



MAPS MALAYSIA
(Majlis Akreditasi dan Pendidikan Senibina Malaysia)
Lembaga Arkitek Malaysia

MAPS Special Note #1-2021:
Requirements of Exhibition for Online Accreditation

1.0 PURPOSE

- 1.1. This Special Note #1-2021 by MAPS Malaysia is intended to provide advice and guidance to assist Architecture Education Provider (AEP) and Interior Design Education Provider (IDEP) in preparing the materials for exhibition of students' works during online accreditation throughout the duration of the Movement Control Order (MCO) in conjunction with the outbreak of Covid-19 pandemic.
- 1.2. This Special Note should be read in context of Special Note MAPS #3-2020 published by MAPS Malaysia on 3rd April 2020 and Garis Panduan MAPS #1-2021 dated 30th Mac 2021.
- 1.3. The provisions outlined in this Special Notes shall specifically replace the existing provisions stated in subsections 4.4.2, 4.4.3, and 4.4.4 in *The Manual of Accreditation for Architecture Programme* (2013), referred in short as 'MAAP' and *LAM Policy and Procedures for Accreditation of Interior Design Programme*, or briefly 'PAID'. Thus, the existing prescriptions in the said subsections of both documents will be temporarily suspended.

2.0 GENERAL ASPECTS OF EXHIBITION

- 2.1 In selecting the works for the exhibition, the AEP/IDEP is required to display a cross-section of the students' works rather than just the works of the best students.
- 2.2 The AEP/IDEP is required to make available all studio programmes, project briefs and grading for all assessments.
- 2.3 The AEP/IDEP must arrange for a member of the staff to explain briefly the work of each semester. Person-in-charge must explain the content of the documents and he/she should be readily available throughout the session.
- 2.4 The Panel is interested in the contents of each year of study and their relation with the preceding year and progression to the following year.
- 2.5 Relevant documents must be readily available as and when the Panel needs to access/refer them online.
- 2.6 The Panel may require a Q&A session with individual students who have been pre-selected to represent the categories of quality of students' works mentioned elsewhere in the subsections.

3.0 EXHIBITION OF DESIGN COURSES

3.1 Exhibition for Advisory Visit

- 3.1.1 For AEP/IDEP seeking Advisory Visit, the Design Portfolio of **three (3) students each** who achieved the highest, average, and lowest passes should be exhibited for each semester and year of the programme. The category of selection – highest, average, and lowest pass – should be made clear on the portfolios.
- 3.1.2 Academic Portfolio of **three (3) students** each who achieved the highest, average, and lowest pass should also be made available for inspection for each semester and year of the programme.

3.2 Exhibition for New Accreditation Visit

- 3.2.1 For AEP seeking new accreditation, the Design and Academic Portfolios of **five (5) students** each who achieved the highest, average, and lowest passes must be exhibited for every semester of the programme.
- 3.2.2 The grading of each work has to be made available to the Panel whilst appropriate steps have been taken to protect confidentiality of the information.
- 3.2.3 Model and other supplementary materials as evident of design process that is relevant to the current works could also be made available using methods suitable and effective for the online environment.
- 3.2.4 For graduating cohorts, the current works produced by all students must be displayed in the following categories:
- i. **Three (3) samples** of Design/Academic Portfolio of top category of passes
 - ii. **Three (3) samples** of Design/Academic Portfolio of middle/average category of passes
 - iii. Design/Academic Portfolio of **all students** with lowest passes.

Note: Presentation of the above sample categories will also subject to availability of the range of achievement. If and when such situation arises, AEP/IDEP will advise the Panel their alternative categories.

3.3 Exhibition for Continuing Accreditation

- 3.3.1 For recognized school seeking Continuing Accreditation of its programme, it is sufficient by exhibiting Design and Academic Portfolios of **three (3) each of current works of students** who achieved the **highest, average and lowest pass** for every semester or year.
- 3.3.2 For graduating cohorts, **five (5) samples** students representing each category of passes – highest, middle and lowest passes – the range of which is to be determined by AEP/IDEP must be displayed.
- 3.3.3 In addition, Design/Academic portfolio of the preceding semesters from selected **five (5) students** must also be made available.

3.4 Exhibition for Compliance Visit

- 3.4.1 Conditions imposed by the Conditional Accreditation Report and the Compliance Report provided by the AEP/IDEP shall be referred by the Panel to determine whether the Compliance Visit is necessary or otherwise.

- 3.4.2 For AEP/IDEP undergoing Compliance Visit, the AEP/IDEP must refer to the conditions and specific comments made in the previous visiting report and to exhibit^[1]_{SEP} all evidence of compliance as required.
- 3.4.3 The requirement for display, exhibit and inspection will have to be first agreed to by the Visiting Panel prior to the Compliance Visit; and, if this is the case it shall be carried out on a case-to- case basis.
- 3.4.4 The Panel shall find ways in making sure AEP/IDEP comply with the condition within time without having to conduct a visit to the AEP/IDEP.
- 3.4.5 Site inspection shall be carried out only when other means are found not suitable and ineffective.
- 3.4.6 If samples of student's works are required to be presented it shall not go lower than 3 samples for each year of study.

4.0 EXHIBITION OF NON-DESIGN COURSES

- 4.1 Course file of each course consisting of course syllabi, teaching schedule, record of attendance, collection of students' results, instruction for the assignments, and synopsis of lecture series should be displayed together with sample of coursework and assignments.
- 4.2 A minimum of **three (3) samples** of examination papers, answer scripts, coursework, assignments, projects reports or dissertations of non-design courses from highest, average, and lowest pass categories shall^[1]_{SEP} be displayed for inspection according to course groupings namely **Technology & Environment, Cultural Context, Communication, Management Practice & Law**.
- 4.3 Whenever is practical, the samples from each of the non-Design course groups preferably be chosen from among the students who are also selected in the sampling for the Design course.
- 4.4 Link between Design and non-Design courses should be made easy and smooth for the Panel to cross-refer.

5.0 IMPLEMENTATION

- 5.1 The provisions of this Special Note are temporary in the context of assisting concerned AEP/IDEP and will be terminated as and when appropriate. It is also a form of mitigation measure to prevent unnecessary overloading one the part of teaching staff and students of the AEP/IDEP in preparation of two- and three-dimensional materials and documentation on online platform.
- 5.2 This Special Note MAPS #1-2021 applies to all architectural education and interior architecture education programmes (AEP and IDEP) approved and/or accredited by LAM effective immediately until such time when the outbreak of the Covid-19 pandemic has subsided.

**Majlis Akreditasi dan Pendidikan Senibina (MAPS) Malaysia
LEMBAGA ARKITEK MALAYSIA**

14th June 2021 (Monday)