



**LEMBAGA JURUTERA MALAYSIA**  
**BOARD OF ENGINEERS MALAYSIA**

TINGKAT 17, IBU PEJABAT JKR  
KOMPLEKS KERJA RAYA MALAYSIA  
JALAN SULTAN SALAHUDDIN  
50580 KUALA LUMPUR  
MALAYSIA



Certified to ISO 9001:2008  
Cert No: AR 2227

**YANG DIPERTUA:**  
Dato' Sri Ir. Dr. Roslan bin Md Taha

**PENDAFTAR:**  
Ir. Hizamul-din bin Ab. Rahman

**SETIAUSAHA:**  
Ir. Suhaizad bin Hj Sulaiman

Our Ref.: BEM/ACC/04 Jld. 11 (63)  
Date : 28 March 2018

As Per Attached List

Dear Sir/Madam,

**REQUIREMENT FOR IHL TO UPDATE PROFESSIONAL ENGINEERS (PE) STATUS AND STAFF TO STUDENT RATIO ANNUALLY BY THE END OF FEBRUARY EACH YEAR**

The above matter is kindly referred.

2. The Board of Engineers Malaysia in its meeting held on 22 March 2018 has endorsed an EAC policy that requires IHL to update Professional Engineers (PE) Status and Staff to Student's Ratio annually by the end of February each year. The purpose is to ensure the number of Professional Engineers required for a programme and the staff to students ratio requirement are not violated, that will consequently jeopardize the quality of teaching and learning activities.

3. The ratio could be reported along with the registry of the Professional Engineers as follows –
- *An annual registry of the Professional Engineers according to programme and staff to student's ratio must be provided to Accreditation Department, updating their registration no later than 28 February of the registered year.*
  - *This requirement will be a self-declared registry by IHL form as per **Appendix 1**.*

4. As the deadline for the 2018 requirement has already past, all programmes shall immediately report to the EAC on the current status of the above conditions.

5. Please **reply** on or before **30 April 2018** for our further action.

Thank you.

Yours sincerely,

**(Ir. ASSOC. PROF. ABDUL AZIZ OMAR)**

Engineering & Engineering Technology Accreditation Department  
Board of Engineers Malaysia

# APPENDIX 1

IHL SELF-DECLARE\* ANNUAL PROFESSIONAL ENGINEERS REGISTRY IN COMPLIANCE TO BEM LETTER DATED 16 OCTOBER 2017.

YEAR OF DECLARATION: 2018

NAME OF IHL:

NAME OF FACULTY	NAME OF PROGRAMME	TOTAL NUMBER OF ACADEMIC STAFF	STAFF TO STUDENTS RATIO	NAME OF PROFESSIONAL ENGINEER	PE/PEPC/CEng(Country)	REGISTRATION NUMBER **	PERMANENT	CONTRACT (NUMBER OF YEARS)	CONTRACT DUE DATE	REMARKS
	BACHELOR OF			1. ABC 2. CDE 3. FGH 4. IJK 5.	1. PEPC 2. PEPC 3. PE 4. CEng (UK) 5.	1. 2. 3. 4. 5.	1. X 2. X 3. 4. 5.	1. 2. X (2yrs) 3. X (1 yr) 4. 5.	1. 3. Dec 2018 4. June 2019 5.	State succession plan (where applicable)
	BACHELOR OF									

\* All declaration MUST reach EAD by 28<sup>th</sup> of February of the year of declaration.

\*\*All Professional Engineers OTHER than those registered with the Board of Engineers Malaysia (BEM) must submit a copy of the license renewal for the year of declaration.