

GUIDELINES

COMPLIANCE ACCREDITATION



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1.0 INTRODUCTION

1.1 This guideline is issued by the Technology and Technical Accreditation Council, Malaysia Board of Technologists (MBOT) as the official reference for all education providers regarding the implementation of accreditation compliance. It is designed to support continuous improvement efforts in the accreditation process of technology programmes, ensuring time efficiency so that corrective measures or programme enhancements can be implemented promptly by the education provider. Furthermore, this mechanism helps to prevent any negative implications on the smooth delivery of the programme and the well-being of students.

1.2 This mechanism encompasses:

- i. Establishing a clear and standardised accreditation period.
- ii. Implementing audit procedures either physically or through desktop audit, depending on the audit category.
- iii. Utilising the Self-Review Report 08 - Compliance Accreditation as the primary basis for application and compliance assessment.
- iv. Enhancing the accountability of education providers not only to meet accreditation requirements, but also to embed a culture of continuous quality improvement that ensures graduate employability, strengthens industry recognition and sustains technology programmes in line with MBOT's aspirations.

2.0 IMPLEMENTATION

2.1 The implementation of accreditation compliance aims to ensure that education providers who have received a decision of full or provisional accreditation undertake corrective actions on issues that remain unresolved from the previous accreditation assessment, in accordance with MBOT's accreditation standards.

2.2 Through this mechanism, education providers are required to submit the Self-Review Report 08 - Compliance Accreditation within two (2) years from the year of MBOT's approval. An application for accreditation compliance is valid only within the specified period and applies solely to the corresponding accreditation cycle. Should the education provider fail to submit the application within the stipulated timeframe, they will be required to submit the Self-Review Report 02 - Full/New Cycle Accreditation.

2.3 Once all compliance actions have been fully addressed, education providers with programmes holding full accreditation status will be granted the remaining four (4) years of the accreditation period. For programmes with provisional accreditation status, education providers will be allowed to offer the programme.

2.4 To ensure that this mechanism is implemented in a systematic and effective manner, two (2) modes of audit have been established, namely physical audit and desktop audit.

2.5 Provisional accreditation programmes shall undergo a comprehensive desktop audit to confirm compliance.

2.6 Full accreditation programmes that do not fulfil the minor requirements under the physical audit category will be subjected to an on-site audit to verify compliance. Conversely, full accreditation programmes that fail to meet the minor requirements under the desktop audit category will not require an on-site audit

but must undergo a document review through a desktop audit. For full accreditation programmes that do not meet the minor requirements in both categories, an on-site audit shall be conducted to confirm accreditation compliance. However, MBOT reserves the right to change the audit category on a case-by-case basis.

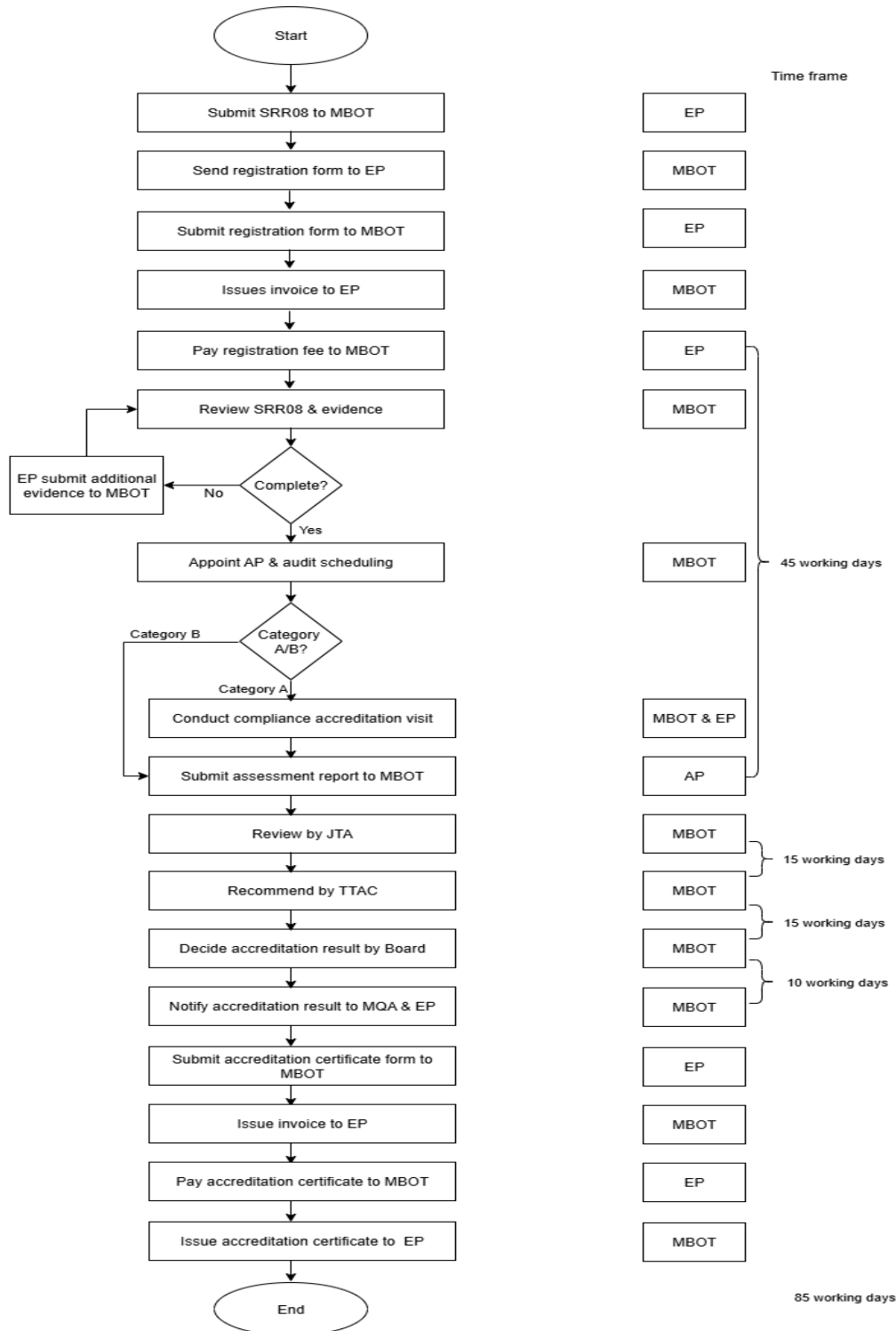
2.7 The submission of the Self-Review Report 08 - Compliance Accreditation shall take effect on **1 January 2026** and shall apply to all technology programmes submitting applications on or after this date for the purpose of undergoing accreditation evaluation.

3.0 PROCEDURE

3.1 Outlined below is the item and description for compliance accreditation:

| ITEM | DESCRIPTION |
|--------------------------|--|
| Application | Education providers shall apply to MBOT using the Self-Review Report 08 - Compliance Accreditation |
| Panel appointment | MBOT shall appoint an accreditation panel to conduct the audit |
| Audit categories | Category A - Physical audit Category B - Desktop audit |

3.2 Outlined below is the flowchart illustrating the process for accreditation compliance:



*** Acronym :**

- MBOT: Malaysia Board of Technologist
- MQA: Malaysian Qualifications Agency
- EP: Education Provider
- AP: Accreditation Panel
- JTA: Jawatankuasa Teknikal Akreditasi
- TTAC: Technology and Technical Accreditation Council

4.0 FEES

4.1 Fees for accreditation compliance applications are based on the level of the programme which is certificate, diploma, advanced diploma and bachelor's degree as follows:

| NO | ITEM | FEE (RM) |
|----|--|----------|
| 1. | Full accreditation compliance audit | 4,000.00 |
| 2. | Provisional accreditation compliance audit | 2,500.00 |

Travel expenses for the accreditation panel and secretariat shall be fully borne by the education providers for Audit Category A.

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Thank You To All Contributors

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