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 the Global Curriculum Management System (GCMS)
- Presentation to and approval by School Management Team
- Presentation to and approval by the Programme Management Board
- Presentation to and approval by the School Studies Committee

**NOTE:** If the requisite subject expertise is not yet in place at HWU, the School should ensure that another source of expertise is identified within the School. The process must be applied for MoHE approval.

Step 2: Preparation of MQA-01
MQA-01 must be completed 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 HWU, the School should ensure that another source of expertise is identified within the School. The process must be applied for MoHE approval.

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 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 HWU, the School should ensure that another source of expertise is identified within the School. The process must be applied for MoHE approval.

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

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 Program 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.