

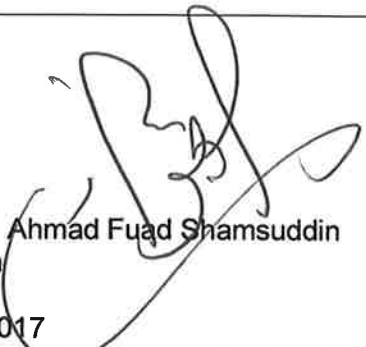



**ORIGINAL DOCUMENT**

	<b>UNIVERSITY KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK NEW PROGRAMME DEVELOPMENT</b>	Doc. No:	UniKL/RCMP-04
		Revision No:	01
		Date:	04 Sep 2017
		Page No:	1 of 9

<p>Prepared by:</p>  Name: Khor Poh Yen Quality Assurance Unit Date: 04/09/ 2017	<p>Approved by:</p>  Name: Prof Dr Ahmad Fuad Shamsuddin Position: Dean Date: 04/09/ 2017
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**AMENDMENT RECORDS**

No.	Date	Remarks	Revision No.	Approved by
1	01 Jul 2017	Establishment	00	Dean, FPHS
2	04 Sep 2017	Amendment	01	Dean

	<b>UNIVERSITY KUALA LUMPUR</b> <b>ROYAL COLLEGE OF MEDICINE PERAK</b>  <b>NEW PROGRAMME DEVELOPMENT</b>	Doc. No:	UniKL/RCMP-04
		Revision No:	01
		Date:	04 Sep 2017
		Page No:	2 of 9

## 1.0 OBJECTIVE

To provide steps for development of new academic programme.

## 2.0 SCOPE


The scope of this procedure covers all programmes conducted at UniKL RCMP.

## 3.0 REFERENCES

- 3.1 Code of Practice for Programme Accreditation (COPPA)
- 3.2 Guidelines on Approval and Recognition of Pharmacy Programme
- 3.3 Malaysian Qualification Framework (MQF)
- 3.4 Programme Standards: Medical and Health Sciences
- 3.5 Standards: Master's and Doctoral Degree
- 3.6 Standard Operating Procedures for Approval/Accreditation of Nursing Programmes
- 3.7 Guidelines for Accreditation of the Malaysian Undergraduate Medical Education Programme

## 4.0 DEFINITIONS/ABBREVIATIONS

BOS	: Board of Studies
CQA	: Centre of Quality Assurance
CITC	: Centre for instructional Technology & Curriculum Development
DDA	: Deputy Dean (Academic)
HoC	: Head of Committee
MOHE	: Ministry of Higher Education
MQA	: Malaysian Qualification Agency
NPDC	: New Programme Development Committee
UAC	: University Academic Committee
UniKL	: Universiti Kuala Lumpur
URPC	: University Research & Postgraduate Committee
QA	: Quality Assurance UniKL RCMP

	<b>UNIVERSITY KUALA LUMPUR</b> <b>ROYAL COLLEGE OF MEDICINE PERAK</b>  <b>NEW PROGRAMME DEVELOPMENT</b>	Doc. No:	UniKL/RCMP-04
		Revision No:	01
		Date:	04 Sep 2017
		Page No:	3 of 9

## 5.0 RESPONSIBILITY

- 5.1 The Dean of faculty is responsible to ensure that this procedure is adhered to at Faculty level.
- 5.2 Head of QA are responsible to ensure that this procedure is adhered to at faculty level.

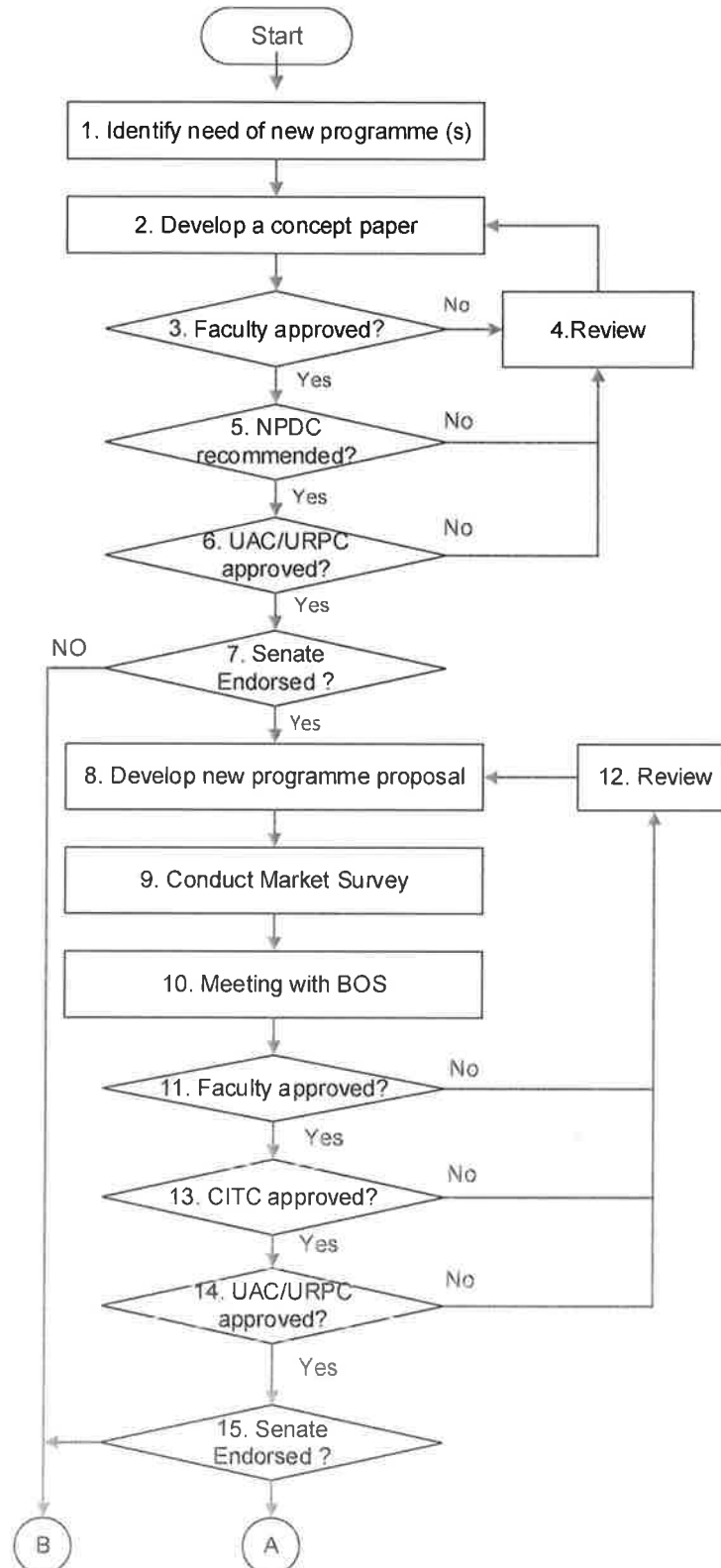
## 6.0 PROCEDURE


- 6.1 Refer to the process flow chart as in the next page.



**UNIVERSITY KUALA LUMPUR  
ROYAL COLLEGE OF MEDICINE PERAK  
NEW PROGRAMME DEVELOPMENT**

Doc. No:	UniKL/RCMP-04
Revision No:	01
Date:	04 Sep 2017
Page No:	4 of 9



	<b>UNIVERSITY KUALA LUMPUR</b> <b>ROYAL COLLEGE OF MEDICINE PERAK</b>  <b>NEW PROGRAMME DEVELOPMENT</b>	Doc. No:	UniKL/RCMP-04
		Revision No:	01
		Date:	04 Sep 2017
		Page No:	6 of 9

## 7.0 DESCRIPTION

No	Description	Person in Charge	Document	Duration
1	Identification of the needs for new programme	Dean, DDA	-	-
2	Develop a concept paper 2.1 Appoint Committee 2.2 Committee to prepare concept paper 2.3 Committee to table concept paper in the faculty meeting  Refer to standard as per item 3.2. – 3.5.	Committee	Appointment letter Concept paper	-
3	Faculty approved? 3.1 If yes, submit to NPDC, proceed to No. 5 3.3 If no, go to No. 4	Committee, faculty meeting committee, Head of QA	Concept paper	As scheduled
4	Review of concept paper 4.1 Committee to review concept paper as per recommendation	Committee	Concept paper	-
5	NPDC recommended? 5.1 If yes, submit to UAC/URPC, proceed to No. 6 5.2 If No, go to No. 4	NPDC member	Concept paper	As scheduled
6	UAC/URPC approved? 6.1 If yes, Submit to SENATE, proceed to No. 7 6.2 If No, go to No. 4	Committee/ QA	Concept paper	As scheduled
7	Senate Endorsed? 7.1 If yes, go to No. 8 7.2 If no, go to B.	-	-	-



**UNIVERSITY KUALA LUMPUR  
ROYAL COLLEGE OF MEDICINE PERAK  
NEW PROGRAMME DEVELOPMENT**

Doc. No:	UniKL/RCMP-04
Revision No:	01
Date:	04 Sep 2017
Page No:	7 of 9

8	Develop new programme proposal  Refer to standard as per item 3.2. – 3.5.	Committee	Proposal	As scheduled
9	Conduct Market survey	Committee	Market survey report	-
10	Meeting with BoS 10.1 Committee to propose BoS members through CQA to UAC/URPC for approval.  10.2 Faculty to initiate a meeting with BoS members.	Dean, DDA, Committee, QA	BoS report	-
11	Faculty approved? 9.1 Committee to table the new programme development proposal in faculty meeting for endorsement. 9.2 If yes, submit proposal to CITC 9.3 If no, go to no 12	Dean, DDA, Committee, Faculty member	BoS report Report of Market survey, proposal	As scheduled
12	Review of proposal 12.1 Committee to review proposal as per recommendation	Committee	BoS report Report of Market survey, proposal	-
13	CITC approved? 13.1 If yes, go to No. 14. 13.2 If no, go to No. 12	Director CITC	BoS report Report of Market survey, proposal	-
14	UAC/URPC Approved? 14.1 If yes, submit proposal to SENATE go to No. 15 14.2 If no, go to No. 10	UAC/URPC member	BoS report Report of Market survey, proposal	As scheduled
15	SENATE endorsed? • If yes, go to No. 16 • If not, go to end.	SENATE members	BoS report Report of Market survey, proposal	As scheduled



**UNIVERSITY KUALA LUMPUR  
ROYAL COLLEGE OF MEDICINE PERAK  
NEW PROGRAMME DEVELOPMENT**

Doc. No:	UniKL/RCMP-04
Revision No:	01
Date:	04 Sep 2017
Page No:	8 of 9

16	Preparation of MQA-01 document as per COPPA.	Dean, DDA, Committee, QA	MQA-01	-
17	CQA recommendation 17.1 If yes, go no No.19 17.2 If no, go to 18	CQA	MQA-01	-
18	Review proposal	Committee	BoS report Report of Market survey, proposal	-
19	Submit MQA documentation to MQA as per COPPA.	Committee /QA	MQA-01	-
20	MQA recommended? 20.1 If Yes, go to 22 20.2 If No, go to 21	-	MQA-01	-
21	Amendment	Committee	-	-
22	Submit programme information to MOHE	QA	Programme information	-
23	Receive Programme Approval certification from MOHE	QA	Programme approval certification	-

	<b>UNIVERSITY KUALA LUMPUR</b> <b>ROYAL COLLEGE OF MEDICINE PERAK</b>  <b>NEW PROGRAMME DEVELOPMENT</b>	Doc. No:	UniKL/RCMP-04
		Revision No:	01
		Date:	04 Sep 2017
		Page No:	9 of 9

## 8.0 RECORDS

No	Titles/Records	Location/Responsibility	Retention Period
1	Concept paper	Committee, QA	3 years
2	Proposal	Committee, QA	3 years
3	BOS report	Committee, QA	3 years
4	Market survey report	Committee, QA	3 years