



Malaysian Institute of Accountants

GUIDELINES ON ACCREDITATION OF ACCOUNTING COURSES

OBJECTIVE OF ACCREDITATION

The objective of accreditation is to ensure institutions seeking accreditation demonstrate that their courses meet the requirements of the Malaysian Institute of Accountants for the purpose of admission as members of the Institute.

REQUIREMENTS OF MIA

1. The course covers the accounting education at the pre-qualification level as outlined in the *Hala Tuju* Report on Accounting Programme at the Public Universities of Malaysia and takes into account current development on international accounting education.
2. The course meets the objectives/needs of employers.
3. The graduates are able to meet the challenges faced by the accounting profession.
4. The course encourages development of students' skills and motivation to engage in lifelong learning.

a. Local Qualifications

Accreditation on:

1. Local accounting degrees

The qualification has been accepted by the Malaysian Qualifications Agency (MQA) and the Public Services Department.

2. Local professional qualifications

Must be recognised by any one of the scheduled bodies listed under Part II of the First Schedule of the Accountants Act, 1967.

MIA ACCREDITATION PROCESS ON COURSE CONTENT

(The work experience component is not dealt within this report)

Institutions of higher learning and professional bodies seeking for MIA accreditation for their accounting courses must submit the following information:

A. General Information on Course

1. Name of course
2. Level
 - a) Undergraduate
 - b) Professional
3. Medium of instruction
4. Duration of course
5. Required credit hours for award of undergraduate/professional degree
6. Method of delivery
 - a) Distance learning
 - b) Classroom learning
7. Number of students enrolled in the course
8. Course regulations
 - a) Academic regulations
 - b) Programme requirements
9. Timetable of course
 - a) By semester
 - b) Daily subjects and dates

B. Academic Curriculum and Examination

The programme should incorporate a balanced curriculum between technical and non-technical attributes listed in the programme outcomes. The curriculum content and structure of a programme continually keep abreast with the most current development in the field of study. The curriculum shall also integrate skill development within the programme for students.

1. Programme objectives
2. Programme learning outcomes
3. Course learning outcomes
4. Curriculum structure : minimum 126 credit hours, covers 6 main areas:
 - a) Accounting, finance and related knowledge
 - b) Organisational and business knowledge
 - c) IT

- d) Communication skills, industrial exposure and integrated case study
 - e) Elective component
 - f) University component
5. Course outline
- g) Credit hours
 - h) Course code & title
 - i) Course type (major, core, elective, university courses)
 - j) Course synopsis
 - k) Course objectives
 - l) Learning outcomes
 - m) Course assessment
 - n) References
6. Course contents
- Details information on topics covered (for 14 weeks lecture) for each unit within the 6 main areas for accounting programme identified in Hala Tuju 3 Report as in item 4.
7. Teaching pedagogy/teaching approach
- o) Student-centred learning (SCL)
 - p) Problem-based learning (PBL)
8. Students assessment system
- q) Examination question and answer scheme – DURING SITE VISIT
 - r) Students' answers script (including assignment) for excellent, average and poor achievers – DURING SITE VISIT
 - s) Procedures to re-sit examination
 - t) Appeal procedures for failed/remark cases
 - u) Procedures to revise grades for examination results

C. Students Admission and Development

The quality and performance of students, in relation to the programme outcomes is of utmost importance in the evaluation of an accounting programme. The teaching-learning environment shall be conducive to ensure that students are always enthusiastic and motivated.

1. Entry qualification
2. Transfer credit/exemption policies
3. Transfer of students/students mobility
4. Students services and activities/student representation and participation

D. Academic and Support Staff Development

It can be demonstrated, inter alia, by staff qualifications, teaching experience, and research and scholarly activities that contribute to the advancement of accounting knowledge, practice and education. Membership of MIA and other relevant professional bodies and effective participation in on-going professional development are also relevant indicators.

1. Academic staff shall have higher academic qualification and may acquire professional qualification. Also sufficient, qualified and experienced technical and administrative staff to provide support to the programme.
2. Academic staff have relevant competencies to cover all areas of the programme and able to implement outcome-based approach to education.
3. Low student lecturer ratio at 1:15.
4. Opportunity to:
 - a) conduct research activities
 - b) attend professional development programme
 - c) interact with industries

E. Facilities

The quality of the environment in which the programme is delivered is regarded as paramount in providing the educational experience necessary to accomplish the programme outcomes. There must be adequate teaching and learning facilities.

1. Quality environment
2. Good facilities in lecture/seminar room and small-sized classes to facilitates PBL, learning-support facilities and study area
3. Library/resource centre
4. Computer lab and software

F. Quality Management Systems

The university must ensure that there exists a quality management system to oversee and monitor the overall achievement of the programme objectives. It is expected quality assurance policies and procedure which address aspects of monitoring and reviewing of the educational process have been established and documented.

1. High quality management system such as ISO is implemented
2. Benchmarking
3. Continuous quality assurance
4. Examination regulations including preparation and moderation of examination papers

G. Professional Assessment

Stakeholders' feedback and input particularly that of the employers, external examiners, students, alumni and professional bodies shall be incorporated into a programme review and evaluation exercise for continuous quality improvement.

1. Input from industry and external assessors
2. Employment spread – employability and performance
3. Input from alumni
4. Local/international recognition

G. Site visit

A site visit is to be conducted at the time of course evaluation. The site visit shall include but not limited to the following:

1. Opening meeting with the faculty management team members.
2. Observing classes.
3. Meeting with academic staff members and students.
4. Meeting with external stakeholders such as alumni, employers and industry advisor.
5. Visiting and checking of facilities.
6. Checking the relevant documents.
7. Exit meeting with the faculty management team members.

EVALUATION CRITERIA

Upon receipt of the required documents, the MIA will form a Task Force to carry out the accreditation exercise. Each exercise should take no longer than 6 months to complete.

STEP ONE: REVIEW OF ALL DOCUMENTS

The Task Force is to review all the documents and prepare a report which will consist of findings, recommendations and conclusion for each section, and an overall conclusion and result of accreditation.

A. Information on course offered

The Task Force will assess the duration of study and ensure the course regulations are fair and reasonable. The duration of study for an undergraduate degree is 4 years and professional course is 2 to 3 years. Areas to be examined include:

- i. The content of the topics taught should reflect the acquisition of technical knowledge and professional values as well as the development of skills (intellectual, interpersonal and communication);
- ii. To examine the list of recommended text books for all the subjects to ascertain the relevant currency and quality of the texts. Also to assess the availability of the recommended texts in the library; and
- iii. To determine sufficiency of other recommended references, such as published articles in reputable journals, are included in all subjects. These recommended journals should be easily available to students in the library.

B. Information on teaching staff

Teaching staff must have the recognised academic qualification and relevant working experience.

C. Information on all subjects

The detailed syllabus will be matched against the Report of the *Jawatankuasa Hala Tuju Program Perakaunan IPTA* and current development on international accounting education standards.

D. Information on facilities

There must be sufficient lecture halls, tutorial rooms and computer laboratory. The condition of the facilities must be conducive to students.

E. Information on the management

The development and revision of the curriculum; roles of various Boards, external reviewers, development of teaching and examination materials are important criterion in the evaluation process. Content of the topics taught should reflect the acquisition of technical knowledge and professional values, as well as development of skills (intellectual, interpersonal and communication). Assessment and grading system will also be reviewed. The MIA recommends the minimum passing mark for each paper to be 50%.

F. Review of examination papers and answer scripts

1. Review of examination papers and answer scripts to contain:
 - i. Direct recall/factual questions
 - ii. Questions requiring application of concepts/principles
 - iii. Problem solving/thinking questions
2. Areas to be examined must include the following:
 - i. Scope of the topics covered:
 - To ensure questions set conform to syllabus
 - ii. Quality of questions and answers
 - iii. Nature of examination: review the weighting of nature of examination, i.e. to ensure that marks awarded for coursework/project paper are equitable.
 - iv. Review marking scheme and how marking scheme has been applied.

STEP TWO: SITE VISIT

A site visit to the institution is to be arranged to review the facilities, review exam and answer scripts and hold discussions and meetings with management, teaching staff and students. Site visit is also to be conducted at the organisations employing the respective accounting graduates. The purpose of the visit is to seek feedback on graduate's performance at workplace and to ensure that the 'product' meet market expectation.

Applicable for undergraduate courses only

Interviews are also arranged with employers of graduates to obtain feedback on the performance of students at workplace. This is to ensure the output is up to the satisfaction of the market.

Accreditation Process of MIA

Upon completion of the accreditation, a report will be submitted to the Education Board by the Task Force before putting forth to the Council. If the qualification is successful in gaining recognition, the Council will table a resolution at the Annual General Meeting for members' approval. Once the recognition is approved, it will be sent to the Ministry of Finance for approval and thereafter to be gazetted. The name of the recognised qualification will then be added to either Part 1 or Part 2 of the First Schedule (Refer to the Appendix – Accreditation Process Flowchart)

MIA reserves the right to review each accredited accounting qualification on a regular basis.

Note: Fee is RM100,000.00 for one accreditation exercise which is applicable for local universities/bodies. For foreign universities/bodies, aside from the fee, other costs incurred e.g. air-fare and accommodation expenses must be borne by the applicant if the Task Force members require travelling overseas for site-visit.

Accreditation Process Flowchart

