

MQA FULL ACCREDITATION

Please read this paper in conjunction with Briefing Paper 16 – Periodic Review: Academic Review (Malaysia)

Glossary

- **Full Accreditation:** an assessment exercise carried out by the Malaysian Qualifications Agency (MQA)
- **Academic Review Malaysia (AR (M)):** assurance-led review incorporating enhancement, all programmes, 3 year cycle (School level)
- **AMR:** Annual Monitoring and Review
- **Self-Review** – an exercise carried out by HWUM at programme level, which informs the production of the MQA Evaluation Instrument of the Code of Practice for Programme Accreditation (COPPA) 2nd Edition

MQA Full Accreditation:

Full Accreditation is an MQA assessment exercise, which seeks to confirm that the teaching, learning and all other related activities of a programme provided by the University have met the quality standards in compliance with the Malaysian Qualifications Framework (MQF).

The University will seek to secure this approval before the first cohort of students for each programme graduates. Upon full accreditation, the MQA will list the programme on the Malaysian Qualifications Register (MQR).

MQA Full Accreditation:

- Incorporates a programme level Self-Review exercise led by the Associate Head of School and overseen by the School Director of Academic Quality
- Is informed by Academic Review (Malaysia) and the School Annual Monitoring and Review (AMR) Report
- Includes an MQA audit visit at programme level

References and Further Information

Contact: quality@hw.ac.uk

[Briefing Paper 16 – Periodic Review: Academic Review \(Malaysia\)](#)

[Academic Review Handbook, Published Reports, Schedule](#)

The MQA Full Accreditation Process and Timeline

Dates/Timelines

- MQA Full Accreditation timelines established for each programme/set of programmes
- A schedule of Academic Review (Malaysia) visits agreed – [refer to Briefing Paper 16](#)
- A schedule of programme level self-review exercises agreed by HWUM, determined by the MQA Full Accreditation timelines and AR (M) visit

Academic Review (Malaysia) Visit

- AR (M) visit held and report produced and approved.

[Please refer to Briefing Paper 16 for full details](#)

Preparation of MQA documentation & HWUM Self Review Exercise

- MQA accreditation documentation (MQA-02 Part A-C) prepared by HWUM in collaboration with Academic Registry and the HWU School
- Self-review exercises for each programme carried out by HWUM, **led by the Associate Head of School**, in collaboration with the School Director of Academic Quality
- MQA Evaluation Instrument of COPPA produced by the Associate Head, informed by the self-review exercise, AMR and AR (M) visit report.

Submission of MQA Documentation

- MQA-02 including self-review instrument signed off by School (Director of Academic Quality) and Deputy Provost (Malaysia) and submitted to MQA along with the AR (M) visit report.

MQA Audit Visit

- Visit dates agreed between HWUM and the MQA
- MQA advises HWUM of the Panel of Assessors (POA) and a visit schedule is agreed
- Visit held over 1.5-2 days depending on agreed scope
- POA chairman provides an oral report at the exit meeting. HWUM can seek clarification on points raised

Post MQA Evaluation Visit

- POA chairman sends panel report to the MQA
- MQA sends the final Evaluation Report to HWUM
- HWUM & School responds to any conditions
- MQA reviews the programme (s) at the MQA accreditation meeting and then grants approval
- MQA issues the Full Accreditation Certificate
- HWUM & School provides a further response to conditions **6 months** after receipt of the certificate.

Quality Assurance Briefing Papers

This briefing paper has been produced by Academic Quality 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.