



**EAC AND ETAC PROCEDURE**  
**ON CONDUCTING VIRTUAL ACCREDITATION VISIT (VAV)**

*(This Procedure is a revised version approved by EAC: 19.11.20 & ETAC 17.11.20)*

**1. Reference Documents**

The following reference documents and resources are applicable and shall be deemed accepted accordingly.

- a) EAC & ETAC Procedure – MCO and Post MCO from 1<sup>st</sup> January 2021 onwards.
- b) Board of Engineers Guidelines No. 005 - Guiding Principles on Teaching-Learning and Assessment Implementation During COVID-19 Pandemic, 30.03.2020. (Revised version 5.6.2021)
- c) Guidelines Engineering Accreditation Council (BEM/GL/ACC/03).
- d) Guidelines Engineering Technology Accreditation Council (BEM/GL/ACC-ETAC/01).
- e) EAC Standard 2020.
- f) ETAC Standards 2020.

**3. Details**

The EAC and ETAC Standard Operating Procedure (SOP) on Conducting Virtual Accreditation Visit (VAV) are as follows:

- a) The VAV is to be conducted using any suitable online platforms.
- b) The conduct of VAV will follow the typical physical visit as per **APPENDIX 1**.
- c) COVID-19 is such a risk, and therefore the conduct of the accreditation visit will be determined by the colour zones provided by the Government of Malaysia as proposed in Table 1:

Table 1: Accreditation visit mode according to colour zones

Green (0 new case) Yellow (1 – 20 new cases) Orange (21 – 40 new cases) Red (41 or more new cases)		Evaluation Panel (Zone)			
		Green	Yellow	Orange	Red
Institution of Higher Learning (Zone)	Green	PAV	PAV	VAV	VAV
	Yellow	PAV	PAV	VAV	VAV
	Orange	VAV	VAV	VAV	VAV
	Red	VAV	VAV	VAV	VAV

PAV = on-site physical accreditation visit  
 VAV = virtual accreditation visit

- d) The physical accreditation visit (PAV) must be carried out with adherence to the current prevailing Standard Operation Procedure (SOP) of the Ministry of Health Malaysia (MoH) and National Security Council (MKN).



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- e) A full VAV is subject to verification/confirmatory physical visit to be carried out in the following year or within a reasonable time.
- f) In the event of a hybrid accreditation visit (PAV and VAV) can be carried out, there shall be no verification or confirmatory physical visit required.
- g) The VAV stipulates a SOP and list of compulsory documents as tabulated in Table 2.
- h) All virtual event shall be in real-time unless under special circumstance that justifies otherwise.

Table 2: SOP and Documents for Virtual Accreditation Visit

<b>Deadline</b>	<b>Action by IHL</b>	<b>Action by EP, EAD</b>
Fourteen (14) working days before visit day	<ol style="list-style-type: none"> <li>1. List of Students</li> <li>2. List of Staff</li> <li>3. List of External Stakeholders</li> <li>4. Course files (Complete module)</li> </ol>	<ol style="list-style-type: none"> <li>1. Submit draft Appendix D through eAMS platform (HOP)</li> </ol>
Ten (10) working days before visit day		<ol style="list-style-type: none"> <li>1. Select names from the List of Students (HOP)</li> <li>2. Select names from the List of Staff (HOP)</li> <li>3. Select names from the List of External Stakeholders (HOP)</li> <li>4. Latest request for further information (if necessary) (EP)</li> </ol>
Seven (7) working days before visit day	<ol style="list-style-type: none"> <li>1. Welcoming Remarks Slide Presentation</li> <li>2. Programme Slide Presentation</li> <li>3. Pre-recorded video of the facilities and laboratories</li> </ol>	
Five (5) working days before visit day		<ol style="list-style-type: none"> <li>1. Verify receipt of request for further information (if necessary) (EP)</li> <li>2. Prepare the question for Q &amp; A session during the Welcoming Remarks (HOP)</li> </ol>
Two (2) days before Visit Day	A trial run for virtual accreditation visit may be conducted with the Evaluation Panels. (Multiple links to be prepared as necessary (common sessions, programme based	<ol style="list-style-type: none"> <li>1. A trial run for virtual accreditation visit may be conducted with the IHL</li> <li>2. Conduct the private session via WhatsApp group or video call to discuss the pre-visit findings</li> <li>3. Day -1 meeting between HOD/HOP and EP</li> </ol>



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	sessions, smaller group sessions)	4. Confirm number of breakout sessions
<b>VISIT DAY</b>	Video conference in real-time following schedule of accreditation visit as per Appendix 1.	
Within 4 weeks from the date of accreditation visit.		Submit to Secretariat at EAD final version of the evaluation report (in accordance to APPENDIX D of the EAC/ETAC Standard)



**NEW PROGRAMME/NEW CYCLE/DEFER**

**Accreditation Visit: Day 1**

<b>Time</b>	<b>Activities</b>
8.30 - 8:45	Evaluation Panel Meeting (Private Session)
8:45 – 9:00	Opening Remarks and Briefing by EAC/ETAC (Head of Delegation) on the objective of accreditation visit to IHL
9:00 – 10:00	Welcoming Remarks/Presentation by Top Management of IHL (Vice Chancellor/Rector/Dean/Head)
10:00 – 12:00	Meeting with (Dean/Head of Department /Head of Programme) (Discuss OBE assessment processes, curriculum design and Quality Management System)
12:00 – 14:00	Evaluation Panel Meeting (Private Session) (Review displayed documents <i>(includes a light working lunch)</i> )
14:00 – 16:00	Meeting with students
16:00 – 17:00	Meeting with external stakeholders (Employers, WBL partner industry, alumni, industry advisors/programme advisors <i>(includes light refreshments)</i> )
17:00	End of Day 1
18:30 – 22:30	Evaluation Panel Working Dinner (Private Session)

**Accreditation Visit: Day 2**

<b>Time</b>	<b>Activities</b>
8:30 – 10:00	Evaluation Panel Review (Examinations, course materials and student work (includes morning tea))
10:00 – 11:30	Evaluation Panel Meeting with teaching and technical/administrative staff (additional meeting with coordinator, resource person and/or WBL industry mentor may also be arranged)
11:30 – 12:30	Evaluation Panel Tour of engineering laboratories and associated facilities
12:30 – 15:00	Evaluation Panel Meeting (Private Session) (Review displayed documents (includes a light working lunch))
15:00 – 16:30	Evaluation Panel Meeting (Private Session) (Revise draft exit notes (includes light refreshment))
16:30 – 17:00	Exit meeting with IHL Senior leadership team
18:30 – 22:30	Evaluation Panel Working Dinner (Private Session to finalise evaluation panel report)



## **CONTINUING/INTERIM**

### **Accreditation Visit: Day 1**

<b>Time</b>	<b>Activities</b>
8:30 – 9:00	Evaluation Panel Meeting (Private Session)
9:00 – 9:10	Opening Remarks and Briefing by EAC/ETAC (Head of Delegation) on the objective of accreditation visit to IHL
9:10 – 9:30	Welcoming Remarks/Presentation by Top Management of IHL (Vice Chancellor/Rector/Dean/Head)
9:30	Meeting with Programme Head(s) and team
13:00	Verify closing of the concerns, documents / facilities. Triangulate through selective interviews ( <i>includes morning tea</i> )
13:00 – 14:00	Review displayed documents (Private session includes a light working lunch)
14:00 – 16:30	Preparing of draft report
16:30 – 17:00	Exit meeting with IHL

#### **NOTE:**

1. Generally, the interim / continuing accreditation is scheduled for only one (1) day. However, Evaluation Panel may request for an additional one (1) day if deemed necessary.
2. Evaluation Panels shall decide the schedule prior to the visit in terms of whether they need to have interview session with the academic staff/support staff/students/IAP/Alumni/etc, so that IHL is informed and be prepared well ahead of the visit on the specific requirements requested by the Evaluation Panels.