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# QUALITY ASSURANCE MANUAL: ACADEMIC PROGRAMME LABORATION

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# QUALITY ASSURANCE MANUAL: **ACADEMIC PROGRAMME COLLABORATION**

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# QUALITY ASSURANCE MANUAL: **ACADEMIC PROGRAMME COLLABORATION**

## TASK FORCE

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## **PREFACE FROM THE TASK FORCE**

In the Name of Allah, the Most Gracious and the Most Merciful. Praise be to Allah, the Lord of the Universe. Peace and blessings on Prophet Muhammad, The Messenger of God.

The objective of developing this quality assurance manual for academic programme collaboration of Universiti Malaysia Pahang (UMP) is to guide the operation of academic collaboration between UMP and other institutions of higher education.

The manual is in tandem with the culture of Quality Management System towards delivering high quality academic programmes and graduates according to the vision and mission of the University.

The manual is in the family of CAIC series under Quality Assurance Manual.

May Allah reward all the contributing parties.

Quality drives excellence.

Task Force  
February 2, 2017

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# PART 1 : CURRICULUM DESIGN

## 1.1 Introduction

The aim of this manual is to share with any local or international institutions the required criteria in managing and planning curriculum design. It includes elements of outcomes in the academic curriculum to ensure a Continual Quality Improvement (CQI) culture in the spirit of Outcome-Based Education (OBE). This manual conforms to the Malaysian Qualifications Agency (MQA) programme standards and UMP **academic rules and** regulations.

This manual will complement the local accreditation agencies regulations and therefore should be read in conjunction with the relevant accreditation manual.

This manual highlights the key areas in curriculum design through explanations of the important elements and the delivery steps to ensure that the proposed programmes are up to the standard required mainly by the Malaysian Ministry of Higher Education.

## 1.2 Outcome Based Education (OBE)

UMP embraces Outcome Based Education (OBE) as the total academic approach from the curriculum and co-curriculum design, the delivery, the learning activities, to the assessments. OBE defines objectives and outcomes as the goals of a programme.

The delivery, the assessment and the inter-relation of PEO, PO, CO and LO are summarised in **Figure 1**.

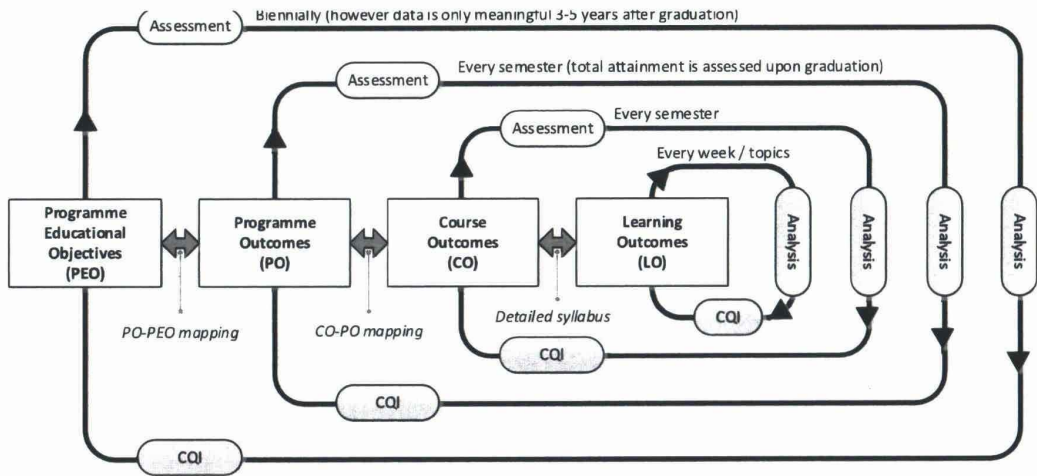


Figure 1 PEO, PO, CO and LO relation to OBE approach

## Program Educational Objectives (PEOs)

The PEOs demonstrate the goals that have been set by UMP on the achievements by graduates a few years after their graduation. The CI is advised to adopt the PEO set by UMP. The PEOs must be developed for every program offered and presented to the stakeholders periodically for review.

## Program Outcomes (POs)

POs are specifically planned to assess the graduates through the knowledge, skills or behaviour upon graduation. The CI must address all POs that have been laid out for the intended adopted academic programme with appropriate assessments.

The CI must establish a process of measuring, assessing, and evaluating the PO attainment of the students. All required POs must be obtained by the graduates upon their graduation.

## Curriculum adoption

Subsequent to the MoA signing between the CI and UMP, the CI will receive a complete Academic Programme Profile (**APP**) for curriculum adaption and adoption. The APP consists all required information to execute the programme at CI.



Any proposed changes to the programme structure and contents must secure approval from UMP prior to implementations. The curriculum structure must always be available and accessible to all interested parties. UMP has the right to change the curriculum structure without CI involvement. UMP will notify any changes from time to time so that the CI could adapt or adopt the changes.

Validation visit from UMP will be done periodically to evaluate the academic program execution to ensure the programme meets the minimum requirement or criteria as indicated in this manual and APP.

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