**RELOCATION OF PROGRAMME OFFERING PREMISES**

1. **GENERAL INFORMATION OF THE NEW INSTITUTION:**

|  |  |  |
| --- | --- | --- |
| 1. Name of the programme | : |  |
| 1. Address | : |  |

1. **GENERAL INFORMATION OF THE PREVIOUS INSTITUTION (ORIGINAL):**

|  |  |  |
| --- | --- | --- |
| 1. Name of the programme | : |  |
| 1. Address | : |  |

1. **PROGRAMME DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| 1. MBOT Field | : |  |
| 1. Field of study and National Education Code | : |  |
| 1. MQF level | : |  |
| 1. Graduating credits | : |  |
| 1. Type of award | : |  |
| 1. Medium of instruction | : |  |
| 1. Type of programme | : |  |
| 1. Mode of Study | : |  |
| 1. Method of learning and teaching | : |  |
| 1. Mode of offer | : |  |
| 1. Mode of delivery | : |  |
| 1. Duration of study | : |  |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | **Full-time** | | | **Part-time** | | | | **Long Semester** | **Short Semester** | **Industrial**  **Training** | **Long Semester** | **Short Semester** | **Industrial**  **Training** | | No. of Weeks |  |  |  |  |  |  | | No. of Semesters |  |  |  |  |  |  | | No. of Years |  | | |  | | |   Note: Number of weeks should include study and exam weeks | | |
| 1. Awarding body | : | Own / Other (Please name) |
| 1. Entry requirements | : |  |

1. **CURRICULUM PROGRAMME**
2. Requirement of a programme stucture

|  |  |  |
| --- | --- | --- |
| **REQUIREMENT** | **CREDIT VALUE / SLT PROGRAMME** | **PERCENT (%)** |
| Student Learning Time, SLT-based Credit Hours++ |  |  |
| Studies Duration |  |  |
| Theory / Knowledge Related Component  (Core Courses only) |  |  |
| Practical Component (Core Courses only) |  |  |
| Technology Component  (Note: Consists of Common Core, Discipline Core, Final Year Project, Industrial Training related to field of study) |  |  |
| General Component  (Note: Consists of MPU courses, education provider compulsory courses and others) |  |  |

1. Curriculum Structure

| **YEAR** | **SEM** | **COURSE** | **CODE** | **CREDIT** |
| --- | --- | --- | --- | --- |
| **1** | **1** |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Credit** | |  |
| **2** |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Credit** | |  |
| **2** | **3** |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Credit** | |  |
| **4** |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Credit** | |  |
| **3** | **5** |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **6** | **Total Credit** | |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Credit** | |  |

1. **GENERAL INFORMATION ON PROGRAM RELOCATION**

|  |  |  |
| --- | --- | --- |
| **Bil** | **Items** | **Feedback** |
|  | Reasons for programme relocation |  |
|  | Final date of student graduation at the old premises |  |
|  | End date of programme accreditation certification at the old premises |  |
|  | Proposed start date of programme accreditation certification at the new premises |  |
|  | Date of the first cohort of transferring students expected to graduate at the new premises |  |

1. **EDUCATIONAL RESOURCES**
2. Provide sufficient and appropriate educational resources to ensure the effective delivery of the programme
   1. List of physical facilities for teaching and learning activities.
   2. List of equipment of HT and HV.
3. Consider safety factors in the educational resources' planning and operation
4. Consider environmental, sustainability, cultural, professional, ethical and legal factors in the educational resources' planning and operation
5. Ensure the facility's quality, availability, relevancy, and utilization within the programme
6. Provide adequate and suitable experimental and practical facilities for access
7. Ensure that the equipment reflects modern technology practices
8. Provide adequate physical facilities for the programme
9. Ensure the equipment to student ratio of 1:4 or better
10. Ensure that facilities for students’ life on campus are satisfactory
    1. List of facilities provided for well being of students e.g. hostel, café, CCTV, sport and recreational, health center, student center and transportation, among others.
    2. List of Resource Center Management / Librarian

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name** | **Qualification** | **Other Information (Certificate or Professional license)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

1. Provide adequate research laboratories and equipment relevant to the learning activities
   1. List of research and development facilities.
2. Ensure that research and development or innovation facilities are accessible
3. Demonstrate financial viability and sustainability for the operation and maintenance of the programme
4. Implement a systematic procedure to ensure that financial resources are sufficient and managed efficiently within the programme
5. **CONTACT PERSON FOR STUDY INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name and Title | : |  |
|  | Designation | : |  |
|  | Tel | : |  |
|  | Fax | : |  |
|  | Email | : |  |

1. **SUGGESTION DATE FOR ACCREDITATION ASSESSMENT**

|  |  |
| --- | --- |
| i. |  |
| ii. |  |
| iii. |  |

1. **ATTACHMENT TO BE PROVIDED**
2. Copy of the programme operation approval letter at the new premises from the relevant Ministry/authority;
3. List of students by study semester who will be transferring to the new premises;
4. Schedule of facility usage at the new premises; and
5. Other facility information supporting the programme relocation to the new premises (if applicable).