

ACCREDITATION MANUAL TOWN AND REGIONAL PLANNING PROGRAMME

2020



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2020

LEMBAGA PERANCANG BANDAR MALAYSIA
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TABLE OF CONTENTS

Message by Chair, BTPM	iii
Preface by Chair, Town Planning Accreditation Council	iv
Abbreviation	v

CHAPTER 1 INTRODUCTION

1.1 Town Planners Act 1995 (Act 538)	1-1
1.2 Board of Town Planners Malaysia (BTPM)	1-1
1.3 BTPM Town Planning Accreditation Council	1-2
1.4 Malaysian Qualifications Agency (MQA)	1-3
1.5 Town and Regional Planning Programme Accreditation Manual	1-3
1.6 Town and Regional Planning Programme	1-3
1.7 Accreditation Certification Advantages	1-3

CHAPTER 2 PROGRAMME LEVELS

2.1 Diploma Studies Programme (Level 1)	2-1
2.2 Bachelor Degree Programme (Level 2)	2-2
2.3 Master's Degree Programme (Level 2 Special)	2-3

CHAPTER 3 EVALUATION CRITERIA

3.1 Criterion 1 : Study Programme Objectives	3-1
3.2 Criterion 2 : Outcome Based Education – OBE	3-1
3.3 Criterion 3 : Academic Curriculum	3-1
3.4 Criterion 4 : Student Assessment	3-5
3.5 Criterion 5 : Assessment of Student Quality	3-5
3.6 Criterion 6 : Student Intake Policy and Statistic	3-6
3.7 Criterion 7 : Academic and Supporting Staff	3-6
3.8 Criterion 8 : Facility and Equipment	3-7
3.9 Criterion 9 : Management System Quality	3-7
3.10 Criterion 10 : Market Research and Tracer Study	3-7

TABLE OF CONTENTS

CHAPTER 4 ACCREDITATION

4.1	Accreditation Process	4-1
4.2	Provisional Accreditation	4-1
4.3	Full Accreditation	4-1
4.4	Compliance Audit	4-1
4.5	Accreditation Panel of BTM Town Planning Accreditation Council	4-5
4.6	Roles of the Panel of Accreditation	4-5
4.7	Accreditation Assessment Visits	4-6
4.8	Accreditation Assessment	4-10
4.9	Accreditation Assessment Report	4-16
4.10	Accreditation Status	4-16
4.11	Appeal	4-17
4.12	Confidentiality and Conflict of Interest	4-17
4.13	Payment of Fees	4-17

CHAPTER 5 ACCREDITATION DOCUMENT

5.1	Contents of Document	5-1
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**DATO' TPr HAJI MOHD
ANUAR BIN MAIDIN**

**Chair
Board of Town Planners
Malaysia**

MESSAGE

Assalamualaikum Warahmatullahi Wabarakatuh.

Firstly, I would like to congratulate the success in publishing this Town and Regional Planning Programme Manual. This manual publication is an initiative by Board of Town Planners Malaysia (BTPM) which coincides with the role of BTPM as a professional body regulating Town Planning field in Malaysia.

Besides that, it is BTPM's steps to strengthen Town Planning programme offered at the Higher Learning Provider (HLP) level for us to stay competitive and relevant in the future.

This manual contains information regarding process and procedures to be complied in implementing accreditation for HLP offering town and regional planning programme. I hope this manual will benefit stakeholders in the future.

Finally, I would like to thank BTPM Town Planning Accreditation Council and all participants for the outstanding efforts to publish this Town and Regional Planning Programme Accreditation Manual.



**TPr HAJI IHSAN BIN
ZAINAL MOKHTAR**

**Chair
Town Planning
Accreditation
Council**

PREFACE

Assalamualaikum Warahmatullahi Wabarakatuh.

Alhamdulillah, praise to Allah SWT for His almighty blessings, we managed to publish this Town and Regional Planning Program Accreditation Manual.

In 2019, Board of Town Planners Malaysia (BTPM) had given a mandate to BTPM Town Planning Accreditation Council to prepare a manual relating to process and procedures of accreditation as a guide and a main reference for Higher Learning Provider (HLP).

The accreditation recognition is an important element for HLP to ensure the programme offered is in accordance with current needs in order to stay relevant.

BTPM Town Planning Accreditation Council has been established to undertake tasks of accrediting the town and regional planning programmes offered by HLP. The Council acts as Joint Technical Committee in line with the requirements of Malaysian Qualifications Agency Act 2007 [Act 679].

Finally, I would like to express my appreciation to Universiti Teknologi MARA (UiTM) for helping the Accreditation Council to publish this manual.

I would also like to express my gratitude to all participants, such as Malaysian Qualifications Agency (MQA), Universiti Teknologi Malaysia (UTM), International Islamic University Malaysia (IIUM), Universiti Sains Malaysia (USM), Universiti Malaya (UM), Politeknik Sultan Abdul Halim Mu'adzam Shah (POLIMAS) and BTPM Secretariat in providing invaluable ideas. May these good efforts meet the objectives of the manual.

ABBREVIATION

PA	Panel of Accreditation
CAD	Computer Aided Design
GIS	Geographical Information System
BTPM	Board of Town Planners Malaysia
MQA	Malaysian Qualification Agency
HLP	Higher Learning Provider
SPM	Sijil Pelajaran Malaysia
STPM	Sijil Tinggi Pelajaran Malaysia



ACCREDITATION MANUAL TOWN AND REGIONAL PLANNING PROGRAMME

1.0

INTRODUCTION

1.1 TOWN PLANNERS ACT 1995 (ACT 538)

Town Planners Act 1995 [Act 538] is an act to provide provision for registration of Town Planners and related matters. Act 538 has been granted a royal consent on the 19th of October 1995 and gazetted on the 2nd of November 1995.

1.2 BOARD OF TOWN PLANNERS MALAYSIA (BTPM)

Board of Town Planners Malaysia has been established under Section 3 of Act 538. It was enforced on the 1st of January 1996. BTPM is the professional body regulating Town Planning Profession Practice as a Town Planner in Malaysia.

A minister responsible for the town and country planning shall appoint members of BTPM for a term of not more than three (3) years. Moreover, a Registrar of Town Planners shall be appointed by the minister to keep records and deal with registration of Registered Town Planners and Registered Graduate Town Planners.

BTPM's functions include:

- i. Keeping and maintaining registration;
- ii. Approving or rejecting registration application under the Act 538;
- iii. Setting a scale of fees chargeable by Registered Town Planner for his/her professional advice and service;
- iv. Determining profession ethics;
- v. Monitoring profession etiquette;
- vi. Hearing and deciding or appointing a committee or an arbitrator to hear and decide any dispute relating to professional ethics and etiquette of Registered Town Planner and Registered Graduate Town Planner;
- vii. Representing the profession in any necessity and benefit;
- viii. Updating, preparing a report and recommending changes to the law, and any matter to the government, public authority or an institution, a body or any organisation that represents the profession;
- ix. Appointing a panel, if necessary, for an examination of admission to the Town Planning profession. The panel shall consists of a member of the Board and a Town Planner appointed by the Board;
- x. Appointing an individual on behalf of the board in a body or a panel of examiner who can be appointed by an institution, a body or an organisation at that particular time representing the profession;
- xi. Proposing a recommendation to a relevant authority about any examination to qualify for an admission to the profession;
- xii. Appointing a board member to join any board, committee or organization set up for the purpose of the profession; and
- xiii. Appointing a board member to join other professional bodies when necessary.

1.3 BTPM TOWN PLANNING ACCREDITATION COUNCIL

BTPM Town Planning Accreditation Council has been established to undertake Town and Regional Planning accreditation programme offered by a Higher Learning Provider (HLP). This council also functions as Joint Technical Committee (JTC) in accordance with Malaysian Qualification Agency Act 2007 [Act 679].

BTPM Town Planning Accreditation Council also plays a role to recommend a certification to be considered before certifying Accreditation Programme to BTPM in accordance with the provision of Section 51 Act 679. BTPM has the right to accept or reject the recommendation by BTPM Town Planning Accreditation Council.

Panel of Accreditation (PA) for BTPM Town Planning Accreditation Council consist of:

- i. Chairman of BTPM Town Planning Accreditation Council (a BTPM member who is President of Malaysian Institute of Planners);
- ii. Representative from BTPM;
- iii. Representative from Malaysian Institute of Planners (MIP);
- iv. Representative from Higher Learning Institution in the field of town planning;
- v. Representative from PLAN Malaysia;
- vi. Representative from Malaysian Qualification Agency (MQA); and
- vii. Representative from any agency, if necessary, from time to time.

BTPM has set out the functions of BTPM Town Planning Accreditation Council as follows:

- i. Conducting the accreditation for town planning study programme;
- ii. Drafting and updating policy and criteria of accreditation;
- iii. Approving guideline and detailed procedures for accreditation through a manual;
- iv. Appointing PA members;
- v. Receiving assessment report for town planning programmes and determining accreditation assessment;
- vi. Responding to all complaints or appeals relating to the accreditation process and any proposal for change;
- vii. Reporting accreditation process in accordance with suitability and recommending any change to the institutional policy relating to accreditation;
- viii. Spreading the development and best practice of town and regional planning;
- ix. Advising the board on public statement to be done relating to town planning education;
- x. Supervising development and operation for accreditation abroad, as well as recommending the accreditation decision to the board;
- xi. Managing recognition of town planning programme for non-citizens who intend to practice in Malaysia; and
- xii. Cooperating with MQA and coordinating the accreditation process for town planning programme.

1.4 MALAYSIAN QUALIFICATIONS AGENCY (MQA)

Malaysian Qualifications Agency (MQA) has been established on the 1st of November, 2007 after the enforcement of Malaysian Qualifications Agency Act 2007. The main task of MQA is to implement Malaysian Qualifications Framework (MQF) as a track system for higher learning quality and criteria reference, as well as national qualification standards.

1.5 TOWN AND REGIONAL PLANNING PROGRAMME ACCREDITATION MANUAL

Town and regional planning programme (or equivalent) accreditation manual is prepared by BPM as a guideline and reference to HLP for applying studies programme accreditation. The manual is also intended to standardise the uniformity and quality for accreditation process programme procedures in the field of town and regional planning.

The accreditation manual is applicable to any HLP that offers town and regional planning programme. This programme is carried out in public higher learning institutions, and private higher learning institutions. In order to apply for accreditation, HLP must comply with the processes, requirements and criteria contained in the manual.

1.6 TOWN AND REGIONAL PLANNING PROGRAMME

Town and regional planning programme offered by HLP is intended to produce professional or semi professionals graduates in the field of Town and Regional Planning (or equivalent). To date, in Malaysia, there are six (6) HLP offering this programme of Diploma, Bachelor Degree and Master's levels, *i.e.* Universiti Teknologi MARA (UiTM), Universiti Teknologi Malaysia (UTM), International Islamic University Malaysia (IIUM), Universiti Malaya (UM), Universiti Sains Malaysia (USM), and Politeknik Sultan Abdul Halim Mu'adzam Shah (POLIMAS).

1.7 ACCREDITATION CERTIFICATION ADVANTAGES

Accreditation certification acquired by HLP for the programme offered has some advantages as follows:

- i. The study programme and its qualification have gone through a quality assurance process in accordance with the standard and criteria set by BPM and MQA;
- ii. To facilitate credit transfer for higher study level but subject to the terms and final decision of the relevant HLP;
- iii. To provide a qualification to further study in local institution or abroad;
- iv. To ensure graduates are considered for public service appointment; and
- v. To enable students who are eligible to apply a loan from a financing agency.



ACCREDITATION MANUAL TOWN AND REGIONAL PLANNING PROGRAMME

2.0
PROGRAMME
LEVELS

There are three (3) levels of programme that qualify to apply for accreditation:

- i. Diploma (Level 1)
- ii. Bachelor Degree (Level 2)
- iii. Master's Degree (Level 2, special)

2.1 DIPLOMA STUDIES PROGRAMME (LEVEL 1)

Level 1 Accreditation Certification is a certification of Diploma studies programme that produces town planning diploma graduates. Its purpose is to ensure every graduate is equipped with planning theory and quality technical skills, as well as to meet the current needs in the field of town and regional planning. Normally, Diploma graduates have the opportunity to work as a Town Planning assistant officer (semi professional). All knowledge and skills gained by the graduates are useful for them to build a career or to further their studies in a higher level town and regional planning field. Minimum requirements for Diploma studies are:

GENERAL REQUIREMENTS OF HIGHER LEARNING PROVIDER

- SPM or equivalent that is recognised by Government of Malaysia with three (3) credits, including Malay Language
AND
Passed History subject (applicable since SPM 2013)

AND

SPECIAL REQUIREMENTS FOR SPM HOLDER

- Fulfilled HIGHER LEARNING PROVIDER GENERAL REQUIREMENTS and passed with credits in the subjects of:
 - Mathematics or Additional Mathematics, AND
 - Physics, Chemistry, Biology, Additional Science, or Science
 AND
- Passed English language, AND
- Is not colour blind

OR

SPECIAL REQUIREMENTS FOR POLYTECHNICS OR OTHER INSTITUTION GRADUATES

- Passed Polytechnic certificate or other institutions that are recognised by Government of Malaysia with a minimum CGPA of 2.75
- Passed SPM or equivalent with four (4) credits, including:
 - Credit in Malay language
 - Credit in Mathematics or Additional Mathematics
 AND
- Passed English language, AND
- Is not colour blind

OR

ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING (APEL)

- Passed APEL MQA assessment (aptitude test and portfolio assessment)
- Aged not less than 20 years at year of application
- At least five (5) years of working experience in the relevant area
- Passed faculty level interview

2.2 BACHELOR DEGREE PROGRAMME (LEVEL 2)

Level 2 Accreditation Certification is a certification for a Bachelor Degree programme that produces Bachelor Degree graduates in the field of town planning. At this level, graduates will be exposed to planning theories, principles and practice, laws of land development, planning techniques, design, as well as basic knowledge of planning. Normally, graduates have the opportunity to work as a Town Planning officer and are qualified to be registered with BPM as a registered Town Planner once they have fulfilled the requirements and conditions set out by BPM. There are five (5) possible minimum conditions for admission under this programme, which are:

- Fulfilled GENERAL REQUIREMENTS OF HIGHER LEARNING PROVIDER GENERAL REQUIREMENTS and obtained a minimum CGPA of 2.75 for relevant Diploma,
- Obtained a minimum of Band 2 in Malaysian University English Test (MUET) or equivalent (*amendment Board Meeting Bil.2/2021*), AND
- Is not colour blind

OR

- Fulfilled GENERAL REQUIREMENTS OF HIGHER LEARNING PROVIDER and obtained a minimum CGPA of 2.50 for related Diploma, with a minimum of one (1) year working experience in related areas,
- Obtained a minimum of Band 2 in Malaysian University English Test (MUET) or equivalent (*amendment Board Meeting Bil.2/2021*), AND
- Is not colour blind

OR

- Fulfilled GENERAL REQUIREMENTS OF HIGHER LEARNING PROVIDER and obtained a minimum CGPA of 2.50 for STPM with a minimum of Grade B (NGMP: 3.00) in any of these two (2) subjects:
 - Mathematics or Additional Mathematics
 - Physics
 - Chemistry
 - Biology
 - Economics
 - History
 - Geography
 - Visual Arts
- Obtained a minimum of Band 2 in Malaysian University English Test (MUET) or equivalent (*amendment Board Meeting Bil.2/2021*), AND
- Is not colour blind

OR

- Fulfilled GENERAL REQUIREMENTS OF HIGHER LEARNING PROVIDER and Passed Matriculation in related field with a minimum CGPA of 3.00
- Obtained a minimum of Grade B (NGMP: 3.00) in Matriculation in these subjects:
 - Mathematics AND
 - One (1) major subject
- Obtained a minimum of Band 2 in Malaysian University English Test (MUET) or equivalent (*amendment Board Meeting Bil.2/2021*), AND
- Is not colour blind

OR

- Fulfilled GENERAL REQUIREMENTS OF HIGHER LEARNING PROVIDER and Passed APEL MQA assessment
- Passed English in SPM or equivalent
- At least seven (7) years of working experience in the relevant area, AND
- Is not colour blind

2.3 MASTER'S DEGREE PROGRAMME (LEVEL 2 SPECIAL)

Accreditation Certification of Level 2 Special is a certification towards a Master's degree programme that produces Town planning graduates. At this level, every graduate will be exposed to understanding, and applying theories and planning practice in holistic manners. Usually, the Master's programme is conducted through course work. Generally, graduates will be able to work as a Town Planning officer. The minimum requirements are:

- Fulfilled GENERAL REQUIREMENTS OF HIGHER LEARNING PROVIDER and obtained a minimum CGPA of 2.75 for Bachelor Degree in related areas, AND
- Passed colour blind test and interview session (portfolio review during interview session) organised by the HLP



ACCREDITATION MANUAL TOWN AND REGIONAL PLANNING PROGRAMME

3.0

EVALUATION CRITERIA

Criteria which have been set out in this manual must be complied by HLP study programme. Criteria that must be clarified and reported are as follows;

3.1 CRITERION 1: STUDY PROGRAMME OBJECTIVES

HLP shall describe the study programme goals, education objectives and results accordingly. It must be in line with the goals and objectives of the university, faculty and field requirements. In order to achieve goal, field requirements, university policy regarding professional practice for lecturers, as well as industrial engagement practice for lecturers and students, the programme must be spelled out.

Criteria that must be complied are as follows:

- i. Students must go through industrial training;
- ii. Students shall join town planning student association at least at university or college level and as a student member of MIP;
- iii. 70 per cent of the lecturers who are eligible to become town planners are qualified as a registered Town Planners (TPr). HLP to have plan to ensure such criterion is achievable in the future; and
- iv. Teaching staff must be active in research and publication.

3.2 CRITERION 2: OUTCOME BASED EDUCATION - OBE

Programme Education Objective - PEO, Programme Learning Outcome - PLO and assessment, as well as Course Learning Outcomes must be stated accordingly. It must include PLO assessment method, as well as criteria applied. Criteria shall at least include the following:

- i. Group work and leadership;
- ii. Entrepreneurship;
- iii. Problem solving and cognitive skills;
- iv. IT skills (CAD, GIS, statistical analysis, three-dimensional drawing, digital presentation and others that are related);
- v. Oral presentation skills, writing and graphic, as well as ability in negotiation;
- vi. Ethic and integrity (honesty, sympathy and social harmony); and
- vii. Adapted with Malaysian Qualifications Framework (MQF) requirement.

3.3 CRITERION 3: ACADEMIC CURRICULUM

The structure of the course studies programme and curriculum mapping shall be clearly verified and in accordance with OBE implementation. Credit programme mapping, as well as academics responsibilities also need to be included. Method and structure of curriculum review, as well as the time frame shall be clearly stated in detail.

The minimum academic curriculum requirements for Town and Regional Planning programme or equivalent are as follows;

i. Diploma studies programme – Level 1

Duration of Study	2 years (Full time) Minimum of 90 credits (Total)
Planning project course or studio (minimum of 8 contact hours weekly for each studio)	Studio (any 4): <ol style="list-style-type: none"> 1. Basic Planning Skills (Design) 2. Layout Design (Design) 3. Integrated Layout Design (Design) 4. Local Planning (Research) 5. Other Formats of Planning Study
The main knowledge and skills needed to be acquired by students (a separate course or absorbed without a formal class in the studio)	<ol style="list-style-type: none"> 1. Land Use and Site Planning 2. Planning Theory and Concept 3. CAD & Multimedia (IT) for Planning 4. Social Aspects in Planning 5. Urban Design 6. Housing and Facilities 7. GIS for Planning 8. Traffic or Transportation 9. Research Methodology and Data Analysis 10. Legal Aspects in Planning (Land Law, Planning Law and other related courses) 11. Environmental Planning
Final study (Research)	Minimum 3 credits (not compulsory)
Industrial training	Minimum 8 credits or 16 weeks
Studio and core Diploma course credits	Minimum 50 credits (studio and core course) (not including courses that are non-core and university courses)

Note: Course name and studio can be improvised according to HLP needs; studies programme also must fulfil MQA requirements.

ii. Bachelor Degree programme – Level 2

Duration of study	4 years (Full time) Minimum of 130 credits (Total)
Planning project course or studio (minimum of 8 contact hours per week for each studio)	<p>Studio (any 6):</p> <ol style="list-style-type: none"> 1. Basic Planning Skills (Design) 2. Integrated Layout Design (Design) 3. Spatial or Urban Design (Design) 4. Structure or Regional Planning (Research) 5. Local Planning (Research) 6. Special Area Planning (Research and Design) 7. Other Formats of Planning Study
The main knowledge and skills needed to be acquired by students (a separate course or absorbed without a formal class in the studio)	<ol style="list-style-type: none"> 1. Land Use and Site Planning 2. Planning Theory and Concept 3. CAD & Multimedia (IT) for Planning 4. Community Development or Social Aspects in Planning 5. Urban Design 6. Housing and Facilities 7. GIS for Planning 8. Traffic or Transportation 9. Research Methodology and Data Analysis 10. Legal Aspects in Planning (Land Law, Planning Law and the related courses) 11. Economics for Planning or Urban Economics 12. Rural and Regional Planning 13. Professional Practice and Politics 14. Environmental Planning and Management 15. Project Management
Final study/ independent research / dissertation	Minimum 4 credits

Industrial training

Minimum 8 credits or 16 weeks

Studio and core courses credits

Minimum 70 credits (studio and core course) (not including courses that are non-core and university courses)

Note: Course name and studio can be improvised according to HLP needs; studies programme also must fulfil the MQA requirements: Study period of four (4) years of studio work needs to enhance students' maturity.

iii. **Master's Degree programme – Level 2 special**

This programme is for graduates with a Bachelor Degree in the field of Landscape Architecture, Urban Studies, Geography, Economics, Sociology, Environment, and Town Planning which have not been accredited by BTPM and other non professional related fields.

Duration of Study

2 years (Full time)

Minimum of 60 credits (Total)

Planning project course or studio (minimum of 8 contact hours per week for each studio)

Studio (any 4):

1. Basic Planning Skills (Design)
2. Integrated Layout Design (Design)
3. Spatial or Urban Design (Design)
4. Structure, Local or Special Area Planning
5. Other Formats of Planning Study

The main knowledge and skills needed to be acquired by students (a separate course or absorbed without a formal class in the studio)

1. Land Use and Site Planning
2. Planning Theory and Concept
3. CAD & Multimedia (IT) for Planning
4. Community Development or Social Aspects in Planning
5. Urban Design
6. Housing and Facilities
7. GIS for Planning
8. Traffic or Transportation
9. Research Methodology and Data Analysis
10. Legal Aspects in Planning (Land Law, Planning Law and other related courses)
11. Economics for Planning or Urban Economics

12. Rural and Regional Planning
13. Professional Practice and Politics
14. Environmental Planning and Management

Final study /independent research/dissertation

Minimum 4 credits

Industrial training

Minimum 6 credits or 12 weeks

Studio and core courses credits

Minimum 50 credits (studio and core course) (not including courses that are non-core and university courses)

Note: Course name and studio can be improvised according to HLP needs; studies programme also must fulfil the MQA requirements.

3.4 CRITERION 4: STUDENT ASSESSMENT

Student assessment in studio and work course must be assessed through a variety of methods, such as hard copy and soft copy, including plan, report, painting, organising a seminar, Focus Group Discussion (FGD) or forum, virtual presentation or discussion, video preparation and website development.

Student assessment for knowledge/theory based course should be based on final examination (40%-60%), and continuous assessment (40%-60%). Nevertheless, student assessment for studio/skill/research based course is 100 per cent on continuous assessment.

3.5 CRITERION 5: ASSESSMENT OF STUDENT QUALITY

In the aspect of student quality assessment, HLP shall state clearly and in detail the following;

- i. Method of student assessment coordination and assessment grade, as well as the medium used;
- ii. Percentage data of students in the programme with achievement at various stages of grade;
- iii. Operation method of plagiarist students (for example final study course or research);
- iv. Information on progress, drop out and students of average grade;
- v. Input of interested parties, such as alumni or industry been engaged in education progress and improvement of student quality;
- vi. Report from external assessor of four (4) parties, such as private professional, civil servant, academician, and representative from BTPM Town Planning Accreditation Council (subject to HLP) can describe the achievement of the students, as well as the efficiency of the studies of programme teaching. Assessment shall be conducted by an assessor appointed by HLP for two main aspects, such as:
 - a) Quality of students' assignments and answer sheets; and
 - b) Students' quality in terms of skills and knowledge assessing from a dialogue between PA and students (without attendance of HLP staff).

3.6 CRITERION 6: STUDENT INTAKE POLICY AND STATISTICS

Programme must include the following;

- i. Student intake qualification and policy;
- ii. Projection and targeted number of students;
- iii. Credit transfer policy or practice ;
- iv. Students' profile analysis in terms of intake qualification, gender and nation of origin (citizen or non-citizen); and
- v. Cohort statistics of students of the programmed *i.e.* students who quit, fail or repeat for each semester or year.

3.7 CRITERION 7: ACADEMIC AND SUPPORTING STAFF

Programme shall be clarified in detail for matters relating to academics and supporting staff as follows:

- i. Profile and number of teaching staff;
- ii. Research activities, consultancy and significance achievement of teaching staff towards field, profession or students' learning;
- iii. Teaching staff approach to enhance field knowledge with latest development;
- iv. Data on ratio of number of teaching staff to students, staff qualification, staff percentage with PhD or in the midst of obtaining PhD; and
- v. Number and role of supporting staff.

Ratio of planning project course or studio
Teaching staff: Student
1 teaching staff: maximum of 10 students

Qualification of academic staff as follows:

- i. Diploma Programme
 - Bachelor Degree in Town Planning or related field OR
 - Diploma in Town Planning or related field with five (5) years of working experience in the related field
- ii. Bachelor Degree Programme
 - Master's with Bachelor Degree in the area of Town Planning or related field OR
 - Bachelor Degree in Town Planning or related field with five (5) years of working experience in the related field
- iii. Master's Degree Programme
 - PhD with Bachelor Degree in the area of teaching OR
 - Master's and Bachelor Degree in Town Planning or related field with five (5) years of working experience in the related field

The number of staff appointed with administrative position (and teach less than one subject in a semester) must not be more than 25% of the total number of full time teaching staff. This is to ensure that sufficient focus towards teaching, supervision and research is upheld. If the number is more than 25% the HLP must clarify the steps to increase full time or part time lecturers to address this issue.

3.8 CRITERION 8: FACILITY AND EQUIPMENT

Programme must list out in detail the equipment and facility in terms of space, type and number of equipment, as well as functions to fulfil the teaching and learning programme. Necessary criteria for facility and equipment are as follow:

- i. All studio and lecture rooms must have ICT facility and equipment for teaching, learning and exhibition.
- ii. Computer laboratories for IT teaching and learning (CAD, GIS, statistical analysis, three-dimensional drawing, digital performances, and so on).
- iii. Minimum studio space = average 3 m² for every student.

3.9 CRITERION 9: MANAGEMENT SYSTEM QUALITY

For management quality system assessment, programme must elaborate the committee at department or faculty level that monitor the programme quality. The monitoring programme quality shall include duration of assessment, action plan and follow-up. Student feedback method, as well as tracer study is also included in the monitoring programme.

3.10 CRITERION 10: MARKET STUDY AND TRACER STUDY

For new programme, market study needs to show the necessity and importance of the programme. HLP must comply to the needs as stated by the Ministry of Higher Education for programme market study.

For application of re-accreditation, a Tracer Study must be carried out to improve the teaching and learning. The *Tracer Study* may include the following:

- i. Types of employer for graduates, such as government, private or self-employed.
- ii. Types of graduate occupation, such as Town Planning assistant, Town Planning officer or others. The other main occupations must be specified.

Schedule 3.1: Market Research and Tracer Study

Employment Sector	Number and percentage of graduates	
	Town Planner	Non-Town Planner
Government		
Private		
Self-employed		



ACCREDITATION MANUAL TOWN AND REGIONAL PLANNING PROGRAMME

4.0

ACCREDITATION

4.1 ACCREDITATION PROCESS

Programme accreditation is an assessment to ensure the programme will meet the quality and standards that have been set up. Programme accreditation has two (2) stages of assessment that include provisional accreditation and full accreditation. Each stage has a different quality focus depending on development, delivery and progress of the programme.

4.2 PROVISIONAL ACCREDITATION

Provisional accreditation is an assessment exercise to ensure the programme that will be offered to fulfil the minimum quality requirements. It covers new studies programme that is yet to start. Official application must be submitted at least six (6) months before the programme is offered. Process of provisional accreditation is displayed in Figure 4.1.

HLP that offers full time and part time for the same programme can be accredited together and be counted as one application. Provisional accreditation certification is subject to condition and period that will be decided by BPM. If BPM has noticed that HLP fails to fulfil the condition that has been set out, BPM can withdraw the said certification. HLP shall submit a full accreditation application once the first cohort of the students are about to graduate.

4.3 FULL ACCREDITATION

Official accreditation shall be awarded to HLP whose Diploma, Bachelor Degree or Master's students' skills and quality are in accordance with the quality and standards required by BPM and MQA. Full accreditation certification shall be renewed before the expiry of the accreditation period. The full accreditation also includes new studies programme that achieves a provisional accreditation certification from BPM once HLP fulfils the requirements and criteria that have been set up.

HLP shall submit the application in not less than six (6) months before the expiry of the certification of provisional accreditation or full accreditation with the fulfilment of the process as presented in Figure 4.2.

4.4 COMPLIANCE AUDIT

Compliance audit must be done if it is a condition set out by BPM when accreditation certification is required. The purpose of compliance audit is to ensure HLP has taken steps and necessary actions to fulfil the special requirements and improvement proposals recommended for quality assurance of the programme. Application for compliance audit must be submitted to BPM within two (2) years after the full accreditation certification and at least six (6) months before visitation by panel of accreditation (PA) as illustrated in Figure 4.3.

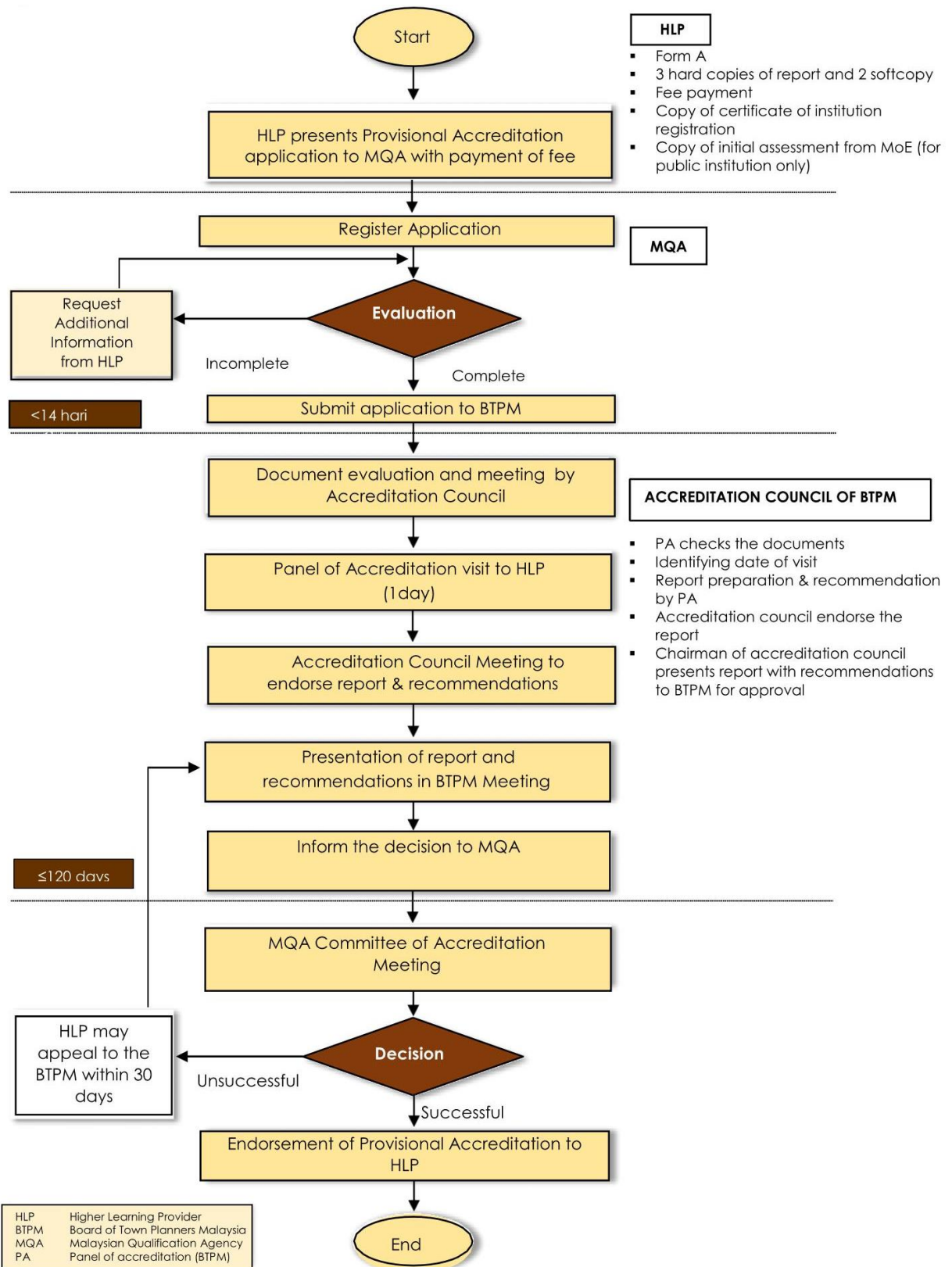


Figure 4.1 : Flowchart of Provisional accreditation

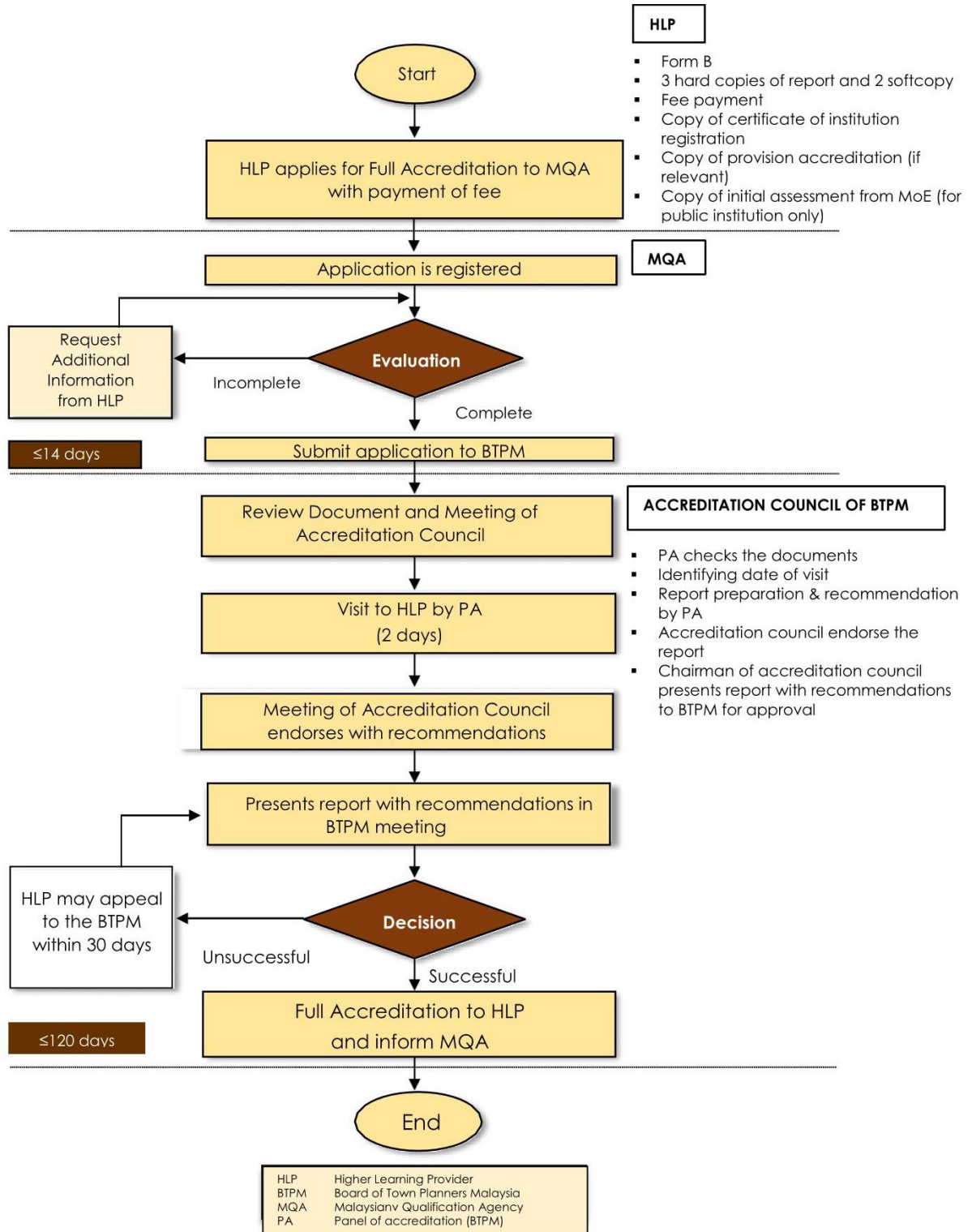


Figure 4.2 : Flowchart of Full accreditation

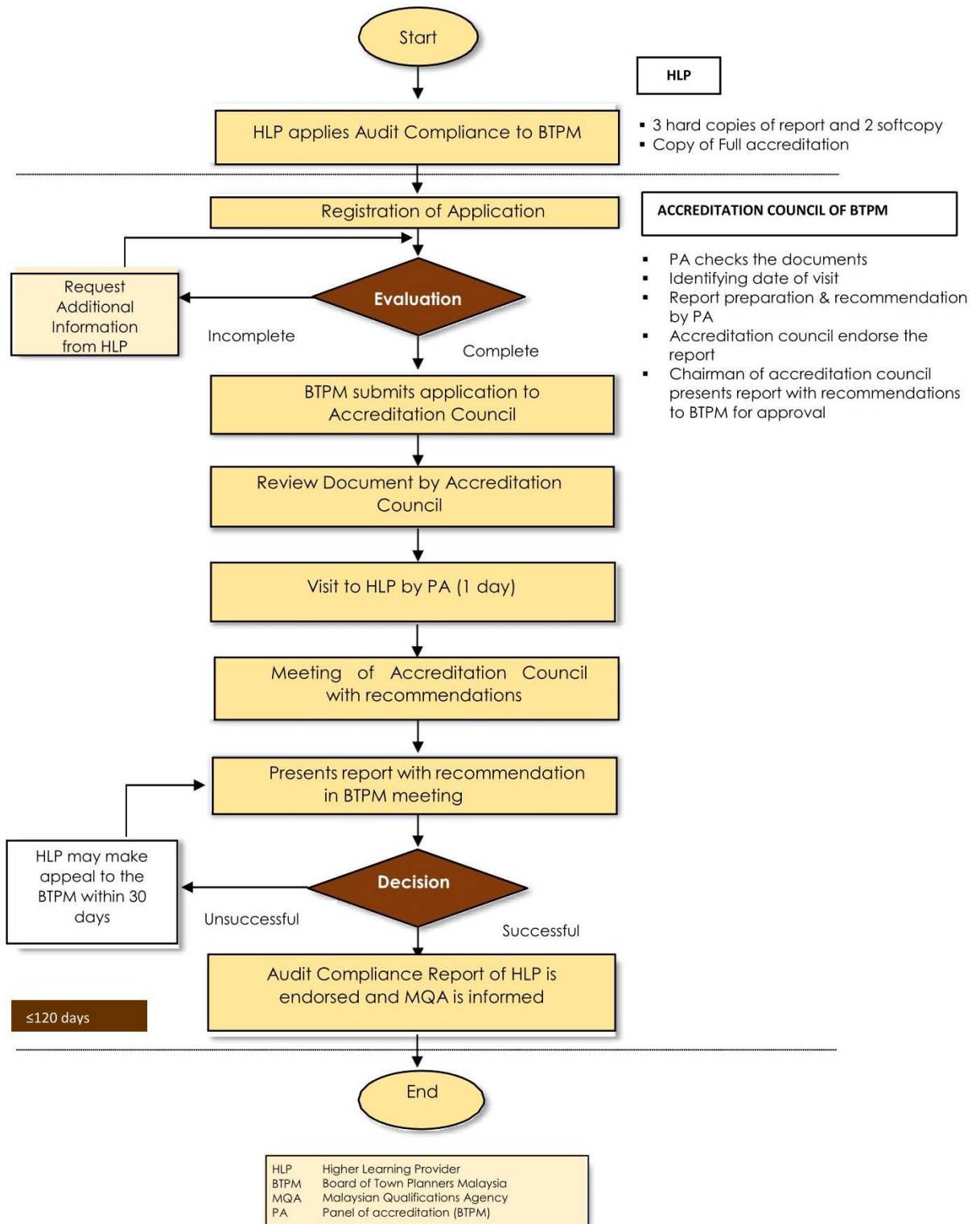


Figure 4.3 : Flowchart of Compliance Audit

4.5 ACCREDITATION PANEL OF BTM TOWN PLANNING ACCREDITATION COUNCIL

Application from HLP for provisional accreditation, full accreditation or compliance audit, shall be assessed by the panel of accreditation (PA). BTM Town Planning Accreditation Council will decide the members of PA.

The main task of PA is to ensure the process, requirements and facilities are implemented accordingly by HLP to produce an effective programme and meet the goal. The responsibilities of PA are as follows:

- i. Carrying out required assessment
- ii. Communicating and elaborating the needs of assessment
- iii. Accomplishing the responsibilities efficiently and effectively
- iv. Recording the observation
- v. Safe keeping and controlling all documents pertaining to accreditation tasks
- vi. Ensuring the confidentiality of the said documents
- vii. Using discretion to protect secret information
- viii. Ensuring that there is no conflict of interest or indirect relationship with the HLP either as an external examiner, external advisor and others.

Chairman of PA plays an important role in carrying out the accreditation assessment process. Chairman will lead the PA in carrying out the duties as a team to achieve the best outcome. Roles of Chairman are as follows:

- i. Presenting report verbally at the end of visits for early discovery and observation outcome by the PA to the HLP representative;
- ii. Being responsible to collect and revise discovery and observation outcome of the PA;
- iii. Collecting views from every PA;
- iv. Ensuring that improvement of a programme proposal by HLP shall be considered and certified by PA; and
- v. Preparing an assessment report for presentation to BTM.

To ensure the assessment process is in order, Secretariat of BTM must take responsibilities as follows:

- i. Safe keeping the copies of handouts, assessment report and other information as input in the assessment report;
- ii. Assisting, coordinating and cooperating with the PA in carrying out duties;
- iii. Establishing a full cooperation with HLP representatives; and
- iv. Implementing secretariat responsibilities during the accreditation process.

4.6 ROLES OF THE PANEL OF ACCREDITATION

All relevant documents submitted by HLP to BTM for applying provisional accreditation, full accreditation or audit of compliance shall be distributed to the PA. The roles of a PA can be divided into four (4) levels of implementation:

i. Before Accreditation Assessment Visit (Review of Documents)

PA must read documents submitted by HLP. The purpose is to understand the policy, settings and criteria of quality assurance of related HLP. The PA must study the content of the documents in detail to obtain information about the management system and quality of the programme to achieve goals set out by HLP.

ii. Coordination Meeting

Upon submission of the documents to the PA, the BTPM Secretariat will arrange for a coordination meeting (Mesyuarat Penyelarasan Majlis Akreditasi Perancangan Bandar LPBM). This meeting will be chaired by the BTPM Town Planning Accreditation Council Chairman who is also the PA Chairman for the following purposes:

- a. To list the additional information required for visit to HLP;
- b. To provide Initial comments/observations after reading the accreditation documents submitted by the HLP;
- c. To provide a conclusion based on clear evidence;
- d. To avoid making judgements based on comparison of HLP and their own organisation; and
- e. To provide opportunity for ideas, experience, expertise and knowledge sharing.

iii. During Accreditation Assessment Visit

To answer all questions and issues by PA during the document review, the PA may bring issues among the panel members for explanation, justification or additional information from HLP during the accreditation visit. Methods to be used by the PA to gather information are through observation, interview, dialogue, document review and other appropriate methods.

iv. Post Accreditation Visit (Accreditation Council Meeting)

The secretariat of Accreditation Council will prepare a report of assessment to be presented to the Accreditation Council. The Council shall make final decision and recommendation during the meeting. Chairman of BTPM Town Planning Accreditation Council shall present the accreditation assessment report and recommendation for approval by BTPM.

4.7 ACCREDITATION ASSESSMENT VISIT

The purpose of accreditation assessment visit by the PA is to conduct on site evaluation of the programme. Furthermore, accreditation assessment visit is carried out to obtain a deeper understanding of the programme through interview and interaction process between academic staffs and students with PA.

The visit starts with an opening meeting, in which information about the background of the programme implemented will be given by HLP. PA will be led by a Chairman. The chairman and other PA members will handle revision session, observation and interview with HLP for explanation.

At the end of the visit, the chairman will present findings verbally to HLP based on discussion, interview and observation during the visit session. The findings will provide a special focus about the strength of the programme and emphasise on aspects that need attention and improvement.

The chairman will also give an opportunity to HLP to provide explanations towards the matters that arised. The findings will be submitted in more detail in the assessment report.

Provisional accreditation visit and audit of compliance visit shall be made in one(1) day, and for full accreditation visit, shall be conducted in two (2) days.

Schedule 4.1: Example of Tentative Provisional Accreditation Programme Visit

Time	Details and activities	Location
8.30	Arrival of academic staffs and PA	Decided by HLP
8.45	Welcoming remarks by the Dean	Decided by HLP
9.00	Opening remarks by Chairman of PA	Decided by HLP
9.15	Presentation by Head of Department	Decided by HLP
10.00	Breakfast	Decided by HLP
10.30	Discussion with academic staffs and Document review by HLP	Decided by HLP
12.30	Lunch	Decided by HLP
14.30	Visits to learning centre (education facilities - lecture rooms, studios, laboratories, library, and others)	Decided by HLP
16.00	Summary	Decided by HLP
17.00	End of programme	Decided by HLP

Note:

BTPM secretariat plays a role as a secretariat to PA. Two members from BTPM secretariat will participate in all programmes during accreditation visits.

Schedule 4.2: Example of Tentative Full Accreditation Programme Visit

Time	Details and activities	Location
First Day		
8.30	Arrival of academic staffs and PA	Decided by HLP
8.45	Welcoming remarks by Dean	Decided by HLP
9.00	Opening remarks by Chairman of PA	Decided by HLP
9.15	Presentation by Head of Department about the programme including the actions taken to address issues presented in the previous accreditation report.	Decided by HLP
10.30	Breakfast	Decided by HLP
11.00	Dialogue and discussion between management, academic staffs and PA	Decided by HLP
12.00	Document review	Decided by HLP
13.00	Lunch	Decided by HLP
14.30	Visits to learning centre (education facilities - lecture rooms, studios, laboratories, library, and others)	Decided by HLP
15.30	Presentation of studio works and Q&A session	Decided by HLP
17.00	End of programme	Decided by HLP
Second Day		
8.30	PA meeting with Programme Coordinator and Head of Department	Decided by HLP
10.30	Document review	Decided by HLP
12.30	Lunch	
14.30	PA meeting with students only (Year 1 to Year 4)	Decided by HLP
16.00	Discussion and findings by PA to HLP	Decided by HLP
17.00	End of programme	Decided by HLP

Note:

BTPM secretariat plays a role as a secretariat to PA. Two members from BTPM secretariat will participate in all programmes during accreditation visits.

Schedule 4.3: Example of Tentative Compliance Audit Visit

Time	Details and activities	Location
8.30	Arrival of academic staffs and PA	Decided by HLP
8.45	Welcoming remarks by Dean	Decided by HLP
9.00	Opening remarks by Chairman of PA	Decided by HLP
9.15	Presentation by Head of Department focusing on compliance issues and actions taken.	Decided by HLP
10.00	Breakfast	Decided by HLP
10.30	Document review and discussion between academic staffs and PA	Decided by HLP
12.30	Lunch	Decided by HLP
14.30	PA meeting with students (Year 1 to Year 4) and visit to faculty facilities (if necessary).	Decided by HLP
16.30	Presentation of audit compliance findings by PA to academic staffs.	Decided by HLP
17.00	End of programme	Decided by HLP

Note:

BTPM secretariat plays a role as a secretariat to PA. Two members from BTPM secretariat will participate in all programmes during accreditation visits.

4.8 ACCREDITATION ASSESSMENT

Assessment shall be carried out by PA during accreditation assessment visit to HLP based on assessment schedule as follows:

Schedule 4.4: Assessment Schedule

ASPECT	DETAILS	Achievement (√)				NOTES
		Very unsatisfactory	Unsatisfactory	Satisfactory	Very Satisfactory	
Quality aspect (General)	1. Strength of the organisation to ensure sustainable programme development					
	2. University and faculty support, to department / centre of study activities					
	3. Clear and suitable niche area according to programme goal and objectives					
	4. Corrective actions taken on weaknesses outlined in previous accreditation report.					
	5. Future direction of the programme					
	6. Feedback from external examiner/industrial panel (annually)					
	7. Clear and appropriate criteria for student intake					
	8. Credit transfer to Bachelor degree					
	9. Student intake from various background -- gender, race, citizen or non-citizen (nation of origin and others)					
	10. Actions taken on the students who are unable to continue the programme					
	11. Leadership and management programme for academic staffs and students					

ASPECT	DETAILS	Achievement (√)				NOTES
		Very unsatisfactory	Unsatisfactory	Satisfactory	Very Satisfactory	
Equipment and Human Resource	1. The ratio of lecturer to students in studio project = 1:10 for full time students; 1:20 for part time students					
	2. Numbers of full time and part time students in every semester					
	3. Percentage of lecturers' involved in research					
	4. Percentage of lecturers with TPr status and other professions					
	5. Percentage of lecturers in management tract not more than 25%					
	6. Percentage of lecturers involved in consultancy and/or industrial training					
	7. Quality of publication					
	8. Appropriate numbers of supporting staff and the position					
	9. Provision of appropriate ICT (software and hardware)					
	10. Reference material at the library for Town Planning Programme (hardcopy, softcopy and on-line)					
	11. Laboratory facility or studio, and other learning supporting facilities					

ASPECT	DETAILS	Achievement (√)				NOTES
		Very unsatisfactory	Unsatisfactory	Satisfactory	Very Satisfactory	
Contents of Academic Programme	1. Adequacy of theory and related knowledge					
	2. Knowledge of Legal and related institution.					
	3. Professional planning practice and ethics					
	4. Sufficient attention towards analytical, technology, communication, presentation, and other general skills					
	5. Creativity encouragement, integration, as well as wider knowledge in various areas and strategic thinking skills					
	6. Diversity of knowledge, includes social aspects, economy, transportation, technology, environment and technical skills, etc.					
	7. Teaching approach: Suitable progressive teaching method according to subject needs and current development, including online teaching and learning					
	8. Content of programme proportionately geared towards local and global issues.					
	9. Planning knowledge and skills for every planning level (local, regional, national and international)					
	10. Innovative course content sensitive to global trends and development, including climate change, SDG and NUA, as well as change of technology.					

ASPECT	DETAILS	Achievement (√)				NOTES
		Very unsatisfactory	Unsatisfactory	Satisfactory	Very Satisfactory	
Contents of Academic Programme	11. Students are taught and trained to prepare planning projects such as National Physical Plan, Structure Plan, Local Plan, Special Area Plan/Action Area Plan, including Heritage Conservation and others in accordance with the provision of Town and Country Planning Act, 1976 (Act 172), as well as related acts.					
	12. Students are taught and trained to do regional development planning research, feasibility study and impact assessment but not limited to Environmental Impact Assessment (EIA), Social Impact Assessment (SIA) and Traffic Impact Assessment (TIA).					
	13. Students are exposed and taught of procedures and application of Planning Permission and land conversion under provision of related laws e.g. Act 172 and Act 56					
	14. Students are taught and trained to prepare Development Proposal Report (DPR), layout plan, master plan, and illustration drawing					
	15. Students are taught and trained to analyse, design and plan for sustainable development.					

ASPECT	DETAILS	Achievement (√)				NOTES
		Very unsatisfactory	Unsatisfactory	Satisfactory	Very Satisfactory	
Contents of Academic Programme	16. Students are exposed and taught to the knowledge and techniques of coordinating, planning and managing development project					
	17. Relevant programme for current and future needs of society.					
Teaching and Learning	1. Quality Teaching (application of various suitable teaching methods)					
	2. Various suitable assessment methods					
	3. Clear and consistent project, assignment and examination marking standards					
	4. Availability of quality examination answer scheme					
	5. Students' academic achievements (CGPA and other assessments)					
	6. Students' involvement in community activities					
	7. Students' soft skills development (presentation and communication skills, language proficiency)					
	8. Students' involvement in students' association and MIP.					
	9. Lecturers are assigned according to qualification, experience and expertise.					

ASPECT	DETAILS	Achievement (√)				NOTES
		Very unsatisfactory	Unsatisfactory	Satisfactory	Very Satisfactory	
Teaching and Learning	10. Collaboration in research and publication between lecturers and students with industry.					
	11. Adequate and quality students' industrial training.					
	12. Students' involvement in forum, seminar or competition related to planning and development issues.					
	13. Holistic students development with entrepreneurial, ethical and others required characteristics.					

4.9 ACCREDITATION ASSESSMENT REPORT

Accreditation Assessment Report should include opinions, improvement and recommendation by the PA. The PA makes decision and recommendation based on documents provided as well as site visit assessment.

Accreditation Assessment Report shall focus on all related aspects. It must take into consideration the following:

- i. Conclusion must be clear and precise.
- ii. Conclusion must relate to the issue discussed and not the detailed process.
- iii. Conclusion encompass:
 - a. Commendation of the strength of the Programme.
 - b. Proposed recommendations for improvement of the Programme
 - c. Recommended decision on accreditation assessment.

4.10 ACCREDITATION STATUS

After accreditation visits, PA makes a presentation and recommendation to the Town Planning Accreditation Council. The Council shall present its recommendation to BPM. BPM shall make a final decision of the accreditation. Accreditation can be one of the followings:

- i. Awarding **Provisional Accreditation** status (for a new programme that has not started) by BPM. BPM can provide conditions that must be complied by HLP before programme starts.
- ii. Awarding **Full Accreditation** status for a term of not less than four (4) years and not more than five (5) years with a compliance audit that needs to be run within a period decided by BPM.
- iii. Awarding **Full Accreditation** status for a term not less than four (4) years and not more than five (5) years without compliance audit. Conversely, HLP must present condition compliance assessment report decided by BPM within two (2) years after accreditation certification is awarded.
- iv. Not awarding **Provisional Accreditation** or **Full Accreditation** with written justification.

BPM has the right to withdraw accreditation status if the information or matters presented or prepared during accreditation process are false. The decision will be conveyed to the HLP and MQA.

4.11 APPEAL

HLP may file an official appeal to BPM should they are unsatisfied with the decision of the accreditation. The appeal must be submitted within thirty (30) days after receiving an official result from BPM with supporting documents. Appeal process is demonstrated as in Figure 4.4.

4.12 CONFIDENTIALITY AND CONFLICT OF INTEREST

Participants in accreditation assessment are not allowed to reveal information relating to accreditation assessment to a third party. Any dissatisfaction with the assessment process should be directed to BPM. The PA should not be individuals serving full time with the HLP being accredited. PA shall be free from conflict of interest as determined by BPM. The PA must not have the following conflicts:

- i. Personal conflict of interest with the HLP involved including personal relationship or as a student of the HLP or overly biased about the HLP due to previous experiences.
- ii. Conflict of ideology based on different views and value system. For example conflict including non agreement to the philosophy and political stand of the HLP.
- iii. Professional conflict due to failure in gaining a position with the HLP being assessed; attachment as an external examiner, advisor or consultant to the HLP or employed in another competing HLP.

4.13 PAYMENT OF FEES

Fees shall be included when an application is submitted to MQA.

Schedule 4.5: Fees Rate for Provisional and Full Accreditation

ITEM	PROVISIONAL ACCREDITATION	FULL ACCREDITATION	COMPLIANCE AUDIT
Diploma programme – Level 1	RM 4,000.00 to MQA + RM 1,000.00 to BPM	RM 7,000.00 to MQA + RM 1,000.00 to BPM	No payment
Bachelor degree programme – Level 2	RM 6,000.00 to MQA + RM 1,000.00 to BPM	RM 10,000.00 to MQA + RM 1,000.00 to BPM	No payment
Master's degree programme – Level 2 special	RM 6,000.00 to MQA + RM 1,000.00 to BPM	RM 10,000.00 to MQA + RM 1,000.00 to BPM	No payment

Note:

1. Document preparation cost, and accreditation conduct (meals and on campus transport) are under the full responsibility of HLP. Travelling and accommodation cost of PA are under the responsibility of MQA/BPM.
2. Rate of fees is subject to future amendment.

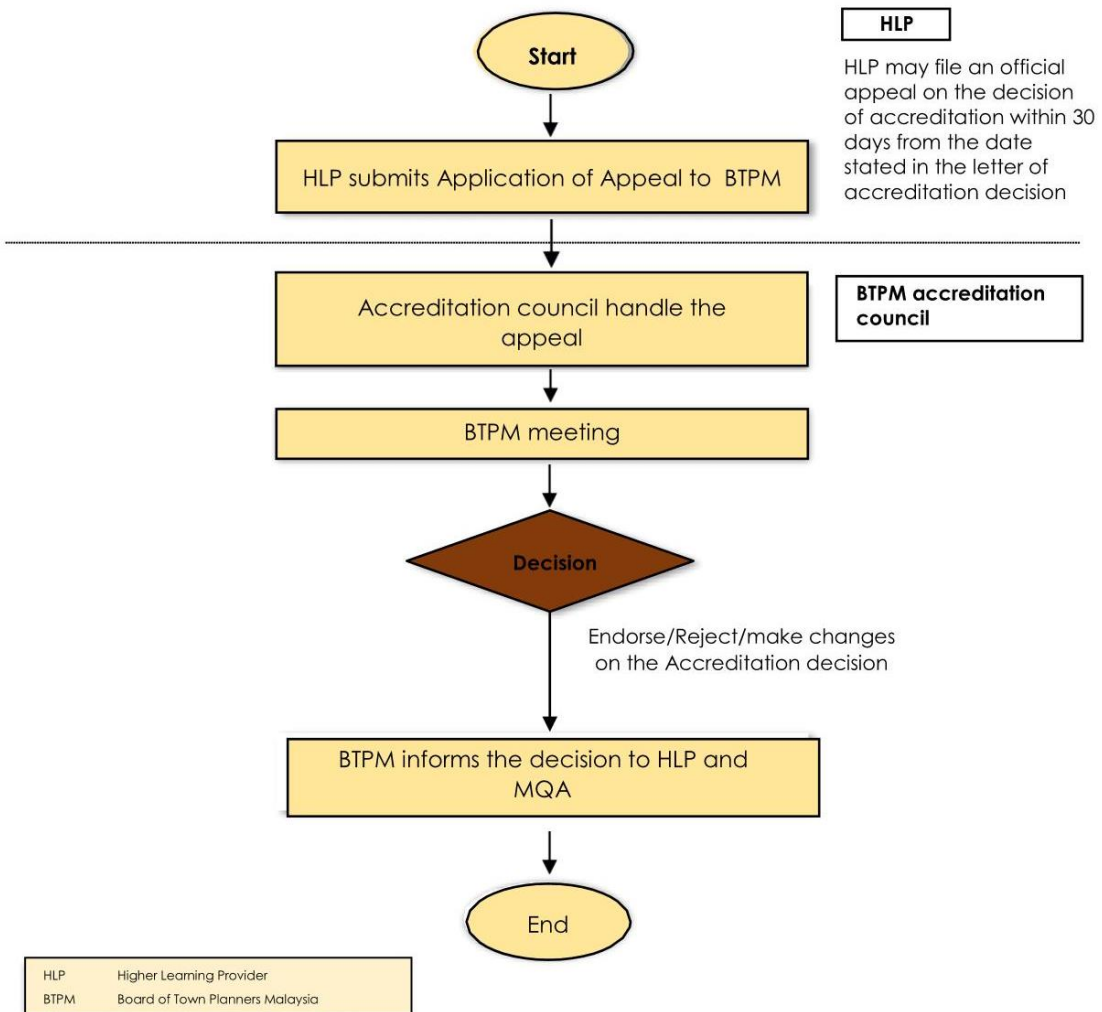


Figure 4.4 : Flowchart of Appeal



ACCREDITATION MANUAL TOWN AND REGIONAL PLANNING PROGRAMME

5.0 ACCREDITATION DOCUMENT

HLP shall submit hardcopy and soft copy accreditation documents to BPM one month (30 days) before proposed accreditation visit. HLP shall prepare additional information if requested by MQA and BPM.

5.1 CONTENTS OF THE DOCUMENT

HLP must prepare the documents in two (2) volumes as follow, except for compliance audit:

Schedule 5.1 Contents of Document of Volume 1

Chapter 1 Self Assessment Report or Critical Self Appraisal

1. Introduction
2. University background:
 - i. Name and address of the institution
 - ii. Name and programme address
 - iii. Vice Chancellor or Rector
 - iv. Faculty Dean
 - v. Head of Department or Programme
 - vi. Academic and non-academic Staff
3. Critical assessment of programme objective
4. Niche area
5. Strengths and weaknesses of Programme and market or tracer study
6. Implementation of changes and impacts
7. Future development/planning
8. Conclusion

Chapter 2 Programme Operational Information

1. Programme details:
 - i. Name of the programme for accreditation
 - ii. The programme's PEO goal and PLO
 - iii. Period of the programme
 - iv. Credits and distribution
 - v. Course grouping: Core, compulsory and elective, as well as others (Clarify course structure details with a diagram or a schedule showing a module title, credit weighting, compulsory courses and others for studio, with laboratory and other courses)
 - vi. Language of Instruction
 - vii. Integration between theories and studio projects

Sample of schedule for the duration of programme

	Long semester	Short semester	Industrial training
No. of week			
No. of semester			
No. of year			

* Including revision and examination weeks

2. External Assessor:
 - i. HLP policy or practice regarding an external examiner/industrial panel participation in programme assessment
 - ii. All external examiner/industrial panel reports (within 4 years) to be attached with a list of actions taken by the Department or Centre of Studies
3. Student Intake policy and statistics since the last accreditation:
 - i. Policy practised regarding student intake, qualification and target number of students
 - ii. Credit transfer policy
 - iii. Details or number of students based on qualification, gender, citizen or non-citizen (state the nation), and ethnicity
 - iv. Details or number of students' withdrawal, failure or dismissal within 4 years.

Chapter 3 Programme Management Organisation Information

1. Organisation structure:
 - i. Organisation structure of a programme within the faculty
 - ii. Quality Management system supported by relevant information eg. graduates feedback survey.
2. Staff:
 - i. Names and positions of the academic staffs, as well as their teaching duties, including part time lecturers, contract lecturers, and guest lecturers (personal details or a complete CV shall be given in Volume 2 of the report)
 - ii. Membership of academic staff in professional organisations

Status	Academic qualification	Numbers of Staff			
		TPr	Other Profession (list down)	None- profession	Total
Full time	PhD				
	Master				
	Bachelor Degree				
	Diploma				
	Total				
Part time	PhD				
	Master				
	Bachelor Degree				
	Diploma				
	Total				
Overall					

3. Training and career development of academic staffs:
 - i. University policy regarding continuous professional development
 - ii. Department practice regarding industrial or professional attachment
 - iii. Percentage of academic staffs according to teaching, research, professional, and management tracks

4. Research and Consultancy
 Explain the activities in research and consultancy within 4 years, names of the lecturers involved, financial sources and relevant information.

5. Programme facility and equipment
 List in detail the equipments and facilities currently used for the programme, including seminar room, lecture room, studio, library, laboratory, computer and other equipments and facilities.

Schedule 5.2: Contents of Document of Volume 2

Chapter 1 Course Content Details

- Documents of Course description:
1.
 - i. Course code
 - ii. Course title
 - iii. Course hours
 - iv. Pre-requisites
- Learning outcome:
2.
 - i. Knowledge
 - ii. Skills
 - iii. Understanding
 3. Course objective
 4. Synopsis, *Student Learning Time (SLT)*, assessment method, and all course information
 5. References

Chapter 2 CV of Academic Staff

1. Academic qualifications
2. Expertise
3. Professional qualification or affiliation
4. Appointment (full time or part time and status that encompasses permanent, temporary or contract)
5. Administrative duties
6. Publications
7. Research, consultancy and others

Chapter 3 Student Participation

- HLP must clarify:
- i. Actions taken to register students as student members of MIP
 - ii. Students' participation in activities eg. competition, seminar, publication and research
 - iii. Students' participation in community activities, volunteerism and NGOs.

Document prepared for compliance audit emphasises on the following;

- i. Section A: Higher Learning Provider general information
(as a Higher Learning Provider profile)
- ii. Section B: Programme information
(illustrating a programme, including name, level, credits, duration of study, intake requirements, teaching and learning methods and awarding body)
- iii. Section C: Assessment standards
(information relating to all assessment and the standards of each course)
- iv. Section D: requirements and recommendation by BTPM and MQA, compliance issues and actions taken

SECRETARIAT
BOARD OF TOWN PLANNERS MALAYSIA

d/a PLANMalaysia (Jabatan Perancangan Bandar dan Desa)

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