



Sesi Penerangan kepada Auditi :
PELAJAR & ALUMNI
(Students & Alumni)



7 Jun 2022 (Selasa)



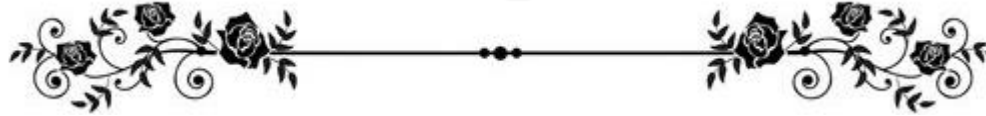
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Fokus / Focus



Audit Pematuhan Swaakreditasi UPM 2022

UPM Self-Accreditation Compliance Audit 2022 by MQA (Malaysian Qualifications Agency)

- Tujuan Audit / *Purpose of Audit*
- Skop Audit / *Scope of Audit*
- Rujukan Standard / *Standard of Reference*
- Jadual Audit / *Audit Schedule*



Persediaan Auditi : Maklumat Penting

Tips for the Auditee : Important Information

AUDIT PEMATUHAN SWAAKREDITASI UPM 2022

UPM Self-Accreditation Compliance Audit 2022

(21 -23 Jun 2022)

Auditee

1. Pengurusan Tertinggi Universiti
University's Top Management
2. Pengurusan Fakulti (Dekan, Timbalan Dekan & Ketua Jabatan)
Faculty Management (Dean, Deputy Dean & Head of Department)
3. Staf Akademik / *Academic Staff*
4. Persatuan Staf / *Staff Association*
5. **Pelajar tempatan & antarabangsa, Persatuan, PJJ, Alumni / Student Local & International, Student Reprensentative, ODL, Alumni**

Auditor



- 1 **Pengerusi:**
Prof. Dr. Hazman Shah Abdullah
Pakar Jaminan Kualiti, MQA
- 2 **Setiausaha:**
Prof. Dr. Nabishah Mohamad
Timbalan Presiden
Audit dan Jaminan Kualiti
Management & Science University (MSU)
- Ahli:**- 3 **Prof. Dr. Abdul Sukor Shaari**
Profesor,
Universiti Utara Malaysia (UUM)
- 4 **Prof. Dr. Wan Ahmad Kamil Che Mahmood**
Profesor Kehormat
Universiti Sains Malaysia (USM)
- 5 **Prof. Dr. Amir Akramin Shafie**
Pengarah, Pusat
Pengurusan Universiti
Universiti Islam
Antarabangsa Malaysia
(UIAM)

Tujuan Audit / Purpose of the Audit

- ➊ Membuat **verifikasi pelaksanaan Jaminan Kualiti Dalam (Quality Assurance System (QA))** sebelum tempoh pelanjutan status akreditasi di UPM lima (5) tahun terdahulu dan semasa.
- ➋ *To verify the implementation of UPM Quality Assurance System (QA) presently and within five (5) years prior to the extension period of UPM accreditation status.*



Skop & Standard / Audit Scope & Reference Standard

→ Scope

4 Area

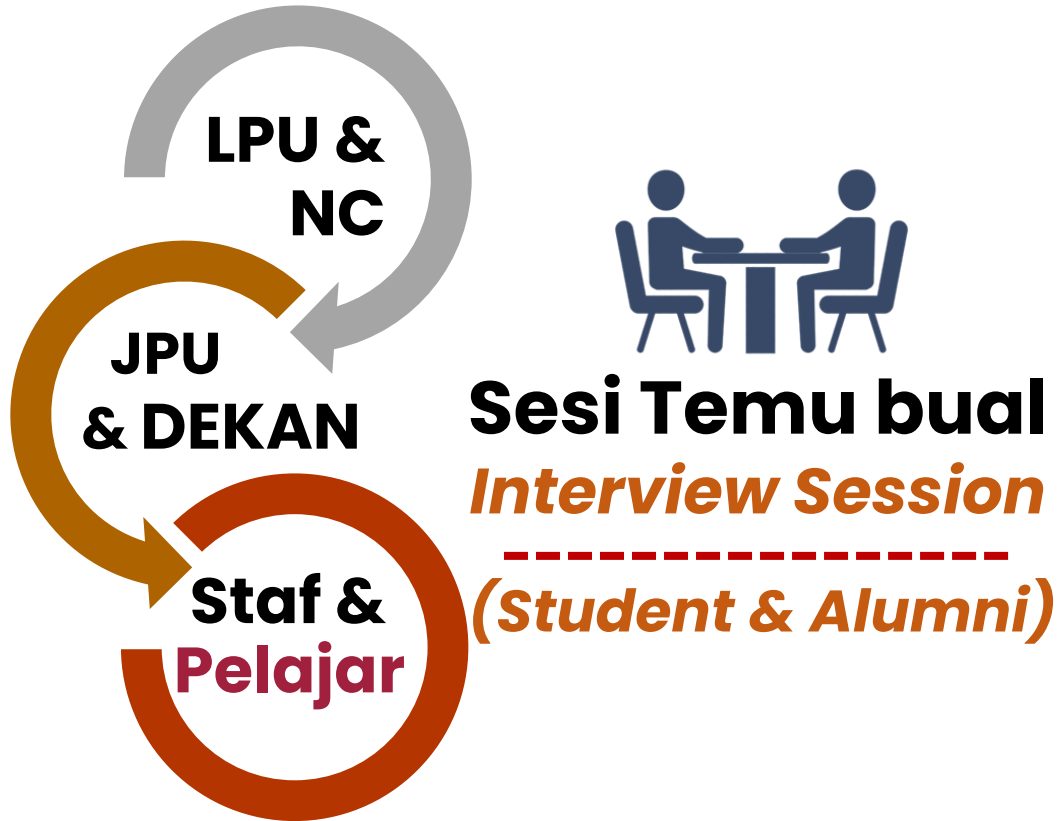
- Area 1:** *Institutional Leadership and Governance*
- Area 2:** *Academic Development and Management*
- Area 3:** *Talent and Resources*
- Area 4:** *Continual Quality Improvement & Sustainability*

Standard ←

- ✈ **Code of Practice for Institutional Audit (COPIA), 2008, MQA**
- ✈ **Guide on Compliance Evaluation for Self-Accreditation Universities, 2020, MQA**

5 Attainment Level	
05	Performance that meets global level and can be exemplary .
04	Performance that improves effectiveness and encourages changes in culture
03	Fulfilment of all the required standards associated to rubrics.
02	Shortcomings from the standards depending on the severity of nonconformance.
01	

Kaedah Audit : *Triangulation Proses*



Visi, Misi, Matlamat UPM, Pelan Strategik UPM & Matlamat Pendidikan UPM

Vision, Mission, Strategic Plan 2021 – 2025 & Educational Goals of UPM

SWAAKREDITASI – Maksud, manfaat dan pelaksanaan mengikut perspektif UPM

Self-Accreditation : Definition, benefits & implementation in UPM context

Hasil Pembelajaran Program
Programme Outcomes

Pengalaman Pembelajaran
Learning Experience

Penilaian Pensyarah
Teaching Assessment

Kemudahan Sokongan & Aktiviti Kokurikulum
Facilities & cocurriculum activities

Jadual Sesi Audit / Audit Schedule: PELAJAR & ALUMNI (*Students & Alumni*)

HARI PERTAMA (21 JUN 2022 – SELASA)			
MASA/Time	SESI	AUDITI / Auditee	LOKASI / Venue
3.30 – 4.30 pm	07a	Sesi Dialog secara berkumpulan bersama: Wakil Pemimpin Pelajar (UG dan PG) <i>Student Representative (UG & PG)</i> Alumni	Dewan Senat, Level 1, Canselori Putra / Hybrid
	07b	Sesi Dialog secara berkumpulan bersama: i. Pelajar Tempatan ii. Pelajar ODL iii. Pelajar Berkeperluan Khas (OKU)	Bilik Mesyuarat Pejabat Bursar, Level 2, Canselori Putra / Hybrid
	07c	<i>International Students</i>	Bilik Mesyuarat Akademik, Level 2, Canselori Putra / Hybrid

Persediaan audit / *Audit Preparation*



Tips for Auditee :
Students / Alumni
GENERAL INFO

JANGKAAN SOALAN
Possible Question

WAJIB TAHU / *MUST KNOW*



Pelan Strategik UPM 2021 – 2025
Plan Strategic UPM 2021-2025



Swaakreditasi UPM dan manfaatnya /
Self-Accreditation Status & its benefits



UPM Self-Review Portfolio (SRP) 2020

☐ ***Executive Summary***

☐ ***Fokus Bidang / Focused Area***

Scan for more



SRP UPM 2020



Infographics : Tips – AUDITEE

INFOGRAFIK : Pelan Strategik UPM 2021-2025



Pelan Strategik UPM – Full Document

CLICK HERE



Infografik : Brosur Pelan Strategik UPM 2021-2025 / Brochure

CLICK HERE



AUDIT PEMATUHAN SWAAKREDITASI UPM 2022 (21-23 JUN 2022)

Audit Institusi (COPIA)

TUJUAN AUDIT

Membuat verifikasi pelaksanaan Jaminan Kualiti (Quality Assurance (QA)) sebelum tempoh pelanjutan status akreditasi di UPM lima (5) tahun terdahulu dan semasa.

SKOP AUDIT

4 Bidang Penilaian

- Area 1 : Institutional Leadership and Governance
- Area 2 : Academic Development and Management
- Area 3 : Talent and Resources
- Area 4 : Continual Quality Improvement and Sustainability

KAEDAH AUDIT

- ✓ Audit Dokumen berdasarkan buku UPM Self-Review Portfolio (SRP) 2020
- ✓ Lawatan Tapak & Sesi Dialog

RUJUKAN STANDARD

Guide on Compliance Evaluation for Self-Accreditation Universities, MQA, 2020

TIPS MENGHADAPI AUDIT

Do's



Don't



PERSEDIAAN AUDIT

- Memahami kandungan buku SRP
 - ✓ Rujuk **Executive Summary** untuk ringkasan kandungan
- Memahami perkara umum berkaitan :
 - ✓ Swaakreditasi & faedahnya kepada UPM
 - ✓ Sistem Jaminan Kualiti Dalam Akademik UPM



SRP UPM 2020



Sila imbas kod QR atau layari laman berikut :
<https://infodigital.upm.edu.my/srp/SRPUPM2020/>

Maklumat lanjut :

Bahagian Pengurusan Kualiti Akademik dan Akreditasi
Pusat Jaminan Kualiti, UPM

Emel : cqa.emel@upm.edu.my | No. tel. : 03 - 9769 1508

Infographics : Tips – AUDITEE

INFOGRAFIK : Tips untuk Auditi

- e-SMP
 - i-GIMS
 - e-ISO
 - laman web CQA/ **CQA website**
- at the web slider – direct to audit info

CLICK HERE



or

CLICK HERE





Infographics : UPM Self-Accreditation

INFOGRAFIK : Swaakreditasi UPM

e-SMP
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 e-ISO
 laman web CQA/ **CQA website**

- at the web slider - direct to audit info

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or

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SWAAKREDITASI UPM

APA ITU SWAAKREDITASI?

Perakuan MQA ke atas Pemberi Pendidikan Tinggi (PPT) yang mempunyai **sistem jaminan kualiti** **dalam yang kukuh dan mantap** menepati standard yang telah ditetapkan



SWAAKREDITASI UPM

2010	Memperolehi Status Swaakreditasi
2015	Pengekalan Status Swaakreditasi (kali pertama)
2022	Pengekalan Status Swaakreditasi (kali kedua)

KEPENTINGAN SWAAKREDITASI KEPADA UPM ?

Autonomi	Autonomi dalam mengendalikan proses jaminan kualiti (mengakredit) program akademik UPM
Penjimatan	Menjimatkan kos UPM berbanding jika ianya dijalankan oleh pihak luar (RM 10,000 per program)
Fleksibiliti	Fleksibiliti kepada UPM dalam pengendalian dan pematuhan polisi.



SISTEM JAMINAN KUALITI DALAMAN AKADEMIK UPM

Sistem jaminan kualiti dalam akademik (*Internal Quality Assurance (IQA)*) UPM melibatkan pemantauan jaminan kualiti di peringkat fakulti dan universiti.



IQA PTJ (Fakulti)

- Mesyuarat Fakulti
- Mesyuarat JK Kurikulum Fakulti
- Mesyuarat Jabatan

IQA INSTITUSI (Universiti)

- Mesyuarat LPU
- Mesyuarat Senat
- Mesyuarat JK Swaakreditasi Program Pengajian
- Mesyuarat JK Kurikulum Universiti
- Mesyuarat JK Kecil Kurikulum Universiti

* Mesyuarat JK Pengurusan Kualiti Akademik Universiti (pemantauan pengurusan akreditasi program)

PROSES JAMINAN KUALITI AKADEMIK SWAAKREDITASI UPM

- ✓ Akreditasi Sementara
- ✓ Akreditasi Penuh
- ✓ Audit Pengekalan
- ✓ Audit Semakan Semula

Rujuk Prosedur dan Garis Panduan Audit Swaakreditasi Program Pengajian UPM

Maklumat lanjut:

Bahagian Pengurusan Kualiti Akademik dan Akreditasi
Pusat Jaminan Kualiti, UPM

Emel : cqa.emel@upm.edu.my | No. tel. : 03 - 97691508



RINGKASAN EKSEKUTIF (Executive Summary)

Executive Summary atau *Ringkasan Eksekutif* dalam *UPM Self-Review Portfolio (SRP) 2020* yang menggunakan pendekatan PDCA (*Plan, Do, Check dan Act*) menerangkan secara ringkas kandungan penulisan dokumen SRP bagi empat (4) bidang penilaian berdasarkan standard *Guide on Compliance Evaluation for Self-Accreditation Universities, MQA, 2020*.

Executive Summary UPM SRP 2020

Fokus Bidang (Area)

AREA 1 : Institutional Leadership and Governance

- Semakan Pelan Strategik UPM 2014-2020 & pembangunan Pelan Strategik UPM 2021-2025
- Pembangunan Matlamat Pendidikan UPM
- Struktur dan Governan UPM
- Pelan Penggantian kepimpinan akademik & institusi
- Pengurusan Maklumat UPM

AREA 2 : Academic Development and Management

- PEO, PLO & CLO (pengukuran & pencapaian)
- Penjajaran MQF 2.0, SMDD & Standard Program
- PdP, penilaian & penasihat (PA)
- Proses pembangunan & semakan program
- Pengambilan dan mobiliti pelajar

AREA 3 : Talent and Resources

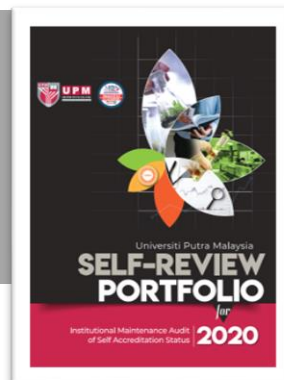
- Staf akademik yang mencukupi, berkelayakan dan berpengalaman
- Staf bukan akademik yang kompeten
- Perkhidmatan sokongan pelajar
- Kemudahan infrastruktur, infostruktur dan sumber kewangan

AREA 4 : Continual Quality Improvement and Sustainability

- Dasar dan SOP pemantauan & semakan program
- Penglibatan pihak berkepentingan
- Penambahbaikan berterusan program
- Kelestarian Institusi



Infographics : UPM Self-Accreditation



INFOGRAFIK : Executive Summary

AREA 2 & AREA 3 : Student & ALUMNI



e-SMP
i-GIMS
e-ISO

10 Jun 2022



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- at the web slider - direct to audit info

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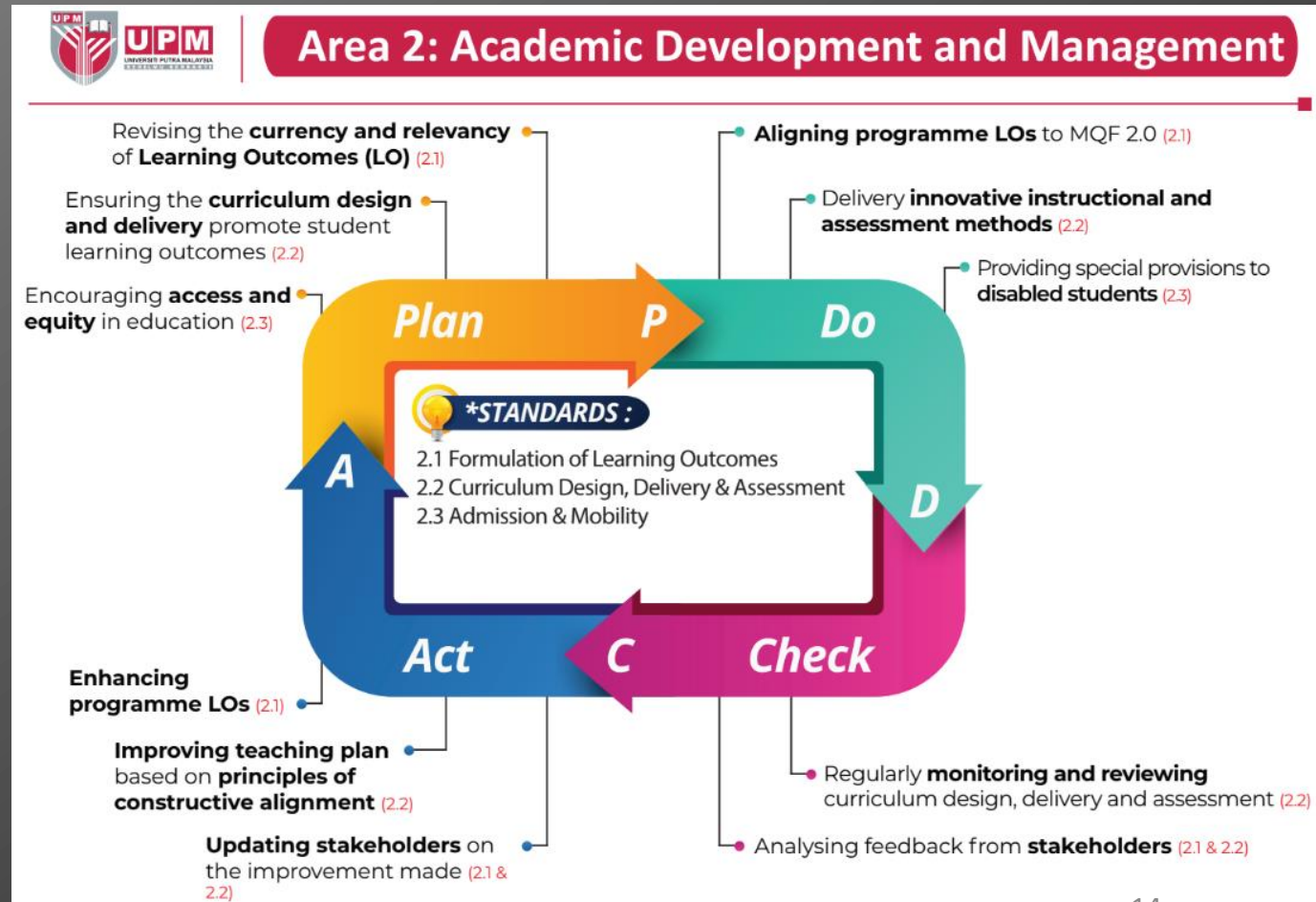


AREA 2 : Academic Development and Management

FOKUS

- **PEO, PO & CO**
(Pembangunan, pengukuran & pencapaian)
- **Penjajaran MQF 2.0, SMDD & Standard Program**
- **PdP, penilaian & penasihatan (PA)**
- **Proses pembangunan & semakan program**
- **Pengambilan & mobiliti**

Executive Summary

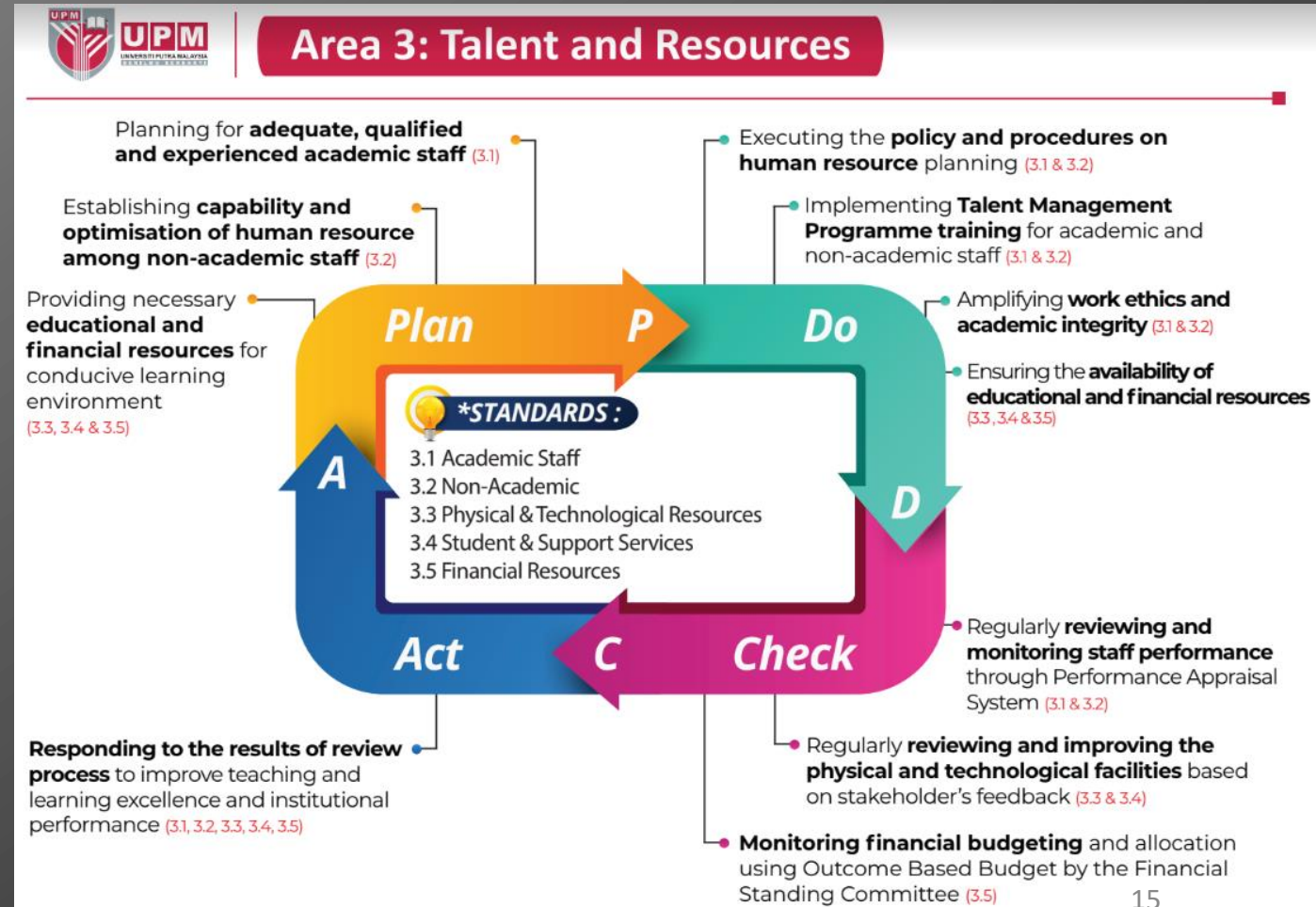


AREA 3 : Talent and Resources

FOKUS

- Staf akademik yang mencukupi, berkelayakan dan berpengalaman
- Staf bukan akademik yang kompeten
- Perkhidmatan sokongan pelajar
- Kemudahan infrastruktur, infostruktur dan sumber kewangan

Executive Summary



JANGKAAN SOALAN

Possible Question

1. Sejauh mana **penglibatan anda sebagai wakil pelajar dalam memberi maklum balas dan menambahbaik** :
✓ Governans UPM ✓ PdP ✓ Kurikulum program ✓ Kebajikan pelajar sepanjang pandemik

Your opinion on your involvement as student representative in giving feedbacks and CQI on UPM governance, T& L, curriculum and welfare of students during pandemic

2. Pandangan anda tentang bagaimana **UPM melihat kepentingan pelajar** dalam governans dan penambahbaikan program akademik

In your opinion how UPM perceives the significance of student's involvement in UPM governance and academic programme

JANGKAAN SOALAN

Possible Question

1. Pandangan anda :
 - (a) **PdP dan penilaian sepanjang pandemik** (tahap kepuasan)
 - akses Internet
 - komitmen pensyarah
 - Mekanisme penilaian
 - (b) **komitmen UPM/fakulti dalam membantu pelajar sepanjang pandemik dari segi kebajikan pelajar** (tempatan dan antarabangsa)
 - (c) sama ada **PdP online/hybrid atau f2f** ?
 - (d) **pencapaian akademik** sepanjang akademik dan **peranan PA**
2. Adakah anda akan **mempromosikan program UPM kepada orang luar** berdasarkan pengalaman pembelajaran anda
3. Pandangan anda tentang **fasiliti di UPM**

*Tips Auditee : **Pelajar***
Students

AREA 2 : Academic

Development and Management

AREA 3: Talent & Resources

JANGKAAN SOALAN *Possible Question*

1. *What is your opinion :*

(a) T&L & assessment during pandemic (satisfaction level)

➤ Internet access ➤ Lecturer's commitment ➤ assessment mechanism

(b) UPM/faculty's commitment on welfare of the students (local & international) during pandemic

(c) Online T&L or F2F ?

(d) your academic achievement & involvement of Academic Advisory during pandemic

(e) Facilities in UPM

2. *Would you **recommend others to pursue studies at UPM***

JANGKAAN SOALAN

1. Usaha dan komitmen UPM dalam memastikan **keperluan OKU :**
 - (a) **infra** yang bersesuaian
 - (b) **Sokongan emosi** cth kaunseling dan PA
 - (c) **Aktiviti kokurikulum**
2. **Tarikan untuk memilih UPM**
3. **Cadangan penambahbaikan fasiliti**

AREA 2 : Academic
Development and Management

AREA 3: Talent & Resources

JANGKAAN SOALAN

1. **Pengalaman pembelajaran secara PJJ** di UPM (fasiliti dan PdP)
2. **Usaha/komitmen UPM** dalam memastikan kualiti pelaksanaan PJJ
3. **Cadangan penambahbaikan** untuk kelestarian program PJJ di UPM

AREA 2 : Academic
Development and Management

AREA 3: Talent & Resources

JANGKAAN SOALAN

1. Penglibatan/sumbangan anda sebagai **alumni UPM**
2. **Cadangan untuk menambahbaik lagi kurikulum program, fasiliti** (infra dan infostruktur) UPM
3. Pandangan dalam **konteks majikan terhadap graduan UPM**
4. Pandangan anda tentang **graduan UPM mendapatkan pekerjaan selepas bergraduasi**



Do's

Semasa audit / *Tips DURING audit*

Fikir
Think

Bersedia
Be ready

Tenang
Relax

Terus Terang
Transparent

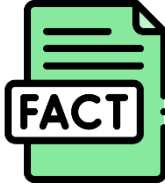
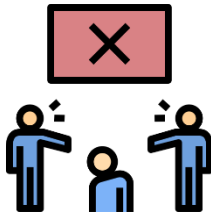
Yakin
Confident





Don'ts

Semasa audit / *Tips DURING audit*

Bertelagah <i>Argue</i> 	Cipta Fakta <i>Creating facts</i> 	Tidak Hadir <i>Absence</i> 
Menyalahkan <i>Blaming</i> 	Senyap <i>Silent</i> 	Tidak bersedia <i>Not well-prepared</i> 

Auditee & Standby Auditee

❑ Sentiasa **Bersedia** / **Be Ready**

❑ **Senarai auditi & standby auditee – 14 Jun 2022 /**
Confirmed list of auditee & standby auditee – 14th June 22



UNIVERSITI PUTRA MALAYSIA
AGRICULTURE • INNOVATION • LIFE

Terima Kasih | *Thank You*



PUSAT JAMINAN KUALITI
CENTRE FOR QUALITY ASSURANCE

قوسٲ جامينن كواليتي

cqa@upm.edu.my

03- 9769 1508 / 1555/ 1568 / 1513

BERILMU BERBAKTI
WITH KNOWLEDGE WE SERVE

www.upm.edu.my