

(1) Annual budget record

- Record of institution's expenditure for a fiscal year.

(2) Appropriate and conducive campus

- Institution must have appropriate space for students and staffs

(3) Clear fee refund policy

- The policy must be in clear written form, understandable and placed at easily seen location.

(4) Section 1 (Pre-requisite)

- Institutions must have undergone assessments conducted by MOHE (non-university status: MyQuest; university college: SETARA and MyRA) and obtaining minimum requirement.

(5) Section 2 (Fundamental)

- Must have. Full compliance of all indicators. Non-compliance of any question: flawed and ineligible

(6) Section 3 (Important)

- Need to have. Marks will be given (minimum 60%). Non-compliance: not penalized

(7) Section 4 (Bonus)

- Good to have. Marks will be given (maximum 50%) to any compliance question, which will cover the shortfall of marks in Component 2

(8) Conducive premise

- Premises meet OSHA guideline
- Relevant facilities to support teaching and learning (according to Code of Practice for Institutional Audit, COPIA).

(9) Complete layout plan

- Proposed campus plan must show the details of building plan and approved by registered architecture.

(10) Financial forecast

- A plan for institution's expenditures for a fiscal year.

(11) Fully accredited courses

- Official recognition from MQA that the certificate, diploma or degree will be awarded to graduates is consistent with the sets standards.

(12) International students

- Combination of at least 3 different countries

(13) Matured courses

- At least 1 cohort of an academic programme is graduated

(14) Paid up capital

- Accumulated share capital of an organization to finance the initiation, execution, maintenance, running or expansion of the business throughout its lifespan.

(15) Profitable

- Annual report of the difference between total revenue and total cost

(16) Quality control certificate

- Recognition by the Department of Standards Malaysia on any certification types, such as management systems, products and personnel.

(17) Quality control unit and mechanism

- Specific committee structure to administrate the quality of management/product/personnel by using specific written mechanism (procedure)

(18) Ratio of equity to borrowed funds

- Financial ratio that compares some form of owner's equity (or capital) to borrowed funds. It is a measure of financial leverage, demonstrating the degree to which institution's activities are funded by owner's funds versus creditor's funds.

(19) Separate governing bodies

- Institution must have 2 separate governing bodies (Board of Directors for the business sector and Board of Governors for the academic sector). Each member is restricted to one board only.

(20) Strategic plan

- The process of comprehensive, integrative program planning that considers, at a minimum, the future of current decisions, overall policy, organizational development, and links to operational plans.