- ✓ senarai pelajar selesai viva dan belum viva
- ✓ bidang penyelidikan

PERKARA YANG PERLU DIBERI PERHATIAN

Soalan-soalan Standard COPPA/ COPPA-ODL yang memerlukan dokumen sokongan:

✓
BUKTI
PROGRAM
KERJASAMA

Senarai Semak Permohonan
Program Kerjasama
- Semua item yang ditanda YA.

✓
KETUA
PROGRAM

Standard 1.3.3(a) & Standard 6.2.2
Surat pelantikan dan akuan
penerimaan Ketua Program dan
tempoh pelantikan masih sah.

✓
PENASIHAT
PROGRAM

Standard 1.2.3(a), Standard 1.2.3(b)
dan Standard 7.1.4
Surat pelantikan 'stakeholders'/
penasihat program dan tempoh
pelantikan masih sah.

✓
FASILITI

Standard 1.3.4
Kemudahan fasiliti program.

✓
SIM

Standard 1.2.5(b) COPPA-ODL
'Self-instructional Material' (SIM):
✓ Kursus Semester 1, Tahun 1
(Akreditasi Sementara)
✓ Semua kursus (Akreditasi Penuh)

✓
SOP

Standard 2.2.2(c) dan 2.3.4
Lampirkan *Standard
Operating Procedure (SOP)/
Garis Panduan* berkaitan.

PERKARA YANG PERLU DIBERI PERHATIAN

Soalan-soalan Standard COPPA/ COPPA-ODL yang memerlukan dokumen sokongan:



PERATURAN
PEPERIKSAAN

Standard 2.2.3(e)
“Regulations of Examination”



SURAT FASILITI
PREMIS LUAR

Standard 5.1.1(c)
Perjanjian/ Surat kepada
institusi luar bagi
penggunaan kemudahan
fasiliti di luar PPT
(jika berkaitan).



KAUNSELOR

Standard 3.3.1
Perakuan Amalan Dwitahunan
Kaunselor dan tempoh sah laku
masih sah.



MoU LATIHAN
INDUSTRI/
PRAKTIKUM

Standard 5.1.1(d)
MoU/ Surat dengan pihak
industri untuk Latihan
Industri/ Praktikum pelajar.



CV

Standard 4.1.4(a)
Curriculum Vitae (CV) semua staf
akademik berkaitan program.



PENYATA
KEWANGAN

Standard 5.3.1
Penyata Kewangan (Diaudit)
3 tahun terkini.

'PART B: PROGRAMME DESCRIPTION'

Contoh maklumat 'Field of Study' dan NEC tidak selaras.

'Part B: Programme Description' MQA-01/ MQA-02

7. Field of study and National Education Code (NEC): **Economics**

'Field of Study' sahaja diberikan,
tiada maklumat kod NEC.

TIDAK SELARAS



Maklumat kod NEC sahaja diberikan,
tiada maklumat 'Field of Study'.

'Main Page Evaluation Instrument' COPPA/ COPPA-ODL

Field of Study
and NEC

311

(For NEC 481 and 482 please click [HERE](#))

✓ Contoh maklumat 'Field of Study' dan NEC selaras dalam 'Part B' MQA-01/ MQA-02 dan 'Main Page Evaluation Instrument' COPPA/ COPPA-ODL.

'Part B: Programme Description' MQA-01/ MQA-02

7. Field of study and National Education Code (NEC): Computer Science -

0613

SELARAS

'Main Page Evaluation Instrument' COPPA/ COPPA-ODL

Field of Study
and NEC

Computer Science - 0613

(For NEC 481 and 482 please click [HERE](#))

'PART B: PROGRAMME DESCRIPTION'

Contoh maklumat 'Method of Learning and Teaching' tidak selaras.

'Part B: Programme Description' MQA-01/ MQA-02

12. Method of learning and teaching (e.g. lecture/tutorial/lab/field work/studio/blended learning/e-learning, etc.) **Lecture/blended learning/e-learning**

Maklumat dalam 'Part B' diisi 'Lecture/ Blended Learning/ E-Learning'.

TIDAK SELARAS



'Main Page Evaluation Instrument' COPPA/ COPPA-ODL

Method of Learning and Teaching (select methods used)

Lecture	<input checked="" type="checkbox"/>	Industrial Training	<input type="checkbox"/>
Tutorial	<input checked="" type="checkbox"/>	Work-Based Learning	<input type="checkbox"/>
Practical/Lab/Workshop	<input type="checkbox"/>	Research	<input checked="" type="checkbox"/>
Project	<input checked="" type="checkbox"/>	Seminar/Colloquium	<input checked="" type="checkbox"/>

Maklumat dalam 'Main Page Evaluation Instrument' ditandakan 'Lecture, Tutorial, Project dan Research'.

✓ Contoh maklumat 'Method of Learning and Teaching' yang selaras dalam 'Part B' MQA-01/ MQA-02 dan 'Main Page Evaluation Instrument' COPPA/ COPPA-ODL.

'Part B: Programme Description' MQA-01/ MQA-02

12. Method of learning and teaching (e.g. lecture/tutorial/lab/field work/studio/blended learning/e-learning, etc.):
Lecture/Tutorial/Lab/Project/Industrial Training.

→ **SELARAS**

'Main Page Evaluation Instrument' COPPA/ COPPA-ODL

Method of Learning and Teaching (select methods used)

Lecture	<input checked="" type="checkbox"/>	Industrial Training	<input checked="" type="checkbox"/>	Others
Tutorial	<input checked="" type="checkbox"/>	Work-Based Learning	<input type="checkbox"/>	
Practical/Lab/Workshop	<input checked="" type="checkbox"/>	Research	<input type="checkbox"/>	
Project	<input checked="" type="checkbox"/>	Seminar/Colloquium	<input type="checkbox"/>	

'Market needs analysis' program

- Standard 1.1.2 dan Standard 6.1.6 COPPA/ Standard 1.1.2 COPPA-ODL



TIDAK LENGKAP

- × Huraian terlalu ringkas.
- × *Market needs analysis* program tidak berpandukan *Advisory Note MQA Bil. 2/2017*.
- × Dokumen sokongan tidak diberi bagi menyokong huraian.



1.1.2 Provide evidence and explain how the department has considered market and societal demand for the programme. In what way is this proposed programme an enhancement of the others?

(To be read together with information on Standard 1.2.2 in Area 1 and 6.1.6 in Area 6.)

The programme aims and learning outcomes which are built on the premise of producing competent workforce that is able to assist higher level managers in planning and executing tasks in entrepreneurial, efficient and ethical manner, support the vision and mission of [REDACTED]



- ✓ Rujuk '**Advisory Note MQA No. 2/2017**' untuk penyediaan *Needs Assessment* atau *Market Analysis* program.
- ✓ Lampirkan **dokumen sokongan** bagi menyokong huraian Standard ini.



Pernyataan 'Programme Educational Objectives' (PEO) dan 'Programme Learning Outcomes' (PLO) program - 'TABLE 1' (Standard 1.1.3(a), 1.1.3(b) COPPA & COPPA-ODL)

Contoh Pernyataan 'Programme Educational Objectives' (PEO) tidak selaras.

'Table 1' MQA-01/ MQA-02
The educational objectives

1. The candidates have in-depth knowledge, communication and critical thinking skills, and creativity and innovation in business.

TIDAK SELARAS



'Table 1 Evaluation Instrument' COPPA/ COPPA-ODL

PEO1	Simplify and relate the contemporary business knowledge with work experience to expand the business body of knowledge.
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✓ Contoh pernyataan PEO yang selaras dalam 'Table 1' MQA-01/ MQA-02 dan 'Evaluation Instrument' COPPA/ COPPA-ODL.

'Table 1' MQA-01/ MQA-02

PEO1	Knowledgeable and technically competent in the analysis of current theories, concepts and practices as well as practical skills in the field of business administration.
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SELARAS

'Table 1 Evaluation Instrument' COPPA/ COPPA-ODL

PEO1	Knowledgeable and technically competent in the analysis of current theories, concepts and practices as well as practical skills in the field of business administration.
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Pemetaan 'Programme Educational Objectives' (PEO) kepada 'Programme Learning Outcomes' (PLO) program - 'TABLE 1' (Standard 1.1.3(a), 1.1.3(b) COPPA & COPPA-ODL)

Contoh pemetaan PEO kepada PLO tidak selaras dalam 'Table 1'.

'Table 1' MQA-01/ MQA-02

PLO/PEO	PEO1	PEO2	PEO3
PLO 5		✓	



TIDAK SELARAS

'Table 1 Evaluation Instrument' COPPA/ COPPA-ODL

Programme Learning Outcomes (PLO)	Programme Educational Objectives (PEO)				
	PEO1	PEO2	PEO3		
PLO 5		√	√		

✓ Contoh pemetaan PEO kepada PLO yang selaras dalam MQA-01/ MQA-02 dan 'Evaluation Instrument' COPPA/ COPPA-ODL.

'Table 1' MQA-01/ MQA-02

Programme Learning Outcomes (PLO)	Programme Educational Objectives (PEO)			
	PEO1	PEO2	PEO3	PEO4
PLO 5		✓		

SELARAS

'Table 1 Evaluation Instrument' COPPA/ COPPA-ODL

Programme Learning Outcomes (PLO)	Programme Educational Objectives (PEO)			
	PEO1	PEO2	PEO3	PEO4
PLO 5		√		

Table 2: Komponen program (Standard 1.2.4(b) COPPA/ COPPA-ODL)

Contoh komponen program tidak selaras dalam 'Table 2'.

No.	Course Classification	Credit Value	Percentage (%)
2.	Core**/Major***/Specialisation: • Courses • Projects/thesis/dissertation	62	51.2

'Table 2' MQA-01/ MQA-02



	Course Classification	Credit Value	Percentage (%)
2	Core**/Major(s)***/Specialisation: • Courses	52	43%
	• projects/thesis /dissertation	10	8%

'Table 2 Evaluation Instrument' COPPA/ COPPA-ODL

✓ Contoh komponen program yang selaras dalam MQA-01/ MQA-02 dan 'Evaluation Instrument' COPPA/ COPPA-ODL.

Table 2. Components of the programme and its credit value

	Course Classification	Credit Value	Percentage (%)
2.	Core**/Major(s)***/Specialisation: • Courses • Projects/Thesis/Dissertation	51	57%

'Table 2' MQA-01/ MQA-02



	Course Classification	Credit Value	Percentage (%)
2	Core**/Major(s)***/Specialisation: • Courses	51	57%
	• Projects/Thesis/Dissertation		

'Table 2 Evaluation Instrument' COPPA/ COPPA-ODL



**Pemetaan PLO kepada MQF 'level descriptors' dan 5 kluster MQF
- Standard 1.1.4 COPPA/ COPPA-ODL**

Pemetaan kluster MQF kepada PLO program dalam jadual ini tidak mengikut keperluan soalan Standard COPPA/ COPPA-ODL iaitu pemetaan PLO kepada MQF.

✓ Contoh lengkap pemetaan PLO kepada MQF 'level descriptors' dan 5 kluster MQF.

		PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8
Kluster 1	KNOWLEDGE AND UNDERSTANDING	√							
Kluster 2	COGNITIVE SKILLS								
Kluster 3	FUNCTIONAL WORK SKILLS								
	a) PRACTICAL SKILLS	√	√						
	b) INTERPERSONAL SKILLS			√					
	c) COMMUNICATION SKILLS								
	d) DIGITAL SKILLS					√			
	e) NUMERICAL SKILLS				√				

No.	Programme Learning Outcomes	Malaysian Qualification Framework										
		Cluster 1	Cluster 2	Cluster 3 Functional work skills				Cluster 4	Cluster 5			
		Knowledge and Understanding	Cognitive Skills	Practical Skills	Interpersonal Skills	Communication Skills	Digital Skills	Numeracy Skills	Leadership, autonomy and responsibility	Personal Skills	Entrepreneurial Skills	Ethics and Professionalism
1	PL01 Synthesize facts to describe and discuss concepts, principles and processes in a specific of studies	√										



Senarai kursus - 'TABLE 3' (Standard 1.2.4(c) dan 1.2.4(d) COPPA/ COPPA-ODL)

'Table 3' MQA-01/ MQA-02

No.	Semester/ Year Offered	Name and Code of Course
1	1/1	MPU 3183: Penghayatan Etika dan Peradaban MPU 3143: Bahasa Melayu Kom.2 - International Students
2	1/1	MPU 3193: Philosophy and Current Issues
3	1/1	ILE 6123: Intro to Ethics in Law Enforcement



Contoh senarai kursus program tidak selaras dalam MQA-01/ MQA-02 dan 'Evaluation Instrument' COPPA/ COPPA-ODL.

No	Semester/ Year Offered	Name and Code of Course
1	1-Jan	ILE 7033: Research Methodology
2	1-Jan	ILE 7014: Global Security & Intelligence
		Total Credit Hour
3	2-Jan	ILE 7024: Illicit Flows

'Table 2 Evaluation Instrument' COPPA/ COPPA-ODL

'Table 3' MQA-01/ MQA-02

Sem / Year	Course Code	Course Name
1/1	FIT 1053	Basic Information and Communication Technology
1/1	MPU 1023	Thinking Skill
1/1	FCM 1033	English I
1/1	FLS 1044	Mathematics I
1/1	MPU 1022	Co-Curriculum



Contoh senarai kursus program yang selaras

	Semester/ Year Offered	Subject Code	Name and Code of Course
1	1/1	FIT 1053	Basic Information and Communication Technology
2	1/1	MPU 1013	Thinking Skill
3	1/1	FCM 3033	English I
4	1/1	FLS 1043	Mathematics I
5	1/1	MPU 1023	Co-Curriculum

'Table 2 Evaluation Instrument' COPPA/ COPPA-ODL

Struktur kurikulum ('Full Time/ Part Time') - 'TABLE 3' (Standard 1.2.4(c) & 1.2.4(d) COPPA/ COPPA-ODL)

14. Duration of study:

'Part B' MQA-01/ MQA-02

	Full-time			Part-time		
	Long Semester	Short Semester	Industrial training	Long Semester	Short Semester	Industrial training
No. of Weeks	81	27	12	106	36	12
No. of Semesters	5	3	1	7	4	1
No. of Years	3 year			4 year		

Note: Number of weeks should include study and exam weeks.

Contoh struktur kurikulum lengkap dalam 'Table 3' iaitu mempunyai struktur 'Full Time' dan 'Part Time' selaras dengan maklumat 'Duration of Study' dalam 'Part B' MQA-01/ MQA-02.

Maklumat 'Table 3' tidak lengkap jika diberikan struktur 'Full Time' sahaja sekiranya diisi 'Full Time' dan 'Part Time' dalam 'Part B: Duration of Study' MQA-01/ MQA-02.

'Table 3' MQA-01/ MQA-02 dan 'Evaluation Instrument' COPPA/ COPPA-ODL

Full-time

Semester / Year Offered	Name and Code of Course	Classification (Compulsory / Major/Minor / Elective)	Credit Value	Programme Learning Outcomes (PLO)								Prerequisite / Co-requisite	Name(s) of Academic Staff		
				PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8				
Semester 1/ Year 1	JPM6113 - Design Philosophy and Strategy	Core	3	✓							✓	✓			Dr Rina Abd Shukor
	JPM6123 - Strategic Communication	Core	3	✓	✓		✓								Munirah Ilias
	JPM6133 - Strategic Approach to Managerial Communication	Core	3	✓					✓		✓				Azira Azlin Shahrudin
	JPM6143 - Research Methodology	Core	3	✓		✓		✓							Tr. Dr. Latifah Abd Latib
	ITM6123 - Information and Convergence Technology	Core	3	✓			✓		✓						Tr. Marina Hassan
	JPM6163 - Media Relations and Crisis Management	Elective (Charterers)	3	✓	✓				✓						Munirah Ilias
	JPM6153 - Data Science		3	✓	✓				✓						Tr. Dr. Inny Suzila Ibrahim

Part-time

Semester / Year Offered	Name and Code of Course	Classification (Compulsory / Major/Minor / Elective)	Credit Value	Programme Learning Outcomes (PLO)								Prerequisite / Co-requisite	Name(s) of Academic Staff		
				PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8				
Semester 1/ Year 1	JPM6113 Design Philosophy and Strategy	Core	3	✓							✓	✓			Dr Rina Abd Shukor
	JPM6123 Strategic Communication	Core	3	✓	✓		✓								Munirah Ilias
Semester 2/ Year 1	JPM6133 Strategic Approach to Managerial Communication	Core	3	✓					✓		✓				Azira Azlin Shahrudin
Semester 3/ Year 1	ITM6123 Information and Convergence Technology	Core	3	✓			✓		✓						Tr. Marina Hassan
	JPM6143 Research Methodology	Core	3	✓		✓		✓							Tr. Dr. Latifah Abd Latib
Semester 1/ Year 2	JPM6213 Digital Humanities	Core	3		✓		✓	✓							Siti Fatimah Omar
	JPM6163 Media Relations and Crisis Management	Elective	3	✓	✓				✓						Munirah Ilias

Maklumat kursus program - 'TABLE 4' (Standard 1.2.4(d) COPPA/ COPPA-ODL)

Senarai kursus dalam 'Table 3' selaras dengan maklumat kursus dalam 'Table 4'.

Maklumat kursus 'Table 4' selaras dengan senarai kursus 'Table 3' MQA-01/ MQA-02 dan 'Table 3 Evaluation Instrument' COPPA/ COPPA-ODL.

SELARAS

'Table 3 MQA-01/ MQA-02/ Evaluation Instrument' COPPA/ COPPA-ODL

Serial	Year Offered	Name and Code of Course	Classification	Credit Value
			(Compulsory / Elective)	
1	\$1Y1	1.Leadership and Entrepreneurship ENTP7002	CORE	3
2	\$1Y1	2.Corporate Finance for Managers FINC7001	CORE	3
3	\$1Y1	3.Maritime Insurance and Risk Management INSU7001	CORE	3
4	\$1Y1	4.Shipping Economics ECON7002 (ECON7003)	CORE	3
5	\$1Y1	5.Research Methodology RMTD7201	CORE	3
Sub Total				15
6	\$2Y1	6.International Trade and Business Practices SHIPB7001	CORE	3
7	\$2Y1	7.Maritime Law and International Conventions MLAW7001	CORE	3
8	\$2Y1	8.Shipping Investment and Finance FINC7002	CORE	3
9	\$2Y1	9.Ports and Terminal Management PORT7001	CORE	3
10	\$2Y1	10.International Commodity Trade IBNT7001	CORE	3
Sub Total				15
11	\$3Y1	11.Shipping Operations, Chartering, Sale and Purchase SHIPB7002	CORE	3
12	\$3Y1	12.Maritime Safety and Environmental Impact SAFE7001	CORE	3
	\$3Y1	CHOOSE ONE (1) ELECTIVE ONLY.		
13		13.Advanced Financial Management in Shipping FINC7003	Elective	4
14	\$3Y1	14.Maritime Logistics and Supply Chain Management SCMT7001	Elective	4
15		15.Case Studies on Current Issues in Shipping SHPM7001	Elective	4
Sub Total				10
16	\$1Y2	16.Research Project PROJ7201 (PROJ7206)	CORE	6
Sub Total				6
TOTAL CREDITS				46


'Table 4'

INDEX	Classification of Courses	FOR ODL PROGRAMME ONLY Summary of SLT Percentage for Open and Distance Learning (ODL) per course (Min 80% / course)	
		FORM	
1.ENTP7002	Major (core)	62.50	x
2.FINC7001	Major (core)	61.67	x
3.INSU7001	Major (core)	62.50	x
4.ECON7002	Major (core)	65.83	x
5.RMTD7201	Major (core)	63.33	x
6.SHIPB7001	Major (core)	62.50	x
7.MLAW7001	Major (core)	61.67	x
8.FINC7002	Major (core)	63.33	x
9.PORT7001	Major (core)	62.50	x
10.IBNT7001	Major (core)	62.50	x
11.SHIPB7002	Major (core)	62.50	x
12.SAFE7001	Major (core)	65.83	x
13.FINC7003	Elective (core)	63.13	x
14.SCMT7001	Elective (core)	63.13	x
15.SHPM7001	Elective (core)	62.50	x
16.PROJ7201	Major (core)	71.67	x

	0	Number of ODL Courses
	16	Total Courses
	0.0	NOT MEETING MINIMUM REQUIREMENT OF ODL PROGRAMME

Nama kursus, kod kursus, 'classification', kredit kursus, 'prerequisite/ corequisite' dan staf akademik - 'TABLE 3' dan 'TABLE 4' (Standard 1.2.4(c) dan 1 2.4(d) COPPA/ COPPA-ODL)

'Table 4'

 **Contoh maklumat nama kursus, kod kursus, 'classification', kredit kursus, 'prerequisite/ corequisite' dan staf akademik tidak selaras dalam 'Table 3' MQA-01/ MQA-02, 'Table 3 Evaluation Instrument' COPPA dan 'Table 4'.**

'Table 3' MQA-01/ MQA-02

Table 3. Brief description of courses offered in the programme (Full-time)

No.	Semester/ Year Offered	Name and Code of Course	Classification (Compulsory Major/Minor/ Elective)*	Credit Value	Programme Learning Outcomes (PLO)					Pre-requisite/Co-requisite	Name(s) of Academic Staff
35	2/3	ILE 6306: Research Project	E	6	√	√	√	√	√	Nil	Dr Ali Bakar

'Table 3 Evaluation Instrument' COPPA/ COPPA-ODL

No.	Semester / Year	Name and Code of Course	Classification (Compulsory Major/Minor/ Elective)*	Credit Value	Programme Learning Outcomes (PLO)					Pre-requisite/Co-requisite	Name(s) of Academic Staff
FT2/3 PT2		ILE 6300: Project 1	Project	-	√	√	√	√	√	Progression to Project 2	Dr Chong

1	Course Name:	RESEARCH PROJECT				
	Course Code:	ILE 6316				
	Course Classification:	Elective (open/free)				
2	Synopsis:	This course will build the foundations required to carry out an academic research project. By the end of appropriate research proposal based on their mapping of existing literature. They will also have developed a semester that would further develop their research skills. Students will continue to build on the skills at the end of the course, students will have developed the skills to complete a dissertation and present				
3	Name(s) of Academic Staff:	1	To be appointed			
		2				
		3				
4	Semester and Year offered:	Year Offered	3	Semester	2	Full-time: Year 4 Semester 2
5	Credit Value:	6				
6	Pre-requisite/ co-requisite (if any):	Nil				

Nama kursus, kod kursus, 'classification', kredit kursus, 'prerequisite/ corequisite' dan staf akademik - 'TABLE 3' dan 'TABLE 4' (Standard 1.2.4(c) dan 1 2.4(d) COPPA/ COPPA-ODL)

✓ **Contoh maklumat nama kursus, kod kursus, 'classification', kredit kursus, 'prerequisite/ corequisite' dan staf akademik selaras dalam 'Table 3' MQA-01/ MQA-02, 'Table 3 Evaluation Instrument' COPPA/ COPPA-ODL dan 'Table 4'.**

'Table 4'

Table 3.

Brief description of courses offered in the programme

'Table 3' MQA-01

Semester	Name and Code of Course	Classification (Compulsory Major/Minor/ Elective)	Credit Value	Programme Learning Outcomes (PLO)											Pre-requisite/ co-requisite	Name(s) of Academic Staff		
				PL01	PL02	PL03	PL04	PL05	PL06	PL07	PL08	PL09	PL010	PL011				
1	Y1S1 CIT1001/3 Introduction to Information Technology & Information System	Compulsory	3	x	x						x							Lee Kor Yong

'Table 3 Evaluation Instrument' COPPA/ COPPA-ODL

Semester / Year Offered	Name and Code of Course	Classification (Compulsory Major/Minor/ Elective)	Credit Value	Programme Learning Outcomes (PLO)											Pre-requisite/ co-requisite	Name(s) of Academic Staff		
				PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11				
1 Y1S1	CIT1001/3 Introduction to Information Technology & Information System	Compulsory	3	x	x						x							Lee Kor Yong

Course Name:	Introduction to Information Technology & Information System ✓				
Course Code:	CIT1001/3 ✓				
Course Classification:	Compulsory ✓				
Synopsis:	This course provides an introduction to information technology and Information systems networking technologies, Information systems, databases as well as information security of mobile devices, make the most of online tools for collaboration and communication, a current technology trends and developments.				
Name(s) of Academic Staff:	1	Lee Kor Yong ✓			
	2				
	3				
Semester and Year offered:	Year Offered	1	Semester	1	Remarks:
Credit Value:	3	✓			
Pre-requisite/ co-requisite (if any):	Nil.				

Senarai kursus mengikut turutan 'Semester/ Year Offered'
 - 'TABLE 3' (Standard 1.2.4(c) dan Standard 1.2.4(d) COPPA/ COPPA-ODL)



Contoh senarai kursus tidak mengikut turutan 'Semester/ Year Offered' dalam 'Table 3' MQA-01/ MQA-02 dan 'Table 3 Evaluation Instrument' COPPA/ COPPA-ODL.



Contoh senarai kursus mengikut turutan 'Semester/ Year Offered' dalam 'Table 3' MQA-01/ MQA-02 dan 'Table 3 Evaluation Instrument' COPPA/ COPPA-ODL.

'Table 3' MQA-01/ MQA-02/

'Table 3 Evaluation Instrument' COPPA/ COPPA-ODL

2	Year 3/Sem 1	Professional Communication (MPU2223) / Pengajian Malaysia 2 (MPU2163)	MPU	3	√	√	√	√	√	√	√	√	√	√
3	Year 1/Sem 2	Basic Entrepreneurship (MPU2243) /Bahasa Kebangsaan A* (MPU2233)	MPU	3	√	√	√						√	√
4	Year 1/Sem 1	Kembara Club (Co-Curriculum) (MPU2432)	MPU	2				√					√	√
5	Year 1/Sem 3	Principle of Management (DBC11013)	Major (Core)	3	√	√							√	
6	Year 1/Sem 1	Academic English 1 (DMUC1012)	University Compulsory	2	√	√	√							
7	Year 1/Sem 2	Academic English 2 (DMUC1022)	University Compulsory	2				√	√		√			
8	Year 1/Sem 3	Academic English 3 (DMUC1043)	University Compulsory	3				√	√		√			

	Semester/ Year Offered	Name and Code of Course	Classification - [Compulsory/Elective]	Credit Value
1	S1Y1	1.Leadership and Entrepreneurship ENTP7002	CORE	3
2	S1Y1	2. Corporate Finance for Managers FINC7001	CORE	3
3	S1Y1	3. Maritime Insurance and Risk Management INSU7001	CORE	3
4	S1Y1	4. Shipping Economics ECON7002 (ECON7003)	CORE	3
5	S1Y1	5. Research Methodology RMTD7201	CORE	3
Sub Total				15
6	S2Y1	6. International Trade and Business Practices SHIPB7001	CORE	3
7	S2Y1	7. Maritime Law and International Conventions MLAW7001	CORE	3
8	S2Y1	8. Shipping Investment and Finance FINC7002	CORE	3
9	S2Y1	9. Ports and Terminal Management PORT7001	CORE	3
10	S2Y1	10. International Commodity Trade IBNT7001	CORE	3
Sub Total				15
11	S3Y1	11. Shipping Operations, Chartering, Sale and Purchase SHIPB7002	CORE	3
12	S3Y1	12. Maritime Safety and Environmental Impact SAFE7001	CORE	3
	S3Y1	CHOOSE ONE (1) ELECTIVE ONLY.		
13	S3Y1	13. Advanced Financial Management in Shipping FINC7003	Elective	4
14		14. Maritime Logistics and Supply Chain Management SCMT7001	Elective	4
15		15. Case Studies on Current Issues in Shipping SHPM7001	Elective	4
Sub Total				10
16	S1Y2	16. Research Project PROJ7201 (PROJ7206)	CORE	6
Sub Total				6
TOTAL CREDITS				46

- a. Pemetaan 'Course Learning Outcomes' (CLO)/ kursus kepada 'Programme Learning Outcomes' (PLO)
- b. 'Mapping with MQF cluster of learning outcomes' di item 8 'Table 4'
 - 'TABLE 3' DAN 'TABLE 4' [Standard 1.2.4(c) dan Standard 1.2.4(d) COPPA/ COPPA-ODL]



Contoh tidak selaras: Pemetaan CLO/ kursus kepada PLO dalam 'Table 3' MQA-01/ MQA-02 ditandakan PLO1, PLO2, PLO5 dan PLO6 manakala 'Table 3 Evaluation Instrument' COPPA/ COPPA-ODL ditanda PLO1 hingga PLO6.

'Table 3' MQA-01/ MQA-02

Sem/Year	Course Code	Course Name	Classification	Credit Value	Programme Learning Outcomes (PLO)										
					PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9		
1/1	FIT 1053	Basic Information and Communication Technology	Compulsory (core)	3	√	√			√	√					

'Table 3 Evaluation Instrument' COPPA/ COPPA-ODL

Semester/ Year Offered	Subject Code	Name and Code of Course	Classification (Compulsory Major/Minor/ Elective)	Credit Value	Programme Learning Outcomes (PLO)										
					PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	
1	1/1	FIT 1053	Compulsory (core)	3	√	√	√	√	√	√					

'Table 4'

Course Learning Outcomes (CLO)	CLO1	Describe concepts and processes related to ICT effectively.
	CLO2	Apply suitable ICT tools to solve ICT related problems.
	CLO3	Solve problems using appropriate ICT tools.

PLO tidak diletakkan dalam pernyataan CLO di item 7 'Table 4'. Contoh penulisan: (A2, PLO1)

8 Mapping of the Course Learning Outcomes to the Programme Learning Outcomes, Teaching Met

Course Learning Outcomes	Programme Learning Outcomes (PLO)										
	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11
CLO1		√									
CLO2			√								
CLO3						√					
Mapping with MQF Cluster of Learning Outcomes		C1	C2	C4B							

Contoh mapping with MQF cluster of learning outcomes tidak selaras dengan PLO yang ditanda di item 8 Table 4.

- a. Pemetaan 'Course Learning Outcomes' (CLO)/ kursus kepada 'Programme Learning Outcomes' (PLO)
- b. 'Mapping with MQF cluster of learning outcomes' di item 8 'Table 4'
 - 'TABLE 3' DAN 'TABLE 4' [Standard 1.2.4(c) dan Standard 1.2.4(d) COPPA/ COPPA-ODL]

✓ Contoh pemetaan kursus kepada PLO1, PLO4 dan PLO10 dalam 'Table 3' MQA-01/ MQA-02 selaras dengan pemetaan dalam 'Table 3 Evaluation Instrument' COPPA/ COPPA-ODL dan 'Table 4'.

'Table 3' MQA-01/ MQA-02

No.	Semester/ Year Offered	Name and Code of Course	Classification (Compulsory Major/ Minor/ Elective)	Credit Value	Programme Learning Outcomes (PLO)														
					PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12			
6	Semester 1/ Year 1	Technopreneur (BNS 10102)	Core Module	2	X				X							X			

'Table 3 Evaluation Instrument' COPPA/ COPPA-ODL

Semester/ Year Offered	Name and Code of Course	Classification (Compulsory Major/ Minor/ Elective)	Credit Value	Programme Learning Outcomes (PLO)														
				PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12			
6 Semester 1/ Year 1	Technopreneur (BNS 10102)	Core Module	2	X				X							X			

'Table 4'

7	Course Learning Outcomes (CLO)	CLO1	Demonstrate the fundamental concept and definition of entrepreneurship (LOD1, PLO1, C3)
		CLO2	Seek opportunities in technopreneurship especially in for a new venture and the process of starting and growing a new business (LOD14, PLO10, A3)
		CLO3	Propose a new business venture proposal for micro to medium size enterprise which integrates fundamental business principles such as marketing, operation, finance and business management. (LOD6, PLO4, A3)

Course Learning Outcomes	Programme Learning Outcomes (PLO)												Teaching Methods	Assessment Methods	
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12			
CLO1	v													Lecture, SCL	Test, project
CLO2													v	Lecture, SCL	Assignment, project
CLO3				v										Lecture, SCL, Discussion	Assignment, project

Pemetaan CLO kepada PLO di item 8 'Table 4' selaras dengan PLO di item 7 'Table 4' dan selaras dengan PLO dalam 'Table 3'.

Mapping with MQF Cluster of Learning Outcomes	C1	C2											C4B		

Aras domain taksonomi pernyataan 'Course Learning Outcomes' (CLO) di item 7 'Table 4'.
- 'TABLE 4' [Standard 1.2.4(d) COPPA/ COPPA-ODL]

- CLO1 | Demonstrate systematic understanding of key principles, concepts and applications of evidenced based policing. (C3A, PLO1) ❌ SALAH
- CLO3 | Propose effective learning styles that will equipped the students with interpersonal skills and teamwork (A3, PLO4) ✅ BETUL

- ✓ Contoh penulisan pernyataan CLO yang betul pada *Item 7 Table 4*:
Explain the Basic Principles of Immunisation (A2, PLO1).
- ✓ CLO pada *item 7 (Table 4)* perlu mempunyai maklumat aras taksonomi dan domain penilaian yang bersesuaian [Kognitif (K)/ Psikomotor (P)/ Afektif (A)] yang relevan dan bukan menggunakan 'MQF Cluster of Learning Outcomes' seperti C3A = *Practical Skills*, C3B = *Interpersonal Skills*.



**'Teaching Methods' dan 'Assessment Methods' bagi CLO di item 8 'Table 4'
- 'TABLE 4' [Standard 1.2.4(d) COPPA/ COPPA-ODL]**

8 Mapping of the Course Learning Outcomes to the Programme Learning Outcomes, Teaching Methods and Assessment Methods

'Table 4'

Course Learning Outcomes	Programme Learning Outcomes (PLO)											Teaching Methods	Assessment Methods	
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11			
CLO1					√	√								
CLO2					√	√								
CLO3					√	√								



Contoh 'Teaching Methods' dan 'Assessment Methods' di item 8 'Table 4' tidak diisi bagi setiap CLO.

8 Mapping of the Course Learning Outcomes to the Programme Learning Outcomes, Teaching Methods and Assessment Methods

'Table 4'

Course Learning Outcomes	Programme Learning Outcomes (PLO)												Teaching Methods	Assessment Methods	
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12			
CLO1	√													Lecture, SCL	Test, project
CLO2										√				Lecture, SCL	Assignment, project
CLO3				√										Lecture, SCL, Discussion	Assignment, project

Contoh 'Teaching Methods' dan 'Assessment Methods' di item 8 'Table 4' yang lengkap diisi.



'Course Learning Outcomes' (CLO) bagi 'Course Content Outline' di item 10 'Table 4' - 'TABLE 4' [Standard 1.2.4(d) COPPA/ COPPA-ODL]

'Table 4'

7. Course Learning Outcomes (CLO) : At the end of the course the students will be able to: (example) - explain the basic principles of immunisation (C2,PLO1)

CLO1	Explain the nature, classification and scope of costs associated with food and beverage operations. (PLO1)
CLO2	Explain the importance of costs, the calculation of costs and the impact of costs to business organizations. (PLO1, PLO3)
CLO3	Interpret data to determine the viability and feasibility of the food and beverage business. (PLO1, PLO3, PLO4)

Contoh tidak lengkap. 3CLO pada pernyataan 'Course Content Outline' di item 7 'Table 4' (jadual atas) tidak selaras dengan bilangan CLO (4CLO) bagi 'Course Content Outline' di item 10 'Table 4' (jadual di bawah).

10. Distribution of Student Learning Time (SLT)

Course Content Outline	CLO*
WHAT IS FOOD AND BEVERAGE COST CONTROL	CLO1, CLO2
UNDERSTANDING FOOD AND BEVERAGE COST CONTROL	CLO1, CLO2
USING STANDARDIZED RECIPES TO DETERMINED STANDARD PORTION COST	CLO1, CLO2
FOOD AND BEVERAGE COST CONTROL AND THE MENU-DETERMINING SELLING PRICES AND PRODUCT MIX	CLO2, CLO3
CONTROLLING FOOD AND BEVERAGE COST IN PURCHASING AND RECEIVING	CLO2
CONTROLLING FOOD COST IN STORAGE AND ISSUING	CLO2
CONTROLLING FOOD COST IN PRODUCTION	CLO2, CLO3, CLO4
CONTROLLING FOOD COST IN SERVICES AND SALES	CLO3, CLO4
CONTROLLING LABOUR COSTS (PART 1)	CLO3, CLO4
CONTROLLING LABOUR COSTS (PART 2)	CLO3, CLO4

'Table 4'

7. Course Learning Outcomes (CLO) : At the end of the course the students will be able to: (example) - explain the basic principles of immunisation (C2,PLO1)

CLO1	Explain types of entrepreneurand entrepreneurship. (PLO2, PLO3, PLO6)
CLO2	Design a simple business plan. (PLO1, PLO2, PLO3, PLO6)
CLO3	Identify funds available for setting up and manage a business. (PLO2, PLO3, PLO6)

Contoh lengkap. 3CLO pada pernyataan CLO di item 7 'Table 4' selaras dengan bilangan CLO bagi 'Course Content Outline' di item 10 'Table 4'.

10. Distribution of Student Learning Time (SLT)

Course Content Outline	CLO*
INTRODUCTION TO ENTREPRENEURSHIP	CLO1, CLO2
THE BUSINESS PLAN	CLO1, CLO2
STARTING CONSIDERATIONS (I)	CLO1, CLO2
STARTING CONSIDERATIONS (II)	CLO1, CLO2
MARKETING	CLO1, CLO2
E-COMMERCE	CLO1, CLO2
PRICING STRATEGIES	CLO1, CLO2
CREATING A SUCCESSFUL FINANCIAL PLAN	CLO1, CLO2, CLO3
MANAGING CASH FLOW	CLO1, CLO2, CLO3
SOURCES OF FINANCING	CLO1, CLO2, CLO3
RUNNING THE BUSINESS	CLO1, CLO2, CLO3



**Subtopik bagi 'Course Content Outline' di item 10 'Table 4'
- 'TABLE 4' [Standard 1.2.4(d) COPPA/ COPPA-ODL]**

10 Distribution of Student Learning Time (SLT)
Note: This SLT calculation is designed for home grown programme only.

Course Content Outline and Subtopics	CLO*	Learning and Teaching Activities**										Total SLT
		Face-to-Face (F2F)								NF2F Independent Learning (Asynchronous)		
		Physical				Online/Technology-mediated (Synchronous)						
		L	T	P	O	L	T	P	O			
1 Digital imaging and Photoshop	1&2					1	1	1		1		
2 Layers, channels, filters and vectors	1&2					1	1	1		1		
3 Mastering Photoshop fundamentals	1&2					1	1	1		1		
4 Smart filter to aid artistic vision	1&2					1	1	1		1		
5 Working with Colour in Photoshop	1&2					1	1	1		1		



Contoh 'Course Content Outline' tidak dilengkapi dengan Subtopik di item 10 'Table 4'.

10 Distribution of Student Learning Time (SLT)
Note: This SLT calculation is designed for home grown programme only.

Course Content Outline and Subtopics	CLO*	Learning and Teaching Activities**										Total SLT
		Face-to-Face (F2F)								NF2F Independent Learning (Asynchronous)		
		Physical				Online/Technology-mediated (Synchronous)						
		L	T	P	O	L	T	P	O			
1 INTRODUCTION TO ENTREPRENEURSHIP 1.1 Entrepreneurship Theories, Concept and Definition 1.2 Entrepreneurship, Intrapreneurship and Technopreneurship 1.3 Characteristics of Excellent Entrepreneur.	1,2,3	2		2		1				2		
2 BUSINESS ENVIRONMENT, RULES AND SUPPORT FACILITIES 2.1 Business Organization in Malaysia 2.2 Business Rule and Law 2.3 Business Support Facilities	1,2,3	2		2		1				2		



Contoh 'Course Content Outline' lengkap dan diperincikan dengan Subtopik di item 10 'Table 4'.



'References' di item 12 'Table 4' - TABLE 4 [Standard 1.2.4(d) COPPA/ COPPA-ODL]

12	References: (include required and further readings, and should be the most current)	
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12	References (include required and further readings, and should be the most current)	<ol style="list-style-type: none">1. UTM Entrepreneurship Study Group, (2004), "Fundamentals of Entrepreneurship", Pearson Malaysia Sdn Bhd2. Ismail & Faidah, (2004), "Strategi Pengurusan Kewangan, Perniagaan Kecil dan Sederhana", Pearson Malaysia Sdn Bhd.3. Wan Liz Ozman Wan Omar dan Sulzari Mohamed, (2002), "Memperkasakan Usahawan: Panduan Lengkap Pengurusan Perniagaan dan Penjanaan Usahawan", Utusan Publications & Distributors Sdn Bhd.
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Contoh tidak lengkap. 'References' kursus di item 12 'Table 4' tidak diisi.

✓ Contoh 'References' di item 12 'Table 4' yang lengkap diisi.



Maklumat staf akademik program - 'TABLE 5' [Standard 4.1.4(a) COPPA/ COPPA-ODL]



Contoh maklumat staf akademik tidak dilengkapkan dalam 'Table 5' COPPA/ COPPA-ODL:
(a) Nama staf akademik sahaja diletakkan tanpa maklumat 'Designation of Academic Staff';
(b) 'Academic Qualification' tidak diisi dengan maklumat 'Year of Award';
(c) 'Research Focus Areas' (perlu diisi bagi program Tahap Bachelor dan ke atas).


No.	Name and Designation of Academic Staff	Appointment Status (full-time, part-time, contract, etc.)	Nationality	Courses Taught in this Programme	Courses Taught in Other Programmes	Academic Qualifications		Research Focus Areas (Bachelor and above)	Past Work Experience		
						Qualifications, Field of Specialisation, Year of Award	Name of Awarding Institution and Country		Positions Held	Employer	Years of Service (start and end)
1	Puan A	Part time	Malaysian	Thinking Skills		BBA MBA	UITM UKM		Senior Lecturer	PPT A	2012 - 2022

✓ **Contoh maklumat staf akademik yang lengkap dalam 'Table 5' MQA-02 COPPA/ COPPA-ODL.**



	Name and Designation of Academic Staff	Appointment status (full-time, part-time, contract, etc)	Nationality	Courses taught in this programme	Courses taught in other programmes	Academic qualifications		Research focus areas (Bachelor and above)	Past work experience		
						Qualifications, Field of Specialisation, Year of Award	Name of Awarding Institution and country		Postions Held	Employer	Years of Service (Start and End)
1	Puan A (Head of Department, Programme Leader for FIL)	Full-Time	Malaysian	Introduction to Legal System & Method	CAIE A Levels: Law (AS), Legal System & Method, Equity & Trust and Jurisprudence & Legal Theory	Bachelor of Law, LLB (Hons) 2016	University of London	Nil	Head of Department & Program Leader for FIL & Lecturer	PPT A	HOD (Jan 2021 - present) Lecturer (Sept 2016 - present)

'Curriculum Vitae' (CV) staf akademik program - Standard 4.1.4(b) COPPA/ COPPA-ODL

- PERHATIAN!**  **✓ Lampirkan CV semua staf akademik yang mengajar bagi program yang dimohon.**
- ✓ CV yang diberi perlu selaras dengan senarai staf akademik dalam 'Table 5' MQA-01/ MQA-02 dan 'Evaluation Instrument' COPPA/ COPPA-ODL.**



CV

✓ Kandungan CV staf akademik yang mengajar bagi program:

- i. *Name*
- ii. *Academic Qualifications*
- iii. *Current Professional Membership*
- iv. *Current Teaching and Administrative Responsibilities*
- v. *Previous Employment*
- vi. *Conferences and Training*
- vii. *Research and Publications*
- viii. *Consultancy*
- ix. *Community Service*
- x. *Other Relevant Information*

Maklumat Kemudahan Fizikal bagi program
 - Table 6 [Standard 5.1.1(a) COPPA/ Standard 5.1.2(a) COPPA-ODL]

Contoh maklumat tidak selaras dalam 'Table 6' MQA-01 dan 'Evaluation Instrument' COPPA/ COPPA-ODL bagi senarai fasiliti dan bilangan kapasiti.

'Table 6' MQA-01

TIDAK SELARAS

'Table 6 Evaluation Instrument' COPPA/ COPPA-ODL

Table 6. List of physical facilities required for the programme

	Keperluan Kemudahan	Disediakan untuk Tahun 1		Unjuran Tahun Akan Datang			
		No	Kapasiti	Tahun ke 2		Tahun ke 3	
				No	Kapasiti	No	Kapasiti
1	Bilik Kuliah 1	1	20				
2.	Bilik Kuliah 2	1	20				
2	Bilik Tutorial 1	1	30				
3	Bilik Perbincangan						
4	Makmal dan Bengkel						
	- Makmal Komputer	1	10				
	- Makmal Sains	-	-	-	-	-	-
	- Bengkel Kejuruteraan	-	-	-	-	-	-
	- Bengkel Pemprosesan	-	-	-	-	-	-
	- Bengkel Pembuatan	-	-	-	-	-	-
	- Mock Restaurant	1	20	-	-	-	-
	- Pastry Kitchen	1	20	-	-	-	-
	- Hot Kitchen	1	20	-	-	-	-
	- Makmal Klinikal	-	-	-	-	-	-
- Makmal Psikologi & Bilik Kaunseling	1	4	1	-	1	-	



Table 6. List of physical facilities required for the programme

	Facilities required	Available for Year 1		To be provided			
		No	Capacity	In Year 2		In Year 3	
				No	Capacity	No	Capacity
1	Lecture Halls	2	20				
2	Tutorial Rooms	1	30				
3	Meeting Room	1	10				
4	Laboratories and Workshops	0	0				
	- IT Lab	1	10				
	- Science Lab	0	0				
	-Engineering workshop	0	0				
	-Processing workshop	0	0				
	-Manufacturing workshop	0	0				
	-Studio	0	0				
	-Mock Kitchen	2	20				
	-Moot court	0	0				
	-Clinical Lab	0	0				
-Others	0	0					

Maklumat Bahan Rujukan bagi program
- 'Table 7' [Standard 5.1.3(d) COPPA/ Standard 5.1.5(d) COPPA-ODL]

Contoh bahan rujukan program tidak selaras dalam 'Table 7'.
'Table 7' MQA-01 terdapat beberapa perincian 'Number of Title' manakala 'Table 7 Evaluation Instrument' COPPA/ COPPA-ODL mengandungi satu sahaja 'Number of Title'.

'Table 7' MQA-01

'Table 7 Evaluation Instrument' COPPA/ COPPA-ODL

Table 7. Reference materials supporting the programme

Table 7. Reference materials supporting the programme

Resources supporting the programme (e.g., books, online resources, etc.)		Journals		State other facilities such as CD ROM, video and electronic reference material
Number of Title	Number of Collection	Number of Title	Number of Collection	
General	2181	21	2	N/A
Computing	1253	52	2	N/A
Religion	246	20	2	N/A
Language	450	26	2	N/A
Technology	195	81	2	N/A
Management	1121	251	2	N/A
Psychology	104	21	3	N/A

TIDAK SELARAS



Resources supporting the programme (e.g., books, online resources, etc.)		Number of Journals		State other facilities such as CD ROM, Video and electronic reference material
Number of Title	Number of Collection	Number of Title	Number of Collection	
Books	20			

Contoh bahan rujukan program selaras dalam MQA-01/ MQA-02 dan 'Evaluation Instrument' COPPA/ COPPA-ODL

'Table 7' MQA-01

'Table 7 Evaluation Instrument' COPPA/ COPPA-ODL

Table 7: Reference materials supporting the programme

Table 7. Reference materials supporting the programme

Resources supporting the programme (e.g., books, online resources, etc.)	Number of Journals		State other facilities such as CD ROM, Video and electronic reference material
	Number of Title	Number of Collection	
001 Literacy and Numeracy – Communication (28 titles)	55	Journals of Business Laws 48	-
004 Data Processing & Computer science (39 titles)	49	-	-

SELARAS

Resources supporting the programme (e.g., books, online resources, etc.)		Number of Journals		State other facilities such as CD ROM, Video and electronic reference material
Number of Title	Number of Collection	Number of Title	Number of Collection	
001 Literacy and Numeracy – Communication (28 titles)	55	Journals of Business Laws	48	-
004 Data Processing & Computer science (39 titles)	49	-	-	-

Maklumat Staf Pentadbiran bagi program – 'Table 8' [Standard 6.3.1(c) COPPA/ COPPA-ODL]

Contoh maklumat Staf Pentadbiran selaras dalam MQA-01/ MQA-02 dan 'Evaluation Instrument' COPPA/ COPPA-ODL

'Table 8' MQA-01

SELARAS

'Table 8 Evaluation Instrument' COPPA/ COPPA-ODL

Table 8. Administrative staff for the programme

	Job Category	Minimum qualification	Numbers of staff required	Current numbers
1	Admin Manager	Degree	1	1
2	IT Administrator	Degree/Diploma	1	1
3	Accounts Manager	Degree	1	1
4	Accounts Clerk	SPM/Diploma	2	2
5	Security	SPM/Working Experience	2	2
6	Cleaners	SPM	1	1
7	Librarian	Diploma	1	1
8	Course Counsellor	MBA/Degree	1	1
9	Marketing Head	Degree	1	1
10	Human Resource	Masters/Degree	1	1
11	Senior Operations Manager	Degree	1	1
12	Exam Officer	SPM/Degree	1	1

Table 8: Administrative staff for the programme

No.	Job Category	Minimum qualification	Number of staff required	Current number
1	Admin Manager	Degree	1	1
2	IT Administrator	Degree/ Diploma	1	1
3	Accounts Manager	Degree	1	1
4	Accounts Clerk	SPM/Diploma	2	2
5	Security	SPM/Working Experience	2	2
6	Cleaners	SPM	1	1
7	Librarian	Diploma	1	1
8	Course Counsellor	MBA/Degree	1	1
9	Marketing Head	Degree	1	1
10	Human Resource	Masters/Degree	1	1
11	Senior Operations Manager (Academic)	Degree	1	1
12	Exam officer	SPM/Degree	1	1

Dokumen sokongan bagi menyokong huraian.

- **Semua soalan COPPA/COPPA-ODL dalam MQA01/ MQA-02 yang berbentuk**
 - “Provide evidence...”
 - “Show evidence...”



Huraian ini tidak lengkap tanpa dokumen sokongan ('evidence').

1.3.6 State how the department obtains feedback and use it to improve the delivery of the programme outcomes. Provide **evidence**.

Apart from compliance with regulatory and accreditation bodies, [redacted] will also perform continuous improvements through feedback from various sources such as:

- External Programme Assessors report
- Course and Teaching Evaluation Report
- Student survey
- Industrial Training feedback



Contoh huraian lengkap dengan dokumen sokongan (Lampiran).

1.3.6 **State how the department obtains feedback and use it to improve the delivery of the programme outcomes. Provide evidence.**

Achievement of the learning outcomes will be measured by:

- Student feedbacks (student evaluation) on course effectiveness to meet stated learning objectives in order to identify areas of strength, weaknesses and opportunities for improvement. Refer to [Appendix 13](#) for the sample of lecturers' evaluation form. [Appendix 29](#) for the recent analysis for lecturers' evaluation and feedbacks from students.
- External Advisor report for coursework and Final Examination. Refer to [Appendix 14](#) for the External Advisor's report.

Huraian bagi soalan COPPA/ COPPA-ODL.

- Semua soalan COPPA/ COPPA-ODL dalam MQA01/ MQA-02.



Huraian tidak lengkap. Nama Ketua Program sahaja dalam huraian tanpa maklumat 'qualifications, experiences, tenure and responsibilities' Ketua Program. Surat Pelantikan dan bukti akuan terima Ketua Program tidak dilampirkan.



6.2.2 Indicate the programme leader of this programme. Describe the qualifications, experiences, tenure and responsibilities of the programme leader.

The Programme Coordinator for this Bachelor (Honours) in International Law Enforcement is Puan A

[Appendix 8: CV](#) Puan A

✓ Contoh huraian lengkap dengan dokumen sokongan (Lampiran).



6.2.2 Indicate the programme leader of this programme. Describe the qualifications, experiences, tenure and responsibilities of the programme leader.

Details on the Academic Leader of the Program

Name: Dr XYZ

Qualification:

- Bachelor of Laws (LL.B (Hons)) (University of London)

Experience:

- Lecturer (PPT XXX); Music teacher (Self-Employed); Accounting Intern (Nash Management Kuala Lumpur)

[Appendix 12 Programme Leader's CV and appointment letter](#)

Responsibilities are stated in 6.2.1



Huraian bagi soalan COPPA/ COPPA-ODL.

- **Semua soalan COPPA/ COPPA-ODL dalam MQA01/ MQA-02.**

✓ **Contoh huraian lengkap bagi soalan Standard yang terdiri daripada beberapa soalan.**

4.2.6 Describe the opportunities available to academic staff to obtain professional qualifications and to participate in professional, academic and other relevant activities at national and international levels. How does this participation enhance the learning-teaching experience?

■ encourages its academic staff to obtain further professional qualification or participate in other relevant professional activities at either national or international level. The experience gained from this participation will improve the teaching-learning method. Academics will be able share their new knowledge and experience with the students. In this way, there is always a positive in each individual students.





PERHATIAN

PERMOHONAN PROGRAM LENGKAP SELEPAS MAKLUMAT TAMBAHAN

- ✓ Permohonan diproses pada *cycle* berikutnya.
(rujuk Surat Pekeliling MQA Bilangan 3/2022).
- ✓ Takwim penilaian/ tarikh lawatan tidak mengikut permohonan asal program yang dihantar oleh PPT.

PERMOHONAN PROGRAM TIDAK LENGKAP SELEPAS MAKLUMAT TAMBAHAN

- ✓ Permohonan akan ditamatkan proses.
- ✓ PPT boleh mengemukakan permohonan semula program yang sama.
- ✓ Baki fi program dipulangkan dan ditolak RM1,000 untuk kos pemprosesan.
- ✓ Tiada proses rayuan terhadap program yang ditamatkan proses.

Terima kasih



Agensi Kelayakan Malaysia
Malaysian Qualifications Agency

Mercu MQA, No. 3539, Jalan Teknokrat 7, Cyber 5
63000, Cyberjaya, Selangor Darul Ehsan.

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