



## EAC AND ETAC PROCEDURE ON CONDUCTING VIRTUAL ACCREDITATION VISIT

### 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
- 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

### 2. Details

The EAC and ETAC SOPs on Conducting Virtual Accreditation Visit are as follows:

- a) The virtual accreditation visit may be conducted using the various online platform.
- b) The conduct of virtual accreditation visit will follow the typical schedule as per physical visit. (Refer **APPENDIX 1**)
- c) COVID-19 is one such 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).
- e) A full virtual accreditation visit (VAV) will be subjected to the verification/confirmatory physical visit to be conducted in the following year/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/confirmatory physical visit required.
- g) The virtual accreditation visit stipulates a SOP and list of compulsory documents as tabulated in Table 2.
- h) All virtual event shall be in real-time unless at any 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/ETAD</b>
Seven (7) working days before visit day	1. List of Students 2. List of Staff 3. List of External Stakeholders 4. Course files (Complete module)	
Five (5) working days before visit day		1. Select names from the List of Students 2. Select names from the List of Staff 3. Select names from the List of External Stakeholders 4. Latest request for further information (if necessary)
Three (3) working days before visit day	1. Welcoming Remarks Slide Presentation 2. Programme Slide Presentation 3. Pre-recorded video of the facilities and laboratories 4. Non-Disclosure Agreement	
Two (2) working days before visit day		1. Duly signed Non-Disclosure Agreement 2. Prepare the question for Q & A session during the Welcoming Remarks



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<b>Deadline</b>	<b>Action by IHL</b>	<b>Action by EP, EAD/ETAD</b>
The day before Visit Day	A trial run for virtual accreditation visit may be conducted with the Evaluation Panels.	A trial run for virtual accreditation visit may be conducted with the IHL.  Conduct the private session via WhatsApp group or video call to discuss the pre-visit findings.
Visit Day	Video conference in real-time following schedule of accreditation visit as per Appendix 1.	
Within 4 weeks from the date of accreditation visit.		Submit 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>
8:45	Evaluation Panel Meeting (Private Session)
8:45 – 9:00	Evaluation Panel briefing to the IHL Opening Remarks and Briefing by 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) to discuss OBE assessment processes, curriculum design and Quality Management System
12:00 – 14:00	Evaluation Panel Meeting (Private Session) to review displayed documents (includes a light working lunch)
14:00 – 16:00	Meeting with students
16:00 – 17:00	Meeting with external stakeholders (employers, WBL partner industry, alumni, industry advisors/programme advisors) (includes light refreshments)
17:00	Return to hotel
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 of examinations, course materials and student work (includes morning tea)
10:00 – 11:30	Evaluation Panel Meeting with technical/administrative staff (additional meeting with teaching staff /WBL industry mentor and/or students may also be arranged)
11:30 – 12:30	Evaluation Panel Tour of engineering technology laboratories and associated facilities
12:30 – 15:00	Evaluation Panel Meeting (Private Session) to review displayed documents (includes a light working lunch)
15:00 – 16:30	Evaluation Panel Meeting (Private Session) to 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	Evaluation Panel briefing to the IHL Opening Remarks and Briefing by 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 – 10:30	Meeting with Programme Head(s) and leadership team to discuss concerns and closing of concerns
10:30 – 13:00	To further confirm the closing of concerns through further discussions, viewing of documentation / facilities / etc.  Interview of academic staff / support staff / students / IAP / Alumni / etc (refer Note 2) (includes morning tea)
13:00 – 14:00	To review displayed documents (Private Session) (includes a working lunch)
14:00 – 16:30	Preparing of draft report
16:30 – 17:00	Exit meeting with IHL (includes refreshment)

#### **NOTE:**

1. Generally, the interim / continuing accreditation is scheduled for only one (1) day. However, Evaluation Panels may request 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 of academic staff/support staff/students/IAP/Alumni/etc, so that IHL is informed well ahead of the visit of the specific requirements to the Evaluation Panels and be prepared for it.

**Approved in ETAC No.5/2019-2020 (ADM) held on 17 November 2020 and EAC No. 5/2019-2020 (ADM) held on 19 November 2020**