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.

Programme/ Course Change Process

HWU Approval – School and Studies Committee

- School discusses proposed changes with Academic colleagues at HWUM.
- School contacts Academic Registry (Q&EP) to inform of ALL proposed programme/course changes before School Studies Committee (SSC) approval and provides a copy of proposed approval documentation.
- 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

- N1 completed by School in collaboration with HWUM Academic colleagues and approved by SSC.
- Final N1 submitted to Academic Registry & Academic Registry (Q&EP) for notification.

Changes affecting the HWU programme description template

- Short-form proposal completed by School in collaboration with HWUM Academic colleagues and approved by SSC.
- Final proposal submitted to USC/PSC for approval and to Academic Registry (Q&EP) for information.

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).

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.
   - No MOHE approval fee required
   - MOHE responds to and approves changes.

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/responds to change

3. Changes >30% of the overall curriculum
   - Approval by MOHE – changes which include programme title, duration, credits and major structure changes.
   - Notified to MOHE at least 1 year before implementation.
   - No MOHE approval fee required
   - MOHE responds to and approves changes.
   **NOTE**: approval can take up to 18 months.

References and Further Information

Contact: qualityassurance@hw.ac.uk
Academic Approval Procedures: http://www1.hw.ac.uk/quality/approval-procedures.htm