

# GARIS PANDUAN

## PENEMPATAN SEMULA PREMIS PENAWARAN PROGRAM



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# PROSEDUR PEMINDAHAN LOKASI PREMIS PENGENDALIAN PROGRAM BAGI PEMBERI PENDIDIKAN

## 1.0 PENGENALAN

Prosedur ini menerangkan kaedah pemindahan lokasi premis pengendalian program bagi program yang telah mendapat akreditasi penuh di bawah Majlis Akreditasi Teknologi dan Teknikal (TTAC), Lembaga Teknologis Malaysia (MBOT). Namun, bagi program yang mendapat akreditasi sementara, pemberi pendidikan (PP) perlu mengajukan permohonan kepada Agensi Kelayakan Malaysia (MQA).

## 2.0 PROSEDUR

Berdasarkan ketetapan standard akreditasi TTAC MBOT menggariskan 7 kriteria yang akan dinilai dalam memastikan program mematuhi ketetapan yang telah ditetapkan. Kriteria tersebut adalah seperti berikut :

- 1) Criteria 1 Programme Design and Delivery
- 2) Criteria 2 Student Assessment
- 3) Criteria 3 Students Selection and Support Services
- 4) Criteria 4 Teaching and Support Staff
- 5) Criteria 5 Educational Resources
- 6) Criteria 6 Programme Management
- 7) Criteria 7 Quality Management System

Proses penilaian pemindahan lokasi premis pengendalian program akan memfokuskan pada *Criteria 5 Educational Resources* bagi memastikan kesesuaian kemudahan pembelajaran dan pengajaran bagi program yang ingin dipindahkan di premis yang baharu.

Prosedur proses ini memerlukan PP memaklumkan kepada TTAC MBOT secara bertulis dengan disertakan surat kelulusan perubahan maklumat daripada pihak berkuasa yang berkaitan berserta makluman perubahan.

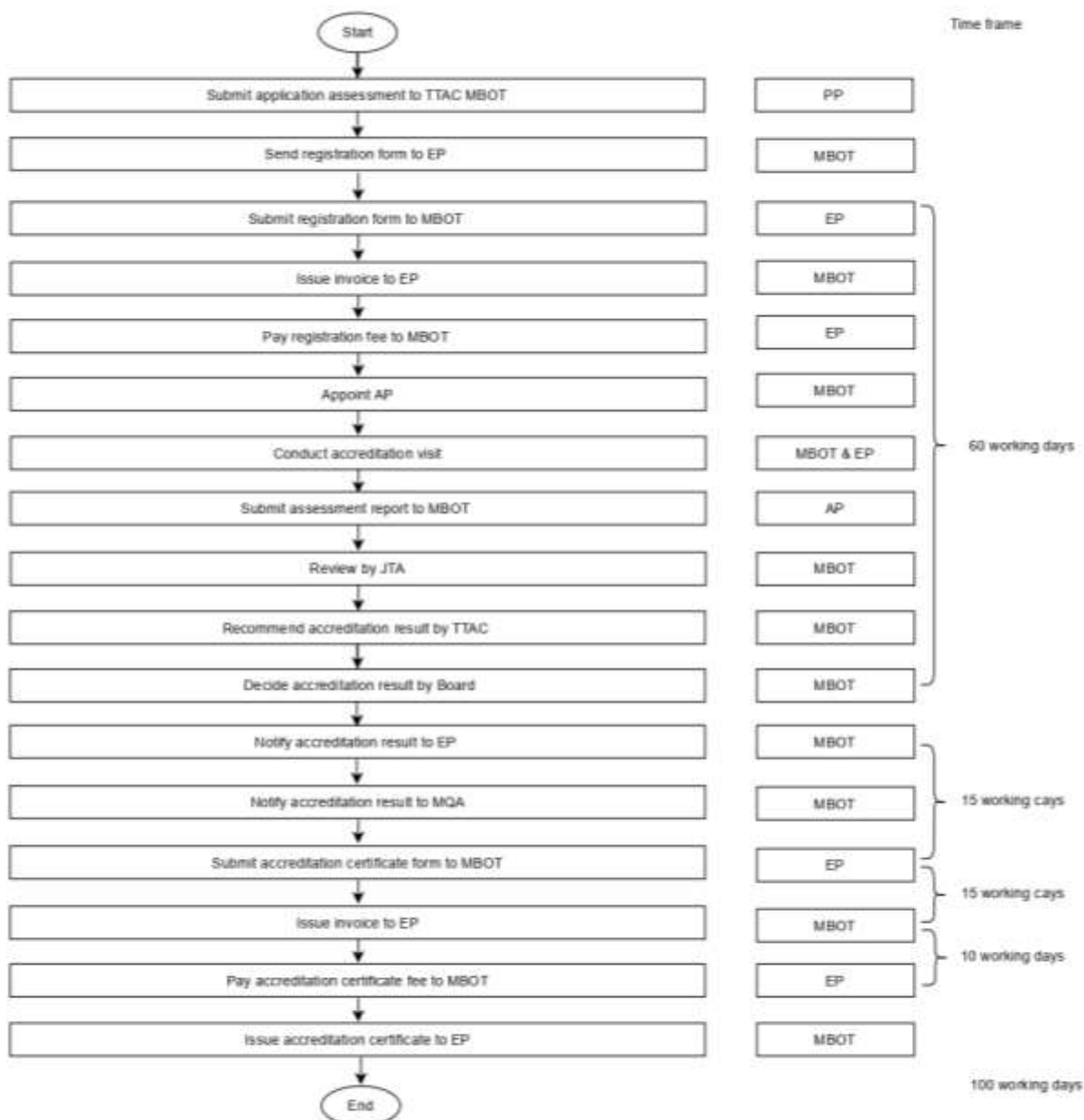
Ketetapan ini terpakai sekiranya berlaku perubahan pada alamat premis di mana program tersebut dikendalikan. PP perlu memulangkan sijil perakuan akreditasi penuh kepada TTAC MBOT. Sijil perakuan akreditasi dengan maklumat terkini akan dikeluarkan selepas penilaian di premis baharu dijalankan. Ini bagi memastikan proses pengajaran dan pembelajaran dapat dikendalikan bersesuaian dengan ketetapan TTAC MBOT.

Berikut adalah tindakan yang perlu diambil oleh PP dalam mengemukakan permohonan pemindahan lokasi premis pengendalian program:

BIL.	PROSES	TINDAKAN
1.	PP menghantar permohonan kepada TTAC MBOT dengan mengemukakan dokumen dan pembayaran berikut :  a. Surat kelulusan perubahan maklumat daripada pihak berkuasa yang berkaitan bersama makluman perubahan; b. Borang Pemindahan Lokasi Premis Pengendalian Program (rujuk lampiran B) c. Surat permohonan oleh PP perlu disalinkan kepada MQA dan Jabatan Pendidikan Tinggi, Kementerian Pendidikan Tinggi (JPT,KPT). d. Membuat pembayaran fi penilaian pemindahan lokasi premis pengendalian program	PP
2.	Semakan dokumen oleh Unit Pendaftaran dan Persijilan TTAS MBOT dan penghantaran pautan fi pembayaran penilaian pemindahan lokasi premis pengendalian program	TTAS MBOT
3.	Penilaian program yang melibatkan proses berikut : a. Lantikan panel penilai; b. Lawatan penilaian ke premis baharu	TTAS MBOT
4.	Kelulusan Mesyuarat TTAC dan memanjangkan keputusan kepada PP	TTAC MBOT & TTAS MBOT
5.	Keputusan penilaian TTAC MBOT perlu dimaklumkan kepada MQA dan JPT.	PP
6.	Pertukaran sijil akreditasi	TTAS MBOT & PP

Carta alir proses pemindahan lokasi premis pengendalian program bagi pemberi pendidikan adalah seperti di Lampiran A dan templat borang penghantaran dokumen adalah merujuk kepada Lampiran B.

RELOCATION OF PROGRAMME OFFERING PREMISES FLOW CHART



**\* 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

**RELOCATION OF PROGRAMME OFFERING PREMISES**

**1. GENERAL INFORMATION OF THE NEW INSTITUTION:**

- i. Name of the programme :
- ii. Address :

**2. GENERAL INFORMATION OF THE PREVIOUS INSTITUTION (ORIGINAL):**

- i. Name of the programme :
- ii. Address :

**3. PROGRAMME DESCRIPTION**

- i. MBOT Field :
- ii. Field of study and  
National Education Code :
- iii. MQF level :
- iv. Graduating credits :
- v. Type of award :
- vi. Medium of instruction :
- vii. Type of programme :
- viii. Mode of Study :
- ix. Method of learning and teaching :
- x. Mode of offer :
- xi. Mode of delivery :
- xii. Duration of study :

	Full-time			Part-time		
	Long Semester	Short Semester	Industrial Training	Long Semester	Short Semester	Industrial Training
No. of Weeks						
No. of Semesters						
No. of Years						

Note: Number of weeks should include study and exam weeks

xiii. Awarding body : Own / Other (Please name)

xiv. Entry requirements :

#### 4. CURRICULUM PROGRAMME

i. Requirement of a programme structure

REQUIREMENT	CREDIT VALUE / SLT PROGRAMME	PERCENT (%)
Student Learning Time, SLT-based Credit Hours <sup>++</sup>		
Studies Duration		
Theory / Knowledge Related Component (Core Courses only)		
Practical Component (Core Courses only)		
Technology Component (Note: Consists of Common Core, Discipline Core, Final Year Project, Industrial Training related to field of study)		
General Component (Note: Consists of MPU courses, education provider compulsory courses and others)		

ii. Curriculum Structure

YEAR	SEM	COURSE	CODE	CREDIT	
1	1				
	<b>Total Credit</b>				
	2				
<b>Total Credit</b>					
2	3				
	<b>Total Credit</b>				
	4				
<b>Total Credit</b>					
3	5				
		<b>Total Credit</b>			

	<b>6</b>			
		<b>Total Credit</b>		

## 5. GENERAL INFORMATION ON PROGRAM RELOCATION

Bil	Items	Feedback
i.	Reasons for programme relocation	
ii.	Final date of student graduation at the old premises	
iii.	End date of programme accreditation certification at the old premises	
iv.	Proposed start date of programme accreditation certification at the new premises	
v.	Date of the first cohort of transferring students expected to graduate at the new premises	

## 6. EDUCATIONAL RESOURCES

- i. Provide sufficient and appropriate educational resources to ensure the effective delivery of the programme
  - a. List of physical facilities for teaching and learning activities.
  - b. List of equipment of HT and HV.
- ii. Consider safety factors in the educational resources' planning and operation
- iii. Consider environmental, sustainability, cultural, professional, ethical and legal factors in the educational resources' planning and operation
- iv. Ensure the facility's quality, availability, relevancy, and utilization within the programme
- v. Provide adequate and suitable experimental and practical facilities for access
- vi. Ensure that the equipment reflects modern technology practices
- vii. Provide adequate physical facilities for the programme
- viii. Ensure the equipment to student ratio of 1:4 or better

- ix. Ensure that facilities for students' life on campus are satisfactory
  - a. List of facilities provided for well being of students e.g. hostel, café, CCTV, sport and recreational, health center, student center and transportation, among others.
  - b. List of Resource Center Management / Librarian

No.	Name	Qualification	Other Information (Certificate or Professional license)
1			
2			
3			

- x. Provide adequate research laboratories and equipment relevant to the learning activities
  - a. List of research and development facilities.
- xi. Ensure that research and development or innovation facilities are accessible
- xii. Demonstrate financial viability and sustainability for the operation and maintenance of the programme
- xiii. Implement a systematic procedure to ensure that financial resources are sufficient and managed efficiently within the programme

## 7. CONTACT PERSON FOR STUDY INFORMATION

- i. Name and Title :
- ii. Designation :
- iii. Tel :
- iv. Fax :
- v. Email :

## 8. SUGGESTION DATE FOR ACCREDITATION ASSESSMENT

- i.
- ii.
- iii.

## **9. ATTACHMENT TO BE PROVIDED**

- i. Copy of the programme operation approval letter at the new premises from the relevant Ministry/authority;
- ii. List of students by study semester who will be transferring to the new premises;
- iii. Schedule of facility usage at the new premises; and
- iv. Other facility information supporting the programme relocation to the new premises (if applicable).