

Effective programme and course management at Heriot-Watt University Malaysia (HWUM) requires alignment with regulatory requirements set by the Malaysian Qualifications Agency (MQA) and the Ministry of Higher Education (MoHE).

Approval Processes

All changes must be notified to MQA/MoHE, and some require formal approval. Approval timelines for major changes may extend to 18 months; early identification of the change type is essential to ensure approval is in place before implementation. The approval process is outlined below:

1. Proposed changes are discussed with HWUM colleagues and recorded in GCMS
2. Schools must notify Academic Quality of changes and GCMS submissions before seeking School Studies Committee (SSC) approval.
3. Academic Quality advises on MQA/MoHE requirements based on the change category.
4. GCMS modifications approved by SSC are submitted to Academic Quality.
5. Changes not affecting the programme description template may be implemented without further approval. Changes affecting the template must be submitted via GCMS to the University Studies Committee for approval.

MQA/MoHE Notification and Approval

Schools, in collaboration with HWUM colleagues, prepare the required MQA/MoHE documentation and update course descriptors as necessary. Academic Quality reviews and submits documentation to MQA/MoHE and communicates approval outcomes to Schools.

	Approval	Examples	Requirements	Implementation
PROGRAMME INFORMATION	Amendment to MoHE Approval Letter	<ul style="list-style-type: none"> • Programme title • Programme duration • Credits • Mode of delivery (Full-time/Part-time) 	Notify MQA/MoHE ideally 18 months before implementation. An approval fee is required.	Cannot proceed until MoHE approval is granted, which can take up to 18 months.
CURRICULUM CHANGES	Internal Notification	<ul style="list-style-type: none"> • Programme Educational Objective • Programme / Course Learning Outcome • Programme structure • Course names 	Must be undertaken through a structured process, evaluated by at least one external assessor in a relevant field, and approved by the academic board.	May proceed after confirmation of notification from HWUM Academic Quality.

Resources and Contacts

- Email malaysiaquality@hw.ac.uk with any queries, or for help and advice
- Visit the [Academic Approval Procedures Hub](#) (*HWU staff access only*) for more information