

## MQA PROVISIONAL ACCREDITATION

### Glossary

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

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

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

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

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

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

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

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

**Please contact** either [quality@hw.ac.uk](mailto:quality@hw.ac.uk) or **HWUM (N.Mohd\_Noor@hw.ac.uk)** to obtain the current MQA-01 template for completion and the relevant MQA Programme Standards for reference and consideration.

### Timeline

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

New Prog MQA-01 application Deadline	MQA approval granted (approx.)	MoHE approval granted (approx.)	Total Months (Min approx)
Nov 2020	Sept 2021**	Dec 2021	13 mths

\* please contact HWUM Regulatory Compliance for all dates

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

### The MQA Provisional Accreditation Process

#### Step 1: Internal Approval

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

[Refer to Business Approval](#)

[Refer to Briefing Paper 12 - Academic Approval Process](#)

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

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

MQA-01 prepared **collaboratively** by HWUM & HWU School academics with advice provided by Accreditation Manager (Academic Quality) and/or HWUM Regulatory Compliance.

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

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

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

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

#### Step 4: MQA review and approval

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

#### Step 5: MoHE Approval

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

#### References and Further Information

[Accreditation](#) processes (section 6), Contact: [quality@hw.ac.uk](mailto:quality@hw.ac.uk)

#### 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.