



**ACADEMIC BOARD AUTONOMY POLICY
MAHSA INTERNATIONAL COLLEGE , PENANG**

Responsible Officer	The Chief Executive Officer <i>Mr Vijayendrian Subramanian</i> <i>Chairperson, Academic Board</i>		
Version	Authorization	Approval Date	Effective Date
1.0	The CEO, PIDC	August 2024	August 2024
1.1	The CEO, MICP	July 2026	July 2026

Terms of Reference (TOR) of the Academic Board

1. Purpose

The Academic Board is the highest academic authority of MAHSA International College, Penang (MICP) and is responsible for providing academic leadership, governance, and oversight of all academic matters within the College.

The Academic Board safeguards academic standards and integrity by ensuring that all academic programmes, teaching and learning activities, assessments, examinations, quality assurance processes, and academic policies are implemented in accordance with:

- Malaysian Qualifications Framework (MQF);
- Malaysian Qualifications Agency (MQA) Code of Practice for Programme Accreditation (COPPA);
- Relevant MQA Programme Standards;
- Ministry of Higher Education (MOHE) requirements; and
- Academic policies and regulations of MICP.

This Terms of Reference applies to all academic programmes offered by MICP, including programmes offered under the School of Business.

2. Roles and Responsibilities

The Academic Board shall exercise overall responsibility for academic governance, quality assurance, programme development, academic standards, and Continuous Quality Improvement (CQI).

Its responsibilities include, but are not limited to, the following:

2.1 Academic Governance

The Academic Board shall:

- serve as the highest academic authority responsible for maintaining academic quality, integrity, and standards;
- formulate, approve, review, and monitor academic policies, regulations, procedures, and guidelines;
- ensure compliance with institutional policies, MQF, MQA requirements, and MOHE regulations;
- uphold academic freedom, ethical practice, and professional excellence; and
- promote a culture of continuous academic quality enhancement.

2.2 Programme Governance and Curriculum

The Academic Board shall:

- review, approve, and monitor proposals for new programmes, programme revisions, and programme discontinuation;
- approve programme structures, Programme Learning Outcomes (PLOs), Course Learning Outcomes (CLOs), programme specifications, and graduation requirements;
- ensure programmes remain relevant through benchmarking, stakeholder engagement, industry consultation, and curriculum review;
- approve major curriculum amendments before implementation; and
- monitor the implementation of recommendations arising from programme reviews and Continuous Quality Improvement (CQI) initiatives.

2.3 Teaching, Learning and Assessment

The Academic Board shall:

- oversee the quality and effectiveness of teaching, learning, and assessment practices;
- approve institutional assessment policies and examination regulations;
- ensure assessment methods are valid, reliable, transparent, and aligned with approved learning outcomes;
- review and approve examination results, progression decisions, and graduation recommendations; and
- determine appeals relating to academic results and academic standing in accordance with institutional regulations.

2.4 Student Admission and Academic Progression

The Academic Board shall:

- approve admission policies, entry requirements, progression regulations, and graduation requirements;
- monitor student enrolment, progression, retention, completion, and academic performance; and
- review reports relating to student achievement and graduate outcomes to support programme enhancement.

2.5 Quality Assurance and Continuous Quality Improvement (CQI)

The Academic Board shall:

- oversee the implementation of the College's Quality Assurance Framework;
- monitor programme performance, learning outcomes, graduate attributes, and academic key performance indicators;
- review reports arising from programme reviews, internal audits, external audits, accreditation exercises, and stakeholder feedback;
- endorse corrective, preventive, and improvement actions; and
- monitor the implementation and effectiveness of approved CQI action plans.

2.6 Academic Committees

The Academic Board shall:

- establish academic committees, sub-committees, and working groups where necessary;
- approve the Terms of Reference (TOR) of academic committees;
- receive recommendations from the Curriculum Development Committee, Examination Committee, Quality Assurance Committee, and other relevant academic committees;
- monitor committee performance and implementation of committee decisions; and
- delegate specific responsibilities while retaining overall accountability for academic governance.

2.7 Programme Monitoring and Review

The Academic Board shall:

- review programme performance reports submitted by Programme Directors;
- monitor programme implementation, operational issues, student feedback, and programme performance indicators;
- ensure programme management structures, governance arrangements, and academic activities are reviewed periodically;
- review programme review reports, audit findings, and Action Taken Reports;
- monitor the implementation of recommendations arising from programme reviews and CQI

- initiatives; and
- ensure that programme quality is continuously enhanced through evidence-based decision making.

2.8 Academic Awards

The Academic Board shall:

- approve recommendations for the award of certificates, diplomas, and other academic qualifications to students who have successfully fulfilled programme requirements; and
- recommend the conferment of honorary academic awards and distinctions in accordance with institutional policies, where applicable.

2.9 Advisory Role

The Academic Board shall provide academic advice and recommendations to the Chief Executive Officer (CEO), Registrar, Programme Directors, and other relevant institutional committees on matters relating to:

- academic quality;
- programme development;
- curriculum enhancement;
- quality assurance;
- academic governance;
- strategic academic planning; and
- Continuous Quality Improvement (CQI).

2.10 Other Responsibilities

The Academic Board shall:

- perform any additional academic functions necessary to fulfil its responsibilities under the College's academic regulations and applicable statutory requirements; and
- undertake any other academic responsibilities assigned by the Chief Executive Officer (CEO) that support the continuous enhancement of academic quality and institutional effectiveness.

3. Meetings

The Academic Board shall meet at least **four (4) times annually**, or more frequently where necessary.

The Academic Board shall:

- approve an annual meeting schedule;
- convene special meetings where urgent academic matters require immediate consideration;
- maintain accurate agendas, attendance records, minutes, and Action Taken Reports;
- monitor the implementation of decisions made by the Academic Board; and
- review outstanding action items at subsequent meetings to ensure effective implementation.

4. Monitoring and Review

The effectiveness of the Academic Board shall be reviewed periodically through:

- annual review of committee performance;
- review of programme performance and governance reports;
- evaluation of audit findings and accreditation outcomes;
- monitoring of implementation of Academic Board decisions;
- review of Continuous Quality Improvement (CQI) activities; and
- stakeholder feedback where appropriate.

Recommendations arising from these reviews shall be documented and implemented through the College's quality assurance processes.

5. Review of the Terms of Reference

These Terms of Reference shall be reviewed every **three (3) years**, or earlier where necessary to reflect changes in institutional policies, MQA or MOHE requirements, academic governance practices, or recommendations arising from programme reviews, quality assurance activities, and Continuous Quality Improvement (CQI) initiatives.