

GUIDELINES & CODE OF ETHICS

ACCREDITATION PANEL



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**TECHNOLOGY &
TECHNICAL
ACCREDITATION
COUNCIL**



ACKNOWLEDGEMENT

THANK YOU TO ALL CONTRIBUTORS

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1.0 INTRODUCTION

The accreditation panel appointed by the Technology and Technical Accreditation Council (TTAC) under the Malaysia Board of Technologists (MBOT), plays an important role in ensuring that the quality and standards of academic and TVET programmes are maintained and continuously improved. The appointment of this panel is in line with MBOT's aspiration to implement an accreditation system that is transparent, objective, and based on professional guidelines and industry needs.

This document serves as an official reference for all accreditation panels involved in the accreditation of the technology programmes, whether for new appointments or reappointments. It aims to ensure that the implementation of the accreditation process is carried out effectively, efficiently, and with integrity.

The development of this document also takes in to account current needs such as programme assessment in alternative modes, including Open and Distance Learning, Offshore, and Industry Mode, in line with the guidelines approved by TTAC since 2021. Various performance and ethical issues have also been identified based on audit feedback and previous evaluations, hence the need to realign the qualification standards, conduct and panel appointment procedures.

This document clearly outlines:

- I. The process and criteria for the appointment and reappointment accreditation panel.
- II. The responsibilities and roles of the accreditation panel during the accreditation visit session.

- III. Work ethics, professional attitude, and adherence to integrity values while on duty.
- IV. Monitoring mechanisms, performance evaluation, and action against non-compliance.

With these guidelines and code of ethics, it is hoped that the implementation of the accreditation panel's tasks can be carried out more systematically, disciplined, and in line with MBOT's desire to strengthen the quality of the country's accreditation system.

2.0 OBJECTIVE

- I. Ensure that panel appointments are merit-based, free from conflict of interest, and adhere to the code of ethics.
- II. Coordinate the implementation of panel duties consistently in accordance with TTAC standards.
- III. Enhance the credibility of the accreditation process through continuous performance monitoring.

3.0 SCOPE

Applies to all accreditation panels including new appointments and reappointments, covering panels of academic and industry status.

4.0 DEFINITION OF TERMS

Terms	Definition
TTAC	Technology and Technical Accreditation Council under MBOT.
TTAS	Technology and Technical Accreditation Secretariat coordinate the TTAC accreditation process.
Open and Distance Learning	Open and distance learning mode that uses digital technology and self-access.
Offshore	Programmes conducted at branch campuses or alternative locations other than the main campus.
Industrial Mode	Academic programmes conducted in a real industrial environment in collaboration with companies or agencies.
<i>Cold Storage</i>	List of accreditation panels temporarily suspended from appointment due to poor performance, ethical issues or inactivity without valid reasons.
Assessment Rubric	The official instrument used by TTAC to assess the performance and commitment of accreditation panels.
Industrial Panel	Representatives from the employment sector or industry who have technical expertise and are appointed as assessors.
Code of Ethics	Principles and work ethics guidelines that must be adhered to by the accreditation panel.

5.0 TERMS AND CONDITIONS OF ACCREDITATION PANEL APPOINTMENT

Appointment Period	I. Valid for two (2) years of appointment based on Council approval. II. Re-appointment is subject to performance, adherence to guidelines, participation in training or any accreditation briefings, and technical requirements.
Remuneration and Benefits	I. Accreditation panel receives an honorarium as set in Appendix A. II. Any unrelated costs will not be borne by TTAC unless otherwise stated.
TTAC Confidentiality and Property	I. Documents and materials remain the property of TTAC. II. Accreditation panels are required to maintain confidentiality and return all materials after the accreditation task.
Implementation of Duties and Responsibilities	I. Accreditation panel must carry out its tasks with integrity, professionalism and adherence to ethics. II. It is not allowed to transfer tasks to

	other parties.
Termination of Appointment	I. TTAC may terminate the appointment with one (1) month's notice without having to state a reason. II. Accreditation panel may also withdraw with one (1) month's notice and complete the outstanding work.

6.0 IMPLEMENTATION OF ACCREDITATION PANEL TASKS

The implementation of accreditation tasks by the accreditation panel must be carried out professionally, ethically and in accordance with the guidelines and regulations issued by TTAC and MBOT. The tasks involve document review, site visits (if necessary), interview sessions and preparation of assessment reports according to the set schedule.

I. Types of Accreditation Panel Tasks

The accreditation panel will be appointed to carry out the following tasks:

Review of accreditation documents	I. Review the Self-Review Report (SRR) and other supporting documents submitted by the education provider. II. Ensure that the information is complete,
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Assessment visits to education providers	consistent and supports all elements of the assessment (such as curriculum, human resources, facilities, industry relations, etc.). III. Identify any deficiencies, discrepancies in information or critical aspects that need to be checked during the visit. IV. Submit initial comments (if requested by the Technology and Technical Accreditation Secretariat (TTAS)). V. Make thorough preparations before the visit including reviewing the rubric as can be referred to in Appendix B, documents, and preparing questions for the interview.	
	Opening Briefing	Introductory session between accreditation panel and the education provider. Presented by the education provider and led by the accreditation panel chairperson. Includes information on programmes, staff, facilities and academic structure.
	Physical Facility Inspection	Accreditation panel directly assessed facilities such as

		lecture rooms, laboratories, workshops, resource centres, research spaces, and student facilities.
	Interview Session (Stakeholders)	Joint interview: I. Senior management (Dean, Head of Department and related. II. Program coordinator III. Academic staff IV. Students of various cohorts and student representatives V. Industry representatives (if relevant)
	Document Review & Support Systems	Review of physical and digital documents including student files, course files, attendance records, internal audit reports, action plans, LMS systems, and

		assessment documents.
	Observation of Teaching Activities	If directed by TTAS, the accreditation panel will observe teaching sessions live or via recording to assess teaching methods and student engagement.
	Panel Internal Summary	Closed discussion sessions among the accreditation panel to review rubric scores, coordinate views, and reach consensus on key findings
	Closing Briefing	Led by the accreditation panel chairperson, this briefing aims to provide initial feedback to education providers professionally based on an executive summary without stating the official accreditation decision.
Preparation and Submission of	Accreditation panel is responsible for	

Evaluation Reports	completing a comprehensive and objective assessment report within the specified time frame. The report components include: I. Provide a pre-assessment report for each accreditation panel including additional documents (if any) at least 14 days prior to the visit. II. Provide a full assessment report for each accreditation panel on the second day of the accreditation visit. III. Provide an executive summary by the accreditation panel chairperson on the second day of the accreditation visit. IV. Provide a final assessment report by the accreditation panel chairperson within 4 days of the visit.
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II. The distribution of panel appointments based on the type of accreditation is as follows:

Type of assessment	Total panel appointments	
Provisional Accreditation	Certificate	1 Panel Chairperson 1 Panel Member
	Diploma/Advanced Diploma	1 Panel Chairperson 1 Panel member
	Bachelor's Degree	1 Panel Chairperson 1 Panel member
Full Accreditation/New Cycle Accreditation	Certificate	1 Panel Chairperson 1 Panel member
	Diploma/Advanced Diploma	1 Panel Chairperson 1 Panel member
	Bachelor's Degree	1 Panel Chairperson 2 Panel member
Compliance Accreditation	Certificate	1 Chairperson/Panel member
	Diploma/Advanced Diploma	1 Chairperson/Panel member

	Bachelor's Degree	1 Chairperson/Panel member
Curriculum review	Certificate	1 Panel
	Diploma/Advanced Diploma	1 Panel
	Bachelor's Degree	1 Panel
Offshore	Certificate	1 Panel
	Diploma/Advanced Diploma	1 Panel
	Bachelor's Degree	1 Panel
Relocation of Programme Offering Premises	Certificate	1 Panel
	Diploma/Advanced Diploma	1 Panel
	Bachelor's Degree	1 Panel
Converting Academic Programmes to TVET Programmes	Certificate	1 Panel
	Diploma/Advanced Diploma	1 Panel
	Bachelor's Degree	1 Panel
<i>*Panel appointments consider the composition of both academic and industry members.</i>		

7.0 CRITERIA FOR APPOINTMENT OF NEW ACCREDITATION PANEL

- I. New panel candidates must meet the following criteria:
 - i. Malaysian citizen.
 - ii. Registered as a Professional Technologist or Certified Technician.
 - iii. Successfully completed basic accreditation panel training.
 - iv. Have no record of professional misconduct known or officially reported by professional bodies, previous employers, or relevant agencies.
 - v. Not listed on TTAC's 'cold storage' list or have been reviewed and certified eligible by TTAS.

8.0 CRITERIA FOR THE REAPPOINTMENT OF EXISTING ACCREDITATION PANEL

- I. Re-appointment is not automatic and is subject to re-evaluation based on performance and current needs. The main criteria are as follows:

Mandatory conditions	I. Registered as a Professional Technologist/Certified Technician in accordance with the Technologists and Technicians Act 768 section 25 (3).
Conditions for reappointment	I. Obtain at least 80% average rubric assessment performance score based on accreditation tasks during the most recent appointment period.

	II. Obtain an average rubric assessment performance score between 65% to 79% based on accreditation tasks during the most recent appointment period with the condition of attending a refresher course organized by TTAC MBOT. III. An average rubric assessment performance score below 64% is not eligible for reappointment, subject to the Council's consideration.
Specific requirements (Lack/non-commitment issues, time management and attendance issues, and ethics and professionalism issues)	I. Accreditation panels that are found to have demonstrated unsatisfactory performance throughout the period of appointment may be subject to suspension of accreditation tasks or be listed on a temporary reserve list for a period to be determined. Accreditation panel involved will also not be given any new accreditation task during the active appointment period and will not be considered for reappointment after the appointment period ends. The misconduct or unsatisfactory performance that may result in such actions include, but are not limited to, the following: i. Failure to provide appropriate commitment to the

	accreditation task. ii. Weaknesses in time management and attendance, including lateness or absence without reasonable excuse. iii. Violation of ethical and professional aspects, including failure to cooperate, inappropriate behaviour during task sessions or meetings, as well as any action that may affect the image, integrity and smoothness of the accreditation task process.
Exemption from reappointment requirements	I. Any accreditation panel that has not received any accreditation task may be extended for two (2) years.

9.0 SPECIAL APPOINTMENT CRITERIA OF ACCREDITATION PANEL

I. Purpose of Special Appointment

The special appointment is made for the purpose of ensuring the effectiveness and accuracy of the evaluation of programmes offered through modes other than conventional modes, such as open and distance learning, offshore and industrial modes and other alternative delivery modes.

II. Additional Criteria for Special Panel

To ensure the effective and relevant evaluation of programmes offered through modes other than conventional modes, such as open and distance learning, offshore, industrial and other alternative delivery modes, the appointed special panel must meet the following additional criteria:

- i. Be an existing accreditation panel appointed by TTAC, or an individual with equivalent professional qualifications, such as a Professional Technologist, Certified Technician, industry supervisor, technical expert, or an individual recognized in a relevant field.
- ii. Have direct experience and specific competencies in the implementation, development, or evaluation of programmes that use non-conventional modes such as open and distance learning, offshore, industry, and other alternative delivery formats.
- iii. Panels from industry sectors may also be considered, to ensure that the evaluations are in line with current job market requirements and industry practices, subject to compliance with professional ethics and integrity.

III. Confirmation of Appointment

The appointment of a special accreditation panel must be confirmed by the Council after a review of qualifications conducted by TTAS.

10.0 TERMINATION OR SUSPENSION OF THE ACCREDITATION PANEL

- I. The appointment of an accreditation panel may be terminated or suspended early from the term of appointment if found to have violated any of the provisions stated in:
 - i. TTAC accreditation panel guidelines and code of ethics.
 - ii. Re-appointment criteria as stated in paragraph 8.1.
 - iii. Repeated unsatisfactory performance, as assessed through task reports, panel or panel chairperson feedback or evaluation by TTAS.

11.0 ACCREDITATION PANEL CODE OF ETHICS

Accreditation panels appointed under TTAC are subject to the following code of ethics when carrying out any accreditation tasks:

I. Integrity and Transparency

- i. The Panel must carry out its duties honestly, transparently and based on facts without being influenced by personal interests or third parties.
- ii. It is not permitted to accept any form of unofficial reward or remuneration from the education provider or other individuals.

II. Compliance with MBOT and TTAC acts, standards, guidelines and codes of ethics

- i. Accreditation panel must be aware of, respect and comply with all acts enforced by MBOT, as well as the standards, guidelines and codes of ethics developed by TTAC.

III. Professionalism

- i. Accreditation panel must display high work ethics, dress politely and in accordance with a professional image throughout the visit or meeting session.
- ii. All views, comments and assessments submitted must be objective, based on evidence and data obtained, and presented in a constructive and professional manner for the improvement of education providers.

IV. Confidentiality of Information

- i. Any information, documents or findings during the visit are confidential and will only be used for evaluation purposes.
- ii. Accreditation panel is prohibited from disseminating information about the educational provider being visited to outside parties without TTAC's permission.

V. Attitude and Communication

- i. Accreditation panel must interact respectfully, diplomatically and not in a manner that undermines the image of the educational provider or individual during the visit session.
- ii. Discussions and comments must be delivered constructively and in accordance with official protocol.

VI. Conflict of Interest

Accreditation panel are require to avoid any conflict of interest, including but not limited to the following circumstances:

- i. Has served or is serving as an external assessor, external advisor or industry advisor.
- ii. Has served as a staff member of the education provider to be assessed
- iii. Has a family relationship or financial interest in the education provider.
- iv. Any other form of relationship that may affect the transparency and impartiality of the assessment.

Accreditation panels identified as having a conflict of interest will not be appointed to assess the education provider or programme. A conflict of interest is deemed to exist if the panel is in any of the following circumstances:

- i. Has been or is currently appointed as an external assessor, external advisor or industry advisor for the same education provider or programme, including if the programme is offered at a different campus or branch.
- ii. Has been involved in the same capacity for at least the last two (2) years.

Any violation of this conflict of interest may result in the panel's appointment being withdrawn and further action being taken by TTAS.

VII. Exemption (No Conflict of Interest)

However, prior involvement is not considered a conflict of interest if:

- i. The involvement has ended more than two (2) years.
- ii. Does not involve any active professional relationship with the education provider or programme.
- iii. Accreditation panel is only involved through an independent body such as the Ministry of Higher Education (MoHE), the Malaysian Qualifications Agency (MQA) or other professional agencies with no direct ties to the education provider to be assessed.

VIII. Punctuality and Commitment

- i. Accreditation panel must adhere to task dates, attend meetings and submit reports within the specified period.
- ii. Absence without a valid reason will be recorded as non-compliance and may affect re-appointment.

IX. Public Appearances

- i. Accreditation panel is not allowed to issue public statements representing MBOT/TTAC without written permission.
- ii. All media inquiries must be referred to TTAS TTAC.

12.0 MONITORING AND REVIEW

TTAC through TTAS will continuously monitor the effectiveness of the implementation of the accreditation panel's tasks as well as compliance with these guidelines and code of ethics.

I. Panel Performance Monitoring

- i. Monitoring is carried out through accreditation reports, feedback from the panel chairperson, secretariat and education providers visited
- ii. Each accreditation panel will be assessed using a scoring rubric set by TTAC covering aspects of knowledge, accreditation reports and personal attitude.
- iii. This performance assessment forms the basis for decisions on reappointment, allocation of accreditation task, or termination of appointment.

II. Periodic Review Mechanism

- i. These guidelines and code of ethics are subject to review at least once every two (2) years or as required.
- ii. The review will take in to account policy changes, industry best practices, audit findings, panel or other stakeholder feedback.
- iii. TTAC reserves the right to amend, add or delete any part of this document with formal notice to all accreditation panels involved.

III. Complaints and Non-Compliance

- i. In the event of any complaint against the accreditation panel, TTAS will conduct an internal investigation including a review of evidence, discussion with the accreditation panel chairperson, and a technical report.
- ii. Disciplinary action, warning, suspension or termination may be imposed depending on the level of the offence and its impact on the integrity of the accreditation process.

13.0 GUIDELINE CLOSURE

These Accreditation Panel Guidelines and Code of Ethics were developed to ensure that the accreditation process conducted by TTAC appointed panels is implemented with full integrity, professionalism, and transparency. This document also supports MBOT's commitment to strengthening the national quality assurance ecosystem for technology education.

All appointed accreditation panel are required to understand, adhere to, and implement these guidelines. Compliance not only reflects the professionalism of the appointed panels, but also reinforces the credibility, accountability, and effectiveness of the overall accreditation system. This document serves as TTAC's official reference to ensure that all accreditation activities are carried out ethically, systematically, and in alignment with established standards.

APPENDIX A: ACCREDITATION PANEL HONORARIUM STRUCTURE

The following is the honorarium structure for the panel carrying out accreditation tasks, subject to review and ongoing approval by TTAC:

Bil	Payment type	Certificate	Diploma	Advance Diploma	Bachelors' Degree
A.	PROVISIONAL ACCREDITATION OF ACADEMIC PROGRAMME STUDIES				
1.	Individual Report	RM400.00	RM500.00	RM400.00	RM500.00
2.	Report Coordination	RM100.00	RM100.00	RM100.00	RM100.00
3.	Individual Final Report	RM100.00	RM100.00	RM100.00	RM100.00
B.	FULL ACCREDITATION / NEW CYCLE OF STUDY OF ACADEMIC PROGRAMS				
1.	Pre Visit Report	RM250.00	RM350.00	RM350.00	RM350.00
2.	Visit Report	RM350.00	RM450.00	RM450.00	RM650.00
3.	Report Coordination	RM100	RM200	RM200	RM200
4.	Considerations (Continuing - Physical Visit)	RM200.00 (visit report) RM100.00 (feedback)	RM300.00 (visit report) RM100.00 (feedback)	RM300.00 (visit report) RM100.00 (feedback)	RM400.00 (visit report) RM100.00 (feedback)
5.	Consideration (Continuing - Dekstop Audit)	RM150.00 (report)	RM200.00 (report)	RM200.00 (report)	RM200.00 (report)
6.	Considerations (Extending - Dekstop Audit)	RM100.00 (report)	RM100.00 (report)	RM100.00 (repor)	RM150.00 (report)

C.	ACCREDITATION OF SUSPENSION OF ACADEMIC PROGRAMME STUDIES				
1.	Pre Visit Report	RM150.00	RM200.00	RM200.00	RM200.00
2.	Visit Report	RM300.0	RM350.00	RM350.00	RM500.00
3.	Chairperson Fee	RM100.00	RM100.00	RM100.00	RM100.00
D.	GROUPED COORDINATION ASSESSMENT	RM100.00			
E.	PART OF THE ACCREDITATION PROCESS				
1.	Changes to Offerings / Program Structure	RM200.00 per panel			RM300.00 per panel
2.	Changes in Curriculum Structure	RM200.00 per panel			RM300.00 per panel
3.	Premises Location Transfer	RM450.00			
F.	OFFSHORE PROGRAMME				
1.	Pre Visit Report	RM210.00	RM250.00	RM250.00	RM250.00
2.	Visit Report	RM270.00	RM330.00	RM330.00	RM430.00
3.	Additional Allowance *For offshore programmes (International)	RM1,000.00	RM1,000.00	RM1,000.00	RM1,000.00
G.	OVERSEAS STUDY PROGRAMME				
1.	Pre-Accreditation Recognition Report	RM400.00	RM600	RM600	RM800
2.	Accreditation Recognition Report	RM900.00	RM1,000.00	RM1,000.00	RM2,200.00

3.	Chairperson Coordination	RM200	RM400	RM400	RM600
4.	Additional Allowance	RM1,000.00	RM1,000.00	RM1,000.00	RM1,000.00

APPENDIX B: PANEL PERFORMANCE EVALUATION RUBRIC STRUCTURE

Type of assessment		Percentage
Knowledge	Efficient	40%
	Open-minded	
	Mature	
	Analytical Skills	
	Communication	
	Evidence	
Personal Attitude	Time & Attendance	Accreditation panel who touch upon any element of the violation as stated will be given temporary suspension status (cold storage) for the duration of their current appointment, and will not be considered for reappointment after the end of their appointment.
	Ethics & Professionalism	
	Commitment	
Document Report	Time	60%
	Format	
	Coherent	
	Completeness	
	Appendices & Evidences	
	Confidentiality	

APPENDIX C: CONFLICT OF INTEREST DECLARATION FORM

(CONFLICT OF INTEREST DECLARATION FORM)

Instructions:

This form must be completed by all accreditation panel before accepting or carrying out any accreditation task. Accreditation panels are responsible for making a truthful and accurate declaration. TTAC reserves the right to withdraw the appointment or reassign the task if a conflict of interest is identified.

A. PANEL INFORMATION

Information	Details
Full Name	:
Identification Card / Passport No.	:
MBOT Registration No. (e.g: PTxxx/CTxxx)	:
Current Institution / Organisation	:
Position / Role	:

B. ACCREDITATION TASK DETAILS

Information	Details
Name of Institution / Education Provider	:
Programme Name & Programme Code	:
Visit Date (if applicable)	:

C. DECLARATION OF CONFLICT OF INTEREST

Please tick (✓) one:

☐	NO CONFLICT OF INTEREST I hereby confirm that I have no personal, professional, financial, or academic relationship with the above-mentioned education provider or programme that may affect the independence of my evaluation.		
☐	POTENTIAL CONFLICT OF INTEREST I declare that I have the following involvement(s) or relationship(s) (please specify):		
Type of Relationship	Yes / No	If Yes, Please Specify Details	
Previously /currently employed as a lecturer or staff of the said education provider (within the last 2 years)	☐ Yes ☐ No		
Previously / currently serving as external advisor / industry advisor or external assessor	☐ Yes ☐ No		
Family member / spouse employed or studying at the said education provider	☐ Yes ☐ No		
Previously collaborated in projects / research / consultancy	☐ Yes ☐ No		
Financial interest / investment / ownership	☐ Yes ☐ No		

Others (please specify)	☐ Yes ☐ No	
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D. PANEL DECLARATION

I hereby confirm that all the information provided above is true and accurate.
I agree to withdraw from this task if TTAC determines that an undue conflict of interest exists.

Signature accreditation panel	:	
Name	:	
Date	:	

E. TTAC CONFIRMATION (To be completed by the Secretariat)

☐	No conflict - Panel may proceed with the accreditation task.
☐	Conflict identified - Panel to be withdrawn / replaced.

Verified by:

Name of Secretariat	:	
Signature	:	
Date	:	