



* Once the proposal is submitted to the CRC, the Chairman/CRC, in consultation with the Director/CQA, will appoint an Internal Reviewer to evaluate the proposal. This appointment may be made prior to presenting the proposal at the CRC meeting.

The Reviewer is expected to submit the review report within three (03) weeks of receiving the proposal. The review report, together with the proposal, will then be presented to the CRC for consideration.

If the CRC determines that the proposal requires revision, it will be returned to the respective Faculty, and the same review process will apply to the revised submission. Once the CRC accepts the proposal, it will be forwarded to the CQA with the CRC's recommendation for further consideration and submission to the Senate.

Remark: *In the case of introducing a new curriculum or establishing a new department, a concept paper should first be submitted to the Senate and the Council for approval to initiate the new degree programme or department. Once the concept paper is approved by the Senate and the Council, the same approval procedure should then be followed for the submission and approval of the full proposal.*