



Our Ref.: BEM/ACC/04 Jld. 13  
Date : 11 January 2024

**As Per Attached List**

Dear Sir/Madam,

**REQUIREMENTS TO UPDATE PROFESSIONAL ENGINEER (PEng) STATUS AND STAFF TO STUDENT RATIO**

Please note the following in reference to the above matter:

2. In its meeting held on the 22<sup>nd</sup> March 2018, the Board of Engineers Malaysia endorsed EAC's policy which requires all Institutions of Higher Learnings (IHLs) offering the Bachelor of Engineering programmes to annually update their PEng Status and Staff to Student Ratio. This is to ensure compliance of all IHLs to the circular dated 16<sup>th</sup> October 2017. The revised circular entitled Requirement on the Minimum Number of Professional Engineers for Engineering Programmes, dated 25<sup>th</sup> August 2021, highlighted that every engineering programme undergoing accreditation shall fulfil the below requirement:
  - i. When the student total enrolment is **160 or less**, the minimum number of academic staff shall be eight (8), of which a minimum of three (3) shall be PEs, **or**
  - ii. When the student total enrolment **exceeds 160**, the minimum number of academic staff shall be a ratio of 1:20 (based on staff to student ratio), of which a minimum of 30% shall be PEs.
3. The ratio is to be reported along with the registry of the PEng as follows –
  - i. An annual registry of the PEng according to programme and staff to student ratio must be provided to Accreditation Department, updating their registration, no later than 28 February of the registered year.
  - ii. This requirement will be a self-declared registry by IHLs through the Accreditation Management System (AMS) via the link <https://eac.org.my/online/public/>.
4. All IHLs are reminded to submit their declaration by **29<sup>th</sup> February 2024** through the AMS.

Your cooperation in complying to this requirement is much appreciated. Thank you.

Yours sincerely,

  
**(Ir. Dr. MEGAT ZUHAYRY BIN MEGAT TAJUDDIN)**  
Registrar  
BOARD OF ENGINEERS MALAYSIA