

HERIOT-WATT UNIVERSITY MALAYSIA - CHANGES TO PROGRAMMES/COURSES

HWUM changes to programmes/courses

- **Before being implemented or advertised at HWUM, ALL** changes to programmes and courses must be **notified** to the Malaysian Qualifications Agency (MQA) OR Ministry of Higher Education (MoHE). Depending on the level/type of change, approval may also be required.
- **Timeline** – consideration should be given to the type of change to ensure that approval is secured **before** implementation eg Programme Title - MoHE approval can take up to 18 months. Please refer to category of curriculum change opposite.

Programme/Course Change Process

HWU Approval – School and Studies Committee

- School discusses proposed changes with Academic colleagues at HWUM and creates a modification on the Global Curriculum Management System (**GCMS**).
- School contacts Academic Quality to inform of **ALL** proposed programme/course changes before School Studies Committee (SSC) approval and advises that the modification has been created on **GCMS**.
- Discussions held between School and Academic Quality regarding implications of MQA/MoHE approval timelines, the level & MQA/MoHE category of change and the appropriate MQA/MoHE documentation to be completed.

Changes not affecting the HWU programme description template

- Once SSC approval has been given, **GCMS** modification approved by School and sent to Academic Quality for information.

Changes affecting the HWU programme description template

- Once SSC approval has been given, **GCMS** modification approved by School and sent to Academic Quality for submission to University Studies Committee for approval (via **GCMS**).

MQA/MOHE Notification/Approval

- School in collaboration with HWUM Academic colleagues completes MQA/MoHE approval documentation and updates MQA course descriptors as necessary.
- School sends documentation to Academic Quality for review.
- Final documentation sent to HWUM for submission to the MQA/MoHE.
- Academic Quality notifies School when approval is granted (if applicable).

MQA/MOHE Categories of Curriculum Changes:

There are 3 main categories of change to programmes/courses which are set out below:-

1. Minor Changes

- **Notification to MQA** - changes which include course assessment weighting, student learning time etc
- Notified to MQA once per year – by the January preceding the September that changes will be effective from

2. Changes <30% of the overall curriculum

- **Notification to MQA** - changes which include **programme structure, course name, learning outcomes, aims and course content** but <30% of the MQA approved curriculum/programme structure.
- Notified to MQA by the January preceding the September that changes will be effective from.
- No MQA approval required, no involvement from MQA panel
- No MQA approval fee due
- MQA may or may not acknowledge/respond to the notified change(s)
- Changes **CAN be advertised and implemented** as soon as notification documentation has been submitted to MQA.

3. Changes >30% of the overall curriculum

- **Approval by MoHE** – changes which include **programme title, duration, credits and major structure changes**.
- Notified to MoHE ideally 2 years before implementation.
- No MoHE approval fee required
- MoHE responds to and approves changes.
NOTE: approval can take up to 18 months.
- Changes **CANNOT** be advertised or implemented until MoHE approval has been granted.

References and Further Information

Contact: quality@hw.ac.uk

[Academic Approval Procedures](#)

Quality Assurance Briefing Papers

This briefing paper has been produced by Academic Quality and is one of a series related to Quality Assurance procedures. The briefing papers aim to provide a concise, informative overview of key processes, and include links to relevant policies, procedures and templates.