**Glossary**

**Malaysian Qualifications Agency (MQA):** responsible for quality assurance of higher education for both the public and the private sectors.

**Ministry of Higher Education (MoHE):** the Malaysian Ministry which is responsible for higher education.

**MQA Provisional Accreditation:** a “candidacy assessment” to determine the strength of the curriculum to be offered and the readiness of its delivery support system before it is offered to the public.

**MQA Provisional Accreditation (PA):** is an exercise carried out by the Malaysian Qualification Agency (MQA) to determine whether a programme has met the minimum quality requirements to start conducting the programme.

Provisional Accreditation is granted with a validity period for each programme. The programme is required to undergo a Full Accreditation exercise prior to the expiry of the validity period.

**MoHE Approval:** is sought after Provisional Accreditation is granted and allows the University to market a programme, recruit students and commence delivery.

**NOTE:** No marketing or recruitment should take place without the above noted accreditation/approval, otherwise penalties will be imposed on the University by both authorities.

**MQA-01:** the accreditation document to be completed and submitted to MQA to seek PA for each new programme to be delivered at the Malaysia Campus.

Please contact either quality@hw.ac.uk or HWUM (N.Mohd_Noor@hw.ac.uk) to obtain the current MQA-01 template for completion and the relevant MQA Programme Standards for reference and consideration.

**Timeline**

MQA accepts New Programme MQA-01 submissions each month on specific dates*, an example timeline is set out below which is based on a recent programme timeline:

<table>
<thead>
<tr>
<th>New Prog MQA-01 application Deadline</th>
<th>MQA approval granted (approx.)</th>
<th>MoHE approval granted (approx.)</th>
<th>Total Months (Min approx)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 2020</td>
<td>Sept 2021**</td>
<td>Dec 2021</td>
<td>13 mths</td>
</tr>
</tbody>
</table>

* please contact HWUM Regulatory Compliance for all dates**

If the MQA seeks further information during their approval process, the approval is stopped and re-started when we have submitted the additional information.

**The MQA Provisional Accreditation Process**

**Step 1: Internal Approval**

New programmes must complete the HWU Business Approval and Programme Approval processes before submission to MQA. The Schools in Edinburgh and Malaysia are responsible for advancing approvals:

- Refer to Business Approval
- Refer to Briefing Paper 12 - Academic Approval Process

- Preparation of key information for business approval: Scorecard, New Programme Proposal + Financial Information, Programme Proposal in PAMS
- Presentation to and approval by the Programme Management Board
- Presentation to and approval by the School Studies Committee
- Presentation to and approval by the University Studies Committee (USC) or the Research Degrees Committee

**Step 2: Preparation of MQA-01**

MQA-01 prepared collaboratively by HWUM & HWU.

- School academics with advice provided by Accreditation Manager (Academic Quality) and/or HWUM Regulatory Compliance.

**NOTE:** If the requisite subject expertise is not yet in place at HWUM to lead on the completion of the MQA-01, the Head of School should ensure that another source of expertise is identified within the School to lead the process.

**NOTE:** This step can be carried out in parallel with Step 1 but cannot be submitted to MQA until USC approval is given.

**Step 3: Quality Check & Submission of MQA Documentation**

- MQA-01 quality checked by Accreditation Manager and HWUM Regulatory Compliance.
- MQA-01 checked from an academic perspective by Senior Programme Director and signed off by HWU School (Director of Academic Quality) and Deputy Provost (Malaysia) and submitted to MQA.

**Step 4: MQA review and approval**

- MQA appoints a panel of assessors to review the MQA-01.
- MQA grants PA at Accreditation Committee Meeting and issues certificate
- Approval not granted – appeal or full MQA-01 re-submission required

**Step 5: MoHE Approval**

- Upon receipt of MQA PA Certificate, HWUM Regulatory Compliance will apply for MoHE approval.
- MoHE approval granted
- Marketing and recruitment can commence

**References and Further Information**

- Accreditation processes (section 6), Contact: quality@hw.ac.uk

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**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.