






**UNIVERSITY KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK
APPROVAL OF COURSE LEARNING PLAN**

Doc. No:	UniKL/RCMP -02
Revision No:	04
Date:	04 Sep 2017
Page No:	1 of 5

<p>Prepared by:</p>  <p>Name: Dr Mahendran Sekar On Behalf of Teaching - Assessment Committee Date: 04/09/ 2017</p>	<p>Approved by:</p>  <p>Name: YM Tengku Azlan Shah bin Tengku Mohamad Position: Deputy Dean Academic Date: 04/09/ 2017</p>
--	--

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	09 May 2014	Establishment	00	Dean, FPHS
2	01 July 2016	Review	01	Covering Dean, FPHS
3	01 Feb 2017	Review	02	Dean
4	01 July 2017	Amendment	03	DDA
5	04 Sep 2017	Amendment	04	DDA

	UNIVERSITY KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK APPROVAL OF COURSE LEARNING PLAN	Doc. No:	UniKL/RCMP -02
		Revision No:	04
		Date:	04 Sep 2017
		Page No:	2 of 5

1.0 OBJECTIVE

To standardize the processes involved in the approval of Course Learning Plan.

2.0 SCOPE

The scope of this procedure covers all programmes conducted at Faculty of Pharmacy & Health Sciences and Nursing Programme, Faculty of Medicine, UniKL RCMP.

3.0 REFERENCES

Nil

4.0 DEFINITIONS/ABBREVIATIONS

DDA	: Deputy Dean (Academic)
HoC	: Head of Committee
HoP	: Head of Programme
TAC	: Teaching- Assessment Committee
UniKL	: Universiti Kuala Lumpur

5.0 RESPONSIBILITY

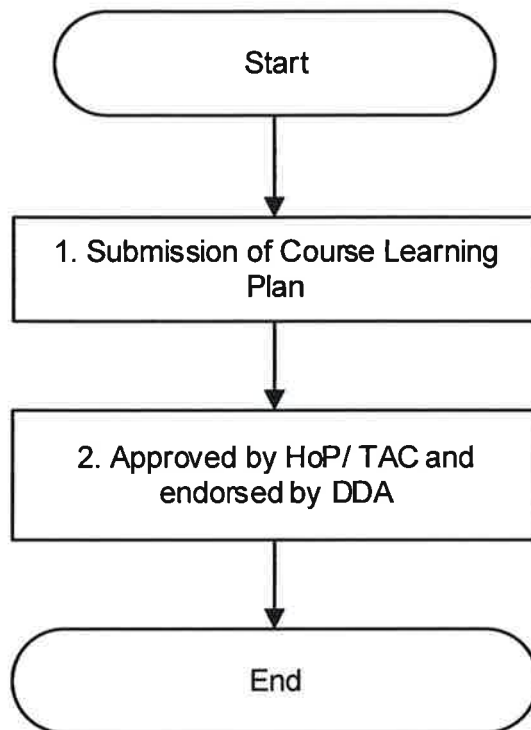
- 5.1 The DDA is responsible to ensure that this procedure is adhered to at Faculty level.
- 5.2 HoP/HoC are responsible to ensure that this procedure is adhered to at Programme level.




**UNIVERSITY KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK
APPROVAL OF COURSE LEARNING PLAN**

Doc. No:	UniKL/RCMP -02
Revision No:	04
Date:	04 Sep 2017
Page No:	3 of 5


6.0 PROCEDURE



	UNIVERSITY KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK APPROVAL OF COURSE LEARNING PLAN	Doc. No:	UniKL/RCMP -02
		Revision No:	04
		Date:	04 Sep 2017
		Page No:	4 of 5

7.0 DESCRIPTION

No	Description	Person in Charge	Document	Duration
1	Submission of Course Learning Plan	Course Leader/ lecturer	Course Learning Plan	4 weeks before beginning of new semester
2	Approved by HoP/ TAC and endorsed by Deputy Dean (Academic)	HoP/ TAC	Course Learning Plan	2 weeks before beginning of new semester

	UNIVERSITY KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK APPROVAL OF COURSE LEARNING PLAN	Doc. No:	UniKL/RCMP -02
		Revision No:	04
		Date:	04 Sep 2017
		Page No:	5 of 5

8.0 RECORDS

No	Titles/Records	Location/Responsibility	Retention Period
1	Course Learning Plan UniKL/RCMP-02-01	Programme/Course Leader/Committee	3 years



To be shared with students.

SECTION A: COURSE DETAILS

1	Course Name							
2	Course Code							
3	Academic Staff Name(s)							
4	Rationale for inclusion of Course in the Programme							
5	Semester & Year Offered	Semester:						
		Year:						
6	Student Learning Time (SLT)	Face to Face (F2F)					Independent learning	TOTAL
		Lecture	Tutorial	Practical	Other	TOTAL		
7	Credit Value							
8	Prerequisite							
9	Learning Outcomes	Upon completion of this course students should be able to: 1. 2. 3.						
10	Transferable skills	Skills	Development of the skills			Skills assessment		
11	Strategies	Teaching & learning			Assessment			
12	Synopsis							
13	Mode of Delivery							
14	Assessment Methods							
		TOTAL					100%	

15	Mapping of Course to Programme Educational Objectives (PEOs) (✓)	PEO 1	PEO 2	PEO 3	PEO 4	PEO 5														
		✓																		
16	Mapping of Course to Programme Learning Outcomes (PLOs)	CLOs	PLOs (✓)																	
			0 1	0 2	0 3	0 4	0 5	0 6	0 7	0 8	0 9	1 0	1 1	1 2						
		1																		
		2																		
		3																		
17	References	Main									Additional									
18	Additional information (if any)																			



SECTION B: LEARNING SCHEDULE

When		Topic	Delivery Method	Relevant Assessments
WEEK 1				
WEEK 2				
WEEK 3				
WEEK 4				
WEEK 5				
WEEK 6				
WEEK 7				
WEEK 8				
WEEK 9				
WEEK 10				

		Quiz		
		Mid term examination		
		Assignment		
		Revision for final examination		
TOTAL Student Learning Time (hours)				

-= End of CLP copy for students =-



SECTION C: COURSE LEARNING PLAN APPROVAL

Course Name	
Course Code	

	Subject Matter Expert & Expert Work Group	Signature	Date
1			
2			

Approved by
<hr/> <p>Head of Programme/ Teaching Assessment Committee (Signature, Date & Stamp)</p>

Endorsed by
<hr/> <p>Deputy Dean (Academic) (Signature, Date & Stamp)</p>