Self Review Report
2017
Universiti Teknologi MARA
Cawangan Perak
Purpose of the Template

This template was developed to assist Self Review Committees (SRC) undertake a preliminary but systematic institutional self-analysis using the COPIA quality criteria. This Self Review Report (SRR) template should lead the SRC to identify strengths as well as areas that may need attention under each Standard and Criteria for Review.

The External Review Panel will use the SRR prepared by the Responsibility Centres (RC) as the basis to test the quality assurance system in place as reported in the SRR. The SRR and ERR will be used among others for evaluating effectiveness of the QA policy, identifying good practices to be nominated for best practice, and AKNC. Therefore, it is important the self review is serious and accurate.

Explanations:

1. The template includes all 114 benchmark and 65 enhanced standards in COPIA. This is to enable all RCs to evaluate itself using the same requirements and hence become aware of and incorporate them in planning and practice.
2. There are sections and standards that may be not applicable to an RC. State and explain the non-applicability.
3. The review narrative must be direct, concise, more evaluative than descriptive and consistent with the self review rating provided. The report as a general rule should not exceed 100 pages.
4. This self review should be based on and draw from all other reviews (IQA, OBE, Exam, external examiners, accreditation etc.) carried out at or by the RC during the relevant period.
5. RCs can choose to write the SRR in its own preferred format as long as they are guided by the nine (9) areas in COPIA. Take note that the each of the criteria (bullets) under each sub-criteria are connected very much in the form of Approach-Deployment-Results-Improvement (or Learning).
6. In assigning the review ratings, please be guided by the simple descriptors provided. The ratings are meant to assist the RC identify their strengths (rating of 4 or 5) and opportunities for improvement or areas of concern (rating of 1 or 2). The RC may want to rate each bullet individually or collectively as one sub-criteria (eg. one rating for 2.1)
7. The self review report (SRR) must be endorsed by the top management of the RC before submission to InQKA.
8. This report is an internal document and shall be limited in its circulation to required/relevant UiTM members only.
## Ratings

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 = Excellent</td>
<td>This level indicates an achievement that has consistently been above all the benchmarked and enhanced standards.</td>
</tr>
<tr>
<td>4 = Good</td>
<td>This level indicates the achievement of all the benchmarked and at least 50% of the enhanced standard has been met and improving for at least the last two reviews.</td>
</tr>
<tr>
<td>3 = Satisfactory</td>
<td>This level indicates the achievement minimally of all the benchmarked standards.</td>
</tr>
<tr>
<td>2 = Less than satisfactory</td>
<td>This level indicates achievement of at least 70% of the benchmarked standard or performance has been declining for at least the last two reviews.</td>
</tr>
<tr>
<td>1 = Unsatisfactory</td>
<td>This level indicates less than a 70% achievement of the benchmarked standards.</td>
</tr>
</tbody>
</table>

The nine areas of evaluation in the code of practice for institutional audit (COPIA) are:

1. Vision, Mission, Educational Goals and Learning Outcomes;
2. Curriculum Design and Delivery;
3. Assessment of Students;
4. Student Selection and Support Services;
5. Academic Staff;
6. Educational Resources;
7. Programme Monitoring and Review;
8. Leadership, Governance and Administration;
GENERAL INFORMATION

1. Name of the Higher Education Provider (HEP):

   UNIVERSITI TEKNOLOGI MARA CAWANGAN PERAK

2. Date of establishment:

   1985

3. Reference no. of the Approval for Establishment: refer to the

   UNIVERSITI TEKNOLOGI MARA ACT 1976

4. Name, title and designation of the Chief Executive Officer:

   CAMPUS RECTOR
   Associate Prof Sr. Dr Md Yusof Hamid, AMP

5. Address:

   Campus Rector Office Administration Building
   Kampus Seri Iskandar
   32610 Bandar Baru Seri Iskandar
   Perak Darul Ridzuan

6. Tel: 05-374-2000

7. Fax: 05 374-2011

8. Email: rektorprk@perak.uitm.edu.my

9. Website: http://perak.uitm.edu.my
10. Names and addresses of Faculties/Schools/Departments/Centres (if located outside the main campus):

   Computer and Mathematical Sciences (Fakulti Sains Komputer dan Matematik: FSKM)
   UiTM Cawangan Perak
   Kampus Tapah
   35400, Tapah
   Perak Darul Ridzuan

   Accountancy (Fakulti Perakaunan: FP)
   UiTM Cawangan Perak
   Kampus Tapah
   35400, Tapah
   Perak Darul Ridzuan

   Applied Science (Fakulti Sains Gunaan: FSG)
   UiTM Cawangan Perak
   Kampus Tapah
   35400, Tapah
   Perak Darul Ridzuan

11. Names and addresses of branch campuses (if applicable):

   UiTM Cawangan Perak
   Kampus Tapah
   35400, Tapah
   Perak Darul Ridzuan

   Ipoh City Campus
   UiTM Cawangan Perak
   42 Jalan Pengkalan Barat 36
   Station 18
   31650 Ipoh
   Perak Darul Ridzuan
### List of Faculties/Schools/Departments/Centres in UiTM Cawangan Perak (and its branch campuses) and programmes offered:

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of Faculties/Schools/Departments/Centres</th>
<th>Name of Programmes</th>
<th>Programme Code</th>
<th>Programme Role (PU/PP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Faculty of Architecture, Planning and Surveying (FSPU)</td>
<td>Bachelor of Science (Architecture) (Hons.)</td>
<td>AP243</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor of Quantity Surveying (Hons.)</td>
<td>AP224</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor of Estate Management (Hons.)</td>
<td>AP225</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor of Building Surveying (Hons.)</td>
<td>AP229</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor of Science (Hons.) Construction Technology</td>
<td>AP256</td>
<td>PU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor of Town and Regional Planning</td>
<td>AP241</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Town and Regional Planning</td>
<td>AP111</td>
<td>PU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Quantity Surveying</td>
<td>AP114</td>
<td>PU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Estate Management</td>
<td>AP115</td>
<td>PU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Building</td>
<td>AP116</td>
<td>PU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Interior Design</td>
<td>AP117</td>
<td>PU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Landscape Architecture</td>
<td>AP148</td>
<td>PU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Building Surveying</td>
<td>AP119</td>
<td>PU</td>
</tr>
<tr>
<td>2</td>
<td>Faculty of Art &amp; Design (FSSR)</td>
<td>Bachelor of Graphic Design (Hons)</td>
<td>AD241</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor of Art &amp; Design (Hons.) Graphic Design &amp; Digital Media</td>
<td>AD221</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor of Art &amp; Design (Hons.) Fine Art</td>
<td>AD228</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Art &amp; Design (Graphic Design &amp; Digital Media)</td>
<td>AD111</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Art &amp; Design (Ceramic Design)</td>
<td>AD115</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Art &amp; Design (Fashion Design)</td>
<td>AD116</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Photography and Creative Imaging</td>
<td>AD117</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Art &amp; Design (Fine Art)</td>
<td>AD118</td>
<td>PP</td>
</tr>
<tr>
<td>3</td>
<td>Faculty of Computer &amp; Mathematical Sciences (FSKM)</td>
<td>Bachelor of Computer Science (Hons.)</td>
<td>CS230</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Mathematical Sciences</td>
<td>CS143</td>
<td>PU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Computer Science</td>
<td>CS110</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Statistics</td>
<td>CS111</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Actuary</td>
<td>CS112</td>
<td>PP</td>
</tr>
<tr>
<td>4</td>
<td>Faculty of Applied Sciences</td>
<td>Diploma in Science</td>
<td>AS120</td>
<td>PU</td>
</tr>
<tr>
<td>5</td>
<td>Faculty of Business Management (FPP)</td>
<td>Pre Commerce (Perdagangan) (MDAB)</td>
<td>BA003</td>
<td>PP</td>
</tr>
<tr>
<td>6</td>
<td>Faculty of Accountancy (FPN)</td>
<td>Diploma in Accountancy of Information System</td>
<td>AC120</td>
<td>PU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma in Accountancy</td>
<td>AC110</td>
<td>PP</td>
</tr>
<tr>
<td>7</td>
<td>Institute of Education Development (InED)</td>
<td>Diploma in Public Administration</td>
<td>AM110</td>
<td>PP</td>
</tr>
<tr>
<td>8</td>
<td>Institute of Graduate Studies (IPSIS)</td>
<td>Doctor of Business Administration</td>
<td>BM991</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master in Business Administration</td>
<td>BM701</td>
<td>PP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PhD in Built Environment</td>
<td>AP 992</td>
<td>PU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master of Science in Green Architecture</td>
<td>AP763</td>
<td>PU</td>
</tr>
</tbody>
</table>
13. INTERNAL REVIEWER

Dr Norhafizah Abdul Rahman  
Head of Quality Management Unit  
Senior Lecturer

Dr Wan Razazila Wan Abdullah  
Deputy Head of Quality Management Unit  
Senior Lecturer

Dr Izham Abdul Ghani  
Coordinator of SRR  
Senior Lecturer

Sr Dr Kartina Alauddin  
Head of Audit System  
Senior Lecturer

Assoc. Prof. Dr Thuraiya Mohd  
Senior Lecturer

Dr Wan Abdullah Wan Alwi  
Senior Lecturer

Dr Zainudin Md Nor  
Senior Lecturer

Nor A’aini Othman  
Senior Lecturer

Ramlah Alwi  
Senior Lecturer

Jufiza A. Wahab  
Senior Lecturer
14. SELF REVIEW COMMITTEE - QUALITY MANAGEMENT UNIT

Dr Norhafizah Abdul Rahman  
Head of Quality Management Unit  
Senior Lecturer

Dr Izham Abdul Ghani  
Coordinator of SRR  
Senior Lecturer

Dr Wan Razazila Wan Abdullah  
Deputy Head of Quality Management Unit  
Senior Lecturer

Sr. Dr Kartina Alauddin  
Head of Audit System  
Senior Lecturer

Zubainun Mohamed Zabidi  
Senior Lecturer

Noor A’yunni Muhammad  
Lecturer

Dr Azizah Md Ajis  
Senior Lecturer

Azlan Zainal  
Lecturer

Dr Zainuddin Md Nor  
Senior Lecturer

Nor Faezah Mohamad Razi  
Lecturer

Sr Mohd Nur Faisal Baharuddin  
Senior Lecturer

Hajah Khalijah Ramli  
Senior Lecturer

Haslinawati Che Hasan  
Senior Lecturer

Maizura Meor Zawawi  
Senior Lecturer

Jufiza A. Wahab  
Senior Lecturer

Azira Ibrahim  
Senior Lecturer
### AREA 1: VISION, MISSION, EDUCATIONAL GOALS AND LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>Quality Criteria and Standards</th>
<th>Review: Evaluate, judge, conclude, continuous quality improvement (based on evidence) (eg effectiveness of process/activity, results achieved, comparisons between programmes, courses etc)</th>
<th>Self-review rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.1 Statement of Vision, Mission and Educational Goals</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1.1.1 Benchmarked Standards</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● The Faculty/Campus/Division <strong>must</strong> formulate educational goals consistent with its vision and mission.</td>
<td>The educational goals of programmes offered in UiTM Cawangan Perak are consistent with the vision and mission of UiTM as a whole. The philosophy, vision, mission and educational goals of UiTM Cawangan Perak is aligned and in tandem with UiTM, in which it strives to provide educational programs at semi-professional and professional levels in tandem with national manpower needs, particularly in business, and science &amp; technology, besides instilling positive attitude and molding esteemed personality through exposure to knowledge from diverse civilizations, and internalizing Islamic teaching, specifically for less privileged Bumiputera youth so as to better prepare them for the challenges of the working world, be independent and daring to be agents of change in a multiracial society. <strong>Evidence:</strong> i. <em>Falsafah, Visi, Misi UiTM</em></td>
<td>5</td>
</tr>
<tr>
<td>● The mission statement and educational goals <strong>must</strong> reflect the crucial elements of the processes and outcomes of higher education that is in line with national and global developments.</td>
<td>The mission statement and educational goals of programmes in UiTM Cawangan Perak have fulfilled the requirements of the National Higher Education Strategic Plan (seven objectives of PSPTN) and its 16 related Critical Agenda Projects (CAPs) for the betterment and fulfillment of its aims to be a relevant university (programmes) in the future. The mission and educational goals of programmes in UiTM Cawangan Perak also reflect the requirement of (MQF, MQA and MQE). Every programme under the Outcome Based Education (OBE) will have the program educational objectives (PEO) and Program Learning Outcomes (PLO) in which each PLO statement will match its PEO and the nine MOHE learning outcomes (LOs). Based on the review, all the related subjects under OBE have documented the relationship of CO-PO-LO-KI (which is the Course Outcome, Programme Outcome, Learning Outcome and Kemahiran Insaniah).</td>
<td>5</td>
</tr>
</tbody>
</table>
UiTM's Motto:
Endeavour, Religious, Dignity (Usaha, Taqwa, Mulia)

UiTM's Philosophy
Every individual has the ability to attain excellence through the transfer of knowledge and assimilation of moral values so as to become professional graduates capable of developing knowledge, self, society and nation.

UiTM's Vision:
To establish UiTM as a premier university of outstanding scholarship and academic excellence capable of providing leadership to ensure Bumiputeras’ dynamic involvement in all professional fields of world class standards in order to produce globally competitive graduates of sound ethical standing.

UiTM's Mission:
To enhance the knowledge and expertise of Bumiputeras in all fields of study through professional programmes, research work and community service based on moral values and professional ethics.

Objectives:

- To provide maximum opportunities for Bumiputera to pursue professionally recognised programmes of study in the field of science, technology, industry, business, arts and humanities.
- To provide quality and innovative programmes of study relevant to current market needs and customer demands, and in line with policies of national development.
- To establish a human resource development programme as a tool for the assimilation of a value system within the university community.
- To ensure that UiTM graduates are adequately prepared to join the local as well as the global workforce.
- To establish UiTM as a centre of excellence that is accountable for the effective and efficient management of its human resources, finances and assets in order to achieve its educational objectives, while playing its role as a catalyst in community development.

Evidence:

i. Falsafah, Visi, Misi UiTM
● The vision, mission, and educational goals must be approved by a governing board or other appropriate body whose membership is made up of those competent to deliver such duties and responsibilities.

All programmes currently offered in UiTM Cawangan Perak have been approved by the related governing boards or respective professional bodies and further endorsed by the MOE through its acceptance of the 5 years’ development and strategic plans.

**Evidences:**

i. Programme Standards, COPPA
ii. Programme Accreditation Report: 100-KPK(HEA/UHEK.30/6/1.
iii. External Examiner’s Reports: 500-KPK(HEA.23/4/3)

● Every Faculty/Campus/Division must disseminate its vision, mission and educational goals to its internal and external stakeholders.

UiTM Cawangan Perak has successfully disseminated its vision, mission and educational goals to all its internal and external stakeholders. Throughout the review period, evidences of dissemination were shown in the following tables:

**Table 1.1:** Dissemination to internal stakeholders:

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>VCi/ Rector New Year’s Mandate</td>
</tr>
<tr>
<td>2</td>
<td>Mesyuarat Fakulti</td>
</tr>
<tr>
<td>3</td>
<td>Perjumpaan Rektor Bersama Staf/Pelajar</td>
</tr>
<tr>
<td>4</td>
<td>Academic Meetings</td>
</tr>
<tr>
<td>5</td>
<td>Minggu Destini Siswa</td>
</tr>
</tbody>
</table>

**Table 1.2:** Dissemination to external stakeholders:

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Misi Akademik</td>
</tr>
<tr>
<td>2</td>
<td>Ekspo Selangkah ke UiTM</td>
</tr>
<tr>
<td>3</td>
<td>Mengubah Destini Anak Bangsa (MDAB)</td>
</tr>
<tr>
<td>4</td>
<td>Jom Masuk U</td>
</tr>
<tr>
<td>5</td>
<td>UiTM portals (campus and faculty websites)</td>
</tr>
<tr>
<td>6</td>
<td>Convocation book</td>
</tr>
<tr>
<td>7</td>
<td>Mass Communication</td>
</tr>
</tbody>
</table>

**Evidences:**

i. Screenshots of *Falsafah, Visi, Misi UiTM* on websites
ii. Sample documents with *Falsafah, Visi, Misi UiTM* - Convocation book
iii. Campus and faculty website
iv. *Laporan Aktiviti Misi Akademik*
### 1.1.2 Enhanced Standards

<table>
<thead>
<tr>
<th>The mission and educational goals should encompass leadership qualities in the areas of social responsibility, research and scholarly attainment, community engagement, ethical values, professionalism, and knowledge creation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>UITM Cawangan Perak has initiated efforts to instill the mentioned leadership qualities (social responsibility, research and scholarly attainment, community engagement, ethical values, professionalism, and knowledge creation) in its mission and educational goals. These evidences are documented in the various documents and reports such as UITM's Programme Outcomes (PO). The mission and educational goals carried out are consistent with the requirement of the regulating bodies (MOE, MQF, MQA, professional bodies etc) and the expectation of the community. Statements in the mission were derived from Article 153 of the Federal Constitution in which the needs of Bumiputera are catered to, to ensure social and economic balance in the nation.</td>
</tr>
<tr>
<td>The criteria are in line with the nine MOHE learning outcome domains, namely:</td>
</tr>
<tr>
<td>● Knowledge in specific area</td>
</tr>
<tr>
<td>● Practical skills</td>
</tr>
<tr>
<td>● Thinking and Scientific Skills</td>
</tr>
<tr>
<td>● Communication Skills</td>
</tr>
<tr>
<td>● Social skills, teamwork and responsibilities</td>
</tr>
<tr>
<td>● Values, ethics and professionalism</td>
</tr>
<tr>
<td>● Information Management and Lifelong Learning</td>
</tr>
<tr>
<td>● Management and Entrepreneurship</td>
</tr>
<tr>
<td>● Leadership Skills</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Faculty/Campus/Division should demonstrate that its planning and evaluation processes, educational programmes, educational support services, financial and physical resources, and administrative processes are adequate and appropriate to fulfill its stated goals.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The university’s Annual Strategic Planning outlines adequate and appropriate future planning needs of programmes in terms of educational support services, financial and physical resources to ensure it is consistent with the requirement of the regulating bodies. These include physical facilities for teaching and learning as well as staff development and training which are adequate and appropriate to fulfill its stated goals. The short and long term strategic planning has been reviewed to address the issue of human resource. One of the proposed actions is to make adjustments to the university’s annual human resource recruitment target.</td>
</tr>
<tr>
<td>Evidences:</td>
</tr>
<tr>
<td>i. Laporan MKSP Bil 1/2017</td>
</tr>
<tr>
<td>ii. Laporan MKSP Bil 2/2017</td>
</tr>
<tr>
<td>iii. Laporan Pencapaian Key Performance Indicators (KPI) UiTM Cawangan Perak 2017</td>
</tr>
</tbody>
</table>
### 1.2 Participation in the Formulation of Vision, Mission and Educational Goals

<table>
<thead>
<tr>
<th>1.2.1 Benchmarked Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>● The vision, mission and goals <strong>must</strong> be developed in consultation with principal stakeholders which include departments, schools or faculties, research centres, governing boards, academic staff, student organisations, and administration and management staff.</td>
</tr>
</tbody>
</table>

UITM Cawangan Perak has formulated its vision, mission and educational goals with inputs and involvement of principal stakeholders which include academic and non academic staff, representatives from professional bodies, industry and other relevant stakeholders in the respective fields.

**Evidences:**

1. UiTM Cawangan Perak website: [www.perak.uitm.edu.my](http://www.perak.uitm.edu.my)
2. Laporan MKSP Bil. 1/2017
3. Laporan MKSP Bil. 2/2017

<table>
<thead>
<tr>
<th>1.2.2 Enhanced Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>● The vision, mission and goals <strong>should</strong> be periodically reviewed in consultation with a wider range of stakeholders that may include the community, civil society, international peers, alumni, industry, professional bodies, funding agencies, and the government.</td>
</tr>
</tbody>
</table>

The Vision, Mission and educational goals of UiTM Cawangan Perak follows that of UiTM Shah Alam, and the review of these Vision, Mission and educational goals is undertaken periodically by UiTM Shah Alam. Such review is then presented and approved by UiTM Senate. The BOD of UiTM comprises of members that represent a cross section of key stakeholders.

UITM Cawangan Perak will revise its vision, mission and educational goals in accordance to any changes made in UiTM Shah Alam’s vision, mission and educational goals and State Government requirements.

**References/Evidences:**

1. Minutes of Senate Meetings
2. Falsafah, Visi, Misi UiTM
3. UiTM’s Website
4. Pelan Strategik UiTM Cawangan Perak 2016-2020
5. Laporan Rancangan Malaysia Kesebelas (RMK-11)
1.2 Academic Autonomy

1.3.1 Benchmarked Standards

- The Faculty/Campus/Division **must** have sufficient autonomy to design the curriculum of the qualifications that it is conferring and to allocate the resources necessary for their implementation to ensure the achievement of their learning outcomes. *(Where applicable, this provision must also cover programmes and activities conducted in collaboration with others within or outside the country in accordance with national interest and international best practices.)*

The curriculum is developed and designed according to standard process established by the academic office which ensures that all requirements of MQA, MQF and MOE and other applicable bodies are met. The ownership of all programmes currently running in UiTM Cawangan Perak rests with the Dean of each Faculty. However, Anchor Programmes and Sole Programmes have the autonomy to review their curriculum if the need arises. Feedbacks from academicians and the industry are sought during the review. The faculties are also encouraged to develop futuristic programmes incorporating newer pedagogy (e.g. Blended Learning). In terms of resource allocations, UiTM Cawangan Perak is in the process of getting full autonomy to distribute resources and facilities for their implementation in order to ensure all learning and teaching outcomes are fulfilled.

**Evidences:**
- List of Sole and Anchor Programmes: 600-KPK(HEA/UHEK.12/7/2)
- List of Curriculum Review Committee
- List of Programme Chairman for Sole and Anchor Programmes: 600-KPK(HEA/UHEK.12/7/2).
- Minutes of meetings with Industry
- Industrial Training Report
- SuFO Report
- CDL-CQI Report

- The academic staff **must** be given sufficient autonomy to focus on areas of his expertise, such as curriculum development and implementation, academic supervision of students, research and writing, scholarly activities, academically-related administrative duties, and community engagement.

The academic staffs have been given sufficient autonomy to focus on areas of their expertise. Within their area of expertise, academic staff selects his or her specialisation or concentration in line with the faculty’s future plans and the staff's own professional interests. The academic staff has a wide range of autonomy to focus their research efforts on areas of interest. The involvement required is specified in the Sasaran Kerja Tahunan (SKT) consisting of seven categories of evaluation which are as follows:

- Teaching and Supervision
- Research, Publication and Conference
- Consultation and Expertise
- Innovation, Commercialisation/ Entrepreneurship
- University Service
- Academic Award
- Individual Quality and Academic Leadership

<table>
<thead>
<tr>
<th>Evidences:</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. List of Sole and Anchor Programmes: 600-KPK(HEA/UHEK.12/7/2)</td>
</tr>
<tr>
<td>ii. List of Curriculum Review Committee</td>
</tr>
<tr>
<td>iii. List of Programme Chairman for Sole and Anchor Programmes: 600-KPK(HEA/UHEK.12/7/2).</td>
</tr>
<tr>
<td>iv. Minutes of meetings with Industry</td>
</tr>
<tr>
<td>vi. Industrial Training Report</td>
</tr>
<tr>
<td>vii. SuFO Report</td>
</tr>
<tr>
<td>viii. CDL-CQI Report</td>
</tr>
</tbody>
</table>

5
The academic staff can choose one of the three career tracks namely research, teaching and learning, and academic leadership as they progress in the academic career in UiTM.

**Evidences:**
- Assessment Report on Lecturer’s Yearly Performance: 500-KPK(PT.13/5), 500-KPK(PT.13/4)
- Garis Panduan Kenaikan Pangkat UiTM 2011

### 1.3.2 Enhanced Standards

- The Faculty/Campus/Division **should** strive to expand the boundaries of academic autonomy to reflect the progression of its intellectual maturity.

Currently, all five (5) faculties in UiTM Cawangan Perak have linkages with related industries and professional bodies. Internationally, the university has initiated collaborative arrangements with international universities. UiTM Cawangan Perak encourages academic staff to become a panel in industries, panel of examiners and fellows of other universities and state agencies.

**Evidences:**
- List of lecturers seconded to other government agencies/ministries/state governments: 500-KPK(PT.25/2)
- List of lecturers appointed as MQA panels, professional bodies, MOSTI, academic curriculum advisors: 500-KPK(PT.4/10/1)
- List of lecturers involved with consultations: 100-KPK(PJI.37/7)

### 1.4 Learning Outcomes

#### 1.4.1 Benchmarked Standards

- The Faculty/Campus/Division **must** formulate learning outcomes and educational goals consistent with its vision and mission.

The learning outcomes and educational goals for every programme offered at UiTM Cawangan Perak are in line and consistent with, the Vision and Mission of UiTM that is to provide leadership qualities to propel Bumiputera’s dynamic involvement in all professional fields of world-class standards and to enhance the knowledge and expertise of Bumiputeras in all fields of study. This is clearly stated in the Programme Outcomes of UiTM Cawangan Perak.

**Evidences:**
- PEO Vision and Mission matrix
- PO Vision and Mission matrix
<p>| | |</p>
<table>
<thead>
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</table>
| The Faculty/Campus/Division **must** define the specific competencies that students should demonstrate upon completion of the period of study. | Uitm Cawangan Perak has ensured that all its programmes are designed with full awareness of expected competencies that students should demonstrate upon completion of their studies as defined in their respective Programme Outcomes (POs). The Programme Outcomes (POs) of all programmes are in line and articulated appropriately with the nine MOHE learning outcomes. **Evidence:**  
  i. Programme Outcome (PO): Programme curriculum document |
| 1.4.2 Enhanced Standards |  |
| The Faculty/Campus/Division **should** specify the link between competencies expected at completion of studies and those required for career undertakings, further studies and good citizenship. | The competencies have been developed among graduates as stipulated in the respective Programme Outcomes (POs) and this reflects the Learning Outcomes (LOs) of MOE, ensures the relevancy to the needs of the industry and the country. **Evidence:**  
  i. Programme Outcome (PO): Programme curriculum document |
## AREA 2: CURRICULUM DESIGN AND DELIVERY

<table>
<thead>
<tr>
<th>Quality Criteria and Standards</th>
<th>Review: Evaluate, judge, conclude, continuous quality improvement (based on evidence) (eg effectiveness of process/activity, results achieved, comparisons between programmes, courses etc)</th>
<th>Self review rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Design and Teaching-Learning Methods</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2.1.1 Benchmark Standards</strong></td>
<td></td>
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</tr>
</tbody>
</table>

- The Faculty/Campus/Division must have a clearly defined process to establish, review and evaluate the curriculum in which the Faculty/Campus/Division, the administration and the governing board plays an active role.

### UITM Cawangan Perak Kampus Seri Iskandar

The curriculum for all programmes in UiTM Cawangan Perak Kampus Seri Iskandar except for Bachelor of Building Construction Technology, MSc Green Architecture and PhD in Design and Built Environment were developed by the main faculties in UiTM Shah Alam. The curriculum development for these two post graduate programmes followed the requirement of Academic Affairs, MOHE, MQA, and Professional Accreditation Bodies. The recent curriculum review exercise for all Pengurus Utama (PU) and Pengurus Pelaksana (PP) programmes of UiTM Cawangan Perak showed that all programmes are in accordance with the UiTM curriculum Review Guidelines (http://hea.uitm.edu.my).

**Evidences:**

i. PU Programmes in UiTM Cawangan Perak: 600-KPK(HEA/UHEK.12/7/2)

ii. Curriculum Review Committee: 500-KPK (HEA/UHEK. 23/1)

### UITM Cawangan Perak Kampus Tapah

All curriculum for Diploma (6 Programmes) and Bachelor's Degree (1 programme) were developed by the main faculties in UiTM Shah Alam except for program CS112 where the curriculum was developed by the UiTM Negeri Sembilan branch. UiTM Cawangan Perak Kampus Tapah only runs the programmes and applies the teaching and learning processes of the curriculum.

**Evidences:**

i. List of Programmes: 600-KPK/TPH(HEA.3/2)

ii. List of PU and PP programme in UiTM Cawangan Perak: 600-KPK(HEA/UHEK.12/7/2)

iii. Curriculum Review Committee: 500-KPK (HEA/UHEK. 23/1),


v. Developing iCGPA courses

5
In terms of curriculum reviews for other programmes, the reviewing process is still under the purview of the main faculties in Shah Alam and the relevant Anchor Campuses. The reviewing process is undertaken by the Curriculum Review Committee in the respective programmes with the assistance of the Curriculum Affairs Unit. All committee members who are responsible for handling the curriculum review can access the Academic Affairs website to download the relevant references including the format, flowcharts and all the required tables. Curriculum review now takes the form of Outcome Based Education (OBE).

**Evidences:**

1. List of PU and PP programmes in UiTM Cawangan Perak: 600 KPK(HEA/UHEK.12/7/2)
3. Programme Curriculum Reviews: 700-KPK/TPH(HEA.1/6), 700-KPK/TPH(FSG.1/6)

As for the evaluation process, all programmes in UiTM Cawangan Perak have been conducting the evaluation process as per stated in the curriculum document. The programmes that implement iCGPA are AP115, AP116, AP117, AP119, AS120, CS112, CS111 and AM110.

- All programmes **must** be considered only after their needs assessment has indicated that there is a need for them to be conducted.

The needs assessment for the programmes has been done by main faculties in UiTM Shah Alam. In UiTM Cawangan Perak, only needs assessment for the two (2) post graduate programmes and one (1) undergraduate programme had been incorporated in the COPPA.

A market survey and the current state of resources availability has been conducted and assessed. Employers' perceptions are also used for the configuration of market needs and curriculum design. Besides that, commentaries of experts outside the University or captains of industry are obtained to ensure the relevancy of new programmes.

**Evidences:**

1. MQA 01 for Bachelor of Construction Technology, MSc Green Architecture and PhD in Design and Built Environment
2. Code of Practice for Program Accreditation (COPPA), MQA 2008
3. *Prosedur Mengurus Pelaksanaan Kurikulum Akademik Di UiTM*
<table>
<thead>
<tr>
<th>All programmes <em>must</em> be considered only after the resources to support them have been identified.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The identified resources are: a) Basic infrastructure such as classroom, studios, workshops, seminar rooms, laboratories, and computers are provided to facilitate the learning process (Refer to Area 6); b) Support staff is also allowed to facilitate the learning process (Refer to Area 6); c) Qualified lecturers. Their qualifications are in accordance with the MQA requirement; and they are also required to attend training sessions, workshops, and conferences for competency enhancement.</td>
</tr>
<tr>
<td><strong>Evidences:</strong></td>
</tr>
<tr>
<td>i. List of lecturers and their qualifications: 500-KPK(PT.1/7/5)</td>
</tr>
<tr>
<td>ii. List of lecturers who have attended seminar and courses: 500-KPK(PT.5/5/1)</td>
</tr>
<tr>
<td>iii. Minutes of Meeting: <em>Pengurusan Dalaman, KeF KoF, Mesyuarat Ruang</em></td>
</tr>
<tr>
<td>iv. List of teaching and learning infrastructure and facilities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The aims and objectives of all programmes <em>must</em> be consistent with, and supportive of, the Faculty/Campus/Division's vision and mission.</th>
</tr>
</thead>
<tbody>
<tr>
<td>All aims and objectives of programmes are in line with UiTM's Vision and Mission as can be seen through Programme Educational Objectives (PEOs), Programme Outcomes (POs) and the Learning Outcomes (LOs) of all programmes offered in UiTM Cawangan Perak. A variety of teaching-learning methods (lecture, mini project, academic visit, demonstration, blended learning, group discussion, group assignment, field work and examination) are being used in the teaching and learning process in order to achieve the nine MOHE domains of the learning outcomes. The implementation of OBE ensures that students gradually take responsibility for their own learning.</td>
</tr>
<tr>
<td><strong>Evidences:</strong></td>
</tr>
<tr>
<td>i. Programme Educational Objectives vs UiTM’s Vision and Mission matrix: COPPA document</td>
</tr>
<tr>
<td>ii. Programme Outcomes vs UiTM Vision and Mission matrix: COPPA document</td>
</tr>
<tr>
<td>iii. List of teaching and learning infrastructure and facilities</td>
</tr>
<tr>
<td>iv. CO-PO matrix of programme (Programme Curriculum document),</td>
</tr>
<tr>
<td>v. Teaching Files</td>
</tr>
<tr>
<td>vi. Course Files</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Faculty/Campus/Division <em>must</em> show that the content, approach, and teaching-learning methods of the curricula are consistent with, and supportive of, their learning outcomes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The course information of all programmes offered in UiTM Cawangan Perak is clearly supporting the learning outcomes. The evidences of student's assessment are made available in each respective lecturer’s teaching file. Teaching file is important for lecturers to ensure that they can deliver teaching and learning process efficiently. Meanwhile course file is another important reference to guide lecturers to deliver consistently and it aligns with the learning outcomes.</td>
</tr>
</tbody>
</table>

| 5 |
| 5 |
| 4 |
The implementation of OBE showed that the teaching and learning activities are consistent with the curriculum. This can clearly be seen in the course information of each subject that is kept and recorded in the course file and teaching file of the lecturer.

Resource Person and Lecturer-in-Charge are required to prepare a course file for the course they are responsible according to the checklist as a reference for other lecturers who are teaching the same course. All the lecturers, on the other hand, are required to prepare a Teaching File according to the Teaching File checklist to ensure that they are consistent with the curriculum. Each programme spells out its learning outcomes clearly and all evidences of a student’s assessment are made available.

CQI:
- Training and awareness regarding Teaching File, Course File and OBE implementation should be given to new lecturers and those returning from study leaves.
- A clear measurement of the effectiveness for CDL-CQI should be done to improve the programmes’ implementation.

Evidences:
1. Co-Po Matrix of all programmes Programme Curriculum Document: (600-KPK(HEA/UHEK.3/10)
2. Course Files
3. Teaching Files
4. AIMS
5. CDL-CQI Report

There must be a variety of teaching-learning methods in order to achieve the eight domains of the learning outcomes and to ensure that students take responsibility for their own learning.

A variety of teaching-learning methods (lecture, project work, academic visit, demonstration, e-learning, group discussion, group assignment, field work, research project, examination, industrial training and directed reading) are being used in the teaching and learning process in order to achieve the eight domains of the learning outcomes. The implementation of OBE ensures that students gradually take responsibility for their own learning.

Evidences:
1. Programme Curriculum Document: (600-KPK(HEA/UHEK.3/10)
2. CO-PO matrix (All programmes)
3. Course files
4. Teaching files
## 2.1.2 Enhanced Standards

- **The curriculum should encourage multi-disciplinary approaches.**
  
  The needs analysis for all programmes should involve feedback from external sources including the market, students, alumni, peers, and international experts whose comments are utilized for benchmarking, learning, peers, and international benchmarking. This can be seen in the course information of each programme and post graduate programmes.

<table>
<thead>
<tr>
<th>Evidence:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Programmes Curriculum documents: file 600 (KPK(HEA/UHEK.3/10))</td>
</tr>
<tr>
<td>b. Jawatankuasa Tabung Amanah Pembangunan Akademik Pelajar: file 700 (KPK(HEA.1/3/5))</td>
</tr>
<tr>
<td>c. Programme Curriculum documents (Programmes Curriculum Document): (600)</td>
</tr>
</tbody>
</table>

## 2.1.3 Learning Environment

- **The curriculum is consistent with the learning environment.**
  
  The implementation of OBE showed that the teaching and learning activities are consistent with the curriculum. This can be seen in the course information of each programme and post graduate programmes.

<table>
<thead>
<tr>
<th>Evidence:</th>
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<tbody>
<tr>
<td>a. Programme Curriculum documents: file 600 (KPK(HEA/UHEK.3/10))</td>
</tr>
<tr>
<td>b. Jawatankuasa Tabung Amanah Pembangunan Akademik Pelajar: file 700 (KPK(HEA.1/3/5))</td>
</tr>
<tr>
<td>c. Programme Curriculum documents (Programmes Curriculum Document): (600)</td>
</tr>
</tbody>
</table>

## 2.1.4 Internal and External Evaluation

- **The teaching and learning activities must be consistent with the curriculum.**
  
  The implementation of OBE showed that the teaching and learning activities are consistent with the curriculum. This can be seen in the course information of each programme and post graduate programmes.

<table>
<thead>
<tr>
<th>Evidence:</th>
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</thead>
<tbody>
<tr>
<td>a. Programme Curriculum documents: file 600 (KPK(HEA/UHEK.3/10))</td>
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<tr>
<td>b. Jawatankuasa Tabung Amanah Pembangunan Akademik Pelajar: file 700 (KPK(HEA.1/3/5))</td>
</tr>
<tr>
<td>c. Programme Curriculum documents (Programmes Curriculum Document): (600)</td>
</tr>
</tbody>
</table>
Evidences
i. Programme Curriculum documents.
ii. External Examiner’s Reports: 500-KPK(HEA.23/4/3)
iii. Curriculum Review Files
iv. Industrial Training File (All relevant programmes)
v. Programme Accreditation Report: 100-KPK(HEA/UHEK.30/6/1)
vi. Tracer Study Data: Refer to www.alumni.uitm.edu.my/ican
vii. CDL-CQI Report

UITM Cawangan Perak Kampus Tapah
For the purpose of curriculum improvement, the need analysis for all programmes does involve feedback from external sources. Meanwhile for the purpose of curriculum improvement for Diploma in Accounting Information system, the analysis that involves feedback from external sources was conducted in 2017. The feedbacks are obtained through the following mechanisms:
● Market feedback: through employers’ appraisals, market surveys, professional bodies and benchmarking by other higher institutions.
● Students’ feedback: through Course and Programmes Entrance and Exit Surveys.
● Alumni feedback: through market surveys and tracer studies.
● Peer feedback: through CDL-CQI exercises.
● Local & International expert feedback through external examiner’s visits.

Evidences:
I. Industrial Training File: CSC397
ii. Course Files: 100-KPK/TPH(HEA/FSKM.14/3/4)
iii. Programme Accreditation Report: 100-KPK(HEA/UHEK.30/6/1)
iv. Tracer Study Data at: www.alumni.uitm.edu.my/ican
v. CDL-CQI File: 100-KPK(HEA/UHEK.36/5/23/3), 100-KPK/TPH(HEA.16/1)
vi. Fail Semakan kurikulum: 700-KPK/TPH(FSG.1/6)

- There should be co-curricular activities that will enrich students’ experiences, and foster personal development and responsibility.

Students are required to pass three semester extra-curricular courses during their term of study. They can choose from a wide array of courses offered such as religious related courses, uniform bodies, self-development, sports, arts and cultural courses. In addition, the Students Affairs Division of UITM Cawangan Perak is also responsible for the implementation of extra-curricular activities planned by UITM such as Program Pembangunan Pelajar (PPP Module). Students are also encouraged to participate in several clubs and activities such as ‘Persatuan Seni Reka Seramik’ (PERSEMI) and Art, Students Recreational Club and KEMBARA. UiTM Cawangan Perak provides funding to support the students’ activities such as the Design Invention and Innovation Competitions.
### 2.1 Curriculum Content and Structure

#### 2.2.1 Benchmarked Standards

- **All academic programmes **must** incorporate the core content of the discipline that is essential for understanding the concepts, principles and methods that support the programme outcomes.**

  - All Programmes in UiTM Cawangan Perak have been developed by the main faculties except the new programmes AP256, AP763 and AP992. These programmes have gone through the required processes and procedures in curriculum development and review. They have been designed, reviewed and implemented according to all the guidelines furnished by MOHE, MQA and Professional Accreditation Bodies.

  - **Evidences:**
    1. Programme Curriculum Document
    3. Curriculum Programme Committee

- **All academic programmes **must** fulfil the requirements of the discipline and incorporate topics of local, national and international importance, taking into account the appropriate discipline standards and international best practices for the field, as well as changes in them.**

  - Diploma and Degree Programmes in UiTM Cawangan Perak have fulfilled the requirements of the discipline, and adheres to the discipline standards. Professional programmes offered in UiTM Cawangan Perak have received Professional Bodies Accreditation from local and abroad.

  - **Evidences:**
    1. Curriculum Review Reports
    2. Programme Accreditation Reports: 100-KPK(HEA/UHEK.30/6/1)

#### 2.2.2 Enhanced Standards

- **The Faculty/Campus/Division **should** establish mechanisms -- through the use of the latest technology and through global networking -- to access to real time information and to identify up-to-date topics of importance for inclusion in the curriculum and its delivery.**

  - UiTM Cawangan Perak provides and improves the provision of internet access for its staff and students. Through these facilities lecturers as well as students are able to access the real time information.

  - **UITM Cawangan Perak Kampus Seri Iskandar**

    UiTM Cawangan Perak Kampus Seri Iskandar is connected to the Internet using 2 connections, UiTMNet and the Streamyx 4Mbps (Wifi). The Streamyx Wifi access points are available at the public areas such as food courts.

  - **Evidences:**
    1. Programme Curriculum Document
    3. Curriculum Programme Committee
UiTM has recently increased its internet bandwidth capacity from 60 megabits (Mbps) to 80 megabits (Mbps) in Kampus Seri Iskandar. However, there are still complaints related to slow connection when accessing real time information, intranet systems and the Internet. Lecturers have to embark on the use of i-learn portal to interact and disseminate information to students. The UiTM Cawangan Perak i-learn System server is hosted locally, however lecturers and students still could not fully utilize and have access to the system because of the slow bandwidth connection.

**UITM Cawangan Perak Kampus Tapah**

Currently, UiTM Cawangan Perak Kampus Tapah has upgraded its server from 60MB to 110 MB in order to improve the internet access, hence encouraging the usage of the latest technology in teaching, as well as global networking in the academic field.

Furthermore, UiTM Cawangan Perak provides and improves the provision of internet access for its staff and students. Through these facilities lecturers as well as students are able to access the real time information.

However, there are still some problems related to the use of i-learn portal during Blended Learning such as loss of data and record access, student's result does not appear in the lecturer's record and sometimes the internet line disconnects while accessing the online quizzes or tests.

**CQI:**

The internet speed should be increased in line with the increment of internet users in the campus to support e-learning for example Blended Learning and MOOC implementation.

**Evidences:**

i. Internet facilities: 300-KPK(BTM 3/5/2)
ii. TEC facilities: 600-KPK(BTM 21/6)
iii. Internet facilities: 300-KPK(BTM 3/5/2)
iv. Blended Learning Courses
v. TEC facilities: 600-KPK(BTM 21/6)
vi. Network equipment active: UiTM/PER/T/2/8/13
<table>
<thead>
<tr>
<th>2.3 Management of Programmes</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2.3.1 Benchmarked Standards</strong></td>
<td></td>
</tr>
<tr>
<td>- Students <strong>must</strong> be provided with the most current written information about the aims, outline, learning outcomes, and methods of assessment of programmes offered by the Faculty/Campus/Division.</td>
<td>The most current written information about the aims, outline, learning outcomes, and methods of assessment of programmes being disseminated to students through hardcopy and/or softcopy.</td>
</tr>
<tr>
<td><strong>Evidences:</strong></td>
<td></td>
</tr>
<tr>
<td>i. Lecturer’s Teaching Files</td>
<td></td>
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<tr>
<td>ii. Course Files</td>
<td></td>
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<tr>
<td>iii. Programme Curriculum Document</td>
<td></td>
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<td>iv. i-Learn Portal &amp; Guideline</td>
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<tr>
<td>v. Lecture Plan/Course Plan</td>
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<tr>
<td>- All programmes <strong>must</strong> have a coordinator and a team of appropriate academic staff (e.g., programme committee or team) that is responsible for the planning, implementation, evaluation and improvement of the programme.</td>
<td>All faculties are headed by the Head of Faculty (KeF) who is responsible to manage the programme in terms of staffing, students, and providing teaching and learning facilities. Meanwhile the responsibility in planning, implementation, evaluation and improvement of the programmes are undertaken by the Programmes Coordinator.</td>
</tr>
<tr>
<td>All programmes are headed by the Programme Coordinators (KP) according to their discipline as required by MQA. He/she is responsible for managing the programme in terms of providing teaching and learning requirements. In order to monitor the quality of standards of each programme, the Curriculum Programme Committee, State Curriculum Committee (JAN) and Internal Audit Team were set up.</td>
<td></td>
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<tr>
<td>In handling the programmes, the Programme Coordinators are assisted by the OBE representatives of Programmes, Resource Persons (RP) and Lecturer in Charge (LiC)</td>
<td></td>
</tr>
<tr>
<td><strong>Evidences:</strong></td>
<td></td>
</tr>
<tr>
<td>i. List of Faculty Coordinators and their scope of work: 600-KPK(HEA/UHEK.3/1/1)</td>
<td></td>
</tr>
<tr>
<td>ii. List of Curriculum Programme Committee: All Programmes</td>
<td></td>
</tr>
<tr>
<td>iii. List of the State Curriculum Committee: 600-KPK(HEA/UHEK.3/1/1)</td>
<td></td>
</tr>
<tr>
<td>iv. List of Internal Auditors: 600-KPK(U.K.12/7)</td>
<td></td>
</tr>
<tr>
<td>v. List of Department Resource Persons</td>
<td></td>
</tr>
<tr>
<td>vi. <strong>Borang KTP &amp; KS</strong></td>
<td></td>
</tr>
<tr>
<td>vii. CDL-CQI Report</td>
<td></td>
</tr>
<tr>
<td>viii. Department Annual Report</td>
<td></td>
</tr>
<tr>
<td>ix. Appointment Letter: Coordinator(100-KPK(PT.19/2/5), Resource Person 500-KPK(HEA/UHEK.23/1) and OBE Representative (Programme)</td>
<td></td>
</tr>
</tbody>
</table>
All programme teams **must** have authority and established procedures for programme planning and monitoring.

The Curriculum Committee in each **PU and PP** programme is responsible in planning and monitoring all procedures of the programme with the reference guidelines set by HEA accordingly to the requirements of MQA and MOHE for Sole Programmes. These committees will then report to the State Curriculum Committee (**Jawatankuasa Kecil Kurikulum Negeri: JKKN**) and the State Academic Committee (**Jawatankuasa Akademik Negeri: JAN**).

The Anchor Programmes in UiTM Cawangan Perak are assisted by the Programme Curriculum Committees which comprises of Resource Persons or Lecturer in Charge (LIC) from various campuses. They are responsible in ensuring the program’s CDL-CQI are undertaken every end of the semester. This committee also reports to JKKN and JAN as mentioned above. As for other programmes, the planning and monitoring of the programmes are still under the purview of the main faculties in main campus UiTM Shah Alam or other Anchor campuses.

**Evidences:**

i. **UITM Academic Management Organisational Chart**  
   (http://www.perak.uitm.edu.my)

ii. **UITM Cawangan Perak Academic Division Organisational Chart**  
   (http://www.perak.uitm.edu.my/hea)

iii. Minutes of meeting (JAN): 700-KPK(HEA.1/3/4)

iv. **Fail Semak Semula Kurikulum**

v. List of OBE Committee and Resource Person (Appointment Letter)

All programme teams **must** be given resources to implement the teaching-learning activities, and to conduct programme evaluation for quality improvement.

Generally, all programmes fulfil the basic requirements (Benchmark Standard) to run the programmes. For continuous improvement, few aspects should be emphasised such as teaching and learning facilities, transportation and space.

**Evidences:**

i. **UITM Cawangan Perak Strategic Planning Report 2017**

ii. **MKSP Minit Mesyuarat**

iii. **Minit Mesyuarat Koordinator**

iv. **SUFO record**

v. **List of teaching and learning infrastructure and facilities: 200-KPK(BPPF.1/1)**

vi. **List of teaching and learning infrastructure and facilities**

vii. **Annual Report of Department Activities**

viii. File: **Penempatan Pelajar Latihan Industri**

ix. **TAPA record**
CQI:
UITM Cawangan Perak should consider improving the following facilities:

a) ICT Facilities

ICT facilities and the maintenance of broken facilities (such as air-conditioning unit) should be improved or replace in order to provide a continuous conducive classroom/studio environment to support teaching and learning activities. The connectivity of the internet/ Wifi facilities at some area of the campus should be improved further since the existing connectivity of the area is way below satisfactory.

Other problem includes PC breakdown, insufficient server, software license expired, and problem associated with maintenance (air-condition malfunction, etc)

b) Studio/Classroom/Spaces

The furniture especially in studios needs to be replaced and improved further. Proper model making space with equipment/tools is very much needed.

c) Equipment

Learning equipment such as Surveying equipment is to be upgraded to enhance the teaching and learning activities.

d) Support Staff

A trained technician should be employed to be in charge of the machines. This person is should be familiar with the equipment and he/she will be the only authorised person to work with the machine.

e) Laboratory

Glass windows need to be tinted with glare film to avoid glare that will jeopardize the teaching and learning activities. Lab needs to be properly ventilated (especially those areas that involve chemical usage) to avoid possible health hazard. In addition, the person in charge at laboratory such as Laboratory Staff or Lecturer should enforce the Lab Regulation to the students regarding on safety measures. The compliance on Lab Regulation such as wearing personal protective equipment (PPE) as to prevent any major incidents during T&L activities is vital and mandatory.
- All programmes -- in particular their content and delivery -- **must** be regularly reviewed and evaluated and the results utilised to assure quality. (At level 6 and above of the MQF, the review must involve external examiners.)

| All programmes have been reviewed periodically. At the end of every semester, all lecturers concerned are required to conduct Closing the Loop and Continual Quality Improvement (CDL & CQI) for each course that they teach. The result of the CDL & CQI is discussed at the programme level. The report of CDL & CQI for every program will be forwarded to the Curriculum Affairs Unit which is later consolidated and submitted to the Curriculum Affairs Unit in Shah Alam. Once completion of one cohort of students is achieved, the syllabus will then be reviewed.**

**Evidences:**
- CDL & CQI: 100-KPK(HEA/UHEK.36/5/23/3)
- Main OBE Committee: File 100-KPK(HEA/UHEK.36/5/23/2)
- Programme Accreditation Reports

- The Faculty/Campus/Division **must** provide a conducive learning environment for its students in which scholarly and creative achievements are nurtured.

| UiTM Cawangan Perak Kampus Seri Iskandar offers a variety of ways to nurture scholarly and creative achievements of the students in a conducive learning environment. To do this, the lecturers regularly organised seminars, academic visits, workshops and Professional talks for the students. Some of the programmes, integrate the final year student critique session with the industrial players and alumni. Apart from that, the lecturers also encourage students to gain information and experience from the relevant industries as well as encourage them to adapt themselves to the learning environment. These include encouraging students to participate in international and local competitions which have been organized by a number of various agencies.

| UiTM Cawangan Perak Kampus Tapah has provided fully air-conditioned classrooms and labs with complete learning facilities to enhance students’ learning environment. Various programmes have been organized by the university to acknowledge student’s achievement such as the Majlis Anugerah Dekan, High Achievers Club, Anugerah Kecemerlangan Pelajar and Anugerah Graduan Terbaik.

| **CQI:**
| UiTM Cawangan Perak should consider improving the following facilities:
  - Main Hall for final examination (Kampus Tapah)
  - Air conditioned class room (in Kampus Seri Iskandar)
  - The number of lecture hall (mass lecture)
  - Transportation (Bus) | 4 |
### Evidences:

- **i.** List of teaching and learning infrastructure and facilities: 200-KPK(BPPF.1/1)
- **ii.** Annual Report of Department Activities
- **iii.** TAPA record
- **iv.** File: *Penempatan Pelajar Latihan Industri*
- **v.** External Reviewer’s Report
- **vi.** List of teaching and learning infrastructure and facilities
- **vii.** List of Programmes Activities

- The Faculty/Campus/Division **must** have effective structures and processes when fulfilling the necessary criteria and standards of qualifications awarded.

In order to assess the students’ achievement, there are a few standards that have been established to measure the criteria. Among the tools used is Course Assessment Rubric for every course which is the standard from *Peraturan Akademik UiTM*. There are specific criteria and detail guidelines for all qualifications awarded to the students. The candidates must comply with all the criteria and guidelines as stipulated in *Perkara 1.6.1 Pengurniaan Akademik* before qualification is awarded. The awards of qualification which is held every semester is handled by Jawatankuasa Istiadat Konvokesyen UiTM Cawangan Perak. Students have to fulfil all the requirements with reference to the Academic Regulation UiTM.

**Evidences:**

- **i.** *Buku Peraturan Akademik Program Diploma dan Ijazah Sarjana Muda Pindaan 2015* (Bilangan 1): Refer to [http://hea.uitm.edu.my](http://hea.uitm.edu.my)
- **ii.** Jawatankuasa Istiadat Konvokesyen UiTM Cawangan Perak:500-KPK(PT.23/1/1)
- **iii.** Anugerah Sijil Dekan: All Programmes
- **iv.** Anugerah Graduan Terbaik: All Programmes
- **v.** Fail Laporan AKNC: 600-KPK(U.K.12/8/2/1)

### 2.3.2 Enhanced Standards

- Innovations to improve teaching and learning **should** be continuously developed, adequately supported, and critically evaluated, in consultation with principal stakeholders and experts, internally and externally.

UITM Cawangan Perak always encourages innovation to improve teaching and learning. In order to achieve that, iLOAM UiTM Cawangan Perak in collaboration with the i-Learn unit organizes courses on innovation in teaching and learning such as conducted workshops to help the lecturer develop Massive Open Online Courses (MOOC), e-contents including Prezi, i-Spring, OER and others. Blended learning (BL) programme that has been implemented in all UiTM campuses is one of the innovations to improve teaching and learning activities. Apart from that by introducing BL activities the use of the classes can be minimised.
Addition to that, Feedbacks from external examiners, academic experts, industries and other stakeholders are also being considered to improve the teaching and learning activities. Lecturers also participate in Teaching and Learning Innovation competition.

Feedbacks from students through SuFO are also taken into consideration. In addition, PROPENS is also conducted for every academic session to ensure quality improvement is made on the teaching and learning process.

**Evidences:**

i. UiTM Cawangan Perak i-Learn activities
ii. Industrial training report : All Relevant Programmes
iii. External Examiner’s Reports : 100-KPK(HEA.19/2/2)
iv. List of ILQaM activities
v. PJI Teaching and Learning Innovation File

vii. SuFO
ix. UiTM Cawangan Perak Kampus Tapah i-Learn activities
x. Industrial Training Report

- The review and evaluation of programmes **should** involve external expertise nationally and internationally.

All programs offered in UiTM Cawangan Perak comply with MQA and Programme Standards. It is proven by the Accreditation Reports and External Examiners Reports by respective professional bodies for certain programmes. Lists of the programme with accreditation bodies can be obtained from the HEA’s website.

**UiTM Cawangan Perak Kampus Seri Iskandar**

The accreditation bodies such as the Royal Institute of British Architects and Royal Institute of Chartered Surveyor are periodically engaged with several programmes in UiTM Cawangan Perak Branch. Feedback from internal and external examiner has always been an important agenda in UiTM Cawangan Perak to ensure the quality of UiTM Cawangan Perak Branch graduates is at par with those of other international and local universities. External expertises are those selected from the industry with notable experience.

For programmes which are not under the above categorisation, IQA 02 by InQKA has been exercised to obtain full accreditation of programmes.
Evidences:

i. List of External Examiners (Local and International): 100-KPK(HEA.19/2/2) 700-KPK(HEA/FSPU.1/18/4)
ii. Industrial Training report (All relevant programmes)
iii. Surat Jemputan Panel Industri :700-KPK(HEA/FSPU.1/15/1)
iv. Minit Mesyuarat Semakan Silibus
v. Fail Koordinator Latihan Industri
vi. Compilation of current feedback from the practitioners
vii. External and Internal Reviewer’s Report

**UITM Cawangan Perak Kampus Tapah**

In the process of reviewing and evaluating programmes, UiTM Cawangan Perak Kampus Tapah engages with national and international experts. For the Diploma Programmes, national experts from the industries, professional bodies and board are always referred. Employers’ appraisals, during industrial training are also used in the process.

**Evidence:**

i. Industrial Training Reports

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### 2.4 Linkages with External Stakeholders

#### 2.4.1 Benchmarked Standards

- The Faculty/Campus/Division must have linkages with all external stakeholders at the local, national, regional or global levels for the purposes of planning, implementing and reviewing its programmes.

Most programmes in UiTM Cawangan Perak do have linkages with other external stakeholders at the local, national, regional or global levels for the purpose of planning, implementing and reviewing its programmes. Program such as AP243 – Architecture Department has several MoU’s developed between Architecture Department, UiTM Seri Iskandar with Politeknik Brunei and Architecture Department, UiTM Seri Iskandar with Universitas Syiah Kuala, Banda Acheh, Indonesia. In stimulating linkages with external stakeholders, initiatives were undertaken such as Alumni network, Professional Talk, Career Talk program by the UiTM Counselling Unit, industries visit and invitation to competition held by the industry.

As an example, for AP119 and AP229 programmes, the teaching and learning processes involve participation with the professional body (RISM), where all of the processes followed the RISM Standard scope of practice which is related to the current industrial needs, demands and issues in Malaysia.
## 2.4.2 Enhanced Standards

<table>
<thead>
<tr>
<th>Evidences:</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.  <em>Kerjasama Perhubungan Bahagian Fakulti/Kampus dengan Lain-lain Badan Luar:</em> File 100-KPK(PJI.14/3)</td>
</tr>
<tr>
<td>ii.  <em>Fail Am Perjanjian:</em> File 100-KPK(PJI.32/2/1)</td>
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<tr>
<td>iii.  <em>Fail Pusat Keusahawanan:</em> File 100-KPK(PJI.37/8)</td>
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<tr>
<td>iv.  Academic Visit Reports</td>
</tr>
<tr>
<td>v.  External and Internal Reviewer’s Reports</td>
</tr>
<tr>
<td>vi.  CDL-CQI: 100-KPK(HEA/UHEK.36/5/23/3)</td>
</tr>
</tbody>
</table>

- The Faculty/Campus/Division **should** obtain feedback from employers and utilise the information for curriculum improvement as well as for purposes of student placement, training and workplace exposure.

  Feedbacks from employers are obtained through employers’ appraisal during industrial training. This information is being used for curriculum improvement as well as for the purpose of student placement, training and workplace exposure.

  In some program feedbacks from External Examiners are obtained through External Examiners visit to validate students’ performance and quality of the examination questions that portray the overall content of syllabus. This information is being used for curriculum improvement as well as for the purpose of student placement, training and workplace exposure.

  **Evidences:**
  i.  Industrial Training Reports
  ii.  External Examiner Reports

- The Faculty/Campus/Division **should** facilitate students to develop linkages with external stakeholders.

  **UITM Cawangan Perak** facilitates students to develop linkages with external stakeholders through external reviewer visit, practical training, professional talk, academic visits, special courses, student event. Cooperation and engagement with various potential employers has been carried out. Through these linkages, students have the chance to interact directly with the industries.

  As an example, Faculty of Accountancy has been cooperated with various potential employers and professional bodies such as Malaysia Institute of Accountants (MIA), The Association of Chartered Certified Accountants (ACCA) and Internship Programme.
**Evidences:**

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>i.</td>
<td><em>Fail Latihan Industri</em></td>
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<tr>
<td>ii.</td>
<td><em>Fail Jaringan Industri</em></td>
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<td>iii.</td>
<td><em>Fail MASMED</em></td>
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<td>iv.</td>
<td><em>Laporan Aktiviti Pelajar</em></td>
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<td>v.</td>
<td><em>UCTC Grant – Majlis Bandaraya Ipoh &amp; Community</em></td>
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<td>vi.</td>
<td><em>Laporan lawatan akademik</em></td>
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<tr>
<td>vii.</td>
<td><em>Laporan Program ‘Professional Talk’</em></td>
</tr>
<tr>
<td>viii.</td>
<td>List of Professional Talk Approval Letter: 700-KPK/TPH(FP.1/3/5)*</td>
</tr>
</tbody>
</table>
## AREA 3: ASSESSMENT OF STUDENTS

<table>
<thead>
<tr>
<th>Quality Criteria and Standards</th>
<th>Review: Evaluate, judge, conclude, continuous quality improvement (based on evidence) (eg effectiveness of process/activity, results achieved, comparisons between programmes, courses etc)</th>
<th>Self review rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Relationship Between Assessment and Learning</strong></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td><strong>3.1.1 Benchmarked Standards</strong></td>
<td>The principles, methods and practices of student’s assessment of all programmes in UiTM Cawangan Perak are aligned with the learning outcomes and the curricular through:</td>
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<td></td>
<td>- Planning assessment task. Mostly all the programmes in UiTM Cawangan Perak had conducted constructive alignment (CA) during curriculum review. The CA is approaches to curriculum design in which the teaching and learning activities and assessment task of the courses are align with learning outcomes.</td>
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<td>- CA of the course is translated through the Course Assessment Plan for each programme. It can be referred in the curriculum review and course file, through the Table of Course Assessment Plan (CAP).</td>
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<tr>
<td></td>
<td>- All assessments are aligned with the course outcomes as stipulated in the OBE documents. The attainment of outcomes in the cognitive, affective and psychomotor domains can be directly assessed through of variety methods covering both summative and formative assessments. The attainment of outcomes in the cognitive and psychomotor domains include tests, quizzes, academic visits, projects, tutorials, reports, visual assessments, critic session, lab reports and field works. Meanwhile, attainment of outcomes in the affective domains can be assessed through the usage of rubric in each of the related learning outcome (LO). The rubric of each of the LO has been develop based on the guidance from Rubrik PNGK Bersepadu iCGPA - Panduan Pentaksiran Hasil Pembelajaran from MOHE. Students’ assessment in the three domains of learning or learning taxonomies is guided by hierarchical levels in each of the domains. These levels are typically used to define the minimum performance attainment on completion of a course and a programme. The most common classifications for the cognitive domains is the Bloom’s taxonomy while taxonomies for psychomotor and affective are by Simpson and Dave and Krathwohl et al respectively.</td>
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<td></td>
<td>- The use of Garis Panduan Kesetaraan Kualiti Penilaian Pelajar UiTM</td>
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<td></td>
<td>- The use of JSU /JSUB/JSP</td>
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</table>
**CQI:**
For AP763, selection should be made based on the expertise of the panels to the title of the research. Furthermore, the selected panels should be maintained at every interim presentation to provide quality feedbacks to the students.

**Evidences:**
1. Course files
2. Minutes of Meeting: Vetting
4. Programme OBE documents

<table>
<thead>
<tr>
<th>• Assessment <strong>must</strong> be consistent with the levels defined in the MQF, the eight domains of learning outcomes and the programme standards.</th>
<th>All questions for summative and formative assessments are based on <em>Garis Panduan Kesetaraan Kualiti Penilaian Pelajar UiTM</em>. Assessments in the OBE documents are consistent with the levels defined in the MQF, the eight domains of learning outcomes and the programme standards. Students’ assessment in the three domains of learning or learning taxonomies is guided by hierarchical levels in each of the domains. These levels are typically used to define the minimum performance attainment on completion of a course and a programme. The most common classifications for the cognitive domains is the Bloom’s taxonomy while taxonomies for psychomotor and affective are by Simpson and Dave and Krathwohl <em>et al</em> respectively.</th>
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<tbody>
<tr>
<td>● The link between assessment and programme learning outcomes <strong>should</strong> be reviewed periodically to ensure its effectiveness.</td>
<td>CDL and CQI is the outcome indicators (OI) assessment tools to collect evidence of students’ performance and attainment. It is composed the data collection from direct and indirect evidence of the performance of assessment and programme learning outcomes. The direct evidence comes from the result performance of each of the courses while indirect measurement comes from the entrance and exit survey of each course. At the end of every semester, CDL and CQI are conducted to analyze the implementation of OBE-SCL curriculum. At the end of every semester, CDL and CQI are conducted to analyze the implementation of OBE-SCL curriculum.</td>
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| 3.1.2 Enhanced Standards | |
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For final examination questions and marking schemes are being reviewed by examination vetting faculty committee at the early week of every semester. Assessment methods are also being reviewed by department’s committee at each programme during the curriculum review that is done periodically. Curriculum is reviewed upon suggestion from academic advisors, industry, external examiners, professional bodies, and (where applicable) relevant stakeholders.

**CQI:**
The PEO evaluation should be conducted within first five years following their graduation. The collection evidences for the attainment of the program educational objectives can be done by using indirect outcome indicator such as employer survey, alumni survey, alumni interviews, stakeholder survey, job offer, starting salaries. Besides that, in order to assessing the PEO, programme or other responsible department should develop a system that can track the alumni.

**Evidences:**
1. Samples of assessment questions: teaching files
2. CDL and CQI reports
3. PO Analysis report
4. Minutes of meeting: CQI/CDL
5. List of Vetting Committee

<table>
<thead>
<tr>
<th>3.1 Assessment Methods</th>
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<tr>
<td><strong>3.2.1 Benchmarked Standards</strong></td>
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</table>

- A variety of methods and tools **must** be used appropriately to assess learning outcomes and competencies.

All programme in UiTM Cawangan Perak use a variety of methods and tools to assess learning outcomes and competencies. These include tests, quizzes, laboratory, academic visits, projects, tutorials, field works and final exam. Some courses also use blended learning method via i-learn. All the assessments are aligned with the course outcomes as stipulated in the OBE documents.

The use of summative and formative assessments based on *Polisi Penilaian Akademik Pelajar Edisi Kedua 2015, UiTM* and *Garis Panduan Kesetaraan Kualiti Penilaian Pelajar UiTM, Edisi Kedua, 2012*). Assessments in the OBE documents are consistent with the levels defined in the MQF, the eight domains of learning outcomes and the programme standards. The assessment for the programme were structured and implemented in all programme in UiTM Cawangan Perak. It measured the cognitive, affective and psychomotor domains by aligned the CLO of each course with PLO.
<table>
<thead>
<tr>
<th>Evidences:</th>
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</thead>
<tbody>
<tr>
<td>i. JSU/JSP of courses: Programme OBE documents</td>
</tr>
<tr>
<td>ii. Sample of assessment questions: Teaching files</td>
</tr>
<tr>
<td>iii. Course files</td>
</tr>
<tr>
<td>iv. <em>Garis Panduan Kesetaraan Kualiti Penilaian Pelajar UiTM.</em></td>
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</table>

- **Assessment must** be summative and formative.

All programmes practice summative and formative assessments based on *Garis Panduan Kesetaraan Kualiti Penilaian Pelajar UiTM*. Assessments are consistent with the OBE documents as defined in the MQF.

On-going formative assessments are conducted throughout a course, embedded and linked directly to the current learning and teaching activities. Through observation and interaction in the classroom, laboratory and studio, the assessment helps the academics staff gain feedback on the students’ progress. In-class tasks such as quizzes, direct observation etc, providing feedback to students about their understanding, performance during learning process.

Meanwhile the summative assessments are used to measure what students have learned at the end of the learning. The example of summative assessment such as written test, laboratory report, final examination, etc.

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<tr>
<th>Evidences:</th>
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<tbody>
<tr>
<td>i. JSU/JSP of courses: Programme OBE documents</td>
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<tr>
<td>ii. Sample of assessment questions: Teaching files</td>
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<tr>
<td>iii. Course files</td>
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<tr>
<td>iv. <em>Garis Panduan Kesetaraan Kualiti Penilaian Pelajar UiTM.</em></td>
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</table>

- **There must** be mechanisms to ensure the validity, reliability, consistency, currency and fairness of the student assessment system.

In order to ensure validity, reliability, consistency, currency and fairness of the students’ assessments, all programme in UiTM Cawangan Perak are practicing one or more of the following:

- Type of questions asked in final examination, reviewed by the vetting committee.
- The use of assessment rubric for marking of subjective assessments.
- The use of standardized marking and answer schemes.
- The practice of syndicated marking for final examination papers that are taught by more than one lecturer.

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<tr>
<td><strong>There must</strong> be mechanisms to ensure the validity, reliability, consistency, currency and fairness of the student assessment system.</td>
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<td></td>
<td>The use of moderator system in ensuring consistency in marking between campuses</td>
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<td></td>
<td>Implementation of common test for university courses.</td>
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<td>In terms of integrity, all programme applied:</td>
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<td></td>
<td>Understanding Plagiarism A Guide For Lecturers</td>
</tr>
<tr>
<td></td>
<td>Peraturan Akademik Program Diploma &amp; Sarjana Muda UiTM Pindaan 2017 (Bilangan 1)</td>
</tr>
<tr>
<td><strong>Evidences:</strong></td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>Assessment information and description: Course files</td>
</tr>
<tr>
<td>ii.</td>
<td>JSU/JSP of courses: Programme OBE documents</td>
</tr>
<tr>
<td>iii.</td>
<td>Common test time table</td>
</tr>
<tr>
<td>iv.</td>
<td>Minutes of Meeting: Common Test</td>
</tr>
<tr>
<td>v.</td>
<td>First and Second Examiners List</td>
</tr>
<tr>
<td></td>
<td>The assessment methods <strong>must</strong> be reviewed at appropriate scheduled intervals to ensure currency.</td>
</tr>
<tr>
<td>Assessment methods are reviewed during the curriculum review that is done periodically. For certain programmes the final examination questions and answers scripts and marking schemes are being reviewed by external examiner(s).</td>
<td></td>
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<tr>
<td><strong>Evidences:</strong></td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>External Examiner’s Report: 100-KPK(HEA.19/2/2)</td>
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<td>ii.</td>
<td>Curriculum Review Document</td>
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<td></td>
<td>The methods of student assessment -- including the grading criteria -- <strong>must</strong> be documented and communicated to students on commencement of a programme.</td>
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<tr>
<td>For every course that a student enrolls in, the following documents will be provided by the respective lecturer at the beginning of the semester:</td>
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<td></td>
<td>Course Information which includes methods of assessments and allocation of marks.</td>
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<td></td>
<td>The scheme of work which shows the dates of lecture by topic, test/quiz, assignment submissions and other continuous assessments;</td>
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<tr>
<td></td>
<td>Assessment rubrics.</td>
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<td></td>
<td>Grading criteria.</td>
</tr>
<tr>
<td>Students will be informed of all coursework marks. The marks will be displayed to the students one week before the final examination. This information is disseminated through the hard copy and i-Learn.</td>
<td></td>
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</tbody>
</table>
### 3.2.2 Enhanced Standards

- **The methods of assessing should** be comparable to international best practices.

Programmes which are part of professional bodies carry out their respective programs based on curriculum approved by the relevant professional body which is based on international standards. For programmes which are not related to professional body, external academic experts from other local universities are involved in the curriculum review and overall quality improvement. There are also feedbacks from industry for diploma programme in certain faculty to ensure that the curriculum is aligning with the needs from industry.

**Evidences:**
1. External Examiner’s Report of all programmes: 100-KPK(HEA.19/2/2)
2. List of programmes with external examiners: 100-KPK(HEA.19/2/2)
3. Minutes of Meetings: Industry

- **The review of the assessment methods should** incorporate current global developments and best practices in the discipline.

National or international expert(s) are involved in the review of the assessment system. Furthermore, faculties gain feedbacks from the industries through students’ attachment programmes during industrial training. Thus, some of the programme such as AD115 involving the moderators from same faculty (PU) and gave the feedback to align in the assessment system.

**Evidences:**
1. External Examiner’s Report: 100-KPK(HEA.19/2/2)
2. List of programmes with external examiners: 100-KPK(HEA.19/2/2)
3. List of moderator report: 700-KPK(FESSR.1/18/2)
4. Curriculum review file: 700-KPK/TPH(FSG.1/6)
5. List of curriculum review committee: 700-KPK/TPH(FSG.1/6)
- The review of the assessment system **should be** done in consultation with external experts, both locally and internationally.

| National or international expert(s) are involved in the review of the assessment system. On top that, faculties gain feedbacks from the industries through students’ attachment programmes during industrial training. |

**Evidences:**

i. External Examiner's Report: 100-KPK(HEA.19/2/2)
ii. List of programmes with external examiners: 100-KPK(HEA.19/2/2)
iii. List of moderator report: 700-KPK(HEA/FSSR.1/18/2)
iv. Curriculum review file: 700-KPK/TPH(FSG.1/6)
v. List of curriculum review committee: 700-KPK/TPH(FSG.1/6)
vi. Report and minutes of meeting of External Review & Exhibition for Final Semester

### 3.3 Management of Student Assessment

#### 3.3.1 Benchmarked Standards

- The Faculty/Campus/Division **must** provide sufficient autonomy to the relevant departments in the management of student assessment.

| Some programmes in UiTM Cawangan Perak act as Pengurut Utama (PU) and Pengurus Pelaksana (PP). PU programmes have autonomy to manage the assessment of students as long as it does not contradict with what have been stipulated in the curriculum document. Resource Persons (RPs) are recommended by the Programme’s Coordinator and appointed by the Campus Rector. A team of lecturers headed by a Resource Person/Lecturer in Charge teaching the same course will discuss and plan the implementation of the assessment. The assessments and the curriculum should comply with the curriculum document and is periodically audited by the campus Internal Auditors. For the final examination, the development of content is done by the lecturers teaching the subject and the contents will be vetted during vetting meeting conducted by the PU of the programmes. For PP programmes, the head of the course is the LiCs, that will receive all the information of the courses and assessment from the RPs. Assessment conducted also comply with the curriculum document manage by Pengurut Utama. Lecturers teaching the course are also invited to contribute the question examination and attend the vetting process conducted by PU. Hence, lecturers are also play a role as the Chief invigilators and invigilator during the final examination in managing the students’ assessment. |

**Evidences:**

i. Curriculum Review Files
ii. LiC Appointment Letters
iii. Assessment Description & Outcomes: Course File
iv. RP Appointment Letters

| 4 |
| 5 |
| 33 | ● Student assessment results **must** be communicated to the student within reasonable time. | Lecturers will return the students’ continuous assessment within one to two weeks after the assessment. The total formative mark for the exam-based courses should be made available for students at least one week before the final examination date. This is based on *Peraturan Akademik Program Diploma & Sarjana Muda UiTM Pindaan 2017 (Bilangan 1)* students will be informed of all coursework marks. The marks will be displayed to the students one week before the final examination. This information is disseminated through the hard copy or i-Learn.  

**Evidences:**  
i. Formative assessment marks: Teaching Files  
ii. Programme CDL-CQI minutes of meeting: All Programmes  
| --- | --- | --- |
| 5 | ● Changes to student assessment methods **must** adhere to established procedures and regulations and communicated to students prior to their implementation. | Changes in assessment type will be presented at JKKN, JAN and then, JKIKU. Any changes to the types of assessment method, for example, final exam based to non-final exam must be approved by JAN and declared to *Bahagian Penilaian Akademik* (BPA), who manages University exams. Any changes must be made to known to students early in the semester. No changes in the middle of the semester are allowed.  

**Evidences:**  
i. Dean’s Circulars  
ii. Minutes of meeting of the Curriculum Review Committee  
iii. Curriculum Review File: All programmes Student Portal Website.  
iv. Minutes of Meeting: JAN |
| 5 | ● The programme grading, assessment and appeal policies **must** be publicised. | Assessment and grading are prepared by the respective lecturers and the final examination results are published in the UiTM student portal. Appeal policies are published in the University's Academic Regulation Handbook or *Buku Peraturan Akademik* UiTM as well as in the UiTM website.  
- Students can appeal against course results. Rechecking can only be done for courses with final examination and the process of rechecking involves reassessing student's final examination answer script for that particular course.  
- Appeal has to be submitted to JAN by using *Borang Semakan Semula Keputusan Peperiksaan* within 14 days after examination result has been announced officially.  
- Each application costs RM50.00 per course as processing fee.  
- The appealed result will be announced within 14 days of working period.  
- Students’ appeal against course result for Special Examination and Inter session is not permitted. |
| 5 |
### Evidence:

i. *Buku Peraturan Akademik Program Diploma dan Ijazah Sarjana Muda Pindaan 2017 (Bilangan 1)* ([http://hea.uitm.edu.my](http://hea.uitm.edu.my))

- **There must** be mechanisms to ensure the security of assessment documents and records.

  For summative assessment such as test, quiz, assignment, etc., the respective lecturers will return the assessment to students with their respective marks. The cumulative marks are documented and kept by the lecturers until the final exam.

  As for the final examination papers, they are handled by the Examination Unit in the Academic Affairs Division. All staff is required to take an oath of secrecy in fulfilment of the Red Code System. All examination question papers and answer scripts are kept safely in a vault in the examination unit office. During the final examination week, all examination halls and rooms are locked at all times except during examination time.

  **Evidences:**
  
  i. *Borang Akuan Staf*
  
  ii. Internal Auditor’s Report: 600-KPK(U.K.12/7)
  
  iii. *Borang kebenaran membawa skrip Jawapan Peperiksaan keluar dari Fakulti/Kampus cawangan (UiTM,KPK-HEA-KMSJK/216 Pindaan 02)*
  
  iv. *Borang Penyerahan Kertas Surat/Produk Pelanggan BHEP*
  
  v. Results Examination System *(RES)*

### 3.3.2 Enhanced Standards

- **There should** be an independent external scrutiny to evaluate and improve the management of student assessment, including formal certification of the processes.

  Review of assessment management methodologies and currency with development in best practices includes the external assessors of programmes, Professional Bodies (related programme) reports on or analysis of the achievement of LOs *(CDL & CQI reports and meetings)*, vetting committees at department or faculty level, students’ feedback, employers feedback and from academic staff’s feedback.

  **Evidences:**
  
  i. List of Programmes with Professional Bodies.600-KPK(HEA/UHEK.3/1/1)
  
  ii. List of Programmes with External Assessor/Reviewer: 500-KPK(HEA.23/4/3)
  
  iii. CDL & CQI Reports: 100-KPK(HEA/UHEK.36/5/23/3)
  
  iv. Minutes of meeting: CDL & CQI 100-KPK(HEA/UHEK.36/5/23/3)
  
  v. Final Examination Code of Conduct and Practice
**AREA 4: STUDENT SELECTION AND SUPPORT SERVICES**

<table>
<thead>
<tr>
<th>Quality Criteria and Standards</th>
<th>Review: Evaluate, judge, conclude, continuous quality improvement (based on evidence) (eg effectiveness of process/activity, results achieved, comparisons between programmes, courses etc)</th>
<th>Self review rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.1 Admission and Selection</strong></td>
<td><strong>Criteria and processes of student admission:</strong> Academic programmes, Out-Campus Programmes, Distance Education Programmes, Collaborative Education Programmes; and Continuing Education Programmes are endorsed by the respective faculties and institutes in Shah Alam. <strong>Post Graduate (Master and PhD):</strong> Post graduate students will apply for related program under IPSIS. The online application can be done at <a href="http://ipsis.uitm.edu.my/v2/">http://ipsis.uitm.edu.my/v2/</a>. For example, the programme AP763 (Master of Science in Green Architecture) is offered to all FSPU final year students in Perak Campus. <strong>e-PJJ:</strong> The e-PJJ programmes (AM110 - Diploma in Public Administration only offered in UiTM Cawangan Perak Kampus Tapah) students will apply online at <a href="http://www.ined.uitm.edu.my/">http://www.ined.uitm.edu.my/</a>. Student intake is managed by the Institute of Neo Education (iNED). <strong>Diploma and Bachelor Degree (September intake):</strong> Intake applications are done online through UPU (Unit Pusat Universiti), Higher Learning Student's Admission Division (Bahagian Pengurusan Kemasukan Pelajar) at Kementerian Pengajian Tinggi Malaysia. The application announcement can be accessed at <a href="http://upu.mohe.gov.my/web">http://upu.mohe.gov.my/web</a>. <strong>Diploma and Bachelor Degree (March intake):</strong> Intake applications are forwarded online directly to the Student Intake Division (BPP – Bahagian Pengambilan Pelajar) UiTM Shah Alam at <a href="http://online.uitm.edu.my">http://online.uitm.edu.my</a>. All the entry requirements can be referred to <em>Buku Syarat Kelayakan Program Pengajian UiTM 2016</em> or at <a href="http://pengambilan.uitm.edu.my/e-syarat">http://pengambilan.uitm.edu.my/e-syarat</a>.</td>
<td>5</td>
</tr>
</tbody>
</table>
Mengubah Destini Anak Bangsa (MDAB) UiTM Cawangan Perak
Pre-Diploma programme promotion is done under academic mission by the MDAB committee, Program Selangkah ke UiTM, Misi Akademik, and through the Penghulu or Ketua Kampung and schools. The candidates must fill in the MDAB application form and the Academic Division at branch campus will go through the application and key in the details of qualified candidates in the system at http://online.uitm.edu.my. Admission is done by the Student Intake Division, UiTM Shah Alam.

Evidences:
1. Buku Peraturan Akademik Diploma dan Sarjana Muda UiTM Pindaan 2017 Bil.1
2. Buku Peraturan Akademik Pra-Diploma UiTM Pindaan 2017 Bilangan 1
3. Buku Syarat Kelayakan Program Pengajian 2017 UiTM
4. Brochures from IPSIS
5. File 700-KPK(HEA.1/7/2)

- The criteria and processes of selection must be published, disseminated and publicly accessible especially to students.

The criteria and processes of selection are published and disseminated through the following:
- Newspaper advertisement
- UiTM website

However, UiTM Cawangan Perak does not fully involve in the process of students' selection and admission. UiTM Cawangan Perak Kampus Seri Iskandar helps with the process of student selection admission for several courses especially courses that involve studio work by conducting interviews. For example: FSSR and FSPU. The selection of students for Diploma (Mac and September intake) and Bachelor Degree (Mac and September intake) is conducted by the Higher Learning Student's Admission Division (Bahagian Pengurusan Kemasukan Pelajar) at Kementerian Pengajian Tinggi Malaysia. The result can be viewed online at http://upu.mohe.gov.my/web. The selection for Diploma (December) and Bachelor Degree (March) is conducted by the Student Intake Division (BPP – Bahagian Pengambilan Pelajar) UiTM. The result can be viewed online at https://online.uitm.edu.my/permohonan.cfm.

Evidences:
1. Fail temuduga pelajar baru FSPU: 700-KPK(HEA/FSPU.1/8/1
2. Fail temuduga pelajar baru FSSR: 700-KPK(HEA/FSSR.1/8/1
<table>
<thead>
<tr>
<th>Point</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
</table>
| ● | Prerequisite knowledge and skills for purposes of student entry into each programme must be appropriate and clearly stated. | Some programmes in UiTM Cawangan Perak expect prospective students to have prerequisite knowledge and skills requirement. A number of studio based programmes from the Faculty of Art & Design (FSSR) and the Faculty of Architecture, Planning and Survey (FSPU) require prospective students to have drawing and creative abilities. These have been clearly stated in the students’ entry requirement.  
**Evidences:**  
i. [http://online.uitm.edu.my/](http://online.uitm.edu.my/)  
ii. Buku Syarat Kelayakan Program Pengajian 2017 UiTM |
| ● | If a selection interview is utilised, the process must be structured, objective and fair. | For FSPU and FSSR candidates, interviews are carried out at all branch campuses. Interviewers comprise of lecturers from UiTM Cawangan Perak and UiTM Shah Alam. Before the interview, candidates need to sit for a drawing and colour blind test. These have been clearly stated in the student entry requirement.  
**Evidences:**  
ii. Buku Syarat Kelayakan Program Pengajian 2017 UiTM |
| ● | Student selection must be fair and transparent. | The admission policy and mechanism is fair and transparent. The students are selected based on merits. The results of their application can be viewed at [http://www.mohe.gov.my](http://www.mohe.gov.my). |
| ● | There must be a clear policy on, and appropriate mechanism for, appeal. | **The appeal mechanism in UiTM:**  
This is regulated by the Student Admission Division. However, those admitted via an interview process are not eligible for appeal. For the June (Diploma) and September (Degree) intakes, an appeal can be made via [http://www.mohe.gov.my](http://www.mohe.gov.my). Each candidate is given 10 days to appeal after UPU announced the admission results. For the December (Diploma) and March (Degree) intakes, candidates must also appeal within the duration of 10 days after the admission announcement. It must be made through the Student Admission Division in UiTM Shah Alam. The appeal can be made via [http://istudent.uitm.edu.my/intake/home/main.asp?pg=frontpg](http://istudent.uitm.edu.my/intake/home/main.asp?pg=frontpg).  
Candidates can only choose 2 new selected programmes in the appeal application. Candidates can also appeal through UiTM's Student Admission Division in Shah Alam online system and submitting his or her copy of e-rayuan document, academic result, and other credentials. Further enquiries can be made via [http://pengambilan.uitm.edu.my/hubungi-kami](http://pengambilan.uitm.edu.my/hubungi-kami). |

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● The Faculty/Campus/Division must offer appropriate developmental or remedial support to assist students who need such support.

Development or remedial assistance:
Every student has an Academic Advisor (Penasihat Akademik) to assist him/her in terms of academic matters. For students with a probation status (with CGPA below 1.99) and those who are weak in their academic performance (CGPA below 2.30), the programme coordinators are advised to give these students special attention and plan a program to enhance their academic performance. Examples of programmes organized by faculties are Professional Talks, Academic Excellence Programmes and others.

UiTM Cawangan Perak also has counselling units to help students who have problems in academic or non-academic matters. Furthermore, ACIS programmes are conducted to help students in terms of religious-based matters. Under HEP there is a Welfare Committee to help student who need financial assistance such as Zakat.

Evidences:
1. Academic Excellence Programs: All Programs conducted by Faculty
2. Counselling Programs
3. Buku Peraturan Akademik Diloma dan Sarjana Muda UiTM Pindaan 2017 Bilangan 1
4. Buku Peraturan Akademik Pra-Diploma UiTM Pindaan 2017 Bilangan 1
5. Manual Penasihat Akademik

● The number for each student intake must be related to the resources, capacity and capability of the Faculty/Campus/Division to effectively deliver its programmes.

UiTM Cawangan Perak Seri Iskandar
UiTM Cawangan Perak always takes into consideration the resources, capacity and capability of the university to run its programmes effectively. UiTM Cawangan Perak is continuously expanding its facilities by constructing new buildings, besides hiring more staff to provide the best education environment for students.

Table 4.1: Student Enrolment in 2017 by Clusters of Academic Disciplines in UiTM Cawangan Perak Kampus Seri Iskandar

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Faculty</th>
<th>Year 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science &amp; Technology</td>
<td>Architecture, Planning &amp; Surveying</td>
<td>6652</td>
</tr>
<tr>
<td>Management &amp; Business</td>
<td>PD002/003</td>
<td>147</td>
</tr>
<tr>
<td></td>
<td>Business Management</td>
<td>-</td>
</tr>
<tr>
<td>Social Science &amp; Humanities</td>
<td>Art &amp; Design</td>
<td>1451</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>8250</td>
</tr>
</tbody>
</table>
### Table 4.2: Ratio between Academic and Non-Academic Staff and Student in 2017 UiTM Cawangan Perak Kampus Seri Iskandar:

<table>
<thead>
<tr>
<th>No</th>
<th>Department/Unit</th>
<th>No. of Staff</th>
<th>Effective Ratio</th>
<th>Current Ratio</th>
<th>Effective No. of Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Academic Staff (Staff : Student)</td>
<td>408</td>
<td>1 : 15</td>
<td>1 : 20</td>
<td>535</td>
</tr>
<tr>
<td>2</td>
<td>Non-Academic (Staff : Student)</td>
<td>344</td>
<td>1 : 19</td>
<td>1 : 23</td>
<td>422</td>
</tr>
<tr>
<td>3</td>
<td>Academic Staff to Non - Academic Staff</td>
<td>Refer numbers above</td>
<td>1 : 0.8</td>
<td>1 : 1.18</td>
<td>Refer numbers above</td>
</tr>
</tbody>
</table>

### Table 4.3: Ratio between Academic Staff and Student in 2017 by Faculty in UiTM Cawangan Perak Kampus Seri Iskandar

<table>
<thead>
<tr>
<th>No.</th>
<th>Faculty</th>
<th>Current No. of Staff</th>
<th>Current No. of Student</th>
<th>Effective Ratio</th>
<th>Current Ratio</th>
<th>Effective No. of Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Senibina Perancangan dan Ukur (Staff : Student)</td>
<td>255</td>
<td>6552</td>
<td>1 : 10</td>
<td>1 : 26</td>
<td>655</td>
</tr>
<tr>
<td>2</td>
<td>Seni Lukis dan Seni Reka (Staff : Student)</td>
<td>84</td>
<td>1451</td>
<td>1 : 10</td>
<td>1 : 17</td>
<td>145</td>
</tr>
</tbody>
</table>

### Table 4.4: Ratio between Student and Support Service Unit 2017

<table>
<thead>
<tr>
<th>No.</th>
<th>Department / Unit</th>
<th>Current Number of Bed /Counsellor /Doctor</th>
<th>Effective Ratio</th>
<th>Current Ratio</th>
<th>Effective Number of Bed /Counsellor /Doctor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unit Pengurusan Kolej (Student : Bed)</td>
<td>7494 beds</td>
<td>1 : 1</td>
<td>1 : 1</td>
<td>7494</td>
</tr>
<tr>
<td>2</td>
<td>Unit Kerjaya dan Kaunseling (Counselor : Student)</td>
<td>4 Counsellors</td>
<td>1 : 3000</td>
<td>1 : 2062</td>
<td>3 Counsellors</td>
</tr>
<tr>
<td>3</td>
<td>Unit Kesihatan (Medical Doctor : Student)</td>
<td>2 Medical Doctors</td>
<td>1 : 3000</td>
<td>1 : 3756</td>
<td>3 Medical Doctors</td>
</tr>
</tbody>
</table>
**CQI:**
UiTM Cawangan Perak should ensure the ratio of Academic and Non-Academic Staff and Student, Academic Staff and Student, and Student and Support Service are conforming to the required effective ratio.

**Evidences:**
1. *Fail Perjawatan Kumpulan Pengurusan dan Profesional (Akademik) 500-KPK(PT. 2/5/1)*
2. *Fail Perjawatan Kumpulan Pengurusan dan Profesional (Pentadbiran) 500-KPK(PT. 2/5/1/1)*
3. *Fail enrolmen pelajar: 100-KPK(HEA/FSPU.5/2/1)*
4. *Fail enrolmen pelajar: 100-KPK(HEA/FSSR.5/2/1)*

- Visiting, exchange and transfer students **must** be accounted for to ensure the adequacy of the Faculty/Campus/Division’s resources to accommodate them.

UiTM Cawangan Perak have organised and hosted programs which involved visiting students from other institutions such as International Summer Programme (ART CAMP 2017).

**Evidences:**
1. *Laporan Aktiviti Pengantarabangsaan 2017*
2. *Program’s Website: https://perak.uitm.edu.my/artcamp2017*

- The admission policy **must** be monitored and reviewed periodically to continuously improve the selection processes.

The review of the admission policy and processes are managed by UiTM Shah Alam. However, UiTM Cawangan Perak involved in providing input for admission policy monitoring and review. (Bachelor in Construction Technology, Master in Green Architecture and PhD in Built Environment).

### 4.1.2 Enhanced Standards

- **Student performance should** be monitored as a feedback mechanism to assist in improving selection processes.

Examination reports are presented by the respective coordinators of faculty to the State Academic Committee (JAN). Students’ performance will be tabled in the validation meeting at faculty level conducted after every examination at the end of each semester. The percentage of failure for every subject is set not to exceed 25% in each subject, depending on the respective faculties. A report needs to be prepared to explain the reason(s) why a course has a percentage failure rate exceeding 25% in each subject before the results are presented to JAN. A report also needs to be prepared if the percentage of A student is more than 80% in each subject.
The examination report is then presented to the Examination Council for endorsement. The result will then be presented at the Examination Council by the Rector. In terms of examination affairs, the Examination Council plays the role of the University’s Senate. Continuous analysis of examination results will be used as a basis for student’s entrance requirement which will be conducted by the faculty at the main campus (Shah Alam).

Evidences:
1. Minit Mesyurat JAN UiTM Cawangan Perak: 700-KPK(HEA.1/3/4)
2. Minit Mesyurat Validasi Peperiksaan Jabatan
3. Minit Mesyurat Peperiksaan Fakulti

- The review of the admission policy and processes should be in consultation with relevant stakeholders, nationally and internationally.

The review of the admission policy and processes are managed by UiTM Shah Alam. UiTM Cawangan Perak also contributed in this process by obtaining outputs from consultation with relevant stakeholders, nationally and internationally.

- Student intake should incorporate social responsibility by privileged consideration for people with special needs.

Student intake incorporates social responsibility by privileged consideration for people with special needs. Currently, there are four disabled students in UiTM Cawangan Perak.

Evidence:
1. List of facilities for disabled students and special needs
2. List of students with special needs

- There should be a relationship between student selection, programmes, and the desired learning outcomes.

Only qualified students with specific merit will be chosen for certain programmes. For programmes with professional accreditation, entry requirements will take into account the relevant professional bodies’ requirements. This is to ensure that the students can cope with the learning environments and achieve the learning outcomes.

Evidences:
1. Buku Peraturan Akademik Diploma dan Sarjana Muda UiTM Pindaan 2017 Bilangan 1
<table>
<thead>
<tr>
<th>4.2 Articulation Regulations, Credit Transfer and Credit Exemption</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.2.1 Benchmarked Standards</strong></td>
</tr>
<tr>
<td>- Faculty/Campus/Division <strong>must</strong> have well defined and effectively disseminated policies, regulations and processes concerning articulation practices, credit transfers and credit exemptions.</td>
</tr>
<tr>
<td>The policies, regulations, and processes of credit transfer, credit exemption, and articulation practices are outlined in the booklet <em>Buku Garis Panduan Pengecualian Kredit</em>. The applications are processed by the Faculty Coordinators who will table his or her decisions. The information on credit transfer and exemption is disseminated through Academic Affairs notice boards, Academic Regulations Booklet (2017), and student portal website.</td>
</tr>
<tr>
<td>A credit transfer is only allowed for new students who possess a Diploma certification from UiTM or equivalent and are continuing their studies to a Bachelor-level programme. Students can apply for credit transfer by filling in the HEA/RA/ITC-2007-1 (<strong>Pemindahan Kredit Dalaman</strong>) form. Students can apply for credit exemption for a course under predetermined rules set by the university.</td>
</tr>
<tr>
<td><strong>Evidences:</strong></td>
</tr>
<tr>
<td>i. <em>fail perpindahan dan pengecualian kredit :700-KPK</em>(HEA/FSPU.1/13/8)</td>
</tr>
<tr>
<td>ii. <em>Buku Peraturan Akademik Diploma dan Sarjana Muda UiTM Pindaan 2017 Bil 1</em></td>
</tr>
<tr>
<td><strong>4.2.2 Enhanced Standards</strong></td>
</tr>
<tr>
<td>- The Faculty/Campus/Division <strong>should</strong> be in touch with the latest development and thinking about the processes of articulation, credit transfers and credit exemptions including cross-border collaborative provisions.</td>
</tr>
<tr>
<td>All articulation, credit transfer, credit exemption, and cross-border provisions are determined by the Academic Affairs Division, UiTM Shah Alam. The Deputy Rector of Academic Affairs and the Assistant Registrar are involved with META (twice yearly) to discuss the management issues.</td>
</tr>
<tr>
<td><strong>Evidences:</strong></td>
</tr>
<tr>
<td>i. <em>Buku Peraturan Akademik Diploma dan Sarjana Muda UiTM Pindaan 2017 Bil 1</em></td>
</tr>
</tbody>
</table>
### 4.3 Transfer of Students

#### 4.3.1 Benchmarked Standards

- The Faculty/Campus/Division **must** have a well-disseminated policy with clear criteria, mechanisms and processes, both academic and non-academic, to enable qualified students to transfer to another programme, within it or in another Faculty/Campus/Division.

  Students are not allowed to transfer to another programme, within it or in another Faculty/Campus/Division. Students are not allowed to change to another UiTM campus for whatever reason. This is clear in Section 2.32 and 2.33, page 37 of the Academic Regulation Booklet (2017).

  **Evidence:**
  
  i. *Buku Peraturan Akademik Diploma dan Sarjana Muda UiTM Pindaan 2017 Bilangan 1*

- Incoming transfer students **must** have comparable achievement in their previous institution of study.

  UiTM Cawangan Perak have comparable achievement for incoming transfer students’ previous institution of study. However in 2017, there are no incoming transfer students to the campus.

#### 4.3.2 Enhanced Standards

- The Faculty/Campus/Division **should** have in place policies and mechanisms that facilitate student mobility between programmes and institutions, within the country or cross-border, through articulation arrangements, joint degrees, exchange semesters, advanced standing arrangements, and the like.

  UiTM Cawangan Perak have policies and mechanisms that facilitate student mobility between programmes and institutions, within the country or cross-border, through articulation arrangements, joint degrees, exchange semesters, advanced standing arrangements and others.

  **Evidence:**
  
  i. *Laporan Aktiviti Pengantarabangsaan 2017*

### 4.4 Student Support Services and Co-Curricular Activities

#### 4.4.1 Benchmarked Standards

- The Faculty/Campus/Division **must** make available, appropriate and adequate support services such as physical, social, financial and recreational facilities, and counselling and health services.

  UiTM Cawangan Perak has provided students with the following support services:

  i. University Student Centre (*Pusat Mahasiswa*)
     - Career & Counselling Unit
     - Arts and Cultural Unit
     - Co-Curriculum Unit
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ii.</td>
<td>Sports Unit</td>
</tr>
</tbody>
</table>
| iii. | College Management Unit  
  • Residential Colleges  
  • Non-Resident One-stop centre |
| iv. | Students Leadership Centre |
| v. | Campus Clinic |
| vi. | Students’ Welfare Fund |
| vii. | Students’ Zakat and Sedeqah Fund (managed by ACIS) |
| viii. | Students’ Contingency Fund  
  • Death (managed by Pentadbiran Am, HEP)  
  • Treatment and Accidents (managed by Unit Kesihatan) |
| ix. | Students’ Health Fund |

**Evidences:**

i. Minutes of Students’ Welfare Fund Meeting: 100-KPK(HEP.6/1/13)  
ii. Minutes of Students’ Trust Fund Meeting: 100-KPK(HEP.6/1/20)  
iii. Minutes of Students’ Zakat and Sadeqah Fund Meeting: 800-KPK(ACIS/ZKT.9/3/4)  
iv. Fail Rawatan Perubatan ke Hospital: 800-KPK(HEP/PERB.7/1/1)  

- **Student support services must** be evaluated regularly to ensure their adequacy, effectiveness and safety.

UiTM Cawangan Perak support services for students are constantly evaluated through the Unit Komunikasi Korporat (UKK) procedures. UiTM Cawangan Perak practises an inventory system and provides a customer feedback mechanism.

**Evidences:**

i. Fail Aduan Maklumbalas Pelanggan: (100-KPK(PT.UKK.2/3/1)  
ii. Fail Maklumbalas Pelanggan  
iii. Inventory Reports  
iv. OSCHo Report: 100-KPK(UK.9/10/1)

- **There must** be a mechanism for students to air grievances and make appeals relating to student support services.

Students can voice complaints and suggestions via the suggestion boxes provided by each support unit. Furthermore, students have their opportunity to issue any complaints or suggestion directly to Rector at Dialogue Session with Students that have been held through the year. The mechanism shows a two-way communication between students and management to overcome any problem and pressing issues.

**Evidences:**

i. Fail Surat-surat Aduan/Pertanyaan/Kritikan dan lain-lain: 100-KPK(HEP.2/3/1)  
ii. Fail Maklum Balas Pelanggan Bahagian HEP: 100-KPK(HEP.2/3/5)  
iii. Fail Perjumpaan Pengurusan Bersama MPP/Pelajar: 800-KPK(HEP.4/1/4)
- The Faculty/Campus/Division must designate an administrative unit responsible for planning and implementing student support services, staffed by individuals who have appropriate experience consistent with their assignments.

| The Deputy Rector for Student’s Affairs is supported by the Student Leadership Centre (UKP) which has qualified staff for planning and implementing student support service. The divisions and staff play a very significant role to ensure the smooth running of the student affairs and development. Hence, UKP has planned all the modules and training courses to be attended by selected students during every semester as follows:

i. **Program Pembangunan Pelajar**
   - Modul Kenegaraan
   - **Modul Pembangunan Kerjaya**

ii. **Program Kepimpinan Pewaris Bangsa**
   - Modul Tanah Airku
   - Modul UiTM Di Hatiku
   - Modul Akhlak & Keperibadian
   - Modul Kepimpinan Survival Bangsa
   - **Modul Kepimpinan Profesional**
   - **Modul Kepimpinan Ikon**
   - **Modul Kepimpinan Pembangunan Kerjaya**

iii. **Kursus Kepimpinan**
   - Pengurusan Tertinggi
   - Pengurusan Eksekutif
   - Pengurusan Akademik
   - **Pengurusan Acara dan Imej Korporat**
   - **Pengurusan Ibadah**
   - **Perancangan Strategik**

**Evidences:**

i. *Fail Modul Pembangunan Pelajar* 800-KPK(HEP/UKP.2/1/1)
ii. *Fail Program Kepimpinan Pewaris Bangsa* 800-KPK(HEP/UKP.2/1/2/1)
iii. *Fail Kursus Kepimpinan* 800-KPK(HEP/UKP.2/1/2/2)

- Academic and career counselling must be provided to students by adequate and qualified staff.

| The Career and Counselling Unit offers expert counselling and consultation services. Qualified counsellors are provided and accredited by The Counselling Board of Malaysia (Persatuan Kaunseling Malaysia). This unit provides the services for individual/ group and career counselling.

**Evidences:**

i. *Fail Kelab Kaunseling Rakan Sebaya* 800-KPK(HEP/UKK.4/7/2)
ii. *Fail Kaunseling Individu* 800-KPK(HEP/UKK.8/1)
iii. *Fail Kaunseling Kelompok* 600-KPK(HEP/UKK/8/2)
iv. *Fail e-Kaunseling* 800-KPK(HEP/UKK.8/1/4)
v. *Fail Perkhidmatan Ujian/Inventori Psikologi/Individu* 800-KPK(HEP/UKK.8/1/3)
- Induction programmes **must** be made available to students and evaluated regularly with special attention given to out of state and international students as well as students with special needs.

  Induction programmes are carried out during *Minggu Destini Siswa* (MDS). During the induction programme, surveys are carried out by the Corporate Communication Unit among parents and students to gauge their satisfaction level in terms of the registration process and induction programme. Special attention is given to special needs students.

  **Evidence:**
  i. The Survey Reports on *Minggu Destini Siswa*: 100-KPK(PT.UKKPA.2/3/5)

  4

4.4.2 Enhanced Standards

- Student support services **should** be given prominent organisational status in the Faculty/Campus/Division and a dominant role in supplementing programme learning outcomes.

  UiTM Cawangan Perak has set up the University Students Centre (*Pusat Mahasiswa Universiti*) which comprises of three units such as Co-Curriculum Unit, Career and Counselling Unit and Arts and Cultural Unit. All the support units have their own strategies to cater to their various activities through extra curriculum programmes which are included in the students’ study plan.

  4

- An equipped and adequately staffed unit dedicated to academic and non-academic counselling **should** be established.

  This career counselling unit has qualified professional counsellors who provide clinical or career counselling services for individuals and groups. Due to the increasing number of students, the ratio of counselor to students is inadequate.

  **CQI:**
  Due to the high ratio of 1: 2500 between counsellors to students, the unit requires an additional counsellor. Current numbers in UiTM Cawangan Perak is 5 counselors.

  **Evidences:**
  i. *Fail Perjawatan Kumpulan Pengurusan dan Profesional (Pentadbiran)* 500-KPK(PT. 2/5/1/1)
  ii. *Fail Enrolmen Pelajar*

  3

- Student academic and non-academic counselling **should** include ongoing monitoring of the student’s progress to measure the effectiveness of, and to improve, the counselling services.

  Students are encouraged to get involved with counselling services by becoming members of the Peer Group Counselling (*Kelab Kaunselor Rakan Sebaya*), as well as helping the Career and Counselling Unit (*Unit Kerjaya dan Kaunseling*) in conducting its programmes and activities. This has indirectly improved the performance of the unit in delivering its services to students.

  4
There **should** be a structured training and development plan to enhance the skills and professionalism of the academic and non-academic counsellors.

Counsellors are provided with the following personal development training session organized by the Career and Counselling Centre in order to increase and improve their professional expertise and experience:

<table>
<thead>
<tr>
<th>Evidences:</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.  Fail Kelab Kaunseling Rakan Sebaya: 800-KPK(HEP/UKK.4/7/2)</td>
</tr>
<tr>
<td>ii. Fail Kaunseling Individu: 800-KPK(HEP/UKK.8/1)</td>
</tr>
<tr>
<td>iii. Fail Kaunseling Kelompok: 600-KPK(HEP/UKK.8/2)</td>
</tr>
<tr>
<td>iv.  Fail e-Kaunseling: 800-KPK(HEP/UKK.8/1/4)</td>
</tr>
<tr>
<td>v.   Fail Perkhidmatan Ujian/Inventori Psikologi/Individu: 800-KPK(HEP/UKK.8/1/3)</td>
</tr>
</tbody>
</table>

4.5 Student Representation and Participation

4.5.1 Benchmarked Standards

- The Faculty/Campus/Division **must** have a widely disseminated policy on student representation and participation in line with national policies and laws.

A widely disseminated policy has been implemented which can reflect student representation and participation in ensuring the quality of students’ work is upheld. The policy is kept in line with the national policies and laws to ensure that works are streamlined with the current regulations. This has increased students’ exposure to real job situations. Student representations are done by the students’ society and Students’ Representative Council (MPP).

<table>
<thead>
<tr>
<th>Evidences:</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.  Educational Institutions (Discipline) Act 1976, Act 174 (Amendment 2012)</td>
</tr>
<tr>
<td>ii. Fail Pemilihan Jawatankuasa Perwakilan Pelajar: 800-KPK(HEP.4/1/3)</td>
</tr>
<tr>
<td>iii. Fail Mesyuarat Majlis Perwakilan Pelajar: 800-KPK(HEP.4/1)</td>
</tr>
</tbody>
</table>

- The Faculty/Campus/Division **must** publish a statement of student rights and responsibilities and make it available to the campus community.

Students’ right and responsibilities that prevail in the campus through published statements are considered as evidence of their obligation as students. Students’ right and responsibilities in UiTM are protected by *[Undang Undang Mahasiswa Akta 174 and Akta Institusi Pelajaran (Tataterib) 1976]*. It is compulsory for students to take the student’s oaths (Ikkr Pelajar) during their orientation week (MDS) and to perform the student’s pledge (Aku Janji).
### 4.5.2 Enhanced Standards

**Evidences:**
- Fail Laporan Penyiasatan: 500-KPK(HEP.2/15/5)
- Fail Tindakan Tatatertib: 500-KPK(HEP.2/15/1/1)
- Buku Peraturan Akademik Diploma dan Sarjana Muda UiTM Pindaan 2017 Bil. 1
- Buku Peraturan Sahsiah Pelajar dan Peraturan-Peraturan UiTM
- Educational Institutions (Discipline) Act 1976, Act 174 (Amendment 2012)
- Buku Peraturan Akademik Diploma dan Sarjana Muda UiTM Pindaan 2017 Bil. 1

**Evidences:**
- Fail Laporan Penyiasatan: 500-KPK(HEP.2/15/5)
- Fail Tindakan Tatatertib: 500-KPK(HEP.2/15/1/1)
- Buku Peraturan Akademik Diploma dan Sarjana Muda UiTM Pindaan 2017 Bil. 1
<table>
<thead>
<tr>
<th>Evidences:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td><em>Fail Modul Pembangunan Pelajar: 800-KPK(HEP/UKP.2/1/1)</em></td>
</tr>
<tr>
<td>ii.</td>
<td><em>Fail Program Kepimpinan Pewaris Bangsa: 800-KPK(HEP/UKP.2/1/2/1)</em></td>
</tr>
<tr>
<td>iii.</td>
<td><em>Fail Kursus Kepimpinan: 800-KPK(HEP/UKP.2/1/2/2)</em></td>
</tr>
</tbody>
</table>

- Where student publications or other media exist, the Faculty/Campus/Division should provide a clear, formal and well-publicised policy regarding such publications.

UiTM Cawangan Perak has a formal publication policy (*Manual Korporat*) for the staff and students. However, there are internal, unofficial Faculty-based publications by students’ programmes. All publications have to be approved by the *Unit Komunikasi Korporat*, UiTM Cawangan Perak. Only the best an appropriate product is published as this will portray the image of the faculty as well as UiTM Cawangan Perak. For example; Designing Course Book and Students’ Portfolios. Selected student publications such as drawing, project and report will be exhibited at FSPU and FSSR galleries in UiTM Cawangan Perak.

- There should be appropriate channels to allow student participation in the formulation, management and evaluation of the curriculum, and in academic matters relevant to them.

Students are allowed to provide feedback on academic matters which are relevant to them through the Student's Feedback Online (SuFO) system. Based on the OBE-iCGPA system, students are required to fill in the Entrance-Exit survey at the beginning and before the end of the semester for every course.

Evidences:

| i.  | SuFO record: 100-KPK(HEA.2/3/3), 100-KPK/TPH(HEA.2/3/3)  |
| ii. | Entrance-Exit Survey |

- The Faculty/Campus/Division should have adequate facilities to encourage students to be involved in publication activities.

UiTM Cawangan Perak has provided adequate facilities resources such as fund, space and equipment. The University Student Center (*Pusat Mahasiswa*) provides students with one meeting room and another room for them to conduct any publication activities.

Evidences:

| i.  | *Garis Panduan Aktiviti Pelajar (Persatuan/kelab)*  |
| ii. | *Rekod Laporan Aktiviti Persatuan HEP: 800-KPK(HEP.4/3)*  |
| iii. | *Laporan Tabung Amanah Pembangunan Akademik (TAPA): 700-KPK(HEA.1/3/5)*  |
## 4.6 Alumni

### 4.6.1 Benchmarked Standards

- The Faculty/Campus/Division **must** encourage active linkages and continuous relationship between it and its alumni.

<table>
<thead>
<tr>
<th>UiTM Cawangan Perak always supports and encourages efforts to enhance continuously alumni network between the management and the alumni. Strategies that have been taken are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Setting up Persatuan Alumni Universiti Teknologi MARA Cawangan Perak registered with The Registry of Societies of Malaysia (RoS)</td>
</tr>
<tr>
<td>- Conducting activities with alumni such as recognising alumni icons</td>
</tr>
<tr>
<td>- Promoting UiTM Cawangan Perak to alumni through social media platforms</td>
</tr>
<tr>
<td>- Visiting related companies through industrial training</td>
</tr>
<tr>
<td>- Inviting alumni for career talks and motivation programmes</td>
</tr>
<tr>
<td>- Inviting alumni for professional talks related to their area of expertise</td>
</tr>
</tbody>
</table>

**Evidences:**

1. Alumni UiTM Cawangan Perak file: 100-KPK(PJI.8/1/1)
2. Facebook – @AlumniUITMPerak
3. Rekod Laporan Aktiviti Persatuan: 800-KPK(HEP.4/3)
4. Laporan Jawatankuasa Akaun Amanah: 400-KPK(HEP.1/9/5)
5. Laporan Tabung Amanah Pembangunan Akademik (TAPA): 400-KPK(HEA. 1/9/6), 400-KPK(HEA/FSPU.1/9/8), 400-KPK(HEA/FSSR. 1/9/7)

### 4.6.2 Enhanced Standards

- The views of the alumni **should** be incorporated in curriculum development, the achievement of the learning outcomes and the future direction of the Faculty/Campus/Division.

<table>
<thead>
<tr>
<th>Alumni involvement in programmes such as Design Critics, Fashion Shows, Profesional Talks and Program Kecemerlangan Akademik enables them to recommend improvements for curriculum development and learning outcomes. The curriculum review process greatly involves various stakeholders, alumni, employers, and professional bodies. Their feedback on relevancy of the content and structure programmes is also formally recorded. There are in existence the entry survey, exit survey, market survey, employability survey, alumni survey, and tracer study survey to serve this purpose. Faculties make use some of these data in reviewing their curriculum and learning outcomes.</th>
</tr>
</thead>
</table>

**Evidences:**

1. Appointment of external reviewer: 700-KPK(HEA.1/6/3)
2. Curriculum Review Reports
- The Faculty/Campus/Division **should** encourage the alumni to play a role in preparing students for their professional future, and to provide linkages with industry and the professions.

<table>
<thead>
<tr>
<th>Faculties identified prominent alumni and invited them to participate in their students’ project recognition. These programmes provide exposure to the students and motivate them to work in their related industrial areas in future. There are in existence strong relationships with industries and external stakeholders through internship for students in their industries.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evidences:</strong></td>
</tr>
<tr>
<td>i.  <em>Rekod Laporan Aktiviti Persatuan: 800-KPK(HEP.4/3)</em></td>
</tr>
<tr>
<td>ii. <em>Laporan Jawatankuasa Akaun Amanah: 400-KPK(HEP.1/9/5)</em></td>
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</tbody>
</table>
AREA 5: ACADEMIC STAFF

<table>
<thead>
<tr>
<th>Quality Criteria and Standards</th>
<th>Review: Evaluate, judge, conclude, continuous quality improvement (based on evidence) (eg effectiveness of process/activity, results achieved, comparisons between programmes, courses etc)</th>
<th>Self review rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5.1 Recruitment and Management</strong></td>
<td><strong>5.1.1 Benchmarked Standards</strong></td>
<td>5</td>
</tr>
</tbody>
</table>
| • UiTM Cawangan Perak **must** have a clear and documented academic staff recruitment policy where the criteria for selection are based on academic merit. | The process of selection and recruitment of academic staff is based on *Manual Proses Pengambilan Staff Kumpulan Pengurusan dan Profesional (Akademik)* and *Panduan Pengurusan Proses Pelantikan Staf Akademik* provided by the Office of the Registrar, UiTM Shah Alam. Decision on the appointment of academic staff is based upon *Dasar dan Panduan* specified by Jabatan Pembangunan Sumber Manusia (JPbSM), registrar office UiTM. Faculty will ensure that qualified lecturers are selected to teach the course in the program offered by the faculty.  

**Evidences:**  
  i. *Panduan Pengurusan Autonomi UiTM Cawangan Perak*: UiTM.KPK/PT.PTA/60 (Pindaan00)  
  ii. *Rekod Temuduga Kumpulan Pengurusan dan Profesional*: 500-KPK (PT.2/5/1)  
|  |  |  |
| • The staff to student ratio for each programme **must** be appropriate to the teaching-learning methods and comply with the programme discipline standards. | The existing number of full time academic staff is inadequate. This is due to the increasing number of students enrolled each semester. Overall, the current ratio of academic staffs to student is 1:19.  

**CQI:** UiTM Cawangan Perak has to ensure the number of full time academic staff for all faculties is adequate as per programme requirements.  

**Evidences:**  
  i. *Kumpulan Pengurusan dan Profesional (Staf Akademik)*: 500-KPK(PT.2/5/1)  
  ii. *Pengisian Jawatan (Akademik)*: 500-KPK(PT.1/5/3)  
  iii. *Perancangan Tenaga Manusia*: 500-KPK(PT.1/3)  
  iv. *Waran Perjawatan*: 500-KPK(PT.1/2)  
  v. *Senarai Kakitangan (Am)/Statistik*: 500-KPU(PT.1/7.5), 500-KPK/TPH(PT.1/5/2)  
  vi. *Senarai Perjawatan/Pengambilan*: 500-KPK/TPH(PT.1/5/1) | 3 |
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</table>
| **• UiTM Cawangan Perak must** have adequate number of full-time academic staff for each programme. | Currently UiTM Cawangan Perak has a total of 642 full time and part-time lecturers. However, the existing number of full time academic staff is inadequate due to the increasing number of students enrolled each semester.  

**CQI:**  
UiTM Cawangan Perak has to ensure the number of full time academic staff for all faculties is adequate as per programme requirements.  

**Evidence:**  
i. *Rekod Senarai Kakitangan Am/Statistik: 500-KPK/(PT.1/7/5), 500-KPK/TPH(PT.1/5/2)*  

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</table>
| **• UiTM Cawangan Perak must** clarify the roles of the academic staff in teaching, research and scholarly activities, consultancy, community services and administrative functions to show a balance of functions and responsibilities in line with academic conventions. | On average, each academic staff is given a minimum of 18 hours of teaching workload per week. Each lecturer is required to fulfil the minimum 39 hours of ATP *(Amanah Tugas Pensyarah)* per week based on the *Pekeliling Akademik 20/2011* and *Pekeliling 8/2013*. ATP is used to clarify the roles of the academic staff in teaching (ATS), research (K1) and scholarly activities (K2), consultancy (K2), community services and administrative functions (K3).  

**Evidences:**  
i. *Pekeliling Akademik Bil 20/2011*  
ii. *Pekeliling Akademik Bil 8/2013*  

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</table>
| **• UiTM Cawangan Perak policy must** reflect an equitable distribution of responsibilities among the academic staff. | UiTM Cawangan Perak has set up a Career Development and Performance Management Division under the Registrar’s Office to establish a system of recognition and reward for academic staff through teaching, research and service contributions. The process of academic appointment and promotion exercise among academic staff is based on *Manual Proses Pengambilan Staff Kumpulan Pengurusan dan Profesional* provided by the Office of the Registrar, UiTM Shah Alam and *Garis Panduan Urusan Kenaikan Pangkat Pensyarah UiTM Pindaan 1/2008*.  

Recognition and award for long service are awarded to academic staff who have served the University for a term of 20 years, 25 years and 30 years. All awards are given *during Majlis Kemuncak Sambutan Bulan Inovasi*. Based on the Performance Assessment score, those who scored more than 50% are eligible for salary increment and those who scored 85% and above are eligible for the Excellence Award.  

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Evidences:

iii. Kenaikan Pangkat Kumpulan Pengurusan dan Profesional (Akademik): 500-KPK/TPH(P.2/10/1)
iv. Kumpulan Pengurusan dan Profesional (Staf Akademik): 500-KPK(P.2/10/1)
v. Kumpulan Pengurusan dan Profesional (Staf Pentadbiran): 500-KPK(P.2/10/1/1)

UiTM Cawangan Perak must have clear policies, criteria and processes in academic appointment and promotion exercise -- for example, that of Professors and Associate Professors -- guided by considerations which are in line with national policy and international best practices.

Evidences:

i. Pekeliling Timbalan Naib Canselor (Akademik dan Antarabangsa) Bil. 7/2011 [Garis
x. Guidelines to Administrator the C&C Questionnaire [UiTM/GPanduan C&C/2011]
### 5.1.2 Enhanced Standards

- **The recruitment policy** should seek a balance between senior and junior academic staff, between academic and non-academic staff, between academic staff with different approaches to the subject, and between local and international academic staff with multidisciplinary backgrounds.

The ratio between academic and non-academic staff has yet to be improved. The current ratio of academic to non-academic staff in UiTM Cawangan Perak Kampus Seri Iskandar is 1:1.18 whereas in UiTM Cawangan Perak Kampus Tapah, the ratio is 1:0.6.

**CQI:**
UiTM Cawangan Perak should increase the number of senior academic staff and non academic staff.

**Evidences:**

1. Rekod Temuduga Kumpulan Pelaksana: 500-KPK(PT.1/5/4)
2. Rekod Permohonan Tambahan Jawatan dan Pengisian Jawatan – Kumpulan P&P (Staf Akademik): 500-KPK(PTd-500-KPK(PT.2/5/1/1)
3. Senarai Perjawatan/Pengambilan: 500-KPK/TPH(PT.1/5/1)
4. Statistik Kakitangan: 500-KPK/TPH(PT.1/5/2)

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- **UiTM Cawangan Perak** should have national and international linkages to provide for the involvement of renowned academics and professionals to enhance its scholarly activities.

UiTM Cawangan Perak encourages faculties to establish linkages with other local and international universities, and also with other local or international bodies through joint ventures.

**Evidences:**

1. Kerjasama lain-lain universiti dari luar Negara: 100-KPK(PJI. 17/7)
2. Kerjasama Universiti Indonesia: 100-KPK(PJI. 17/7/1)
3. Laporan Aktiviti Pengantarabangsaan 2017

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### 5.2 Service and Development

#### 5.2.1 Benchmarked Standards

- **UiTM Cawangan Perak** must provide for an effective academic staff development programme.

Continuous development training programmes for academic staff are organised by ILD UiTM Cawangan Perak and ILD UiTM Shah Alam.

**Evidences:**

1. File Kursus Anjuran iLOQAM 100-KPK (HEA/iLOQAM. 36/1)
2. File Staff Training & Competencies 500-KPK (HEA/iLOQAM. 5/1/9)
<table>
<thead>
<tr>
<th>Policy/Requirement</th>
<th>Details</th>
</tr>
</thead>
</table>
| **The policy on the academic staff must address matters related to service, development and appraisal.** | Each academic staff is required to complete the Sasaran Kerja Tahunan (SKT) and Online Performance Appraisal (OPAL) each year, which details the academic staff's yearly work performance, and to be submitted to the head of faculty. However, due to technical issues with the OPAL system, the evaluation of academic staff performance still currently using LNPT form. **Evidences:**

i. *Fail Kursus Anjuran ilQAM 100-KPK (HEA/ilQAM. 36/1)*


iii. *Kumpulan P&P:500-KPK(PT.2/10/1), 500-KPK(PT.2/10/1/1)*


vi. *Rekod Permohonan Biasiswa:500-KPK(PT.14/3)*

vii. *Kenaikan Pangkat Kumpulan Pengurus dan Profesional:500-KPK/TPH(PT.2/10/1)*


ix. *Rekod Permohonan Biasiswa:500-KPK/TPH(PT.7/1/9)* |
| **UiTM Cawangan Perak must provide mentoring and formative guidance for new academic staff as part of its staff development programme.** | UiTM Cawangan Perak practises the Structured Mentoring Programme, a Mentor-Mentee system as a formative guidance to new academic staff (below 5 years of service) since 2014. In addition, all new academic staff is required to attend *Kursus Asas Pengajaran* and *Kursus Pemantapan Kerjaya Pensyarah Baru* UiTM conducted by ilQAM Shah Alam and ilQAM UiTM Cawangan Perak respectively. **Evidences:**

i. *Fail Kursus Asas Pengajaran: 100-KPK(HEA/ilQAM 500-5/1/9)*

ii. *Fail Kursus Pemantapan Pensyarah:100-KPK(HEA/ilQAM.36/1/33)*

iii. *Manual Structured Mentoring Program UiTM Cawangan Perak*

iv. *Fail Structured Mentoring Program UiTM Cawangan Perak: 500-KPK (HEA 7/1/10)*

v. *Website: http://perak.uitm.edu.my/pementoran*

vi. *Staff Training and Competencies: 100-KPK/TPH(HEA/ilQAM.5/1/9)* |
| **The academic staff must be provided with the necessary training, tools and technology for self-learning, access to information and for communication.** | Academic staff training is provided as stated in the circular on employment: *Pekeliling Perkhidmatan Bil 2/2005* - Latihan Sektor Awam Sumber Manusia Pelan Pelaksanaan (Pekeliling Naib Canselor 1/2010) which prescribes an annual total of 42 hours of staff training, 15 hours of general competency, 15 hours of special competency and 12 hours of ICT training. Percentage of lecturers who complied with the ratio of 15:15:12 Competencies is as follows: |
Table 5.1: UiTM Cawangan Perak Staff Competency

<table>
<thead>
<tr>
<th>Competency</th>
<th>Seri Iskandar (%)</th>
<th>Tapah (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General &gt; 15 hours</td>
<td>98</td>
<td>99.5</td>
</tr>
<tr>
<td>Special &gt; 15 hours</td>
<td>24</td>
<td>51</td>
</tr>
<tr>
<td>ICT &gt; 12 hours</td>
<td>61</td>
<td>24</td>
</tr>
</tbody>
</table>

Evidence:
1. Staff Training and Competencies: 100-KPK/TPH(HEA/iLQAM.5/1/9)

- UiTM Cawangan Perak must provide for a suitable environment for the student appraisal of the academic staff.

  Students are required to evaluate their lecturers through online student portal. Student Feedback Online (SuFO) forms need to be completed by every student. The students will not be given access to their final examination results if they failed to complete SuFO.

5.2.2 Enhanced Standards

- UiTM Cawangan Perak should provide opportunities -- including funding -- for academic staff participation in professional, academic and other relevant activities, national and international. It should appraise this participation and demonstrate that it utilises the results of this appraisal for improvement of student experience.

  The Research Management Unit (RMU) provides opportunities and facilitates applications for internal, external, national and international grants for UiTM Cawangan Perak academic staff who participate in research, consultations, innovations and publications. RMU also conducts seminars and workshops to encourage, motivate and train the academic staff on research, consultation, innovation, securing research grants and projects, managing their finances and publishing research work in a manner that is responsible and ethical.

  UiTM Cawangan Perak through the Faculties and RMU has organised national & international seminars and conferences which provide participations to professionals, academic staff and students. Participation of academic staff in academic activities is accounted for their promotions and rewards on research & publications. The benefit will be filtered down to the students through more quality inputs for T&L.

  Evidences:
  i. List of grant recipients: 900-KPK(PJI.1/4/2)
  ii. List of registered consultations: 900-KPK(PJI.5/1)
  iii. List of registered publications: 900-KPK(PJI.1/4/2)
  iv. List of registered innovation projects: 100-KPK(PJI.13/5)
  v. List of seminars, conferences and workshops: 500-KPK(PT.7/1/8)
  vi. List of academic award recipients: 500-KPK(HEA.4/2/12)
  vii. List of program iLQAM: 100-KPK/TPH(HEA/iLQAM.5/1/9)
• **UiTM Cawangan Perak** should have appropriate provision to allow for advanced enhancement for its academic staff through research leave, sabbatical, and sponsored participation in, and organisation of, conferences.

UiTM Cawangan Perak provides ample opportunities to academic staff for career advancement through research leave, sabbatical leave, and participation in conferences related to their fields. Currently UiTM Cawangan Perak has 74 staff pursuing their PhDs respectively.

**Evidences:**

i. Cuti Belajar: 500-KPK(PT.3/4/6)


v. Melanjutkan Pengajian Secara Sambilan: 500-KPK/TPH(PT.7/1/9/1)

vi. Menghadiri/Membentang Kertas Kerja Dalam Negara: 500-KPK/TPH(PT.5/5/1)

vii. Menghadiri/Membentang Kertas Kerja Luar Negara: 500-KPK/TPH(PT.5/5/2)

viii. Statistik Kakitangan: 500-KPK/TPH(PT.1/5/2)
### AREA 6: EDUCATIONAL RESOURCES

<table>
<thead>
<tr>
<th>Quality Criteria and Standards</th>
<th>Review: Evaluate, judge, conclude, continuous quality improvement (based on evidence) (eg effectiveness of process/activity, results achieved, comparisons between programmes, courses etc)</th>
<th>Self Review Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6.1 Physical Facilities</strong></td>
<td><strong>UITM Cawangan Perak Kampus Seri Iskandar</strong>&lt;br&gt;Currently UiTM Cawangan Perak has sufficient number of educational resources and facilities to run the teaching and learning process. UiTM Cawangan Perak is always taking positive measures to improve its educational resources to cater to the increasing number of students and programmes. However, there is not enough studio and workshop to cater to the increment of total number of students. Besides that, the location of existing workshop is not suitable and not following the health and safety requirements. The budget to construct a new workshop for both FSPU and FSSR has been proposed in Budget KY for 2017 and 2018. The application has been approved, but the money has not been released yet. Several facilities are also in progress and some of the projects are already completed to ensure effectiveness of delivery of the curriculum.&lt;br&gt;&lt;br&gt;Evidences:&lt;br&gt;i. <strong>Fail Ruang:</strong> 200-KPK(BPPF.3/3)&lt;br&gt;ii. <strong>Cadangan Kerja-Kerja Membina Laluan Pejalan Kaki dan Berbumbung (Fasa 1) di Universiti Teknologi MARA Cawangan Perak, Kampus Seri Iskandar, Perak Darul Ridzuan:</strong> SH/PB/PRK/K15/6215&lt;br&gt;iii. <strong>Cadangan Kerja-Kerja Pemasangan Kemasangan Lantai Bilik Kuliah di Bangunan Fakulti Universiti Teknologi MARA Cawangan Perak, Kampus Seri Iskandar, Perak Darul Ridzuan:</strong> SH/PB/PRK/K12/5515&lt;br&gt;iv. <strong>Cadangan Kerja-Kerja Membina Pusat Rekreasi di Universiti Teknologi MARA Cawangan Perak Kampus Seri Iskandar, Perak Darul Ridzuan:</strong> SH/PB/PRK/K08/4416</td>
<td>4</td>
</tr>
<tr>
<td><strong>6.1.1 Benchmarked Standards</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● The Faculty/Campus/Division <strong>must</strong> have sufficient and appropriate resources, including equipment and facilities for training, to ensure effective delivery of the curriculum.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

UiTM Cawangan Perak Kampus Tapah<br>UiTM Cawangan Perak Kampus Tapah has sufficient number of educational resources and facilities such as computer laboratories and classes to run the teaching and learning process. The teaching and learning process of most of the programme requires a face-to-face communication between the lecturers and the students. Therefore, the physical facilities, such as the lecture halls, and tutorial rooms, provided at UiTM Cawangan Perak Kampus Tapah are adequate to facilitate the teaching and learning process. In the year 2017, the ‘Laluan berbumbung pelajar’ from the first phase to second phase has been completed and this will facilitate the students commuting between the the two phases. The ‘Stor Gas Terpusat’ for the Faculty of Applied Science has also been completed in the same year.
However, with the increasing number of students' enrolment would increases the needs of main hall for a common test that can be used after office hour and weekends, as well as to cater final examination and other activities. Currently, the existing hall (Green House) has been used for teaching and learning. UiTM Cawangan Perak Kampus Tapah will always take positive measures to improve its educational resources to cater the increasing number of students and programmes.

There is a proposed ‘Dewan Serbaguna’ costing RM20.25 million which could cater the needs of 1,500 audiences with 4,500-meter square. This would encourage the conduct of final examination as well as any programmes related to the university.

Evidences:

i. Fail Sewaan Peralatan dan Perkakasan ICT: 400-KPK/TPH (BTM. 3/9/3)
ii. Fail Penempatan Aset Alih: 300-KPK/TPH (BTM. 2/3/2)
iii. Fail Projek: 200-KPK/TPH (BPPF.7/2/2)
v. Fail Permohonan RMK-11: Projek Baharu UiTM Kampus Tapah

- Educational resources, including infrastructure and resources in support of academic staff development programmes, must be distributed according to the educational needs.

**UiTM Cawangan Perak Kampus Seri Iskandar**

UiTM Cawangan Perak has sufficient number of educational resources and facilities such as computer laboratories and classes to run the teaching and learning process. UiTM Cawangan Perak will always take positive measures to improve its educational resources to cater to the increasing number of students and programmes.

Currently UiTM Cawangan Perak Kampus Seri Iskandar has quite a sufficient number of educational infrastructure resources to support academic staff development programmes. The educational resources available are fairly distributed. Currently, 32 computer labs are available, including one Computer Lab in UiTM Kampus Bandaraya Ipoh. All computing resources are shared fairly among users. The number of students in each computer lab fits well with the size and capacity of the physical structure of the computer labs. The specific-subject software is also available.

Currently the ratio of 11:32 in terms of the number of support staff to the number of computer laboratories available is not so sufficient. However, good cooperation among technical staff has helped so much in providing good services to our customers. Preventive maintenance of all computers is managed by the technical staff, whereas all maintenance and repair jobs are done by the vendor. This effectively frees the technical staff from spending too much time fixing maintenance problems, hence focusing more on other aspects of their jobs. Positive measures always taken to improve the educational resources to cater to the increasing number of staff development programmes such as:
• Lecture rooms are equipped with visual technologies such as LCD Projectors. It is still in the process of changing from using LCD technologies to LED technologies which are more advanced in power consumption and longer life cycle.
• The internet bandwidth for now is 160Mps (Kampus Seri Iskandar) and will be 1Gbps in June 2018 to allow teaching and learning web-based resources (e-learning). In Kampus bandaraya, the internet speed is 100Mps using TM Unifi.
• Majority of the lecturer are provided with Internet port in their room, class and computer lab. Majority of the lecturers also have their own notebook bought using UiTM Notebook Grant Scheme with the value of RM1,500 and upgraded to RM2,000 in January 2017.
• The software available is Office applications, subject specific software, multimedia authoring and video/audio productions, Web tools and Academic/Student Information System.

Evidences:
i. Fail Permohonan Pemasangan Rangkaian Internet: 100-KPK(IFTC.11/3)
ii. Fail Kemudahan (Fasiliti) Makmal Komputer dan Kemudahan (Peralatan) P&P Tempahan/Penggunaan Premis: 100-KPK(IFTC. 7/1)
iii. Fail Pembelian Komputer: 400-KPK(IFTC.10/1/2)
iv. Fail Sewaan Peralatan dan Perkakasan ICT : 400-KPK(BTM.3/9/3)
v. Fail Penyelenggaraan Alat-alat Komputer: 300-KPK(IFTC.2/5/3)
vi. Pekeling ICT Bil 01/2017: Pembelian pekakasan ICT secara geran UiTM

UiTM Cawangan Perak Kampus Tapah
Currently UiTM Cawangan Perak Kampus Tapah has enough educational infrastructure resources to support academic staff development programmes. The educational resources available are fairly distributed. There are currently 26 computer laboratories in UiTM Cawangan Perak Kampus Tapah. All computing resources are shared fairly among users. The number of students in each computer lab fits well with the size and capacity of the physical structure of the computer labs. The specific-subject software is also available.

Currently the ratio of 1:4 in terms of the number of support staff to the number of laboratories and workshops available is sufficient since preventive maintenance of all computers is managed by the technicians whereas all maintenance and repair jobs are done by the vendor. This effectively frees the Asst. Analyst and Technicians from spending too much time fixing maintenance problems hence focusing more on other aspects of their jobs. Total number of support Staff for ICT Department is 11 staff which includes 9 of Ast. Analyst (FA29) and 2 Technicians (FA19). Currently there is no System Analyst (F41) to lead the ICT Department and to make decision.

UiTM Cawangan Perak Kampus Tapah is always taking positive measures to improve the educational resources to cater to the increasing number of staff development programmes such as:
- Lecture rooms are equipped with display screen technologies such as LED TV and Projectors.
- Majority of the lecturer are provided with Internet port in their room, class and computer lab and also have their own notebook bought using UiTM Notebook Grant Scheme with the value of RM1,500 and upgraded to RM2,000 in December 2016.
- The internet bandwidth has been improved from 70Mbps to 110Mbps to allow teaching and learning from web-based resources (e-learning).
- The software available is Office applications, subject specific software, multimedia authoring and video/audio productions, Web tools and Academic/Student Information System.
- The students also have been provided spaces or rooms for any discussion outside the class hour around the academic building. There are Bilik Simulasi, Bilik Perbincangan, and Bilik Kecemerlangan to be used by the students at their discretion.

UiTM Cawangan Perak, Kampus Tapah is proud of its library which continually improving and upgrading their books, journals, articles, magazines and even online databases to be used by the lecturers and the students. The library also offers 24-hour room to be used by the students at any time, and Research Garden for the lecturers. UiTM Cawangan Perak Kampus Tapah will always take positive measures to improve its educational resources to cater the increasing number of students and programmes.

**Evidences:**

i. *Fail Sewaan Peralatan dan Perkakasan ICT: 400-KPK/TPH (BTM. 3/9/3)*
ii. *Fail Penempatan Aset Alih: 300-KPK/TPH (BTM. 2/3/2)*
iii. *Fail Projek: 200-KPK/TPH (BPPF.7/2/2)*

- The physical facilities **must** comply with the relevant laws, and with health and safety regulations.

UiTM Cawangan Perak prepares all physical facilities according to the requirements of the relevant laws and regulations. Bahagian Pengurusan dan Pembangunan Fasiliti (BPPF) acts as the unit responsible to provide all these facilities; and OSHCo UiTM Cawangan Perak conducts internal audits to ensure that these facilities adhere to all legal requirements. The relevant laws and regulations are:

- University and University College Act 1971 (amended 2009)
- Occupational Safety and Health Act (OSHA) 1994
- Energy Commission Act 2001
- Uniform Building By-Laws 1984
- Strata Management Act 2013
- Standard Design of University Facilities

**Evidence:**

i. **Internal Audit Record: 600-KPK(U.K. 12/7)**
The library and resource centre must have adequate and current references, qualified staff and other facilities -- including appropriate information and communication technology-mediated reference materials -- to support academic programmes and research activities.

<table>
<thead>
<tr>
<th>PTAR UiTM Cawangan Perak Kampus Seri Iskandar</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Library Report</strong></td>
</tr>
<tr>
<td>The library UiTM Cawangan Perak provides adequate facilities for the students and lecturers with easy access through 34 online databases subscribed for the whole UiTM Branches. These online databases could cater all programs offered by the university. Details of the library collections according to the faculties are shown in Table 6.1 and 6.2 for PTAR Seri Iskandar.</td>
</tr>
<tr>
<td><strong>Library Collections</strong></td>
</tr>
<tr>
<td>The library various collections has its own distinguished criteria. Some of the collections are permissible to be borrowed and some can only be referred in the library premise. Students can get access to the library collections, through Library WebOPAC using the new library web-based system known as (WILS) that is link to the Library Portal.</td>
</tr>
<tr>
<td>Below are the types of collections available in the library:</td>
</tr>
<tr>
<td>i. <strong>Open Shelf Collection (OS)</strong></td>
</tr>
<tr>
<td>The books of this collection consist of various subjects and areas. It can be borrowed according to the user’s qualification and located at Level 1 &amp; 2.</td>
</tr>
<tr>
<td>ii. <strong>Syllabus Collection (SLR)</strong></td>
</tr>
<tr>
<td>The syllabus collection can only be accessed in the library. However, there are copies that are located at the open shelf collection (Oss) section and can be borrowed.</td>
</tr>
<tr>
<td>iii. <strong>Law Collection</strong></td>
</tr>
<tr>
<td>This collection specifically contains of law related materials, including (A) Acts (including amendment) and statutes, books and report.</td>
</tr>
<tr>
<td>iv. <strong>Special Collection (Information Services Unit)</strong></td>
</tr>
<tr>
<td>The Special Collection is located at level 1 and generally can be borrowed only for 2 hours through the Information Services Counter. Basically, the collection is divided into several other collections as follows:</td>
</tr>
<tr>
<td>Red Spot Collection (KBR / KAT)</td>
</tr>
<tr>
<td>- Map / Topographic Map Collection</td>
</tr>
<tr>
<td>- Annual Report Collection</td>
</tr>
<tr>
<td>- Thesis &amp; Research Report (Students &amp; Staff)</td>
</tr>
<tr>
<td>- Retrospective News Paper Collection</td>
</tr>
<tr>
<td>- University Prospectus</td>
</tr>
</tbody>
</table>
v. Multimedia Collection

The Multimedia Collection can be borrowed at the Information Services Coun. A large selection of materials is offered in a variety of formats, such as CD-ROM, DVD, cassette, kit, and diskette. Most of the CD collection are accompanied with books that can be borrowed by the library users.

vi. Reference Collection

This collection can be found at Level 2. It consists of encyclopedias, dictionaries, thesaurus, bibliographies, statistics, handbooks, yearbooks and others. Materials of this collection can only be referred within the library.

vii. Serials Collection (Current & Bound)

This collection is located at Level 2 located in the Serial Room and consists of current and latest scholarly journals and magazines that can only be referred in the library. However, the bound collection is basically derived from Serial Collection (Current). Completed volumes of periodicals will be bound and shelved at the Serial Collection (Bound) at Level 2 as well.

UiTM Cawangan Perak Kampus Seri Iskandar Library Statistics

Table 6.1: Staff and qualification for UiTM Cawangan Perak Kampus Seri Iskandar

<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Academic Qualification</th>
<th>Number Of Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Deputy Chief Librarian</td>
<td>MSc. Lib Science &amp; BSc. Library &amp; Info. Sc</td>
<td>1</td>
</tr>
<tr>
<td>2.</td>
<td>Senior Librarian</td>
<td>MSc. Info. Mgt. &amp; BSc. Library &amp; Info. Sc</td>
<td>2</td>
</tr>
<tr>
<td>4.</td>
<td>Assistant Librarian</td>
<td>SRP / SPM / STPM / Diploma / Degree</td>
<td>16</td>
</tr>
<tr>
<td>5.</td>
<td>Binder</td>
<td>SPM</td>
<td>4</td>
</tr>
<tr>
<td>6.</td>
<td>Clerk</td>
<td>SPM / Diploma</td>
<td>1</td>
</tr>
<tr>
<td>7.</td>
<td>Operational Assistant</td>
<td>SRP</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total Number of Staff</strong></td>
<td></td>
<td><strong>25</strong></td>
</tr>
</tbody>
</table>

Currently, there are 34 library staffs located in two main campuses (PTAR Kampus Tapah) including one librarian from Seri Iskandar on temporary basis.
### Table 6.2: UiTM Cawangan Perak Library Collection

<table>
<thead>
<tr>
<th>UIKM Cawangan Perak</th>
<th>Books</th>
<th>Online Database</th>
<th>Ebook</th>
<th>Journals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Titles</td>
<td>Copies</td>
<td>Title</td>
<td>Database</td>
</tr>
<tr>
<td>Seri Iskandar</td>
<td>47,424</td>
<td>79,823</td>
<td>34</td>
<td>27</td>
</tr>
<tr>
<td>Tapah</td>
<td>8,830</td>
<td>13,920</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>56,254</td>
<td>93,743</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Table 6.3: Reference materials supporting the library patron.

<table>
<thead>
<tr>
<th>Field Of Specialisation Faculty/Academy/ Centre</th>
<th>Resources Supporting The Programmes</th>
<th>Number of Journals</th>
<th>Other Reference Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Titles</td>
<td>Number of Collection</td>
<td>Number of Titles</td>
</tr>
<tr>
<td>Fakulti Senibina, Perancangan dan Ukur</td>
<td>14,958</td>
<td>27,170</td>
<td>24</td>
</tr>
<tr>
<td>Fakulti Seni Lukis dan Seni Reka</td>
<td>6,739</td>
<td>10,535</td>
<td>14</td>
</tr>
<tr>
<td>Fakulti Pengurusan Perniagaan (PJJ / PLK)</td>
<td>8,592</td>
<td>15,353</td>
<td>3</td>
</tr>
<tr>
<td>Akademi Pengajian Bahasa (APB)</td>
<td>2,028</td>
<td>3,878</td>
<td>4</td>
</tr>
<tr>
<td>Akademi Pengajian Islam Kontemporari</td>
<td>3,819</td>
<td>9,235</td>
<td>1</td>
</tr>
<tr>
<td>Undang-Undang</td>
<td>1,713</td>
<td>3,495</td>
<td>-</td>
</tr>
<tr>
<td>Koleksi Umum</td>
<td>4,040</td>
<td>6,730</td>
<td>1</td>
</tr>
<tr>
<td>No.</td>
<td>Facilities</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------</td>
<td>---------------</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Seating Capacity</td>
<td>672 seats</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Study Carrel</td>
<td>25 seats</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Open Study Table</td>
<td>120 tables</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>IT Centre (1 &amp; 2)</td>
<td>83 PCs</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Scanner</td>
<td>2 units</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Photocopy / Printer</td>
<td>2 (B&amp;W, Color)</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>CCTV</td>
<td>32 cameras</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>PC OPAC</td>
<td>11 terminal</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Student Briefing Room</td>
<td>60 seats</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Discussion Room</td>
<td>2 Rooms</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Student Locker</td>
<td>278 units</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Prayer Room</td>
<td>2 Rooms</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Meeting Room</td>
<td>20 seats</td>
<td></td>
</tr>
</tbody>
</table>

### 6.5 Library Facilities

To enhance the library online service, library offers UniFI with 300 Mbps coverage for users. The students can perform book renewal and reservation online through the library website, library portal or using the Book-Drop Machine 24/7 located outside of the library building.

### 6.6 Interlibrary Loan Service (ILL) / Document Delivery Service

Interlibrary Loan and Document Delivery Service offered to facilitate the students and academic staff. If the items are not available in the library collection, the library will endeavor to obtain this item from another library. Request can be made through the Customer Service Counter (for books) and the Serials Unit (for journal article) and no fee is imposed by the library. You will be notified by the library staff by phone or email to collect the book by two weeks.
However, the normal guarantee by the borrowing library for replacing items lost or not returned to the library is required. The students could also borrow books from Tapah Campus Library and vice versa through the main library counter.

**Evidences:**

2. *Laporan Tahunan Perpustakaan*: 100-KPK(PRUP.UPT.10/2/1)
3. *Laporan Statistik Bahagian Perpustakaan*: 100-KPK(PRUP.UPT.10/2/2)
4. *Laporan Statistik Unit Perolehan*: 100-KPK(PRUP.UP.1010/2/5)
5. *Maklumat Staf / Pengemaskinian*: 500-KPK(PRUP.UPT.1/7)

**UiTM Cawangan Perak Kampus Tapah**

The library UiTM Cawangan Perak Kampus Tapah provides adequate facilities for the students and lecturers with easy access through 34 online databases subscribed for the whole UiTM Branches. These online databases could cater all programs offered by the university. Details of the library collections according to the faculties are shown in Table 6.1 and 6.2.

### 6.0 Library Collections

The library various collections have its own distinguished criteria. Some of the collections are permissible to be borrowed and some can only be referred in the library premise. Students can get access to the library collections, through Library Web OPAC that is link to the Library Portal. Below are the types of collections available in the library:

**Open Shelf Collection (OS)**

The books of this collection consist of various subjects and areas. It can be borrowed according to the user’s loan eligibility and located at Level 1 and 2.

**Syllabus Collection (SLR)**

The syllabus collection can only be accessed in the library. However, there are copies that are located at the open shelf collection (OSs) section and can be borrowed according to the user’s loan eligibility.

**Law Collection**

This collection specifically contains of law related materials, including (A) Acts (including amendment) and statutes, books and report.
Special Collection (Information Services Unit)

The Special Collection is located at Level 2 and generally can be borrowed only for 2 hours through the Information Services Counter. Basically, the collection is divided into several other collections as follows:

- Red Spot Collection (KBR / KAT)
- Thesis & Research Collection (Students & Staff)
- Annual Report Collection
- Retrospective Newspaper Collection

Multimedia Collection

The Multimedia Collection can be borrowed at the Information Services Counter. A large selection of materials is offered in a variety of formats, such as CD-ROM and DVD.

Reference Collection

This collection can be found at Level 1. It consists of encyclopedias, dictionaries, thesaurus, bibliographies, statistics, indexes, almanacs and others. Materials of this collection can only be referred in the library.

Serials Collection (Current and Bound)

This collection is located at Level 2 located in the Serial Room and consists of current and latest magazines that can only be referred in the library. However, the bound collection is basically derived from Serial Collection (Current). When all volumes of particular periodicals were completed, they will be bound and shelf at Serial Collection (Bound) at Level 2 as well.

Table 6.5: UiTM Cawangan Perak Kampus Tapah Library Collection (Year 2017)

<table>
<thead>
<tr>
<th>UITM Cawangan Perak</th>
<th>Books</th>
<th>Online Database</th>
<th>Ebook</th>
<th>Magazines / Journals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tapah</td>
<td>8,830</td>
<td>13,920</td>
<td>34</td>
<td>27</td>
</tr>
</tbody>
</table>
### Table 6.6: Staff and qualification UiTM Cawangan Perak Kampus Tapah

<table>
<thead>
<tr>
<th>No</th>
<th>Position</th>
<th>Academic Qualification</th>
<th>Number Of Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Senior Librarian</td>
<td>BSc. Library &amp; Info. Sc</td>
<td>1</td>
</tr>
<tr>
<td>2.</td>
<td>Librarian (Temporary)</td>
<td>MSc Library &amp; Info Sc</td>
<td>1</td>
</tr>
<tr>
<td>3.</td>
<td>Librarian Assistant</td>
<td>SPM / STPM</td>
<td>5</td>
</tr>
<tr>
<td>4.</td>
<td>Binder</td>
<td>SPM / STPM</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Number of Staff: 8

Currently, there are 8 library staffs located in PTAR Kampus Tapah.

### Table 6.7: Reference Materials Supporting the Programs UiTM Cawangan Perak Kampus Tapah

<table>
<thead>
<tr>
<th>Field of Specialisation Faculty / Academy / Centre</th>
<th>Resources Supporting The Programmes</th>
<th>Number Of Journals</th>
<th>Other Reference Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Titles</td>
<td>Number of Collection</td>
<td>Number of Titles</td>
</tr>
<tr>
<td>Fakulti Perakaunan</td>
<td>2,136</td>
<td>9,935</td>
<td>-</td>
</tr>
<tr>
<td>Fakulti Sains Gunaan</td>
<td>543</td>
<td>1,475</td>
<td>-</td>
</tr>
<tr>
<td>Fakulti Sains Komputer dan Matematik</td>
<td>4,494</td>
<td>13,811</td>
<td>-</td>
</tr>
<tr>
<td>Fakulti Pengurusan Perniagaan</td>
<td>105</td>
<td>299</td>
<td>-</td>
</tr>
<tr>
<td>Akademi Pengajian Bahasa (APB)</td>
<td>207</td>
<td>471</td>
<td>-</td>
</tr>
<tr>
<td>Akademi Pengajian Islam Kontemporari</td>
<td>534</td>
<td>1,166</td>
<td>-</td>
</tr>
<tr>
<td>Undang-Undang</td>
<td>39</td>
<td>82</td>
<td>-</td>
</tr>
<tr>
<td>Koleksi Umum</td>
<td>341</td>
<td>1,078</td>
<td>-</td>
</tr>
</tbody>
</table>
6.1 Library Facilities

To enhance the library online service, library offers WIFI coverage for users. Moreover, for book renewal and reservation, the students can perform it online through the library website (http://library.perak.uitm.edu.my/v1/) or library portal (http://opac.library.uitm.edu.my/opac/myaccount/myAccount.html).

Table 6.4: Library facilities - PTAR UiTM Tapah

<table>
<thead>
<tr>
<th>No.</th>
<th>Facilities</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Reading area</td>
<td>228 seats</td>
</tr>
<tr>
<td>2.</td>
<td>Leisure reading area</td>
<td>134 seats</td>
</tr>
<tr>
<td>3.</td>
<td>IT centre</td>
<td>40 seats</td>
</tr>
<tr>
<td>4.</td>
<td>24 hours room</td>
<td>50 seats</td>
</tr>
<tr>
<td>5.</td>
<td>Scanner</td>
<td>1 unit</td>
</tr>
<tr>
<td>6.</td>
<td>Photocopy machine</td>
<td>1 (B&amp;W / Color)</td>
</tr>
<tr>
<td>7.</td>
<td>CCTV</td>
<td>16 cameras</td>
</tr>
<tr>
<td>8.</td>
<td>PC OPAC</td>
<td>16 terminal</td>
</tr>
<tr>
<td>9.</td>
<td>Discussion room</td>
<td>3 Rooms (30 seats)</td>
</tr>
<tr>
<td>10.</td>
<td>Student locker</td>
<td>447 units</td>
</tr>
<tr>
<td>11.</td>
<td>Prayer room</td>
<td>2 units</td>
</tr>
<tr>
<td>12.</td>
<td>AV rooms</td>
<td>84 seats</td>
</tr>
<tr>
<td>13.</td>
<td>Meeting rooms</td>
<td>15 seats</td>
</tr>
<tr>
<td>14.</td>
<td>Stage</td>
<td>100 seats</td>
</tr>
<tr>
<td>15.</td>
<td>Selfcheck machine</td>
<td>1 unit</td>
</tr>
<tr>
<td>16.</td>
<td>Bookdrop machine</td>
<td>1 unit</td>
</tr>
<tr>
<td>17.</td>
<td>Research Garden</td>
<td>36 seats</td>
</tr>
</tbody>
</table>
### 6.2 Interlibrary Loan Service (ILL) / Document Delivery Service (DDS)

Library offer Interlibrary Loan Service and Document Delivery Service to facilitate the students and academic staff. If the items are not available in the library collection, the library will effort to obtain this item from another library. Request can be made through the Customer Service Counter (for books) and the Serials Unit (for journal article) and no fee is imposed by the library. You will be notified by the library staff by phone or email to collect the book by two weeks. However, the normal guarantee by the borrowing library for replacing items lost or not returned to the library is required.

**Evidences:**
1. UiTM Cawangan Perak Library Portal (URL: http://library.perak.uitm.edu.my/v1/)
2. Laporan Tahunan Perpustakaan: 100-KPK/TPH(PrP.UPT.10/2/1)
3. Laporan Statistik Bahagian Perpustakaan: 100-KPK/TPH(PrP.UPT.10/2/2)
4. Laporan Statistik Unit Perolehan: 100-KPK/TPH(PrP.UP.10/2/5)
5. Maklumat Staf / Pengemaskinian: 500-KPK/TPH(PrP.UPT.1/7)

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- The Faculty/Campus/Division **must** provide adequate and suitable facilities to promote research activities.

Research activities are fully supported and facilitated by UiTM Cawangan Perak. The supporting body for research is Research Management Unit (RMU). In branch campuses RMU is responsible to achieve RMI objectives such as Research Interest Group (RIG) - Centre for Knowledge & Understanding of Tropical Architecture & Interior (KUTAI), Special Interest Group (SIG) and sources of grants such as FRGS (MOHE), E-Sciences (MOSTI), JPBD (MOU between UiTM, department and JPBD).

**Evidences:**
1. List of RMU activities 2016 - 500-KPK(PJL.5/4)
3. List of RIG: 900-KPK (PJL 1/4/2/3)
4. List of Grant recipients 2014: 900-KPK(PJL.1/4/2)

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- The Faculty/Campus/Division **must** have a policy regarding access to information and external linkages for effective teaching and learning, for example, using the most current electronic devices, library databases, networks and linkages and other effective means of using information and communication technology.

There is a policy regarding access to information and external linkages for effective teaching and learning. Hence, the ICT objectives of UiTM Cawangan Perak policy are:

- Its strategic plan is aligned with the UiTM vision, mission, Pengurusan Pengukuhan, Kecemerlangan Universiti, 21 Strategi Abad 21, Dasar ICT Negara, RRJP3, RMKe-8, RKMKe-9, RKMKe-10, RKMKe-11, k-Ekonomi, Plan Strategi Maklumat MAMPU, Jabatan Perdana Menteri and global aspiration.
- Its ICT facilities and equipments meet the standards and the policy of UiTM
### 6.1.2 Enhanced Standards

- **The physical learning environment should** be periodically reviewed to assess its quality and appropriateness for current education and training, and regularly improved through renovations, building new facilities and the acquisition of the latest and appropriate equipment to keep up with the development in educational practices and changes.

 UiTM Cawangan Perak has set up ‘Jawatankuasa Audit Ruang’ to periodically review its education and training facilities. Any additional space requirement will be directed to BPPF. BPPF is responsible in building new facilities, renovating existing buildings to keep up with the development in educational practice and changes. In previous reviews, it has been highlighted that there were insufficient lecturers’ rooms, and follow-up actions were taken to convert the former extra-curriculum/co-curriculum office into lecturers’ rooms. The committee has now developed an e-ruang database system to store information on existing infrastructure and to do such periodic reviews.

**Evidences:**
- Fail Jawatankuasa Ruang: 100-KPK(BPPF.9/11/1)
- Fail Ruang, Fail Kerusi Meja & Peralatan: 200-KPK (BPPF.3/3)
- Fail Agihan Ruang (Pelan Bangunan): 100-KPK/TPH (BPPF.13/3/1)

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</table>

- **Students and faculty should** be provided with adequate and continual support to learn how to utilise new equipment and to access information in the various and ever changing mediums and formats.

  UiTM Cawangan Perak students and faculties are provided with opportunities to learn various and most current methods to access information through training and user education activities provided by the library. The Library Education Programme are also conducted for the following categories:
  - Library orientation programmes for new students
  - Information skills programmes for staff and students.
  - Reference consultation (in person, via email, phone or fax)

**Evidences:**
- UiTM Cawangan Perak Library Annual Report: 100-KPK(UPR.10/2/1)
- Laporan Statistik Bahagian Perpustakaan: 100-KPK(UPR.10/2/2)
- Library Outreach Program: 100-KPK/TPH(UPR.3/1)
- Kelas Kemahiran Maklumat: 600-KPK/TPHPUPR.6/5/3/2
- Taklimat Orientasi dan Lawatan Berpandu: 600-KPK/TPH(UPR.6/4/17/13)
- Statistic Number of Reference Queries: 100-KPK/TPH(UPR.10/2/2)

<p>| | |</p>
<table>
<thead>
<tr>
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</table>

- **The facilities should** be user friendly to those with special needs.

  UiTM Cawangan Perak is in the process of upgrading its facilities to cater for students with special needs. These include disabled-friendly pedestrian walkways and student activity centre.

**CQI:**
More facilities for disabled students should be provided for example toilets, ramps and railings.

**Evidence:**
- Fail Senarai Kemudahan Pelajar: 200-KPK(BPPF.3/3)
### 6.2 Research and Development (These standards are largely directed to universities and university colleges)

**Review:** Evaluate, judge, conclude, continuous quality improvement (based on evidence) (eg effectiveness of process/activity, results achieved, comparisons between programmes, courses etc)

<table>
<thead>
<tr>
<th>6.2.1 Benchmarked Standards</th>
</tr>
</thead>
</table>

- **The Faculty/Campus/Division must** have a policy and planning that identifies the priorities, facilities and development in research and commercialisation.

State Research Committee (JPN) is responsible for managing and monitoring the research and encouraging commercialization based on guidelines outlined by Research Management Centre (RMC) starting from research grant applications up to commercialize research results. This committee also strategies, plans, promotes, prioritises, facilitates and supports research development, publication, consultation, innovation development and commercialization.

There are policies and planning regarding research and commercialisation. UiTM Cawangan Perak has set up the Research Management Unit (RMU), linked to the Research Management Institute (RMI) and set up under UiTM Shah Alam. RMU is responsible to manage, monitor and implement science and technology research, social science and management research, consultancy, financing for consultancy, innovation, publication and INFOREC (Information for Research and Consultancy) at state campus level. The establishment will strategise, plan, promote, prioritize, facilitate and support research development, publication and innovation development and commercialisation. The appointment of Liaison Officers in Innovation, and Publication for *Publication Repository Information System Management* (PRISMa) under RMU is to facilitate and monitor publication activities in UiTM Cawangan Perak.

**Evidences:**

i. *Jawatankuasa Penyelidikan Negeri*: 900-KPK(PJI.1/4/2)

ii. Appointment Letters of Liaison Officers for PRISMa: 500-KPK(PJI.2/4)

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- **The Faculty/Campus/Division must** facilitate and provide incentives for the academic staff and the departments to conduct research.

UiTM Cawangan Perak supports and encourages academic staff to conduct research by facilitating applications for funds from internal, national and international grant. Research grants obtained are Fundamental Research Grant Scheme (FRGS), Research Acculturation Grant Scheme (RAGS), Research Acculturation Collaborative Effort (RACE), Science Fund (MOSTI), University Community Transformation Centre (UCTC), National Real Estate Research Coordinator (NAPREC), Accounting Research Institute (ARI) and Academic & Research Assimilation (ARAS).

UiTM Cawangan Perak also provides incentives to researchers and innovators by providing awards through conferences, seminars, workshops and innovation competitions. RMU has also provided incentives to researchers and innovators by organising various programmes such as Entrepreneurship programmes (MASMED projects in collaboration with the Academic Development Trust Fund (TAPA) under the Academic Affairs Division).
### Evidences:

1. List of grant recipients: 900-KPK(PJI.1/4/2)
2. List of registered consultations: 900-KPK(PJI.5/1)
3. List of registered publications: 900-KPK(PJI.1/4/2)
4. List of registered innovation projects: 100-KPK(PJI.13/5)
5. List of seminars, conferences and workshops: 500-KPK(PT.7/1/8)
6. List of academic award recipients: 500-KPK(HEA.4/2/12)
7. List of RMU activities 2015 – 500-KPK(PJI.5/4)

### The interaction between research and education must be reflected in the curriculum, inform current teaching, and encourage and prepare students for engagement in research, scholarship and development.

The following are the methods used by UiTM Cawangan Perak to encourage interactions between research and learning:

- Subjects such as Research Methodology are being taught in most faculties.
- Students are required to take project-based courses that require preparation of dissertation papers.
- Appointment of post-graduate students as Research Assistants

### Evidences:

1. Course file: All relevant programmes
2. Appointment of Research Assistant: 900-KPK(PJI.1/4/2)

### 6.2.2 Enhanced Standards

**● There should be a link between research, development and commercialisation.**

UiTM Cawangan Perak links up research, development and commercialisation through:

- Joint ventures – a strategic partnership where companies join to undertake major projects.
- Consultations – providing professional advice to individuals and organisations.
- Technology and Innovation Support Centre (TISC) – collaboration in Intellectual Property between MyIPO, WIPO and the university as well as local research centres.

### Evidences:

1. List of registered consultations: 900-KPK(PJI.5/1)
2. Copyright application: 900-KPK(PJI.1/4/2)

**● The Faculty/Campus/Division should periodically review research resources and facilities and take appropriate action to enhance its research capabilities and to keep up with latest technology.**

RMU UiTM Cawangan Perak continuously reviews and sets annual targets for research and strives to materialize these goals. Data is routinely presented during top management meetings to allow comments and garner inputs from senior management. One of the initiatives is ensuring all lecturers to update their Malaysia Research Assessment (MyRA) Score to enable the university to keep track of their research achievements.
Evidences:
i. List of RMU activities 2016: 500-KPK(PJI.5/4)
ii. List of grant recipients 2016: 900-KPK(PJI.1/4/2)
iii. List of registered consultation works 2016: 900-KPK(PJI.5/1)
iv. List of registered publications 2016: 900-KPK(PJI.1/3/1)
v. List of registered innovation works 2016: 100-KPK(PJI.13/5)

● The Faculty/Campus/Division **should** provide incentives, including funding, to academic staff to engage in publication, including in reputable refereed journals.

**UiTM Cawangan Perak** provides incentives in the form of:
- Promotions
- Confirmation to their posts as incentives for paper presentation
- Merit for scholarship to further studies, sabbatical leaves, and industrial training
- Academic Awards
- Financial incentives for indexed journal publications
- Financial incentives for innovation competitions

6.3 Educational Expertise

**Review:** Evaluate, judge, conclude, continuous quality improvement (based on evidence)
(eg effectiveness of process/activity, results achieved, comparisons between programmes, courses etc)

Self Review Rating

6.3.1 Benchmarked Standards

● The Faculty/Campus/Division **must** have a policy on the use of educational expertise in planning educational programmes and in the development of new teaching and assessment methods.

**UiTM Cawangan Perak** has a clear policy on the use of educational expertise in planning educational programmes and in the development of new teaching and assessment methods. This has been clearly monitored by the Academic Affairs Division while Blended Learning modules are monitored by UiTM’s i-Learn Centre. The development of new teaching and assessment methods is based on the guidelines contained in the appointment of UiTM academicians, and stated in the Curriculum Document. These guidelines become reference points for the Registrar’s office in managing the process of appointment of new lecturers. For the appointment of DM45 lecturers holding Master’s degrees as their highest qualification, the incumbent’s Master’s degree must be in the same field as his/her first degree. **UiTM Cawangan Perak** will ensure that only qualified lecturers are selected to teach the courses in the programmes offered by the various faculties.

Evidences:
ii. *Panduan Pengurusan Proses Pelantikan Staf Akademik*
iii. Programme Curriculum Document
iv. i-Learn Portal of UiTM Cawangan Perak
### 6.3.2 Enhanced Standards

- The Faculty/Campus/Division **should** have access to educational experts whose expertise can be utilised for staff development and educational research in the various disciplines.

  Access to educational expertise in UiTM Cawangan Perak, both internal and external as well as its utilization for staff development and research is obtained through:
  - National and international appointment of reviewers, conferences, seminars and exhibitions.
  - Networking and collaborative research between UiTM Cawangan Perak and other HEPs, as well as the industry, government, and non-government bodies.
  - Professional and Executive Talks.
  - Courses conducted by iLQAM for UiTM Cawangan Perak lecturers.

**Evidences:**
- *Mesyuarat Panel Pembangunan Sumber Manusia: 500-KPK(PT.4/2/12)*
- *Appointment of staff expertise referred: 500-KPK(PJI.2/4)*

### 6.4 Educational Exchanges

**Review:** Evaluate, judge, conclude, continuous quality improvement (based on evidence)

**Evidences:**
- *Laporan Rancangan Malaysia Kesebelas (RMK-11)*
- *Office of Industrial Linkages (PJI) file: 100-KPK(PJI.3/3/2)*
- *Office of Industrial Linkages (PJI) General Agreement file: 100-KPK(PJI.1/4/1)*
- *Office of Industrial Linkages (PJI) Entrepreneur Centre file: 100-KPK(PJI.8/1/1/4)*

### 6.4.1 Benchmarked Standards

- The Faculty/Campus/Division **must** have a policy on exchange of students, academic staff and educational resources, and disseminate it to students and faculty.

  At present, UiTM Cawangan Perak follows the policy set out by UiTM Shah Alam with regards to student exchange programmes, academic staff and educational resources. UiTM Cawangan Perak, under Academia-Industry Policy (Strategic Planning 2010, 6.4 under *Laporan Rancangan Malaysia ke-11*), includes collaboration with industries with respect to research and development, commercialisation, consultation, and teaching and learning.

**Evidences:**
- *Laporan Rancangan Malaysia Kesebelas (RMK-11)*
- *Office of Industrial Linkages (PJI) file: 100-KPK(PJI.3/3/2)*
- *Office of Industrial Linkages (PJI) General Agreement file: 100-KPK(PJI.1/4/1)*
- *Office of Industrial Linkages (PJI) Entrepreneur Centre file: 100-KPK(PJI.8/1/1/4)*

### 6.4.2 Enhanced Standards

- The Faculty/Campus/Division **should** have a clear policy and future planning on educational collaboration with relevant international institutions.

  UiTM Cawangan Perak has a clear policy on educational collaborations with international institutions as set out in Objektif Kualiti UiTM Cawangan Perak 8 (3). This is implemented through various departments where the target is for UiTM Cawangan Perak to collaborate with at least three (3) international institutions annually.
<table>
<thead>
<tr>
<th>Evidences:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Objektil Kualiti UiTM Cawangan Perak: Laporan MKSP</td>
<td></td>
</tr>
<tr>
<td>ii. Office of Industrial Linkages (PJI) file: 100-KPK(PJI.3/3/2)</td>
<td></td>
</tr>
<tr>
<td>iii. Office of Industrial Linkages (PJI) Entrepreneur Centre file: 100-KPK(PJI.8/1/1/4)</td>
<td></td>
</tr>
<tr>
<td>iv. Laporan Rancangan Malaysia ke-10 UiTM Cawangan Perak 2011 – 2016</td>
<td></td>
</tr>
<tr>
<td>v. Office of Industrial Linkages (PJI) Research Collaboration with External Agencies (including overseas) file: 900-KPK (PJI.1/2)</td>
<td></td>
</tr>
</tbody>
</table>

- The Faculty/Campus/Division **should** provide appropriate facilities and adequate financial allocation for exchange of academic staff, students, and resources.

Currently UiTM Cawangan Perak does not have adequate financial allocation for exchange of academic staff, students, and resources. The facilities to support UiTM Cawangan Perak students’ educational exchanges depend on the respective exchange programme.

<table>
<thead>
<tr>
<th>6.5. Financial Allocation</th>
<th>Review: Evaluate, judge, conclude, continuous quality improvement (based on evidence)</th>
<th>Self Review Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(eg effectiveness of process/activity, results achieved, comparisons between programmes, courses etc)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6.5.1 Benchmarked Standards</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• The Faculty/Campus/Division <strong>must</strong> have budgetary and procurement procedures to ensure that its resources are sufficient and that it is capable of utilising its finances efficiently and responsibly to achieve its objectives and maintain high standards of quality.</td>
<td></td>
</tr>
</tbody>
</table>

UiTM Cawangan Perak has budget and procurement procedures to ensure efficient allocation of financial resources. The operational budget allocated by UiTM Shah Alam is disbursed to all faculties/departments/units in UiTM Cawangan Perak Kampus Seri Iskandar by January of each year to enable them to carry out their respective programmes and activities. The budget is allocated according to the prioritised activities which are in line with UiTM Cawangan Perak Kampus Seri Iskandar policies which emphasise on academic programmes, innovation, research and consultancy, as well as the students’ extra-curricular activities. The budget allocation is divided into three categories, namely:

- **Existing Programmes** – the budget allocated for the continuation of the previous year’s functions.
- **New programmes** – the budget allocated for new programmes, recruitments, expansion of programmes and the opening of a new branch campus in the states
- **One-off** – the budget allocated for non-recurring expenditures such as purchasing of equipment, upgrading of infrastructure and facilities.

UiTM Cawangan Perak is governed by the Treasurer Instruction, Treasurer, Vice Chancellor’s Circular as well as the Bursar’s Circular, to monitor the sufficiency of its resources. There are three (3) main modes of procurement in UiTM Cawangan Perak Kampus Tapah:
- Direct Purchase, which allows supplies of goods and services up to the value of RM50,000.
- Quotation, which allows supplies and goods above the value of RM50,000 / the value of RM20,000 for works, up to a maximum of RM500,000. This process involved advertisements, analysis and decisions made by the respective board of UiTM Cawangan Perak.
- Tender value is above RM500,000. The process of tendering is similar as the Quotation mode except, the decision is made by the Board at UiTM Shah Alam.

As a practice of good governance, UiTM Cawangan Perak has introduced a new structure in the procurement process, i.e. Jawatankuasa Kewangan Perolehan, also known as JKP UiTM Cawangan Perak. JKP is formed to review and approve every faculty/department's purchases including applications from UiTM Cawangan Perak Kampus Seri Iskandar. Every faculty/department has to present and justify their purchasing activities. It is up to the members to decide value added to the University.

UiTM Cawangan Perak financial standing for the year is presented below:

<table>
<thead>
<tr>
<th>Year</th>
<th>Allocation by UiTM Shah Alam</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kampus Seri Iskandar</td>
</tr>
<tr>
<td>2011</td>
<td>RM 25,388,851.00</td>
</tr>
<tr>
<td>2012</td>
<td>RM 26,000,000.00</td>
</tr>
<tr>
<td>2013</td>
<td>RM 26,000,000.00</td>
</tr>
<tr>
<td>2014</td>
<td>RM 25,500,000.00</td>
</tr>
<tr>
<td>2015</td>
<td>RM 24,000,000.00</td>
</tr>
<tr>
<td>2016</td>
<td>RM 16,260,000.00</td>
</tr>
<tr>
<td>2017</td>
<td>RM 17,814,000.00</td>
</tr>
</tbody>
</table>

Evidences:
- **Buku Arahan Perbendaharaan** – Update until 1st Mac 2014
- **Vice Cansello’s Circulars** (100-KPK/TPH(BBI.6/2)
- **Bursary's Circulars** (100-KPK/TPH(BBI.6/6)
- **Rector's Circulars** (100-KPK/TPH(BBI.6/7)
- **Sistem Pengurusan Kualiti** (ISO 9001:2008)
  - **Prosedur Kualiti** PK.PBUITM.PPK(P) 1 – 11 (Fail 1)
  - **Prosedur Kualiti** PK.PBUITM.PPK(O) 1 - 17 (Fail 2)
vi. **Fail Jawatankuasa Kewangan dan Pembangunan** (100-KPK/TPH(BBI.9/4))  
vii. **Fail Jawatankuasa Kewangan Perolehan** (100-KPK/TPH(BBI.9/3))  
viii. **Fail Belanjawan**

- The Faculty/Campus/Division **must** have a clear line of responsibility and authority for budgeting and resource allocation that considers the specific needs of each department.

UiTM Cawangan Perak has a clear line of responsibility and authority for budgeting and resource allocation. Currently, the university is using cluster concept for its budgeting system. All financial matters related to UiTM Cawangan Perak are managed by Timbalan Bendahari Kanan. The process of budgeting and resource allocation must go through UiTM Cawangan Perak Executive Committee (JKE), lead by the Rector. This is to ensure that the financial allocation is sufficient for the current year. All financial processes are conducted using the Financial Accounting Integrated System (FAIS) and in accordance with the Standard Operation Procedure (SOP) prepared, managed and executed by the Bursary Office at UiTM Cawangan Perak. The allocation of budget between Cost Centres in UiTM Cawangan Perak Kampus Seri Iskandar for 2016 is as follows:

<table>
<thead>
<tr>
<th>Cost Centres</th>
<th>Total Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Cost Centre</td>
<td>RM 17,814,000.00</td>
</tr>
<tr>
<td>Fakulti Pengurusan Perniagaan</td>
<td>RM 10,000.00</td>
</tr>
<tr>
<td>Fakulti Seni Lukis &amp; Seni Reka</td>
<td>RM 250,000.00</td>
</tr>
<tr>
<td>Fakulti Seni Bina Perancangan &amp; Ukur</td>
<td>RM 400,000.00</td>
</tr>
</tbody>
</table>

**Evidences:**  
i. Financial Accounting Integrated System (FAIS)  
iii. **Fail Belanjawan**

- The Faculty/Campus/Division **must** have a written and well-disseminated policy on tuition fees, refunds and other related payments.

UiTM Cawangan Perak Kampus Seri Iskandar policy on tuition fees, refunds and other related payments are well-documented and disseminated. The tuition fee policy and other payments are clearly mentioned in the UiTM Student Portal, which is accessible to all registered students of UiTM.  
- Students are encouraged to pay their tuition fees before the official registration. Those who fail to pay will be dismissed from UiTM.  
- If students have financial problems, they were advised to go to the Students Affairs Department for assistance.  
- Students who withdraw or who are dismissed, within 30 days of the official registration are eligible to claim an 80% refund of the tuition fees and related services.

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5
<table>
<thead>
<tr>
<th>Evidence:</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. <em>Pekeliling Jawatankuasa Kewangan &amp; Pembangunan JKP Bil 178, 27 June 2012</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6.5.2 Enhanced Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>● Those responsible for an academic programme should be given sufficient autonomy to appropriately allocate resources to achieve the programme objectives and to maintain high educational standards.</strong></td>
</tr>
</tbody>
</table>

The Head of Faculty (KeF) is given the authority to plan faculty’s own programme. Each faculty is given an allocation of budget every year since year 2014. Budget is being prepared in the beginning of June before it is being presented to the Rector for approval in September every year. Hence, they are given ample time to prepare the budget and financial allocation to achieve the objective prepared by each department or unit. | 4 |
# AREA 7: PROGRAMME MONITORING AND REVIEW

<table>
<thead>
<tr>
<th>Quality Criteria and Standards</th>
<th>Review: Evaluate, judge, conclude, continuous quality improvement (based on evidence) (e.g. effectiveness of process/activity, results achieved, comparisons between programmes, courses etc.)</th>
<th>Self Review Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7.1 Mechanisms for Programme Monitoring and Review</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7.1.1 Benchmarked Standards</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The Faculty/Campus/Division <strong>must</strong> have a policy on the reviewing, monitoring and evaluation of all programmes offered that utilises proper mechanisms and resources, including benchmark data, teaching-learning methods and technologies, administration and related educational services, as well as feedback from principal stakeholders.</td>
<td>UiTM Cawangan Perak conforms to all policies set up by UHEK and HEA in UiTM Shah Alam.</td>
<td>5</td>
</tr>
<tr>
<td><strong>Evidences:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Curriculum Review flowchart: <a href="http://hea.uitm.edu.my">http://hea.uitm.edu.my</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii. UHEK website: <a href="http://hea.uitm.edu.my">http://hea.uitm.edu.my</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii. Industrial Training reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv. External examiners’ reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>v. CDL-CQI reports: 100-KPK(UHEK.36/5/23/3), 100-KPK/TPH(FSG.6/1/11)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vi. File semakan kurikulum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vii. PRO-PENs reports: 700-KPK/TPH(HEA.1/4/9)</td>
<td></td>
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</tr>
<tr>
<td>• There <strong>must</strong> be a programme review committee for each department headed by a designated coordinator.</td>
<td>The programme review committee is comprised of all Resource Persons and headed by the respective Pengurus Utama (PU). For Pengurus Pelaksana (PP), the programme review committee comprises of all Resource Person from various campuses, headed by the PU. Feedback from various campuses through Lecturer in Charge (LiC) will be considered in the programme review. The curriculum that has been reviewed will be presented in the Jawatankuasa Kecil Kurikulum Negeri (JKKN) meeting and then to the Jawatankuasa Akademik Negeri (JAN) meeting.</td>
<td>5</td>
</tr>
<tr>
<td><strong>Evidences:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Appointment of Resource Person (RP) and Lecturer in Charge (LiC): 500-KPK(HEA/UHEK.23/1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii. Curriculum Review File</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii. Minutes of Curriculum Review meeting of each programmes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv. List of State Curriculum Committee (JKKN): 700-KPK(HEA.1/4/7)</td>
<td></td>
<td></td>
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<tr>
<td>v. Minit Mesyuarat Jawatankuasa Akademik Negeri (JAN): 700-KPK(HEA.1/3/4)</td>
<td></td>
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</tr>
<tr>
<td>Item</td>
<td>Description</td>
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</tbody>
</table>
| In collaborative arrangements, the partners involved **must** share the responsibility of programme monitoring and review. | The responsibility of programme monitoring and review shared by all partners involved for programmes running in multiple campuses. Representatives from each campus will discuss these matters. Practitioners from industry, MQA, professional body, and experts from other institution are invited to discuss on programme monitoring and review especially for the professional programmes. **Evidences:**  
  i. Appointment letter of Resource Person (RP) and Lecturer in Charge (LiC) 500-KPK (HEA.UHEK.23/1)  
  ii. List of Curriculum Review Committee  
  iii. Minutes of review meetings  
  iv. Draft Document of Review Syllabus  
  v. Academic Quality Audit Schedule 2016/2017  
  vi. External Examiner appointment letter  
  vii. Curriculum Review Committee  
  viii. Minutes of review meetings |
| The areas of concern and ways to improve programmes are identified through the Faculty/Campus/Division self-review processes **must** be brought up to the attention of the highest management level to ensure further appropriate measures can be taken. | CDL and CQI analysis is presented at department level each semester to raise up if there are any issues that need attention. Next, CDL and CQI analysis will be presented at the faculty level, attended by all the OBE Committee, Programme Coordinator and Head of Faculty so that appropriate measures can be taken. The analysis will be submitted to the Coordinator of Academic Development and Management and later it will be presented by Head of Faculty in the JAN meeting chaired by the Rector. Actions taken will be minuted and the tasks need to be completed by the respective department/faculty. The analysis is also presented in the faculty meeting. If there are matters which need further attention, especially when it concerns programmes that are running in multiple campuses, these matters will be brought up in the OBE Main Committee meeting in UiTM Shah Alam, chaired by UHEK Director. The summary of CDL-CQI of UiTM Cawangan Perak is submitted to UHEK UiTM Shah Alam every semester. **Evidences:**  
  i. CDL-CQI Report: 100-KPK(HEA/UHEK.36/5/23/3)  
  ii. Minutes of JAN meetings: 100-KPK(HEA.9/2/1)  
  iii. *Minit mesyuarat CDL-CQI* |
<table>
<thead>
<tr>
<th>7.1.2 Enhanced Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Student performance and progression analysis should be utilised to provide feedback to committees responsible for student selection, curriculum planning and student counselling.</td>
</tr>
<tr>
<td>Student performance and progression analysis are utilised to provide feedback to committees responsible for curriculum planning and student counselling. CQI from the OBE Committee Meeting has been distributed to the PTJ concerned. Based on the outputs on the student’s performance, there are several programs conducted on certain subject based on high failure rate in order to improved students’ knowledge as well as enhanced curriculum contents. Students with poor performances are referred to Academic Advisor (PA), Counselor (Career and Counseling Unit) and Programme Coordinators (KPP). Reports are prepared by the UiTM Counselor to monitor the progress of the students’ performances. The counseling unit also organizes a series of finishing school programs to guide and facilitate students’ future career.</td>
</tr>
<tr>
<td>Evidences:</td>
</tr>
<tr>
<td>i. Counselor activity record</td>
</tr>
<tr>
<td>ii. MKSP Bil 1/2017 and MKSP Bil 2/2017</td>
</tr>
<tr>
<td>iii. CDL-CQI Report: 100-KPK(HEA/UHEK.36/5/23/3)</td>
</tr>
<tr>
<td>iv. Laporan Program Kecemerlangan Akademik</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>7.1.1 Involvement of Stakeholders</th>
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<tbody>
<tr>
<td>• The evaluation and review of programmes must involve the relevant stakeholders.</td>
</tr>
<tr>
<td>The relevant stakeholders such as industry advisors, external examiners, feedbacks and inputs from students and alumni are taken into consideration in the evaluation and review of programmes. The processes involved are:</td>
</tr>
<tr>
<td>Periodical meetings and return feedbacks from the panel of the industrial advisors;</td>
</tr>
<tr>
<td>Meeting and return feedbacks from Board and the External Examiner;</td>
</tr>
<tr>
<td>Regular meetings between top management and students’ representatives;</td>
</tr>
<tr>
<td>Feedback from the industry on the quality of students are obtained via practical training</td>
</tr>
<tr>
<td>Feedback from alumni.</td>
</tr>
</tbody>
</table>

83
<table>
<thead>
<tr>
<th>Evidences:</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Curriculum Review Minutes of meeting: 600-KPK(HEA/UHEK.3/10)</td>
</tr>
<tr>
<td>ii. CDL-CQI Report: 100-KPK(HEA/UHEK.36/5/23/3)</td>
</tr>
<tr>
<td>iii. Alumni Feedback Survey</td>
</tr>
<tr>
<td>iv. Internal &amp; External Review Report 2017</td>
</tr>
<tr>
<td>v. Laporan Pihak Industri dan Alumni</td>
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<tr>
<td>vi. Industrial Linkage Reports</td>
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<tr>
<td>vii. Industrial Training Reports</td>
</tr>
</tbody>
</table>

### 7.2.2 Enhanced Standards

- Stakeholder feedback -- particularly that of the alumni and employers -- **should** be incorporated into a programme review exercise.

  Stakeholders’ feedback, particularly from the alumni and employers are incorporated into a programme review exercise through students’ industry attachment, staffs industrial training, and expert panel visits such as Board Committee (AP111, AP114, AP224, AP119, AP229, AP148, AP213/243) and industry representative including government agencies, professional practitioner and delegates from other universities.

  In addition, feedback is also obtained from student’s parents. The feedback information will be used to strengthen the programme syllabus during curriculum review.

  **Evidences:**
  
  i. Curriculum Review minutes of meeting
  
  ii. Curriculum Review Reports
  
  iii. Stakeholder Feedback Document
  
  iv. Minutes of Department Meetings
  
  v. Industrial Training Report
  
  vi. Internal & External Review Report 2017

- **For a professional programme, the Faculty/Campus/Division should** engage the relevant professional bodies and associations in its programme evaluation exercise.

  FSPU engages the relevant professional bodies in association with its programme evaluation through programme accreditation exercises for FSPU professional programmes (refer Table 7.1). The Board are invited to evaluate the programme for the accreditation.

  In addition, there are also participations from appointed industry advisors during the core subject evaluation to ensure the students’ work are according to the standard set by the professional bodies. Other then formal evaluation implemented, the programme is also engaged with the professional bodies through joint activities such as international conferences, jamborees, academic carnivals and many more.

  **Evidences:**
  
  i. Curriculum Review minutes of meeting
  
  ii. Curriculum Review Reports
  
  iii. Stakeholder Feedback Document
  
  iv. Minutes of Department Meetings
  
  v. Industrial Training Report
  
  vi. Internal & External Review Report 2017

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Table 7.1: Professional Bodies/Association for FSPU Programme

<table>
<thead>
<tr>
<th>Professional Body</th>
<th>Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lembaga Perancang Bandar Malaysia (LPBM)</td>
<td>AP111 &amp; AP 241</td>
</tr>
<tr>
<td>Royal Institute of Surveyor Malaysia (RISM)</td>
<td>AP119 &amp; AP229</td>
</tr>
<tr>
<td>Royal Institute of Chartered Surveyor (RICS)</td>
<td>AP119 &amp; AP229</td>
</tr>
<tr>
<td>Board of Quantity Surveyors Malaysia (BQSM)</td>
<td>AP114 &amp; AP224</td>
</tr>
<tr>
<td>Institute of Landscape Architects Malaysia (ILAM)</td>
<td>AP148</td>
</tr>
<tr>
<td>Lembaga Arkitek Malaysia (LAM)</td>
<td>AP213/243</td>
</tr>
</tbody>
</table>

Evidences:

i. Accreditation Files

ii. Internal & External Review Report 2017
### AREA 8: LEADERSHIP, GOVERNANCE AND ADMINISTRATION

<table>
<thead>
<tr>
<th>Quality Criteria and Standards</th>
<th>Review: Evaluate, judge, conclude, continuous quality improvement (based on evidence) (e.g. effectiveness of process/activity, results achieved, comparisons between programmes, courses etc.)</th>
<th>Self Review Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8.1 Governance</strong></td>
<td></td>
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</tr>
</tbody>
</table>
| **8.1.1 Benchmarked Standards** | The policies and practices of UiTM Cawangan Perak are consistent with its statement of purpose. The policies and practices are based on the vision and mission of UiTM Cawangan Perak which are aligned with the main university statement of purpose. The statement of purpose of UiTM Cawangan Perak includes vision and mission of central government, state government and other stakeholders. The dissemination of information and policies are evidenced by circulars from the Rector, Deputy Rectors, Senior Deputy Registrar and Senior deputy bursary.  
**Evidences:**  
i. Vision and mission of UiTM  
ii. Fail Pekeliling UiTM | 5 |
|                               | The Faculty/Campus/Division must clarify its governance structures and functions, and the relationships within them, and these must be communicated to the involved parties based on principles of transparency, accountability and authority.  
UiTM Cawangan Perak clarifies its governance structures and functions through the following mediums:  
- Organisation charts (functional duties, authority and committees).  
- Briefings, intranet, meetings, circulars, websites, office bulletins and official email / lotus notes.  
Relationship between governance structure and its functions have been informed to parties involved.  
**Evidence:**  
i. Fail Carta Organisasi/Penstrukturan | 5 |
|                               | The governing board of the Faculty/Campus/Division must be an active policy-making body with an adequate degree of autonomy.  
The autonomy of UiTM Cawangan Perak started when the branch was given an autonomy campus status since 12 February 2011. It was then awarded with a full autonomy university status on 11 April 2015. The ‘1 UiTM Multi Sistem’ governance was then launched by the Ministry of Education in 21st October 2015. | 4 |
There are 13 processes that have been empowered to UiTM Cawangan Perak since the autonomy status was awarded.

**Evidences:**
1. *Watikah Perlantikan*. File No: 100-KPK (PT. 1/1)
2. *Panduan Pengurusan Autonomi UiTM Cawangan Perak*. File No: 100-KPK (PT. 1/1)
3. *Jawatankuasa Kecil Kurikulum Negeri (JKKN)*. File No: 100-KPK (HEA/UHEK.9/10/11)
4. *Program Baru*. File No: 700-KPK (HEA.1/6/3)

- **Mechanisms to ensure functional integration and comparability of educational quality** must be established in Faculty/Campus/Divisions which have geographically separated campuses.

Some of programmes in UiTM Cawangan Perak have been given the empowerment and the responsibility in managing various academic related activities such as preparation of examination questions, syllabus reviews and organizing academic meetings with regards to curriculums of the related programs. The curriculums are standardised across all campuses and they are based on the sole references provided by UHEK. The coordination meetings are conducted at the Faculty and Programme levels and they also serve as a platform of discussion.

Generally, all faculties in UiTM Cawangan Perak still practice the use of common examination questions for the university and faculty courses which align with the requirements provided by Bahagian Penilaian Akademik (BPA) in UiTM Shah Alam. UiTM Cawangan Perak enhances the common examination approach for all tests to be made common in all faculties.

**Evidences:**
1. *Minit Mesyuarat Pelarasan*: All programmes
2. Minutes of meetings: UHEK
3. *Fail Jawatankuasa Akademik Negeri (Peperiksaan)*. File No: 100-KPK (HEA.9/2/1)
5. *Minit Mesyuarat Vetting: Soalan Peperiksaan Jabatan*
6. *Minit Mesyuarat Validasi Peperiksaan Jabatan*

- **The Faculty/Campus/Division must** have a department or unit dedicated to, and responsible for, the internal quality assurance system.

UiTM Cawangan Perak is very committed towards quality assurance. Quality Management Unit (QMU) is a unit that is directly under the supervision of UiTM Cawangan Perak Rector. QMU is responsible to plan, develop, coordinate and manage all activities in order to ensure the quality assurance of the whole campus. In addition, each department and unit is responsible in implementing relevant quality assurance activities. UiTM Cawangan Perak has an Academic Quality Assurance Committee to assist in academic quality performance for the whole campus.
The Faculty/Campus/Division should encourage a profound social connectivity of its staff and students with the nearby local community, including through cultural, social and community service activities. UITM Cawangan Perak through Industry, Community and Alumni Network Unit (ICAN) of UITM Cawangan Perak highly encourages the staff and students to connect with the local community around, including through cultural, social and community service activities. Cluster activities are:
- Health, sports and recreation
- Social welfare
- Education
- Entrepreneurship
- ICT and technology
- Environment
- Risk management and disaster relief
- Heritage and culture

8.1.2 Enhanced Standards

The Faculty/Campus/Division should have a comprehensive, interconnected and institutionalised committee system responsible for academic programmes that takes into consideration, among others, internal and external consultation, feedback, market needs analysis and employability projections.

Academic Affairs Division monitors the progress of UITM Cawangan Perak academic programmes while Unit Jaringan Industri dan Masyarakat is responsible for academic and industrial linkages matters.

The governance principles should reflect the representation of academic staff, students and other stakeholders.

The governance principles of UITM Cawangan Perak reflect the representation of its academic staff, students and other stakeholders.
| Evidence | 
|------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Evidences:      |                          |                          |                          |                          |
| i. Akta 173 – Penubuhan Universiti |                          |                          |                          |                          |
| ii. Website: Pejabat Pendaftar UiTM |                          |                          |                          |                          |
| iii. Quality Objectives |                          |                          |                          |                          |
| iv. Strategic Planning of UiTM Cawangan Perak |                          |                          |                          |                          |

- **The Chair of the governing board should** exercise non-executive powers of the Faculty/Campus/Division.

  The Chair of the governing board has exercised non-executive powers of UiTM Cawangan Perak through its appointment by Minister of Higher Education effective on 12 February 2011.

  **Evidences:**
  
  i. Watikah Perlantikan. File No: 100-KPK (PT. 1/1)
  
  ii. Buku Autonomi. File No: 100-KPK (PT.1/1)

- **The governing board should** be free from undue external pressures.

  The governing board of UiTM Cawangan Perak is free from undue external pressures. The functions of the Board, the Executive and the Management are well separated and delegated.

  **Evidence:**
  
  i. Pekeliling Pendaftar Bilangan 02 Tahun 2013 – Larangan Membawa Pengaruh Luar effective on 10th January 2013. File No: 100-KPK (PT.1/7/4)

- **The Faculty/Campus/Division should** have a clearly stated policy on conflict of interest, particularly in relation to private practice and part-time employment of its employees.

  To avoid any conflict of interest regarding the private practice and part time employment of UiTM Cawangan Perak staff, the management had utilized one of the Registrar’s Circulars to ensure that the number of unregistered staff with part time work can be controlled. *Pekeliling Pendaftar Bil. 2 tahun 2013 on Garis Panduan Melakukan Pekerjaan Luar* had been circulated and enforced since on 21st January 2013. This guideline had clearly stated that an approval on part time employment of Branch staff needs to be granted from the Branch’s Rector. The authority is given to the Rector of UiTM Cawangan Perak to make decisions.

  All staffs UiTM Cawangan Perak are also required to sign declaration of conflict of interest such as *Ikrar Bebas Rasuah*, *Akta Rahsia Rasmi* and *Akujanji*.

  **Evidences:**
  
  i. Pekeliling Pendaftar. File No: 100-KPK (PT. 1/7/9)
  
  ii. Garis Panduan Melakukan Pekerjaan Luar Bil. 02 Tahun 2013
  
  iii. Official Secret Act 1971
The Faculty/Campus/Division **should** actively participate in socio-economic activities of the community in which it is located.

UiTM Cawangan Perak has actively participated in organizing or participating in socio-economic activities carried out with various communities either within their areas or campus areas.

**Evidences:**
- Malaysian Academy of SME & Entrepreneurship (MASMED) : 100-KPK(PJI.8/1/1/4)
- Tunas Mekar: 100-KPK(PJI.8/1/1/5)
- KoSiswa: 100-KPK(PJI.8/1/1/6)
- MyAgrosis: 100-KPK(PJI.8/1/1/7)
- University Community Transformation Centre (UCTC): 100-KPK(PJI.3/2/1)
- Rekod Laporan Aktiviti Persatuan: 800-KPK(HEP.4/3)
- Laporan Jawatankuasa Akaun Amanah: 400-KPK(HEP.1/9/5)
- Laporan Tabung Amanah Pembangunan Akademik (TAPA)
- iM4U Outreach Centre. File No: 800-KPK (HEP.2/1/4)
- Fail MASMED: 100-KPK (PJI 8/1/1/4)
- Fail Inovasi: 100-KPK (PJI 13/5)

### 8.2 Institutional and Academic Leadership

#### 8.2.1 Benchmarked Standards

- The selection criteria, selection process, job description, and the qualification and experience required of members of the institutional executive management team of the Faculty/Campus/Division (i.e., the Faculty/Campus/Division leadership) **must** be clearly stated.

Rector of UiTM Cawangan Perak is appointed by the Ministry of Higher Education based on recommendations from the Vice Chancellor. The Deputy Rectors are appointed by the VC based on recommendation from the campus’s Rector. The Senior Deputy Registrar and Senior Deputy Bursary are appointed by the Vice Chancellor through interviews.

**Evidences:**
- Fail Lain-lain Lantikan /Tawaran (Jawatan Utama): 500-KPK (PT.19/2/5)
- Fail Kenaikan Pangkat: 500-KPK (PT. 2/10/1), 500-KPK(PT.2/10/1/1)

- The leadership of academic programmes and departments (i.e., the academic leadership) **must** be held by those with appropriate qualifications and experience, and sufficiently knowledgeable on issues of curriculum design, delivery and review.

The appointment of academic leadership is conducted by recommendation of the Deputy Rector of Academic Affairs and endorsed by the Rector. These individuals are highly qualified in their respective field, experience and knowledge in the curriculum design, delivery and curriculum review. In addition, they have to be competent in managing staff, students and academic procedures.

**Evidence:**
- Fail Lain-lain Lantikan /Tawaran (Jawatan Utama): 500-KPK (PT. 19/2/5)
- Mechanisms and processes **must** be in place to allow for communication between the Faculty/Campus/Division leadership and the academic leadership of departments and programmes in matters such as faculty recruitment and training, student admission, allocation of resources, and decision-making processes.

Communication between UiTM Cawangan Perak leaders of departments and programme is conducted through regular meetings, emails and circulars and the Rector’s briefings to Faculties and staffs.

**Evidences:**
1. Minutes of meeting: *Mesyuarat Eksekutif* 100-KPK (PT. 6/1/3)
2. Minutes of meeting: *Mesyuarat KeF & KoF*
3. PPSM– Training: 500-KPK (PT. 7/1/8)
4. JKKN – Recruitment: 100-KPK (PT. 6/3/1)

- The academic leadership at the department and programme levels **must** be evaluated at defined intervals with respect to performance and in relation to the achievement of the mission and goals of the Faculty/Campus/Division.

The academic leadership of UiTM Cawangan Perak is chosen and appointed by the Rector for a term between one to two years. Their performance will be reviewed annually using the standard evaluation methods for civil servants and based on the overall performance from the Rector’s and the Executive Members’ discretion. Those who are unfit to carry out their responsibilities will be replaced by others. Usually, the Rector will apply collective decision making by getting all the Executive members to be involved with the selection process.

**Evidence:**
1. Minutes of meeting: *Mesyuarat Eksekutif* 100-KPK (PT. 6/1/3)

### 8.2.2 Enhanced Standards

- The Faculty/Campus/Division leadership and the academic leadership **should** take on the responsibility of creating a conducive environment to generate innovation and creativity.

The management provides adequate opportunities in creating conducive environment to generate innovation and creativity by providing facilities and avenues for staff to involve in activities which are related to innovation and creativity. This includes approval and monetary support to encourage innovation and creativity. Among the programs conducted are International Invention, Innovation and Design (INDES) and Innovative and Creative Circle (ICC) or *Kumpulan Inovatif dan Kreatif* (KIK).

**CQI:**
UiTM Cawangan Perak should encourage lecturers to be actively involved in more activities related to innovation and creativity primarily in teaching and learning by facilitating Budget, Official time off, Facilities for example space, classroom and etc.

**Evidences:**
1. International Invention, Innovation and Design (INDES) – 100-KPK (PJL.13/5)
2. *Kumpulan Inovatif dan Kreatif* (KIK) – 100-KPK (U.K.13/5/3)
3. *Pertandingan Inovasi Keusahawanan*. File No: 100-KPK (PJL. 8/1/1/4)
The Faculty/Campus/Division leadership and the academic leadership **should** undergo periodic training and staff development programme to enhance their leadership capabilities.

UiTM Cawangan Perak organises periodic training and staff development programmes to enhance the leadership and capabilities of the leaders such as attending seminars, industrial linkages, and joint research at local and international levels as well as participating in training programmes organized by iLQAM.

**Evidences:**
- iLQAM, UiTM Cawangan Perak
- *Fail Latihan*. File No: 500-KPK (PT 5/1/8)
- *Sistem e-Latihan Star* v3.0

### 8.3 Administrative and Management Staff

#### 8.3.1 Benchmarked Standards

The administrative staff of the Faculty/Campus/Division **must** be appropriate and sufficient to support the implementation of the educational programmes and related activities, and to ensure good management and deployment of the resources.

The number of academic staff, supporting staff and students in UiTM Cawangan Perak by the end of 2017 is 1:07:20 which is still insufficient for certain courses. UiTM Cawangan Perak has prepared a paperwork requesting for additional staff from the Registrar, comparing the information on management and staffing between the branch campuses and managing the staffing as soon as possible to ensure better management and deployment of resources.

**Evidences:**
- *Fail Perjawatan (Staf Bukan Akademik)* File No: 500-KPK(PT.2/5/1/1)
- *Fail Tawaran Jawatan Kakitangan (Staf Akademik)* File No: 500-KPK (PT.1/5/13)
- *Fail Skop Tugas (Staf Bukan Akademik)* File No: 500-KPK (PT.2/13)

The Faculty/Campus/Division must have mechanisms for training and career advancement for its administrative and management staff.

The Administration Department of UiTM Cawangan Perak has clearly stated the mechanisms in providing trainings and career development for staff of UiTM Cawangan Perak i.e. Training Needs Analysis (TNA) and the planning of training for the duration of one year.

In 2017, the percentage of UiTM Cawangan Perak Staff fulfilling the 42 hours training are as below:
- Training > 42 hours for academic staff: 97%
- Training > 42 hours for administration staff: 97%

**Evidences:**
- *Fail Latihan*. File No: 500-KPK (PT. 16/1)
- Minutes of meeting: *Fail PPSM*. File No: 500-KPK (PT.7/1/8)
- *Sistem e-Latihan Star* v3.0
- *Perancangan Pembangunan Sumber Manusia*: 500-KPK/TPH(PT.5/1/9)
- *Menghadiri Seminar/Persidangan/Forum (Staf Bukan Akademik)*
- The Faculty/Campus/Division **must** conduct regular performance review of its administrative and management staff. Staff performance review has been conducted on a yearly basis based on the ‘Sasaran Kerja Tahunan’ (SKT), through the process of midyear evaluation and performance appraisal at the end of the year. **Evidences:**
  ii. *Pekeliling Timbalan Pendaftar Kanan Bil 1/2015* 100-KPK (PT.1/7/4), 100-KPK/TPH(PT.1/7/5/4)

### 8.3.2 Enhanced Standards
- The Faculty/Campus/Division **should** have an advanced training scheme for the administrative and management staff to fulfill the specific needs of educational programmes, for example, risks management, maintenance of specialised equipment, and additional technical skills. To fulfill educational programmes, specific needs, especially on aspects that require specialized and skillful staff, the administrative and management staff need to attend some external course and trainings. **Evidences:**
  i. *Fail Latihan*. File No: 500 KPK (PT 5/1/8)
  ii. Minutes of meeting: *Fail PPSM File No: 500-KPK (PT. 7/1/8)*

### 8.4 Academic Records
#### 8.4.1 Benchmarked Standards
- The Faculty/Campus/Division **must** have policies concerning the accessibility and security of student and academic staff records. UiTM Cawangan Perak respects the policies concerning the accessibility and security of student and academic staff record in compliance with the OSA 1971. Each and every staff must sign the *Borang Perakuan Untuk Ditandatangani oleh Penjawat Awam Berkenaan dengan Akta Rahsia Rasmi* 1972 to ensure the confidentiality of the data and to make sure that they do not misuse it. **Evidences:**
  i. Official Secret Act 1971

- The Faculty/Campus/Division **must** establish and disseminate policies that respect the rights of individual privacy and the confidentiality of records. UiTM Cawangan Perak has its own filing system which is colour coded, in line with the quality control system based on the Official Secrets Act (OSA) standard. Lecturers and administrative staff have limited access to the Student Information Management Student (SIMS). For students, they can only access their own records and this is controlled by a user ID and password through i-Student Portal.
<table>
<thead>
<tr>
<th>Evidences:</th>
<th>8.4.2 Enhanced Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Official Secret Act 1971</td>
<td>UI TM Cawangan Perak continuously reviews its policies on security of</td>
</tr>
<tr>
<td>ii. SIMS Record</td>
<td>records, including increased use of electronic technologies and its</td>
</tr>
<tr>
<td></td>
<td>safety systems.</td>
</tr>
<tr>
<td></td>
<td>The Faculty/Campus/Division should continuously review policies on</td>
</tr>
<tr>
<td></td>
<td>security of records including increased use of electronic technologies</td>
</tr>
<tr>
<td></td>
<td>and its safety systems.</td>
</tr>
<tr>
<td></td>
<td>UTM Cawangan Perak continuously reviews its policies on security of</td>
</tr>
<tr>
<td></td>
<td>records, including increased use of electronic technologies and its</td>
</tr>
<tr>
<td></td>
<td>safety systems.</td>
</tr>
<tr>
<td></td>
<td>The objective of the inspection is to assess and measure the</td>
</tr>
<tr>
<td></td>
<td>performance of management system protection in UTM Cawangan Perak.</td>
</tr>
<tr>
<td></td>
<td>Criteria were audited are physical, documentation, personal dan ICT.</td>
</tr>
<tr>
<td></td>
<td>Based on the inspection made, Pejabat Pegawai Keselamatan Dalam</td>
</tr>
<tr>
<td></td>
<td>Negeri had shortlisted UTM Cawangan Perak as one of the 10 agencies</td>
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<tr>
<td></td>
<td>that was awarded with Anugerah Khas Keselamatan Perlindungan (2017).</td>
</tr>
<tr>
<td></td>
<td>Ui TM Cawangan Perak, Kampus Tapah has achieved ‘Excellent Category’</td>
</tr>
<tr>
<td></td>
<td>with 97.81 marks in Lawatan Inspektorat Keselamatan Perlindungan Khas</td>
</tr>
<tr>
<td></td>
<td>Such policies on security records are an ongoing process and Ui TM</td>
</tr>
<tr>
<td></td>
<td>Cawangan Perak will continue to get the cooperation and involvement</td>
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<tr>
<td></td>
<td>of InfoTech, Ui TM Shah Alam.</td>
</tr>
<tr>
<td></td>
<td>Evidence</td>
</tr>
<tr>
<td></td>
<td>i. Report on Security of Record. File no: 410-KPK (PT 12/2)</td>
</tr>
<tr>
<td></td>
<td>ii. Laporan Eksekuti Penemuan Audit Dalam</td>
</tr>
<tr>
<td></td>
<td>iii. Laporan Audit Keselamatan Perlindungan: File 100-KPK/TPH(PT.24/2/5)</td>
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<tr>
<td></td>
<td>iv. Laporan Pengurusan Kewangan Indeks Akauntabiliti</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8.5 Interaction with External Sectors</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.5.1 Benchmarked Standards</td>
</tr>
<tr>
<td>----------------------------------------</td>
</tr>
<tr>
<td>The Faculty/Campus/Division <strong>must</strong></td>
</tr>
<tr>
<td>have a constructive mechanism for</td>
</tr>
<tr>
<td>cooperation with external sectors,</td>
</tr>
<tr>
<td>including with its external stakeholders.</td>
</tr>
<tr>
<td>UTM Cawangan Perak has a constructive mechanism in order to collaborate with the external sectors including with its external stakeholders. The mechanism includes:</td>
</tr>
</tbody>
</table>

**Industry – Mutual Cooperation**

- Student’s industrial attachment
- Academic visit
- Professional talks
- Panel of industries
### Professional Bodies

*Jawatankuasa Jaminan Kualiti Akademik* is in charge of accreditation, recognition and visits by the professional bodies/boards. These activities are being coordinated so that the professional bodies/boards/MQA requirement can be fulfilled.

### Parents

Any problems regarding students will be communicated to the parents through letters or telephone calls. Their parents are encouraged to discuss any issues or problems regarding their children (students) with the UiTM Cawangan Perak management.

#### Evidences:

1. *Latihan Industri*: 700-KPK(PJI.1/9)
2. Students' Industrial Attachment Reports
3. Academic Visits Reports
4. Professional Talks Reports

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### 8.5.2 Enhanced Standards

- The collaboration with external sectors **should** be institutionalised through formalised agreements.

UiTM Cawangan Perak has formalized agreements in collaborating with external sectors through various Memorandum of Understanding (MoU) such as:

#### Memorandum of Understanding

- MoU between UiTM and Institut Tanah dan Ukur Negara (INSTUN): 5th September 2016 – 5th September 2019
- MoU between UiTM and Institut Seni Budaya Indonesia (ISBI): 24th March 2017 - 24th March January 2020
- MoU between UiTM and Universitas Syiah Kuala (Unsyiah) Indonesia: 24th March 2017-23rd May 2022
- MoU between UiTM and Istana Budaya (IB): 13th December 2017 - 12th December 2020

#### Memorandum of Agreement

- MoU between UiTM and Jabatan Agama Islam Perak (JAIPk): 15th August 2017-14th August 2018

#### Evidences:

1. *Memorandum Persefahaman*: 100-KPK(PJI.1/4/1)
2. *Institut Tanah dan Ukur Negara*: 100-KPK(PJI.3/3/1)
3. Institut Seni Budaya Indonesia: 100-KPK(PJI.3/3/5)
4. Universitas Syiah Kuala (Unsyiah): 100-KPK(PJI.3/3/6)
5. Istana Budaya : 100-KPK(PJI.3/3/4)
## AREA 9: CONTINUOUS QUALITY IMPROVEMENT

<table>
<thead>
<tr>
<th>Quality Criteria and Standards</th>
<th>Review: Evaluate, judge, conclude, continuous quality improvement (based on evidence) (e.g. effectiveness of process/activity, results achieved, comparisons between programmes, courses etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9.1 Quality Improvement</strong></td>
<td></td>
</tr>
<tr>
<td><strong>9.1.1 Benchmarked Standards</strong></td>
<td></td>
</tr>
</tbody>
</table>

- The Faculty/Campus/Division **must** establish policies and procedures for regular reviewing and updating of its internal quality assurance activities to ensure continuous quality improvement.  

  **UiTM Cawangan Perak** has its long-term (5 years) and short-term (1 year) strategic planning as the primary vehicle to review its strategic plan. In 2017, **UiTM Cawangan Perak** managed to conduct a Strategic Planning workshop to review and strengthen the strategic objectives and map them with the university’s outcomes. **Mesyuarat Kaji Semula Pengurusan (MKSP)** (twice a year), **Mesyuarat Eksekutif** (weekly), **Mesyuarat Jaminan Kualiti Akademik**, **Academic Meetings** and Programme Meetings have also been conducted to ensure continuous quality improvement. **e-Pelaporan (SePADU)** was implemented in reporting audit findings in 2017. In 2017, continuous quality assurance in **UiTM Cawangan Perak** is executed through its external and internal audits as follows:  
  - Internal audits on the adherence to the COPIA dan ISO 9001:2008 requirements.  
  - QE/5S audits.  
  - **Audit Pengurusan Peperiksaan**  
  - Occupational Safety and Health Committee (OSHCo) inspections  
  - Lecturer’s Professionalism (PROPENS)  

**Evidences:**  
1. Internal Audit’s Reports **UiTM Cawangan Perak** 2017: 600-KPK/TPH (U.K 12/7 Jilid 5)  
2. Scheduled audit 2017: 600-KPK(U.K.12/7 Jilid 5)  
3. OSHCo Safety Report 2017  
5. Minutes of meeting and Action Log (MKSP, JKA, Executive meeting)

- The unit or department dedicated to the internal quality assurance system of the Faculty/Campus/Division **must** take continuous efforts to keep abreast with the changes and best practices in quality assurance.  

  **Unit Pengurusan Kualiti (UPK)** **UiTM Cawangan Perak** is responsible for regular audits at least twice a year to ensure continuous quality improvement. A total of two (2) audits was conducted in 2017 as directed to be executed. Internal audit findings were presented at the following scheduled meetings:  
  - **Mesyuarat Jaminan Kualiti Akademik** (quarterly): JKA 700-KPK(U.K. 1/3/7)  
  - **Mesyuarat Kaji Semula Pengurusan** (twice a year): MKSP Bil. 1/2017, MKSP Bil. 2/2017

5
Non-compliance issues encountered are resolved by corrective actions.

In 2017, Workshop for Internal Audit & ISO 9001: 2015 has been conducted in UiTM Cawangan Perak at 28 November 2017. This workshop was held to give the latest information on the method of conduction audit and reporting audit findings to the auditors and the implementation of ISO 9001: 2015 starting in 2018.

**Evidence:**

i. Minutes of the respective meetings: 100-KPK(PT. 36/5/10);100-KPK(PT.36/5/1)
ii. Laporan Tahunan Unit Pengurusan Kualiti UiTM Cawangan Perak 2017

- The Faculty/Campus/Division **must** have dynamic mechanisms to implement recommendations for quality improvement and record the achievements of such implementations.

The mechanism for implementing CQI of UiTM Cawangan Perak is stipulated in the *Manual Kualiti*. This manual is prepared by UiTM Cawangan Perak and adheres to the guidelines from InQKA. The implementation of the Quality Management system is governed. UiTM Cawangan Perak has the dynamic mechanisms to implement recommendations for quality improvement and record the achievements of such implementations through audits activities such as Audit InQKA, Audit Tadbir Urus, Audit Keselamatan, Audit Prosedur JKKP Kampus Tapah and Audit Penjanaan Pendapatan.

Actions or records of achievements are discussed in the meeting and have been registered in *Log Tindakan* of each meeting session. All audit findings and recommendations by auditors are being considered for quality improvement.

**Evidences:**

i. *Manual Kualiti*
ii. Laporan Tahunan Unit Pengurusan Kualiti UiTM Cawangan Perak 2017
iii. Log tindakan audit InQKA
iv. Mesyuarat Jaminan Kualiti Akademik (quarterly): 700-KPK(U.K. 1/3/7)
v. Mesyuarat JAN (monthly): 700-KPK(HEA. 1/3/4)
vi. Mesyuarat Kaji Semula Pengurusan (MKSP) (twice a year): MKSP Bil. 1/2017, MKSP Bil. 2/2017

- There **must** be a link between quality assurance processes and the achievement of the institutional goals.

UiTM Cawangan Perak goals are translated in the university’s quality objectives. *MKSP* is used as a platform to present the achievement of these objectives.

*Bengkel Perancangan Strategik* was conducted annually in order to review and strengthen the strategic objectives and planning to ensure it is parallel with the university’s goals. Output from the workshop will be documented as *Dokumen Perancangan Strategik.*
### 9.1.2 Enhanced Standards

- **The internal quality assurance unit of the Faculty/Campus/Division should** be given a prominent organisational status in the Faculty/Campus/Division.

  **Evidences:**
  
i. *MKSP Bil. 1/2017 & MKSP. Bil 2/2017*
  ii. *Dokumen Perancangan Strategik (RMK-11 UiTM Cawangan Perak 2016 – 2020)*

- **UiTM Cawangan Perak** is very committed towards quality assurance. *Unit Pengurusan Kualiti* (UPK) is a unit that is directly under the supervision of the campus Rector. UPK is responsible to plan, develop, coordinate and manage all activities in order to ensure quality assurance to the whole campus. In addition, each department and unit responsible to implement relevant quality assurance activities. Therefore, UPK is given prominent organisational status in this campus. Thus, amongst the activities carried out to ensure quality assurance are:
  - Internal audits on the adherence to the COPIA dan ISO 9001:2008 requirements.
  - QE/5S audits.
  - Jawatankuasa Jaminan Kualiti Akademik
  - Sistem Pengurusan Kualiti
  - Kumpulan Inovatif Kreatif (KIK)
  - Self Review Report (SRR)
  - Anugerah Kualiti Naib Canselor (AKNC)
  - Audit Tadbir Urus
  - Audit Keselamatan

- **The Faculty/Campus/Division should** embrace the spirit of continual quality improvement based on prospective studies and analyses that leads to the revisions of its current policies and practices, taking into consideration past experiences, present conditions, and future possibilities.

  **Evidences:**
  
i. *Fail Audit Dalam: 600-KPK(U.K. 12/7) Jilid 4 and 5*
  ii. *QE/5S Files*
  iii. *Surat Lantikan Sebagai Jawatankuasa Jaminan Kualiti Akademik*
  iv. *Manual Kualiti UiTM Cawangan Perak*
  v. *Mesyuarat Jaminan Kualiti Akademik (quarterly); 700-KPK(U.K. 1/3/7)*

- **The Faculty/Campus/Division should** strive to get its internal quality assurance system accredited by a relevant, external and authoritative accreditation body.

  **Evidences:**
  
i. *MKSP Bil 1/2017 & MKSP Bil 2/2017*

- **UiTM Cawangan Perak** is very committed in striving to get its internal quality assurance system accredited by a relevant, external and authoritative accreditation body. The internal quality assurance system of UiTM Cawangan Perak is in accordance with the guidelines laid down by the MOE and the implementation is based on the needs of the MQA.