

SECTION A - NAPEI EDUCATION EXCELLENCE AWARDS 2017

CRITERIA FOR COLLEGES (LARGE/MEDIUM/SMALL)

No.	Details of Criteria	Assessment Marks							
		1 mark available	mrk	2 marks available	mrk	3 marks available	mrk	4 marks available	mrk
1.0 INSTITUTION INFORMATION									
1.1	No. of years registered with IPTS/IPS	1 - 2 years		2 - 3 years		4 - 5 years only		5 years and above	
1.2	Number and location of branches based in Malaysia	Only 1 centre		2 - 4 centres		5 - 7 centres		More than 7 centres	
1.3	Number and country of International Branches	N/A		N/A		Only in Malaysia		International country/s	
1.4	Type of premises	Shop Lots/ residential units		Office complex		Purpose built Campus in individual building		Purpose built Campus	
1.5	No. of years as Member of NAPEI	1 - 2 years		2 - 3 years		4 - 5 years		5 years and above	
1.6	COMPLIANCE TO PRIVATE COLLEGES ACTS 1. Private Higher Education Institutions Act (Act 555) 2. Companies Act (ACT 125) 3. Registration of Business Act (Act 197) 4. Occupational Safety and Health Act 1994 (Act 514) 5. Immigration Act 1959/ 1963 (amendment 2002) if international student licence	Compliance only with PHEI Act		Compliance only with PHEI Act and Registration of Business Act		Compliance only with PHEI Act, Companies Act, Registration of Business Act		Compliance with all Acts	
2.0 PROGRAM CONDUCTED									
2.1	Growth % in student enrolment over the last five years	Growth average of only 5%		Growth average between 5 - 10%		Growth average between 10 - 15%		Growth average of above 15%	
2.2	Number of faculties /fields	1 faculty		2 - 3 faculties		4 - 5 faculties		5 faculties and above	
2.3	Number of levels for each faculty or field (certificate, Diploma, Degree, PG)	Only Certificate level		Certificate and Diploma level		Certificate, Diploma, Degree and Post graduate		Post graduate or /and PhD	

2.4	Programs maturity	Only 50% of programs have graduates		51 - 70% of programs have graduates		71 - 90% of programs have graduates		91 - 100% of programs have graduates	
2.5	Programs - Recognised	Only recognised by offering institution		Recognised by offering institution and International body		Recognised by offering institution, International body and MQA		Recognised by offering institution, International body, MQA and quality bodies such as ISO	
2.6	Affiliations with universities and professional bodies, both locally and internationally	Only with local examination bodies		With local/ international/ professional examination bodies		Technical and examination affiliation with local / overseas universities		Technical and examination affiliation with local /and overseas universities and professional bodies	
3.0 ACADEMIC AND SUPPORT STAFF									
3.1	Academic Staff - % with suitable qualifications	Only 50% of academics		51 - 70% of academics		71 - 90% of academics		91 - 100% of academics	
3.2	Academic Staff - % with Teaching permits	Only 50% of academics		51 - 70% of academics		71 - 90% of academics		91 - 100% of academics	
3.3	Academic Staff - % are full time staff	Only 50% of academics		51 - 70% of academics		71 - 90% of academics		91 - 100% of academics	
3.4	Support Staff available: 1.Administrative 2.Maintenance 3.Technical 4.Librarian 5.Security 6.Counsellors 7.Others	Only 2 types of support staff		3 - 4 types of support staff		5 - 6 types of support staff		7 or more types of support staff	
3.5	Staff development programme	Conducted ad hoc program for partial staff only		No structured staff development programme but staff sent for training		A well structured programme but only partially conducted		A well structured programme schedule and conducted fully	
3.6	Staff Achievements / Research Activities	Staff perform only their duties		Staff embark on research activities		Staff completed research activities and well organised		Staff completed research activities, well organised and with records	
4.0 PHYSICAL RESOURCES									
4.1	Physical Resources - Resource centre	Only manual books, journals		Manual books and e-library only		Manual books, e-library accessible on-campus, and computer facilities only		Manual books, e-library, computer facilities and online library	

4.2	Physical Resources – Labs, workshops and mock rooms for practical	Available only for less than 50% of faculties		Available only for 50% of faculties		Available for all faculties		Available for all faculties and sufficient capacity	
4.3	Physical Resources - Tools and Equipment	Only for demo		Limited tools and equipment		Shared among students		Sufficiently available	
4.4	Physical Resources - Accommodation & Hostel	Listing of available accommodation provided		Outsourced accommodation		Institution controlled residential units		Full fledged institution hostels	
4.5	Physical Resources - Sports Facilities	Only limited sports facilities		All sports facilities outsourced		Sports facilities partially on campus and partly outsourced		All sports facilities on campus	
4.6	Physical sports facilities available	Below 3 facilities		Offers 4 - 6 facilities		Offers 7 - 10 facilities		Offers more than 10 facilities	
4.7	Health and safety Systems	Only safety systems available but not executed		Safety and health systems partially executed		Safety and health systems available and implemented but lack records		Health and safety program and systems in place and well executed	
4.8	Security Systems	Security systems available but not executed		Security systems partially executed		Security systems available and implemented but lack records		Security program and systems in place, well executed and recorded	
5.0 STUDENT SERVICES									
5.1	Student Services - Counselling Services	Counselling service available only at fixed times		Counselling service available at all times		Counselling service available at all times with a designated counsellor/s		Counselling service available at all times with a designated counsellor/s and well kept records	
5.2	Student Services - Student Welfare	Only a designated welfare officer available		Designated welfare office and welfare program available		Designated welfare office and welfare program conducted		Designated welfare office and welfare program conducted and recorded	
5.3	Student Services - International Student Office	Have international students only but no designated office		International student office available with staff but improper record, service or maintenance		Well organised international student office		Well organised international student office with records and conducted international student activities	

5.4	Student Services - Clubs and Association	Only formation of clubs and association		Clubs and association formed and activities conducted		Clubs and association formed and activities conducted and recorded		Clubs and association formed and structured activities program conducted and recorded regularly	
5.5	Student Services - Job placement	Only Job placement staff available		Dedicated Job placement officer available and office offering counselling only		Dedicated Job placement officer available, office offering counselling and sourcing job opportunities		Dedicated Job placement officer available, office offering counselling and sourcing jobs and maintaining records of employment	
6.0 GRADUATE EMPLOYABILITY									
6.1	Graduates and employability (graduates who furthered their studies not to be considered)	Only 50% of graduate employed		51 - 75% of graduates employed		76 - 90% of graduates employed		91 - 100% of graduates employed	
7.0 ACHIEVEMENTS, AWARDS AND RECOGNITION									
7.1	R&D facilities available and publications.	Only R&D facilities available		R&D facilities available and publications published internally		R&D facilities available and publications published internally and to public		R&D facilities available. Publications / projects published internally and internationally and recognised	
7.2	Merits, awards and recognition, local and international received by institution	Received locally through students only		Received locally through students and staff only		Received locally and internationally through students only		Received locally and internationally through students and staff only	
7.3	Outstanding achievement individually by students, academic through various activities.	Individual achievement/ performance by students only locally		Individual achievement/ performance by students and academics only locally		Individual achievement/ performance by students and academics only locally & internationally		Individual achievement/ performance by students and academics only locally & internationally with awards	
7.4	Number of NAPEI EDUCATION FAIRS attended over the past five years	Attended only once in the past five years		Attended only twice in the past five years		Attended only for three times in the past five years		Attended more than three times in the past five years	

8.0 FINANCIAL RESOURCES									
8.1	Financial Resources	Solely dependent on government funding		Dependent on student and government funding and loans		Dependent on student and loans		Dependent on Student funding only	
8.2	Financial Profitability	Profitable only for current year		Profitable only for the last two years		Profitable only for the last three years		Profitable for the last five years	
9.0 MATTERS TO SPECIALLY HIGHLIGHT									
9.1	Any other unique or important information								