Universiti Putra Malaysia

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AGRICULTURE • INNOVATION • LIFE

TAKLIMAT PERSEDIAAN AUDIT DALAMAN SWAAKREDITASI UPM 2020

Anjuran : Pusat Jaminan Kualiti UPM

facebook.com/UniPutraMalaysia

@uputramalaysia

instagram.com/uniputramalaysia

youtube.com/user/bppupm

Aturcara

1. **Penerangan tentang Status Swaakreditasi UPM dan COPIA 2018**
   oleh Prof. Dr. Amin Ismail
   Pengarah, Pusat Jaminan Kualiti (CQA), UPM

2. **Pelaksanaan Audit Dalaman Swaakreditasi UPM 2020**
   oleh Prof. Madya Ir. Ts. Dr. Abd Rahim Abu Talib
   Ketua Juruaudit Dalaman, Audit Dalaman Swaakreditasi UPM 2020

3. **Sesi Soal Jawab**

Status Swaakreditasi

Apakah kelebihan perakuan SWAAKEDITASI ?

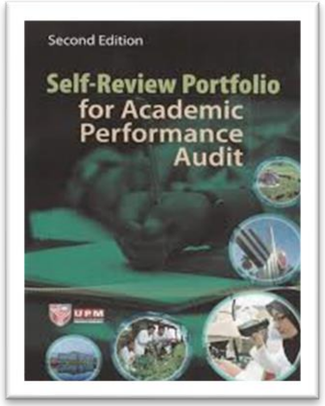
Perakuan MQA keatas IPT yang mempunyai **sistem jaminan kualiti dalaman yang kukuh dan mantap** menepati standard yang ditetapkan

Senat IPT berstatus swaakreditasi **mengakredit program pengajiannya sendiri** (kecuali program profesional) selaras dengan MQF dan mendaftar dalam MQR

Akta Agensi Kelayakan Malaysia 2007 (Akta 679)

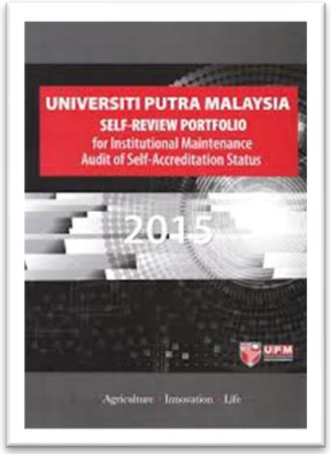
Status Swaakreditasi UPM


MQA
SIJIL STATUS SWAAKREDITASI
CERTIFICATE OF SELF-ACCREDITATION STATUS
Dengan ini diperakukan bahawa
This is to certify that
UNIVERSITI PUTRA MALAYSIA
telah dianugerahkan status swaakreditasi oleh Agensi Kelayakan Malaysia
has been awarded self-accreditation status by the Malaysian Qualifications Agency
29/04/2010



2010

Memperolehi Status Swaakreditasi



Pengekalan Status Swaakreditasi
(kali pertama)

2015

2020

Pengekalan Status Swaakreditasi
(kali ke-2)

Logo Swaakreditasi UPM

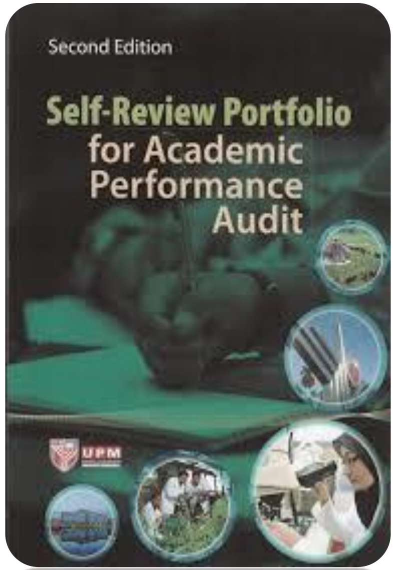
MQA
Agensi Kelayakan Malaysia
Malaysian Qualifications Agency
SWAAKREDITASI
SELF-ACCREDITATION
MQA/SA/0004
MULAI/SINCE: 2010

No siri sijil akreditasi

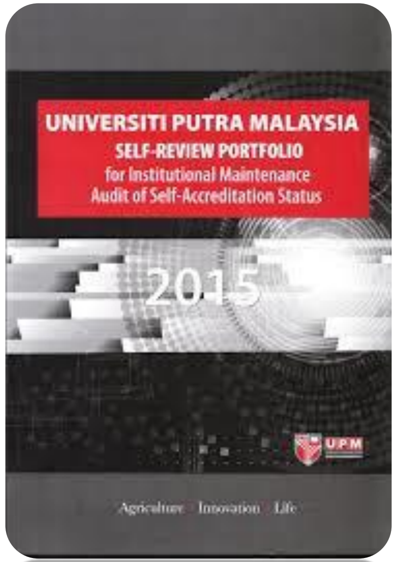
Tahun mula perakuan akreditasi

Self- Review Portfolio

- **Self-Review Portfolio (SRP)** A Self-Review Portfolio is a portfolio generated by an **Internal Quality Audit**, which is submitted to the MQA for the purpose of an **Institutional Audit**. *(COPIA 2nd Edition, 2008)*
- The reassessments are conducted every five (5) years *(MQA)*



2010

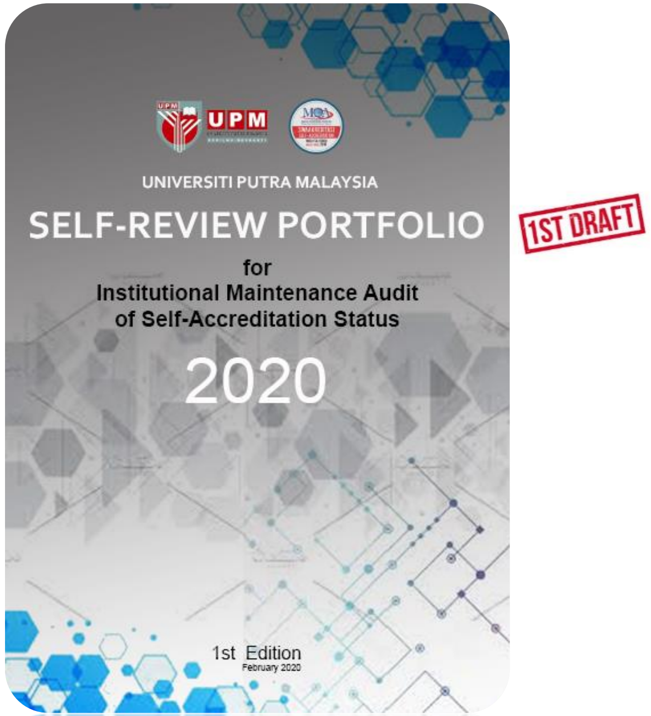


2015

1ST DRAFT

2020

Self- Review Portfolio (SRP) UPM 2020



Disediakan oleh

Jawatankuasa Penulisan Dokumen SRP UPM 2020

Pengerusi : Prof. Ts. Dr. M. Iqbal Saripan (TNC(A&A))

Pengerusi bersama : Prof. Dr. Amin Ismail, Pengarah CQA

Area 1

- Prof. Ts. Dr. Nor Kamariah Noordin (K)
- Prof. Dato' Dr. Hair Bejo
- Prof. Dr. Ain Nadzimah Abdullah
- Prof. Madya Dr. Noor Azman Ali
- Prof. Madya Dr. Mohd Zariat Abdul Rani
- Prof. Madya Dr. Izhal Halin
- Dr. Nurul Husna Mohd Shukri

Area 2

- Prof. Dr. Muta Harah Zakaria (K)
- Prof. Dr. Aida Suraya Md. Yunus
- Prof. Dr. Robiah Yunus
- Prof. Madya Dr. Muskhazli Mustafa
- Tn. Hj. Rosdi Wah
- Dr. Zulfitri 'Azuan Mat Daud
- Dr. Juwaidah Sharifuddin

Area 3

- Prof. Madya Dr. Arshad Abd. Samad (K)
- Prof. Dr. Zainal Abidin Talib
- Pn. Nor Adida Abd Khalid
- En. Abdullah Arshad
- Dr. Amalina Abdullah
- Dr. Siti Manisah Ngalim

Area 4

- Prof. Dr. Abdul Azim Abd Ghani (K)
- YM Prof. Dato' Dr. Tengku Aizan Hamid
- Prof. Madya Dr. Zelina Zaiton Ibrahim
- Prof. Madya Dr. Mariani Ho Nyuk Onn @ Ariffin
- Prof. Madya Dr. Noor Syamilah Zakaria
- Pn. Noorizai Hj Mohamad Noor
- Dr. Nazatul Syadia Zainordin

K : Ketua kumpulan

COPPA vs COPIA

Dokumen Rujukan MQA	COPPA	COPIA
	Code of Practice for Programme Accreditation (Kod Amalan untuk Akreditasi Program)	**Code of Practice for Institutional Audit** (Kod Amalan untuk Audit Institusi)
Bidang Penilaian	**7 Bidang**	**4 Bidang**
Keperluan dokumen	Dokumen Program Pengajian	Dokumen Self-Review Portfolio (SRP)
Tindakan	Fakulti	CQA
Kaedah penilaian	Audit di Fakulti (dokumen & lokasi)	Audit di PTJ peneraju & Fakulti (dokumen & lokasi)
Pemetaan Bidang Penilaian	Programme Management & Delivery : Area 1 Assessment of Student Learning : Area 2 Student Selection & Support Services : Area 3 Academic Staff : Area 4 Educational Resources : Area 5 Programme Management : Area 6 Programme Monitoring, Review & CQI : Area 7	Area 1 : Institutional Governance & Leadership Area 2 : Academic Development & Management Area 3 : Talent & Resources Area 4 : CQI & Institutional Sustainability

COPIA 2018

1ST DRAFT


UPM
UNIVERSITI PUTRA MALAYSIA
SELF-REVIEW PORTFOLIO
for
Institutional Maintenance Audit
of Self-Accreditation Status
2020
1st Edition
February 2020

2020

Code of Practice for Institutional Audit (COPIA) 2018

Terkini !

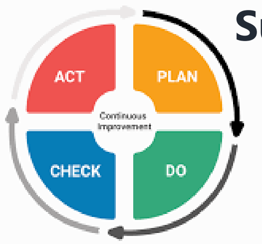
Area 4

Sub Area **17**

Standard **51**

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

PDCA cycle



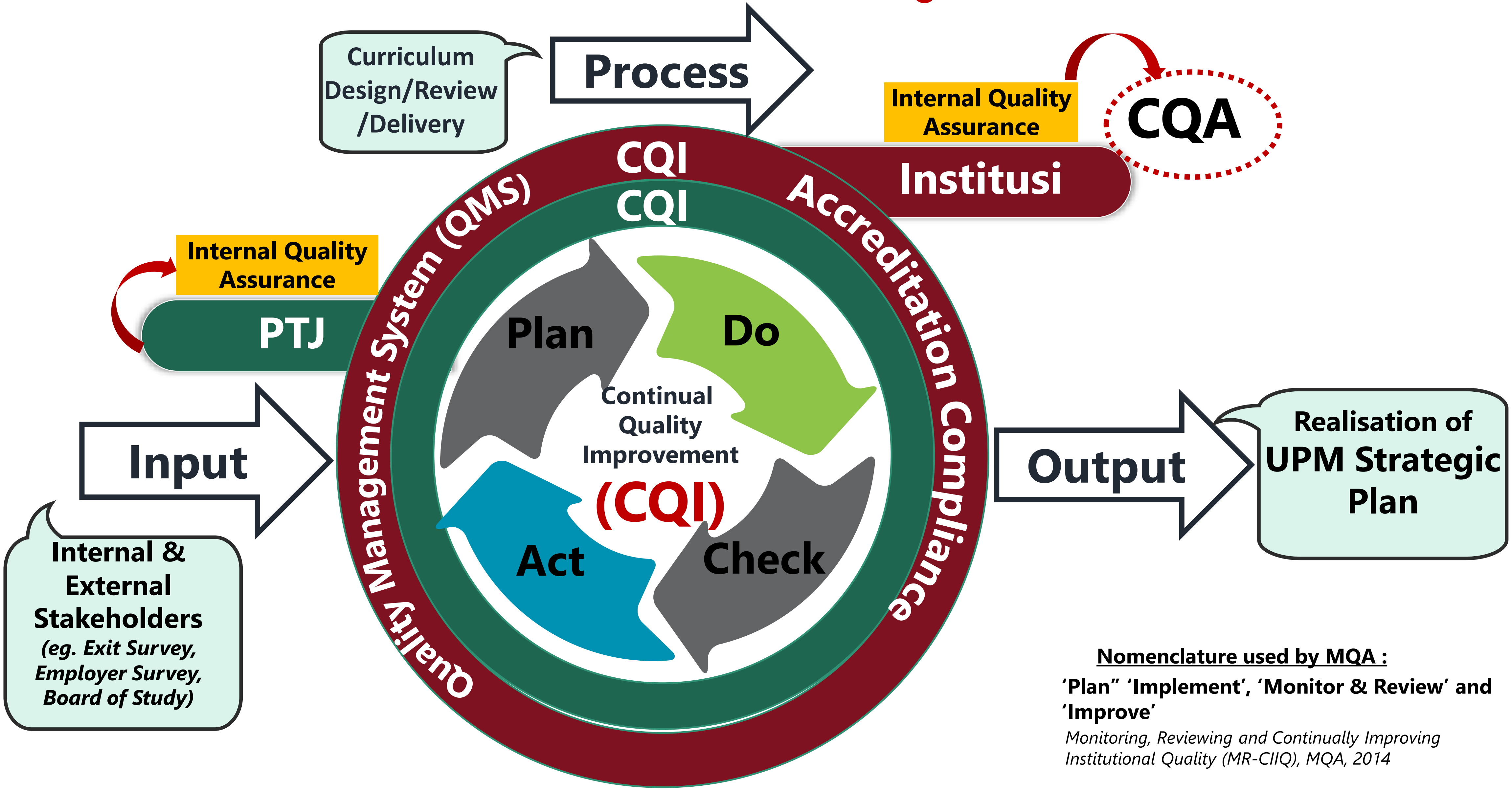
Attainment level (Tahap 1 – 5)

(Rubrik) **27**

- Lulus : tahap 3
- Sasaran UPM : tahap 4

SRP UPM 2020 akan ditambah baik berdasarkan Audit Dalaman Swaakreditasi UPM 2020

Kerangka
Penambahbaikan Kualiti Berterusan (CQI) UPM



Nomenclature used by MQA :

'Plan" 'Implement', 'Monitor & Review' and 'Improve'

Monitoring, Reviewing and Continually Improving Institutional Quality (MR-CIIQ), MQA, 2014

Persediaan

Audit Dalaman Swaakreditasi UPM 2020

CQA telah membuat edaran dokumen berikut :

1. **Dokumen SRP UPM 2020** (google drive)
2. **Jadual Audit Dalaman**
3. **Panduan Skop Pengauditan**
4. **Taklimat Persediaan**

Panduan Skop Pengauditan untuk Auditee

1 Bidang Penilaian

4 Bukti sokongan

5 Tahap Pencapaian

6 PTJ terlibat

2 Sub Bidang Penilaian

3 Standard

PANDUAN SKOP PENGAUDITAN UNTUK AUDITEE
BAGI TUJUAN AUDIT DALAMAN SWAAKREDITASI 2020 (23 Mac – 3 Apr 2020)

AREA 1: INSTITUTIONAL LEADERSHIP AND GOVERNANCE

STANDARDS FOR AREA 1

1.1 Review of Vision, Mission and Educational Goals

Standards COPIA 2018	Keperluan Bukti Sokongan	Attainment Level	PTJ yang Diaudit
1.1.1 The HEP must review or revisit its vision, mission and educational goals, in line with national and global developments. 1.1.2 The new/existing vision, mission and educational goals must be approved by a governing board or other appropriate body to be relevant and current. 1.1.3 The HEP must disseminate the vision, mission and educational goals to its internal and external stakeholders.	• Menyediakan bukti/dokumen sokongan sepertimana yang dinyatakan dalam dokumen Self-Review Portfolio (SRP) UPM 2020. • Menyediakan bukti/dokumen sokongan lain bagi memenuhi keperluan standard.	Perlu mencapai tahap **minimum pencapaian iaitu LULUS** pada **tahap 3.** **UPM mensasarkan sekurang-kurangnya pada tahap 4.**	**1. Pejabat Naib Canselor (PNC)** **2. Pejabat Strategi Korporat dan Komunikasi (CoSComm)**

Attainment Level	Description
1	The HEP does not review or revisit its vision, mission and educational goals and has no plan in place to review or revisit them.
2	The HEP is reviewing or revisiting its vision, mission and educational goals.
3	The HEP has reviewed or revisited its vision, mission and educational goals, in line with national and global developments, which were approved by a governing board or other appropriate body to be relevant and current and disseminated to its internal and external stakeholders.
4	The approved and disseminated vision, mission and educational goals have been formulated in consultation with a wider range of stakeholders that may include the community, civil society, international peers, alumni, industry, professional bodies, funding agencies, and the government, in line with national and global developments. There is internalisation of vision and mission among the HEP community.
5	The approved and disseminated vision, mission and educational goals have reflected the institutional responsiveness to current change and future development of higher education landscape.

Panduan Skop Pengauditan untuk Auditee

7 **Maklumat utama dalam dokumen SRP UPM 2020**

PANDUAN SKOP PENGAUDITAN UNTUK AUDITEE
BAGI TUJUAN AUDIT DALAMAN SWAAKREDITASI 2020 (23 Mac – 3 Apr 2020)

Maklumat Utama dalam Self-Review Portfolio (SRP) UPM 2020	
1. Semakan semula Visi, Misi dan Matlamat Strategik UPM dibuat semasa membangunkan Pelan Strategik UPM 2014-2020. 2. Visi, Misi dan Matlamat Strategik UPM telah diluluskan oleh LPU dan JPU. 3. Sebaran Visi, Misi dan Matlamat Strategik UPM dibuat kepada pemegang taruh dalaman antaranya melalui laman web UPM, Pelan Strategik UPM 2014-2020 dan kursus kepada staf baharu UPM dan juga pemegang taruh luaran antaranya melalui Ucapan Tahun Baru NC, sesi jeyawara, emel dan diari UPM.	
Pengurusan PTJ	Perlu tahu no. 1-3 diatas
Staf P&P (Akademik & Bukan Akademik)	Perlu tahu no. 1-3 diatas
Staf Pelaksana	Tidak berkaitan
Pelajar	Tidak berkaitan

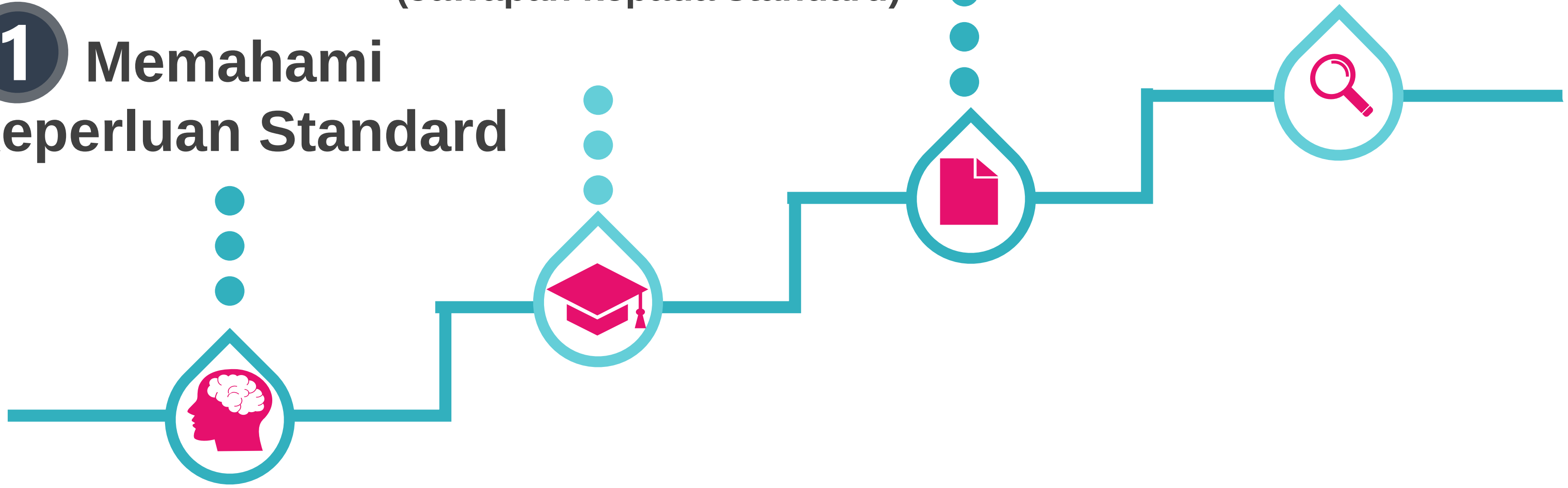
8 **'Potential Auditee' – maklumat yang perlu diketahui**

Persediaan
Audit Dalaman Swaakreditasi UPM 2020

TINDAKAN :

- PTJ yang tersenarai untuk diaudit
- PTJ lain (jika perlu) untuk *Cross Audit*

1. Memahami Keperluan Standard
2. Memahami Dokumen SRP (Jawapan kepada standard)
3. Sediakan Bukti Tambahan (jika perlu)
4. Bersedia sebagai Auditee (Pengurusan Univ/PTJ, staf Akademik/bukan akademik/ pelaksana, pelajar)




Happiness comes when you believe in what you are doing, know what you are doing, and love what you are doing.

Aturcara

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2 **Pelaksanaan Audit Dalaman Swaakreditasi UPM 2020**

oleh Prof. Madya Ir. Ts. Dr. Abd Rahim Abu Talib

Ketua Juruaudit Dalaman, Audit Dalaman Swaakreditasi UPM 2020

3 **Sesi Soal Jawab**

Audit Dalaman Swaakreditasi UPM 2020

23 Mac - 3 April 2020

Tujuan

Pematuhan kepada standard dalam COPIA 2018

Skop

4 bidang dalam COPIA 2018

Kaedah

- Audit Dokumen SRP UPM 2020
- Audit lokasi di PTJ

Auditee

Pengurusan Universiti,
Staf Akademik, Staf Bukan Akademik (termasuk pelaksana) & pelajar

Bilangan Auditor

Audit Dalaman Swaakreditasi UPM 2020

KJAD & TKJAD

Ketua Kumpulan

Auditor

Ketua Sub

Ketua Juruaudit Dalaman (KJAD)

Prof. Madya Ir. Ts. Dr. Abd Rahim Abu Talib

Timbalan Ketua Juruaudit Dalaman (TKJAD)

Prof. Madya Dr. Shamarina Shohaimi

55

Auditor (termasuk KJAD & TKJAD)

Jadual Audit

Tarikh	Masa	*Bidang Penilaian	PTJ yang akan diaudit	Lokasi Audit	Kump Audit	Bil. Juruaudit
21 Sept (Isnin)	Mesyuarat Pembukaan Audit, 9.00 pg - 10.00 pg, Dewan Senat, Bangunan Canselori Putra, UPM					
	10.00 pg - 1.00 ptg	Area 1	PNC	Akan ditentukan kemudian	1a	3
	2.30 ptg - 4.30 ptg		CoSComm			
	10.00 pg -11.00 pg	Area 1	BAKD	Bilik Lembaga	1b	2
	11.00 pg -1.00 ptg		Pej Pendaftar			
	2.30 pg -3.30 pg		CQA			
22 Sept (Selasa)	9.00 pg-1.00 ptg	Area 2 & Area 4	BAKD	Bilik Lembaga	2a & 4a	4
	2.30 ptg -4.30 ptg		SPS	di PTJ yang diaudit		
	9.00 pg -1.00 ptg	Area 2	CADe	di PTJ yang diaudit	2b	2
	2.30 - 4.30 ptg		iPUTRA			
	9.00 pg - 10.00 pg	Area 4	CoSComm	Bilik Lembaga	4b	2
	2.30 ptg- 4.30 ptg		CQA			
	9.00 pg - 4.30 ptg	Area 2, 3 dan 4	FSTM	di PTJ yang diaudit	2c	2
			FBMK		2d	3
			FSKTM		2e	2
			FP		2f	2
23 Sept (Rabu)	9.00 pg -4.30 ptg	Area 2, 3 dan 4	FPP	di PTJ yang diaudit	2g	3
			FS		2h	3
			FRSB		2i	2
			FEM		2j	2
			ASPer		2k	2
	9.00 pg -1.00 ptg	Area 3	Pej Pendaftar	di PTJ yang diaudit	3a	2
	2.30 pg -4.30 ptg		Bursar			
	9.00 pg -1.00 ptg	Area 3	Pej TNC HEPA	di PTJ yang diaudit	3b	3
	2.30 pg -4.30 ptg		PSAS			
	9.00 pg -11.00 pg	Area 3	CADe	Bilik Lembaga	3c	3
	11.00 pg -12.00 tgh		BK			
	12.00 tgh - 1.00 ptg		RMC			
	2.30 ptg -3.30 ptg		IDEC			
	3.30 pg - 4.30 ptg		Pej TNCJIM			

Audit Dalaman Swaakreditasi UPM 21 Sept – 2 Okt 2020

21 Sept – 25 Sept — Rujuk Jadual Audit

28 Sept – 2 Okt — Sambungan Audit mengikut keperluan

24 Sept (Khamis)	9.00 pg -4.30 ptg	Area 2, 3 dan 4	FBSB	di PTJ yang diaudit	2l	2
			FK		2m	2
			SPE		2n	2
			FPSK		2o	2
			FHAS		2p	2
			FPV		2q	2
25 Sept (Jumaat)	Perbincangan Auditor Mengikut Kumpulan di Dewan Senat, Bangunan Canselori Putra, UPM					
28 Sept (Isnin)	9.00 pg - 4.30 ptg	Area 2, 3 dan 4	FSPP, UPMKB	di PTJ yang diaudit	2r	4
29 Sept (Selasa)	Sambungan Audit mengikut keperluan					
30 Sept (Rabu)						
01 Okt (Khamis)						
02 Okt (Jumaat)	Mesyuarat Penutupan Audit, 9.00 pg - 11.00 pg, Dewan Senat Bangunan Canselori Putra,UPM					

Nota : Pelaksanaan audit ini akan turut melibatkan sesi temubual bersama Pengurusan Universiti. Tarikh dan masa sesi audit berkenaan akan dimaklumkan kemudian.

* Bidang Penilaian merujuk kepada bidang penilaian dalam Kod Amalan untuk Audit Institusi (COPIA)- Rujuk Dokumen Self-Review Portfolio (SRP) UPM dan Panduan Skop Pengauditan Audit Dalaman Swaakreditasi UPM 2020 dalam Google Drive ' Audit Dalaman Swaakreditasi UPM 2020'.

Aturcara

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Ketua Juruaudit Dalaman Swaakreditasi UPM 2020

3 **Sesi Soal Jawab**

Terima Kasih | *Thank You*

"…..PUSAT PENGURUSAN JAMINAN KUALITI & PEMBUDAYAAN KUALITI UPM.."

cqa@upm.edu.my

03- 9769 1508 / 1555/ 1568 / 1513