

THE GUIDELINE ON QUALIFICATION RECOGNITION APPLICATION SUBMISSION FOR THE MINISTRY OF HIGHER EDUCATION MALAYSIA

Application procedure

- i. **The programmes applied** must have **full accreditation** from MQA and **valid** (www.mqa.gov.my)
- ii. All Malay document must be accompanied by a full **English translation** by
 - Translator/ Malaysian Court Translator;
 - The Institute of Language and Literature (Dewan Bahasa dan Pustaka)
 - Malaysian National Institute of Translation (Institute Terjemahan Negara Malaysia)
 - Translator whom appointed/ certified by foreign embassy;

All submission must have:

- i. An official cover letter from University Chancellery/ President/ CEO/ Registrar Office/ International Office
- ii. 4 hard copies for each country
- iii. All documents must be printed in colour.
- iv. 1 corporate video / Brochure of the University / HEI.

Where to Apply

Internationalization Coordination Unit - IPT
Malaysian Education Division
Department of Higher Education
Level 4, No. 2, Tower 2,
Street P5/6, Precinct 5,
62200 FEDERAL TERRITORY OF PUTRAJAYA
MALAYSIA

Enquiries

Any enquiries or further action needed, please do not hesitate to email Nur Wahidah Binti Harun, nurwahidah@mohe.gov.my (03-8870 6629) or Ahmad Zabir Adham bin Mohamad, zabir@mohe.gov.my (03-8870 6621)

MINISTRY OF HIGHER EDUCATION, MALAYSIA
(FONT 14, ARIAL)



APPLICATION FOR RECOGNITION BY UNIVERSITY NAME
RECOGNITION FOR COUNTRY

(FONT 16, ARIAL)

SEPTEMBER 2015

(FONT 14, ARIAL)

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SECTION 2 : MOHE APPLICATION FOR FOREIGN RECOGNITION FORM

SENARAI SEMAK PERMOHONAN PENGIKTIRAFAN

Institusi:

1. Dokumen menggunakan bahasa Inggeris
2. 4 *hard copy*
3. 1 DVD Video Korporat
4. Brosur
5. Latar belakang institusi
6. Akademik dan kemasukan
7. Kelulusan dan akreditasi daripada MQA (termasuk sijil MQA)
8. Pengiktirafan Antarabangsa / luar negara
(jika ada sertakan dokumen berkaitan)
9. Kedudukan IPT di Malaysia (jika ada, contoh; SETARA)
10. **Borang permohonan pengiktirafan luar negara**

Tarikh hantar / T. Tangan:

MINISTRY OF HIGHER EDUCATION MALAYSIA

Recognition Requirements

Please answer the following questions:-

1. Name of the University/Institute/College
2. Year of foundation of the University/Institute/College
 - Start date of the 1st semester
3. Address of the University/Institute/College.....
 - Postal address
 - E-mail
 - Web site
 - Telephone
 - Fax
4. Is the University/Institute/College private, public or regional?
.....
5. What is the name of the authority that supervise your University/
Institute/ College?
.....
6. Does your country recognize the University/Institute/College? If yes,
please attach a letter of recognition from the authority that supervises
the University/Institute/College in your country.
7. Admission requirements for all degrees (Bachelor/Higher Diploma/
Master/ Doctorate) :
.....
.....
.....
8. Language (s) of instruction

9. Total number of students in the University/ Institute/ College :-
.....
10. Total number of students from....., (specify the country, e.g: Saudi Arabia), if there are any, please explain in details by programme and level of education :
.....
11. Are there opportunities for practical training? if there are any, please explain in details.
.....
12. Are there a career after graduation?
.....
13. Is there have a foundation English course??
.....
14. International students in Alumni :
.....
15. Student : lecturer ratio
16. System of education :
 - Years
 - Semesters
 - Credit hours
17. If the system of education is credit hours, what is the allowed number per semester :
 - Minimum
 - Maximum
18. What are the faculties and the related sections in your University / Institute/ College ? (use extra paper if needed)
.....
.....
.....
.....

22. Does your University /Institute /College entails school attendance for its students.

- 1) Yes 2) No

- What is the minimum duration that is required for completion of each degree :

Degree	Duration
Diploma	
Bachelor	
High Diploma	
Master	
Doctorate	

23. Does the university accept the community college graduates?

- 1) Yes 2) No

- If yes, are there specific requirements for community college graduates?

- 1) Yes 2) No

24. What is the proportion of the equivalences hours (or subject

.....

25. Does the university offer any distance learning programs in its educational system?

- 1) Yes 2) No

- If so, please state the majors, degrees awarded, & duration of study for each program :

Majors	Degrees awarded	Duration
.....
.....
.....
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26. Are there any education agreements between your esteemed university and any other universities? If yes, please mention them below :

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27. Any other additional information

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