HWUM changes to programmes/courses

- Before being implemented or advertised at HWUM, all changes to programmes and courses must be notified to the Malaysian Qualifications Agency (MQA) or Ministry of Higher Education (MOHE). Depending on the level/type of change, approval may also be required.
- Timeline - consideration should be given to the type of change to ensure that approval is secured before implementation eg Programme Title - approval can take up to 18 months. Please refer to category of curriculum change.

MQA/ MOHE Categories of Curriculum Changes:

There are 3 main categories of change to programmes/courses which are set out below:-

1. Minor Changes
   - Notification to MQA - changes which include course assessment weighting, student learning time etc
   - Notified to MQA once per year – by the January preceding the September that changes will be effective from

2. Changes <30% of the overall curriculum
   - Notification to MQA - changes which include programme structure, course name, learning outcomes, aims and course content but <30% of the MQA approved curriculum/programme structure.
   - Notified to MQA by the January preceding the September that changes will be effective from.
   - No MQA approval required, no involvement from MQA panel
   - No MQA approval fee due
   - MQA acknowledges/responses to change
   - Changes CAN be advertised and implemented as soon as notification has been submitted to MQA.

3. Changes >30% of the overall curriculum
   - Approval by MOHE - changes which include programme title, duration, credits and major structure changes.
   - Notified to MOHE ideally 2 years before implementation.
   - No MOHE approval fee required
   - MOHE responds to and approves changes.
   - NOTE: approval can take up to 18 months.
   - Changes CANNOT be advertised or implemented until MoHe approval has been granted.

Programme/ Course Change Change Process

**HWU Approval - School and Studies Committee**

- School discusses proposed changes with Academic colleagues at HWUM and creates a modification on PAMS.
- School contacts Academic Registry (Q&EP) to inform of ALL proposed programme/course changes before School Studies Committee (SSC) approval and advises that the modification has been created on PAMS.
- Discussions held between School and Academic Registry (Q&EP) regarding implications of MQA/MOHE approval timelines, the level & MQA/MOHE category of change and the appropriate MQA/MOHE documentation to be completed.

Changes not affecting the HWU programme description template
- Once SSC approval has been given, PAMS modification approved by School and sent to Academic Registry (Q&EP) for information.

Changes affecting the HWU programme description template
- Once SSC approval has been given, PAMS modification approved by School and sent to Academic Registry (Q&EP) for submission to University Studies Committee for approval.

**MQA/ MOHE Notification/ Approval**

School in collaboration with HWUM Academic colleagues completes MQA/MOHE approval documentation and updates MQA course descriptors as necessary.
- School sends documentation to Academic Registry (Q&EP) for review.
- Final documentation sent to HWUM for submission to the MQA/MOHE.
- Academic Registry (Q&EP) notifies School when approval is achieved (if applicable).

References and Further Information

Contact: qualityassurance@hw.ac.uk

Academic Approval Procedures