



Lembaga Arkitek Malaysia
Tingkat 17, Blok F, Ibu Pejabat JKR, Jalan Sultan Salahuddin
50582 Kuala Lumpur
Peti Surat 12695, 50786 Kuala Lumpur



Tel : 03-26982878/03-26107087 | Fax : 03-26936881 | E-mel : info@lam.gov.my | Web : www.lam.gov.my

MAPS GENERAL CIRCULAR NO.1/2018

Minimum Total Enrolment to Qualify for an Accreditation Visit

1. This Circular explains the required minimum total enrolment an Architectural Education Provider (AEP) must comply in order to be eligible for the Accreditation Visit. Failing to comply with this requirement implies that the AEP would not be qualified to even apply for the Accreditation.
2. Subsections 4.4 of *The Manual of Accreditation for Architecture Programme* (2013) or 'MAAP' explained, "AEP should provide **proper exhibition displays in a conducive space to facilitate effective assessment of students' works."**
3. The expression "proper exhibition displays in a conducive space to facilitate effective assessment of students' works" implies that AEP should give its utmost effort in assisting the Visiting Panel to decipher, understand, and finally make collective and conclusive findings based on a cross-section of the students' works being displayed.
4. In addition, subsection 4.4.2 of MAAP explained that alongside the exhibited works, AEP is requested to make available to the Visiting Panel all studio programmes, project briefs, and grading for all assessments of the design projects. Members of the staff must present to explain the works of each semester/year. As a whole, the Visiting Panel shall examine the contents of each year of study, their relationship with the preceding year, and the way it progresses into the following year. In performing this duty, the Visiting Panel will call the students as and when is necessary. Here, the essence of subsection 4.4.2 explained that the business of looking at students' works is not limited only to the works itself but more importantly is to gauge and evaluate the delivery of the curriculum in its entirety.

5. Henceforth, the number of samples of students' works stated in subsections 4.4.3(ii) and 4.4.3(iii) of MAAP is appropriate for the purpose explained above. The number of samples for Design courses to be exhibited during the Accreditation Visit according to subsections 4.4.3(ii) and 4.4.3(iii) is summarized below:

Visit:	Band:	S1/S2	S1/S2	S1/S2	Total	S1/S2	S1/S2	Total
A) First/New	Top	5	5	5	15	5	5	10
	Middle	5	5	5	15	5	5	10
	Low	5	5	5	15	5	5	10
	Total	15	15	15	45	15	15	30
B) Continuing	Top	3	3	3	9	3	3	6
	Middle	3	3	3	9	3	3	6
	Low	3	3	3	9	3	3	6
	Total	9	9	9	27	9	9	18

6. Based on the Table above, AEP applying accreditation for the first time should prepare and present to the Visiting Panel a total sample of 45 students' works for LAM Part I and 30 samples for LAM Part II. A good number of samples is essential in facilitating the shaping of understanding and opinion of the Visiting Panel. Having anything less than what being specified in subsections 4.4.3(ii) might place the AEP at risk of not fulfilling its duty in 'facilitating effective assessment' of the programme.
7. MAPS noted the challenges AEP is facing in ensuring sufficient number of intake for the newly launch programme or the one that is still in the process of obtaining the accreditation. Thus, this Circular introduces two solutions for AEP to choose from as a short-term measure:
- a. AEP is allowed to adopt the same sample size as imposed on AEP seeking continuation of accreditation (see row B)—meaning, a total of twenty seven (27) student enrolment for LAM Part I and eighteen (18) for LAM Part II; or,
 - b. AEP is allowed to provide a total of not less than three (3) samples of students' works for every cohort/academic year—meaning a total of nine (9) student enrolment for LAM Part I and six (6) for LAM Part II.

8. The AEP is duty bound to apply the Accreditation Visit at the earliest time possible that is by the time its first cohort completed the full duration of the programme. Thus, the minimum total enrolment that AEP must secure before applying for the Accreditation Visit follows:
- a. Option 1 - Preferred:
LAM Part I: 15 students/year of study (minimum total enrolment of 45/programme)
LAM Part II: 15 students/year of study (minimum total enrolment of 30/programme)
 - b. Option 2 - Sufficient:
LAM Part I: 9 students/year of study (minimum total enrolment of 27/programme)
LAM Part II: 9 students/year of study (minimum total enrolment of 18/programme)
 - c. Option 3 - Acceptable:
LAM Part I: 3 students/year of study (minimum total enrolment of 9/programme)
LAM Part II: 3 students/year of study (minimum total enrolment of 6/programme)
9. As outlined in clause 8 of this Circular, the AEP may select any of the three options whichever is most appropriate for the condition that AEP might be having:
- a. Option 1: Preferred implies that it would be of utmost advantage to the AEP as it provides greater samples of students' works.
 - b. Option 2: Sufficient means the number of samples of students' works is consider adequate for inspection by the Visiting Panel.
 - c. Option 3: Acceptable implies the amount of sample is barely minimum to the extant that they might contain the possibility of not being able to represent the overall perspective and understanding of the programme.
10. If successful, an AEP applying for an Accreditation Visit by adopting the **acceptable** option (Option 3) can only be accorded with a **Conditional Accreditation**.
11. Besides the quantity of the samples mentioned in clause 8, the Visiting Panel may also decide that the overall evidence is unsatisfactory for the reason that the AEP could not deliver the expected overall quality; therefore, the AEP shall be considered have failed in its commitment to 'facilitate effective assessment' during the Accreditation Visit.

12. In addition to the above, the AEP is reminded that it must also ensure that:
- a. The graduating cohort has undergone the programme in full from the beginning of its duration.
 - b. All assessment and examination must be completed before the Accreditation Visit.



(Ar. ZURAINA LEILY AWALLUDIN)
Honorary Secretary
Council of Architectural Accreditation & Education Malaysia

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