



CURRICULUM REVIEW CALCULATION METHODS GUIDELINE

UNIVERSITI MALAYSIA SABAH

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UNIVERSITI MALAYSIA SABAH
Curriculum Review Calculation Methods Guideline

1. INTRODUCTION

Curriculum review at every Faculty/Centre/Institute must be conducted on a periodical and systematic basis to ensure effectiveness, quality and sustainability of academic programmes. This Guideline serves as reference and guideline on curriculum review calculation methods of academic programmes offered by Faculties/Centres/Institutes (F/P/I) in UMS.

2. SCOPE

This Guideline is applicable for curriculum review at Diploma, Undergraduate and Postgraduate levels.

3. PURPOSE

The calculation methods presented here are to ensure every faculty and programme is aware/informed of the percentage of curriculum change that occurs in the curriculum review process.

4. CURRICULUM REVIEW COMPONENT CLASSIFICATION

There are two (2) curriculum change component classifications: programme component and course component. Below are the details of these components:

4.1 Programme Component

PROGRAMME COMPONENT	REVIEWED COMPONENT	CURRICULUM CHANGE DESCRIPTION	
		CHANGED	UNCHANGED
PEO & PLO	Content & Number of Statements	1. PEO is dropped AND replaced 2. PEO is dropped WITHOUT being replaced 3. PEO is increased	1. PEO is maintained 2. PEO is fine-tuned
		1. PLO is dropped AND replaced 2. PLO is dropped WITHOUT being replaced 3. PLO is increased	1. PLO is maintained 2. PLO is fine-tuned
Curriculum Structure	Duration of Study	Duration of Study is changed	Duration of Study is maintained
	Overall Total Credit	Decrease OR Increase in Total Credit Hour	Total Credit Hour is maintained

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4.2 Course Component

COURSE	Change in Course in Curriculum
	<ol style="list-style-type: none"> 1. Course is dropped 2. Course is increased 3. Change of course name and/or course code WITHOUT change in content 4. Change in content is more than 30% 5. Change in Learning Outcomes

5. UMS CURRICULUM REVIEW CALCULATION METHODS

The curriculum review calculation methods in UMS are based on the following components;

5.1 Programme Component

PROGRAMME COMPONENT	REVIEWED COMPONENT	CURRICULUM CHANGE DESCRIPTION	
		CHANGED	UNCHANGED
PEO & PLO	Content & Number of Statements	<ol style="list-style-type: none"> 1. PEO is dropped AND replaced 2. PEO is dropped WITHOUT being replaced 3. PEO is increased 	<ol style="list-style-type: none"> 1. PEO is maintained 2. PEO is fine-tuned
		<ol style="list-style-type: none"> 1. PLO is dropped AND replaced 2. PLO is dropped WITHOUT being replaced 3. PLO is increased 	<ol style="list-style-type: none"> 1. PLO is maintained 2. PLO is fine-tuned

5.1.1 Curriculum structure sub-components that refer to change in study duration and overall total credit hour are not considered in the curriculum change percentage calculation since these changes would involve structure change requiring approval at JKPT level.

5.1.2 With reference to *Prosedur Khusus Semakan Kurikulum dalam Manual Kualiti MS ISO 9001:2015* (UMS/PK/06), any change in the following programme structures would require the approval of JKPT:

- (i) Name of Programme
- (ii) Graduation Committee
- (iii) Duration of Study
- (iv) Editorial Amendments

5.2 Course Component

CHANGE IN COURSE	NO CHANGE IN COURSE
<ul style="list-style-type: none"> ❖ New Course ❖ Change in Credit Hour ❖ Course Learning Outcome (CLO) is increased, dropped or changed in domain ❖ Re-structured course (30% and more) 	<ul style="list-style-type: none"> ❖ Course code and/or Course name is changed without change in course content ❖ Change in: <ul style="list-style-type: none"> i) Course content less than 30% ii) Teaching and Learning activities iii) Assessment Strategies iv) Student Learning Time (SLT) allocation

5.2.1 Example of Percentage of change calculation is presented in Appendix 1 while Summary of Change is available in Appendix 2.

6. DATE OF IMPLEMENTATION

This Guideline takes effect from the date of Senate Endorsement on **20 February 2020**.

7. APPLICATION

The application of this Guideline is subject to current policies and regulations in Universiti Malaysia Sabah.

8. APPENDIX

Appendix 1 – Example of Percentage of Change Calculation

Appendix 2 – Table of Summary of Change

APPENDIX 1: EXAMPLE OF PERCENTAGE OF CHANGE CALCULATION

Example 1: Change in PEO or PLO

a) Change in PEO or PLO occurs if:

- i. There is a change in the number of PEO or PLO with the PEO or PLO either decreased or increased.

Item	Original Number of PEO or PLO (A)	Number of New PEO or PLO (B)
PEO	3	5
Percentage of Change $C = \frac{[B-A]}{A} \times 100$ $= \frac{[5 - 3]}{3} \times 100$		40%

PLO	8	11
Percentage of Change $C = \frac{[B-A]}{A} \times 100$ $= \frac{[11 - 8]}{8} \times 100$		37.5%

Total Number of Change of PEO and PLO = 40% + 37.5% = 77.5%

- ii. There is change in PEO or PLO statement(s) denoting change in meaning (domain change) of the original PEO or PLO.

Item	Original Number of PEO or PLO (A)	Number of Changed PEO or PLO (B)
PLO	8	2
Percentage of Change $C = \frac{B}{A} \times 100$ $= \frac{2}{8} \times 100$		25%

Example 2: Change in Course

a) Change in programme core course component after review is completed:

Item	New Credit Hour
1. BP12003 changes from 2 credit hour to 3 credit hour	3
2. BP12103 changes domain in CLO (3 credit hour)	3
3. BP22003 content change is more than 30% (3 credit hour)	3
TOTAL	9

b) Calculation methods:

Item	Original Total Credit Hour (A)	Total Credit Hour for Amended Course (B)
Programme Core Course	5 4	9
Percentage of Change $C = B/A \times 100$ $= 9/54 \times 100$		16.7%

APPENDIX 2: TABLE OF SUMMARY OF CHANGE

PROGRAMME COMPONENT	REVIEWED COMPONENT	CHANGE	ACTION
Programme Structure	Programme Name	Change in degree name	<ul style="list-style-type: none"> • Must be tabled at the following meetings: <ul style="list-style-type: none"> ○ JKPA ○ Senate ○ LPU ○ JKPT • MQA to be notified
	Overall Total Credit Hour	Increased or decreased	
	National Education Code (NEC)	Change in NEC	
	Mode of Operation	Changed or increased <ul style="list-style-type: none"> • Full-time • Part-time • WBL • ODL 	
	Study Duration	Increase or decrease in year of study and/or study semester	
PEO or/and PLO	Content & Number of Statements	1. PEO is maintained 2. PEO is fine-tuned	<ul style="list-style-type: none"> • Must be tabled and endorsed at Faculty Academic Committee Meeting • PKPKA to be notified
		1. PLO is maintained 2. PLO is fine-tuned	
		1. PEO is dropped AND replaced 2. PEO is dropped WITHOUT being replaced 3. PEO is increased	Must be included in the curriculum change calculation. <ul style="list-style-type: none"> • If change is 30% or less than 30%; <ul style="list-style-type: none"> ○ Must be tabled and endorsed at Faculty Academic Committee Meeting. ○ PKPKA to be notified. • If change is more than 30%; Must be tabled at the following meetings: <ul style="list-style-type: none"> ○ JKPA ○ SENATE ○ LPU ○ JKPT ○ and MQA to be notified
		1. PLO is dropped AND replaced 2. PLO is dropped WITHOUT being replaced 3. PLO is increased	

Course Information	Course Name	Course name is changed without change in content	<ul style="list-style-type: none"> • Must be tabled at the following meetings: <ul style="list-style-type: none"> ○ JKPA ○ Senate
	Course Code	Course code is changed without change in content	
	Teaching and learning activities	Increase or decrease in teaching and learning components without change in total course credit hour	Must be tabled and endorsed at Faculty Academic Committee Meeting
	Assessment Strategies	Increase or decrease in assessment strategies without change in total course credit hour	
	Student Learning Time	Change in SLT (Learning unit) distribution without change in total course credit hour	
	Course Content	Change in course content is 30% or less than 30%	
	Course Learning Outcome	CLO fine-tuned without change in domain (increase or decrease of domains)	
	Course Content	Change in course content is more than 30%	Must be included in the curriculum change calculation <ul style="list-style-type: none"> • If change is 30% or less than 30%; <ul style="list-style-type: none"> ○ Must be tabled and endorsed at Faculty Academic Committee Meeting ○ PKPKA to be notified • If change is more than 30%; <ul style="list-style-type: none"> Must be tabled at the following meetings: <ul style="list-style-type: none"> ○ JKPA ○ SENATE ○ LPU ○ JKPT ○ and MQA to be notified
	Credit Hour	Decrease or increase in course credit hour	
	Course Learning Outcome	CLO is dropped, increased or changed in domain	