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**Universiti Islam Sultan Sharif Ali  
(UNISSA)**


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**PROCEDURES MANUAL**

Subject	<b>ACCREDITATION PROGRAMME</b>
Section:	<b>QUALITY ASSURANCE UNIT</b>


	NAME	POSITION	SIGNATURE
PREPARED BY:	Dr Zulamali @ Abdul Aziz bin Begawan Pehin Khatib Haji Matassan	Head of Quality Assurance Unit	
REVIEWED BY:	Dr Muhamad Alif bin Haji Sismat	Director of Strategic Planning and Development Office	
APPROVED BY:	Dr Arman bin Haji Asmad	Assistant Rector (Research, International & Service)	



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## 1. Introduction

The Strategic Planning and Development Office has played its role in promoting a number of international accreditation for UNISSA with the aim to achieve its quality in terms of academic and management of the university.

### 1.1 Purpose


- To plan and formulate an action to improve the ranking of the university
- To build strategic networks with rating bodies and stakeholders
- To coordinate and analyze data for university rating needs.
- To create a simulation of strategic rating data
- To produce material on university ratings

### 1.2 Scope


This procedure covers from the beginning; collecting data from the focal person until the final reports outcomes.

### 1.3 Responsibilities

Responsibility	Description
Director	<ol style="list-style-type: none"> <li>1. After receiving the proposal, the Director review, amend and prepare (if needed) for the financial cost and disbursement of revenue for the programme/courses.</li> <li>2. Discuss the proposal with the respected faculty/centre.</li> <li>3. Present the proposal in QACM</li> <li>4. Submit approved proposal to EXCO meeting.</li> <li>5. Distribute task for every staff</li> <li>6. Monitor and supervise the progress of the task.</li> </ol>
Head of Quality Assurance	<ol style="list-style-type: none"> <li>1. Propose the application to join the accreditation programme</li> <li>2. Prepare the proposal for QACM.</li> <li>3. Distribute the task of every focal person</li> <li>4. Monitor and supervise the progress of the task</li> <li>5. Provide input for the final reports to the director.</li> </ol>
Staff	<ol style="list-style-type: none"> <li>1. Draft the meeting invitation email to the focal person</li> <li>2. Propose the name list of the focal person</li> <li>3. Propose and list down every task for focal person</li> <li>4. Survey and research the data</li> <li>5. Monitor and review the non-completed data</li> <li>6. Provide input for the final report to the head of Quality Assurance</li> </ol>


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Clerk	<ol style="list-style-type: none"> <li>1. Receive and compile the data.</li> <li>2. Prepare the attendance list</li> <li>3. Book venue, logistic and audio-visual equipment for the meeting session.</li> <li>4. Email the meeting invitation letters to the focal person</li> </ol>
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## 2. Abbreviations

QAU	Quality Assurance Unit
QACM	Quality Assurance Committee Meeting
EXCO	Executive Officers

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### 3. Procedure Details

Activity	Details	Responsible Person	Documented Information	Duration
<b>1. Proposal of International Accreditation</b>				
START	1.1 Prepare the proposal	Head of QAU/ Faculty/ Centre		1 Week
	1.2 Submit Proposal to QACM			
Proposal				
<b>2. Quality Assurance Committee Meeting</b>				
JKK Meeting	2.1 Present the proposal	Head of QAU		1 day
	2.1.2 If correction needed, proposal will be bounced back to the host.			3 days
	2.1.3 Minor correction			
	2.1.4 Major correction (need to resubmit and represent)			
<b>3. Executive Officer Meeting</b>				
Submit to EXCO	3.1 Submit the approved proposal to get endorsement	QAU Staff		1 day
<b>4. Preparation</b>				
Endorsement By EXCO	4.1 Create timeline and task list, including deadlines and required documents that need to be completed by focal person	Head of QAU/ QAU Staff		2 days
	4.2 Email the appointment letter for focal person	QAU Staff		1 day
<b>5. Follow up process</b>				
Preparation	5.1 Supervise the progress of the task	QAU Staff		2 weeks
	5.2 Review the submission data			
	5.3 Collect and compile the completed data			
Briefing	5.4 Submit the final report to Director of SPDO	Director of SPDO		1 Day
	5.5 Review and approve the final report			
	5.6 Submit the final report to QACM	Head of QAU		
<b>6. Final Outcome</b>				
Follow up process	6.1 Present the final report in QACM	Director of SPDO		1 day
	6.2 Submit the report to the respective organiser of international accreditation	Head of QAU		
Submit final report				
END	TOTAL DURATION			31 days