FLOW CHART FOR APPLICATION FOR A NEW PROGRAM IN UTM

Start

Among lecturers

Committee development

Requirement survey

Course survey

Data collection

Data collection
i)   Benchmarking
ii)   Curriculum structure
iii) Learning component
iv)   Professional body requirement
v)   KPT/JPA requirement
vi)   Involve other faculty
vii) Code development
viii) Market survey

Data gathering

Service by faculty

Panel Studies/Board of studies

i)   Board of Faculty
ii) Industries
iii) Board of studies

Preparation of paper work at the committee level/ Department

i) Used standard format
ii) Establishment of code of subject

Presenting again

Faculty Academic Committee meeting

Amendments

Pass

Pass

A

```
                          ┌───────┐
                          │   A   │
                          └───┬───┘
                              │
                              ▼
                   ┌──────────────────────────┐
        ┌─────────▶│ Senate Committee meeting  │
Amendments/        │    for a New Program      │
re a present       └──────────┬───────────────┘
        │                     │
        │         Amendments  ▼
        └──────────────◇────────◇
                        ◇      ◇
                          │  Pass
                          ▼
                   ┌──────────────────────────┐
        ┌─────────▶│ Approval of the Senate    │
Amendments/        │        meeting            │
re a present       └──────────┬───────────────┘
        │                     │
        │         Amendments  ▼
        └──────────────◇────────◇
                        ◇      ◇
                          │  Pass
                          ▼
                   ┌──────────────────┐
                   │ University Board  │
                   │    Meeting        │
                   └─────────┬────────┘
                             │
          Fail               ▼
        ┌──────────────◇────────◇
        │               ◇      ◇
        ▼                 │  Pass
   ┌────────┐             ▼
   │        │   ┌──────────────────────────┐
   └───┬────┘   │ (Higher Education         │  Refer to standard
       │        │ Committee meeting)        │  format
       ▼        │ Kementerian Pendidikan    │
   ╭───────╮    │ Malaysia                  │
   │ Done  │    └──────────┬───────────────┘
   ╰───────╯               │
                Amendments ▼
        └──────────────◇────────◇
                        ◇      ◇
                          │  Pass
                          ▼
                       ┌───────┐
                       │   A   │
                       └───────┘
```

```
                    ┌─────────┐
                    │    A    │
                    └────┬────┘
                         │
                         ▼
              ┌─────────────────────┐
              │   Courses offer/    │
              │      Program        │
              └──────────┬──────────┘
                         │
                         ▼
       ┌──────────────────────────────────┐     Apply when student
       │  Recognition Committee to JPA     │     first intake of the new
       └──────────────────────────────────┘     program in 4th
                         │                       semester
Amendments/ad            ▼
ditional              ◇◇◇◇◇◇
information          ◇        ◇
                    ◇          ◇
                      ◇      ◇
                         │         Pass
                         ▼
              ┌─────────────────────┐
              │  Inform to Senate and│
              │      Faculty        │
              └──────────┬──────────┘
                         │
                         ▼
                    ┌─────────┐
                    │  Done   │
                    └─────────┘
```

Courses offer/ Program

Recognition Committee to JPA

Apply when student first intake of the new program in 4th semester

Amendments/additional information

Pass

Inform to Senate and Faculty

Done