

SECTION V:
GUIDE TO PREPARING
ACCREDITATION REPORT

GUIDE TO PREPARING ACCREDITATION REPORT

1. INTRODUCTION

One of the roles of the Panel of Assessors (POA) is to prepare an accreditation report for the Joint Technical Committee for Accreditation. They are guided by the suggested format as described below. This format is to be used for both the provisional and full accreditation of a programme.

The purpose of the accreditation report is to:

- i. provide a clear picture of the dental faculty's environment, its objectives, programme organisation, students, resources, and educational outcomes;
- ii. identify the strengths of the institution;
- iii. document any concerns of the POA including opportunities for improvement;
- iv. note major changes, recently implemented or underway, especially those that should be followed up;

2. FUNDAMENTAL PRINCIPLES

The Panel of Assessors are appointed by the Malaysian Qualifications Agency (MQA) to act on its behalf in carrying out the evaluation of a dental degree programme. The information obtained in this exercise is privileged information and need to be considered strictly confidential. The report belongs to MQA and shall not be given to other parties without prior approval of MQA and the consent of the education institution concerned.

The audiences of the report are the MQA, The Joint Technical Accreditation Committee for Dental Degree Programme (JTAC) and the Malaysian Dental Council (MDC). These Committees/Agencies expect a clear, concise and defensible report for their understanding to arrive at a fair decision with regard to the programme. It is the responsibility of the POA, through its report, to ensure the credibility and stature of these Committees/Agencies.

3. ROLE OF PANEL OF ASSESSORS

The POA will have a Chairperson and a Secretary. Each team member will be given specific tasks and responsibilities in the preparation of the report as outlined in this guide.

The findings by the respective team members should be submitted to the Secretary. These findings will be consolidated into a preliminary report by the Chairperson for the exit meeting. During this meeting the Faculty is given the opportunity to express its views with regards to the findings of the report. There should not be any discussion but the POA should note the feedback or concern by the Faculty. The final report should be submitted to the Secretariat of the JTAC within 14days of the visit.

The final report should include a description of the assessment based on Guidelines of the Standards and Criteria for the Accreditation of a Dental Degree Programme outlining the strengths, areas of concern and opportunities for improvement. Relevant supporting documents should be included as appendices. This may include figures and tables from the programme self-review report. In-text references to appendices, tables and figures should be indicated in the report. Any concerns must be presented in a tactful manner. An executive summary of the report should also be included.

The Secretary is responsible for retaining the copies of the related documents provided during the visit for reference when required.

The report should be prepared in the prescribed format using Arial font, size 11 and spacing of 1.5.

The Secretary should circulate the draft of the final report to all members for consent. The final report shall only be submitted to the Secretariat of JTAC after consensus decision from the panel members.

4. FORMAT OF THE ACCREDITATION REPORT

The accreditation report consists of cover, cover page, executive summary, memorandum and the full report.

4.1 Cover

The cover should indicate the title of the report and the MQA reference number (Appendix SV-1)

4.2 Cover Page

The cover page must contain the following information:

- The title of the report (indicate whether it is a Full or Provisional Accreditation)
- Name of HEP:
- Name of Programme:
- Reference No.:(As indicated in the letter from MQA)
- Date of site visit (Indicate date of site visit by the POA)
- Include the statement “Prepared by: The Panel of Accreditation for the Malaysian Dental Council and the Malaysian Qualifications Agency”
- At the bottom most of the page include the statement “This privileged communication is the property of the Malaysian Qualifications Agency.” (Appendix SV-2).

4.3 Memorandum

The memorandum is a written report duly prepared and signed by the Panel of Assessors (POA) especially for the Joint Technical Accreditation Committee (JTAC). An example of a memorandum is presented in Appendix SV-3.

4.4 Executive Summary

The executive summary is a short document or section that serves as a preface to the report. It provides a general perspective to the reader on the report so that the reader can rapidly become acquainted with a large body of facts and information.

The executive summary of this report briefly outlines the strengths, areas of concern, opportunities for improvement as well as conclusion and recommendations. The format for the executive summary is presented in Appendix SV-4.

4.5 The Accreditation Report

The full accreditation report should consists of sub-headings as follows:

- Purpose
- Introduction
- Objective
- Acknowledgement
- Background
- Process of Accreditation
- Programme Self-review Report
- Findings in relation to Standards and Criteria based on SWOT analysis
- Conclusion
- Recommendations
- Appendices

An example of the accreditation report is presented in Appendix SV-5.

5. CONCLUSION

The POA must be familiar with the standards and criteria of the dental degree programme so that they can provide a report that is clear and defensible. The report reflects the credibility and stature of the accreditation body.

FULL ACCREDITATION REPORT

**Bachelor of Dental Surgery (BDS) Programme
XXXX University
(MQA/FA XXXX)**

DD-DD/MM/YYYY

FULL ACCREDITATION REPORT

**Bachelor of Dental Surgery (BDS) Programme
XXXX University
(MQA/FA XXXX)**

DD-DD/MM/YYYY

**Prepared by:
The Panel of Assessors
For the Malaysian Dental Council (MDC)
and
The Malaysian Qualifications Agency (MQA)**

This privileged communication is the property of the Malaysian Qualifications Agency (MQA) and the Malaysian Dental Council (MDC)

To : The Joint Technical Committee for the Accreditation of Dental Programmes

From :The Panel of Assessors for XXXX University, BDS Programme Full Accreditation Evaluation

The Panel of Assessors that visited XXXX University on DD/MM/YYYY for the Full Accreditation Evaluation of Bachelor of Dental Surgery Programme is pleased to provide the following report of its findings and conclusions.

Respectfully,

.....

Name, Chairman

Designation

.....

Name, Secretary

Designation

.....

Name, Member

Designation

EXECUTIVE SUMMARY

Programme Name : Bachelor of Dental Surgery (BDS)
 Name of IHE : XXXX University
 Reference No : MQA/FA XXXX
 Level : Full Accreditation

Panel Members

1.	-	Chairman
2.	-	member
3.	-	member

Also present

1.	-	observer
2.	-	secretariat (JTAC)
3.	-	secretariat (MQA)

Date of Visit: DD – DD/MM/YYYY

The general objective of the accreditation visit was to:

- i. evaluate the compliance of programme and the institution to the criteria and standards as stipulated in the MQA/MDC accreditation document for consideration of Full Accreditation status

SUMMARY OF FINDINGS

A. Issues From The Previous Visit

B. Findings From The Current Visit

STRENGTH

AREA	DESCRIPTION
Area 4: Academic and Support Staff	• ...
Area 5: Educational Resources	• ...
Area 7 : Programme Monitoring, Review and Continual Improvement	• ...

AREAS OF CONCERN

AREA	DESCRIPTION
Area 2: Assessment of Student Learning	•
Area 3: Student Selection and Support Services	•
Area 5: Educational Resources	•

OPPORTUNITIES FOR IMPROVEMENT

AREA	DESCRIPTION
Area 1: Programme Development and Delivery	•
Area 2: Assessment of Student Learning	•

CONCLUSION AND RECOMMENDATIONS

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.....
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.....
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**Full Accreditation Report
Bachelor of Dental Surgery Programme
XXXX University
DD - DD/MM/YYYY**

1. PURPOSE

This report is prepared for the consideration of the Joint Technical Accreditation Committee on the Full Accreditation of the Bachelor of Dental Surgery (BDS) programme of the Faculty of Dentistry, XXXX University.

2. INTRODUCTION

A Panel of Assessors were appointed to conduct an evaluation of the BDS programme offered by the Faculty of Dentistry, XXXX University. The Panel of Assessors comprised of the following members:

Chairman:

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Members:

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Also present during the visit:

Observer: Name
 Designation

Secretariat: Dr

Secretariat of Joint Technical Accreditation Committee
 Oral Health Division, MOH

.....

Malaysians Qualification Agency (MQA)

3. OBJECTIVE

Outline the objectives of the accreditation.

Example of objectives.

The objectives of the Full Accreditation visit were to:

- i. assess the Faculty's response to issues raised by the previous Panel;
- ii. verify the information provided in the documents provided by the Faculty;
- iii. evaluate the compliance of the programme and the institution to the criteria and standards as stipulated in the MQA/MDC accreditation document
- iv. make necessary recommendations to relevant agencies on the capacity and capability of the Faculty in conducting the Programme

4. ACKNOWLEDGEMENT

Give credit to those who provided the assistance to the POA and the Secretariat in ensuring the smooth conduct of the accreditation activities.

Example

The Panel of Assessors expresses its appreciation to the Dean, Faculty of Dentistry, Universiti XXXX and her team comprising of academic, administrative and support staff as well as students for their assistance during this evaluation visit.

5. BACKGROUND

Provide information that can help the audience to understand the faculty and context of the accreditation in relation to the faculty and HEP. It also orientates the audience to the events leading to the accreditation exercise.

6. PROCESS OF ACCREDITATION

Describe the activities that were conducted in this accreditation exercise such as interviews, locations in the faculty that were visited and documents examined. Activities prior to the visit, such as pre-visit meeting to identify areas in the documents that need to be verified during the site visit should also be highlighted. In general, indicate all activities undertaken to obtain information and make decisions with regard to accreditation status of the dental faculty.

7. PROGRAMME SELF-REVIEW REPORT

Describe briefly your overall assessment of the report. Indicate any discrepancies between the report and the database. Highlight the efforts of the Faculty that result in positive outcomes to the student, staff and organization.

8. FINDINGS

8.1 ISSUES FROM THE PREVIOUS VISIT

Describe briefly the areas of concern raised by the previous panel and the remedial actions taken. Indicate actions have not fully completed and issues raised that were not resolved.

If the programme has previously gone through an accreditation exercise, for example a provisional accreditation exercise, summarise the key findings and recommendations (including any progress report addressing any problems identified previously or conditions that need to be fulfilled).

8.2 FINDINGS FROM THE CURRENT VISIT

Area 1: Programme Development and Delivery

If the programme complies with this area, indicate its compliance, provide evidence of compliance or provide a description of the compliance.

If this standard is not complied or some of the criteria of the standards are not fulfilled, indicate the relevant clause and evidence/description to support the contention.

Strength

The standard or criterion is considered as “strength” if its outcome is exceptionally superior or the practice/condition for this standard or criterion stands above the normative requirement and has positive effect on the programme.

Areas of concern

The term “area of concern” is equivalent to “weakness”. It is non-compliance of the standard or criterion. Therefore, remedial action is required to overcome this weakness or problem and strengthen the non-compliance of the standard, criterion, policy or procedure.

Opportunities for Improvement

It is related to identification of opportunities to enhance the attainment of the standard or criterion. It is up to the Faculty to find ways to further improve this standard or criterion. It is not mandatory for the Faculty to follow-up with the issues raised as it is not considered as a weaknesses.

Area 2: Assessment of Student Learning

Strength

Areas of concern

Opportunities for Improvement

Area 3: Student Selection and Support Services

Strength

Areas of concern

Opportunities for Improvement

Area 4: Academic and Support Staff

Strength

Areas of concern

Opportunities for Improvement

Area 5: Area 5: Educational Resources

Strength

Areas of concern

Opportunities for Improvement

Area 6: Programme Management

Strength

Areas of concern

Opportunities for Improvement

Area 7: Programme Monitoring, Review and Continual Improvement

Strength

Areas of concern

Opportunities for Improvement

8. CONCLUSION & RECOMMENDATIONS

The Faculty of Dentistry, XXXX University has fulfilled the requirements in the ‘Standards and Criteria for Accreditation of Dental Degree Programmes’ and the Panel recommends that the BDS programme be given Full Accreditation for a period of three (3) years

At the same time, the Faculty of Dentistry, XXXX University needs to take necessary actions to address the areas of concern raised by the POA. It is pertinent for the Dental Faculty to consider the issues raised in the section on “Opportunity for improvement (OFI)”.

Report prepared by:

- | | |
|---------|-------------|
| 1. | Chairperson |
| 2. | Secretary |
| 3. | Member |

List of Appendices

- Appendix 1 : Programme Visit
Appendix 2 : Slide presentation of the Dean