

HERIOT-WATT UNIVERSITY MALAYSIA CHANGES TO PROGRAMMES/COURSES

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

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>

Quality Assurance Briefing Papers

This briefing paper has been produced by the Academic Registry and is one of a series related to Quality Assurance procedures. The briefing papers aim to provide a concise, informative overview of key processes, and include links to relevant policies, procedures and templates.