Operational Definition and Glossary

DATA ENTRY

Programme Information	
Description	Operational Definition or/and Glossary
Programme name	Official name of Certificate, Diploma or Degree awarded
Programme level	Refers to Certificate, Diploma or Degree
Cluster	General classification of field of studies
Matured programme?	At least one cohort had graduated from the programme
MQA accredited?	Malaysian Qualification Agency
Recognised by foreign countries?	College qualification accepted for entry into accredited programme at higher level in foreign countries OR programme accredited by foreign accreditation body
Home grown?	Self developed programme
Number of courses	Courses refer to coded subjects that are given credits in the curriculum excluding MQA compulsory courses
New students intake for 3 consecutive years	First time registered students for the programme
Number of students in enrolment exceeding minimum entry requirement	Minimum entry requirements based on MQA approval
Number of local students in enrolment	Registered local students as of October of the evaluation year
Number of international students in enrolment	Registered international students as of October of the evaluation year
Total enrolment	Registered students as of October of the evaluation year
Number of students in enrolment on full scholarships	Full scholarships (at least, full financial assistance for tuition fees) are competitive in nature and provided by external parties/agencies/foundation (excludes rebates, donations and the likes)

Programme Information (cont.)	
Description	Operational Definition or/and Glossary
External assessor available?	Appointed person(s) among academician from other institution (with appropriate qualification to the level of programme) to conduct overall assessment (at least covering 9 areas of COPA) of the programme. The appointment is not to satisfy the requirement of regulator/franchisor
Name of industrial advisor	-
Industrial advisor available?	Appointed person from among industry stakeholders that are consulted on matters related specific to the programme. Minutes of meeting corresponding to the programme are to be provided
Number of graduates employed or furthered studies within 6 months of graduation date	
Total number of graduates	Graduate list is a list of students graduated from 1st January to 31st December of the evaluation year (based on list approved by college)
Number of graduates employed at appropriate education level	Can be based on salary or position and responsibility suitable for qualification level. The position held by graduates is matching with his/her qualification. Those who continue their studies at higher level than his/her qualification, fall under this category too

Resources – Library	
Description	Operational Definition or/and Glossary
Number of titles of books in the library, including subscribed e-books and journal titles	Only titles of books are required (exclude same title copies and different editions). There should NOT be any double claim at different cluster.

Resources – Physical Infrastructures (Support Facilities)	
Description	Operational Definition or/and Glossary
Total campus (built-up) area (m^2)	All covered floors.
Built-up areas for teaching and learning (m^2)	These are areas, where teaching and learning take place involving staff AND students. These places include academic staff office, classrooms, laboratories, multipurpose/examination hall and library.
Built-up areas for informal learning (m^2)	These are dedicated areas (with open access) that may be provided with wireless access, proper sittings and/or tables for students self learning (example corridor, café, gazebo, surau, lobby). There should NOT be any double claims with the areas for teaching and learning. (Excluding, for example toilets, stairs areas, AHU, TNB and other areas not accessible for students).
Internet hotspots (wifi) coverage area (m^2)	Built-up areas with wifi connectivity.

Resources – Physical Infrastructures (Facilities for Sports and Recreation that Students Have Access to)	
Description	Operational Definition (Glossary)
Facilities for Sports and Recreation	Facilities provided physically at college premise or rented by college for a long duration for student use and NOT on ad-hoc (competition-based) basis.

Resources – Financial	
Description	Operational Definition or/and Glossary
Operating expenditure	-
ICT expenditures	All expenses related on ICT to facilitate delivery and assessment of teaching and learning such as software licenses, hardware, servers, internet subscription, e-library, e-books, projector, computer, learning management system, digital based teaching and learning services, etc.
Total of endowments	Dedicated money parked by external company, parent company or Foundation to the college for specific use.
Total of grants	External funding for academic or research provided by external parties (including grants given by parent company) or HRDF scheme.
Total of gifts	Value of gifts in cash or kind received from external parties, parent company or Foundation.

Resources – Staff	
Description	Operational Definition or/and Glossary
Name of Academic Staff	-
Category of staff	Staff can be categorized under any of these three: . Lecturer . Instructor/Demonstrator (those who has lower qualification than the requirement to teach) . License Counsellor (appointed staff that registered with Board of Counsellors)
Highest Academic Qualification	-
Cluster	General classification of field of studies
Status	Full or Part-time
No of years in this college	-
Teaching experience	-
Industrial experience	-
Man-days training attended	A man-day is equivalent to cumulative eight hours of training

COLLEGE-BASED CRITERIA

Student	
Description	Operational Definition or/and Glossary
Number of activities organised by or with external organisations participated by students	Competition organised by external parties or activities organised by students or jointly organised with external parties and community and industry engagement organised by students.
Number of home countries (for international students)	Country of origin of international students

Resources	
Description	Operational Definition or/and Glossary
Number of students provided with accommodation by the college	Students' residence provided by college either rented by college from third party (rental payment by students is managed by college) or college own housing accommodation.
Profit and Loss for three consecutive Years	Value as in Profit and Loss statement
Year 1	-
Year 2	-
Year 3	-
Access to health service for ALL staff and students	-

Quality Management System	
Description	Operational Definition or/and Glossary
QMS certification for teaching and learning activities.	External certification: External QMS certification such as ISO given by third party like SIRIM, Lloyds, UKAZ, etc. Internal certification: Check internal procedure for teaching and learning related activities.
	- Teaching and learning activity is an overall process, from curriculum development, delivery and assessment. - QMS external certified for support services including ISO for library, 5S, etc.
QMS for international students	Dedicated officer handling international students affairs appointed by the college.
	SOP includes handling of student visa, welfare and accommodation and departure of students.
QMS for students' security and safety	Dedicated security officer handling students security and safety (local and international) appointed by the college.
	SOP includes handling of issues related to student misconduct with authority.

Graduate Recognition	
Description	Operational Definition or/and Glossary
Number of external awards or recognition received by graduate/alumni	Award received by graduate/alumnus such as Best Student Award, Final Year Project, etc. given by external organisation.

CLUSTER-BASED CRITERIA

Student	
Description	Operational Definition or/and Glossary
Number of activities organised by or with external organisations participated by students	Competition organised by external parties or activities organised by students or jointly organised with external parties and community and industry engagement organised by students.
Number of home countries (for international students)	Country of origin of international students.