GUIDE BOOK

DOCTOR OF MEDICINE
PROGRAMME
SESSION 2019/2020
Copyright and Disclaimer

General Disclaimer

This side contains information, data, documents, pages and images prepared by Faculty of Medicine and Health Sciences (FPSK) (‘the information’). The information is made available on the understanding that FPSK and its employees and agents shall have no liability including liability by reason of negligence to the user for any lost, damage or cost incurred or arising by reason of any person using or relying on the information and whether caused by reason of any error, negligence act, omission or misrepresentation in the information or otherwise.

Accuracy of Information

Although FPSK has prepared the information contained in this book with all due care and updates, FPSK does not warrant or represent that the information is free from error or omission.

While the information is considered to be true and correct at the time of publication, changes in the circumstances after the time of publication may impact on the accuracy if the information. The information may change without notice and FPSK is not in any way liable for the accuracy of any information printed and stored or in any way interpreted and used by a user.

Copyright Statement

© - C – faculty of Medicine and Health Sciences

Published by

Faculty of Medicine and Health Sciences, Universiti Malaysia Sabah
Jalan UMS, 88400 Kota Kinabalu, Sabah
Tel No: 088320000 ext: 611001
Email: pejfpsk@ums.edu.my / u_akademikfpsk@ums.edu.my
Contributing Authors

Prof Dr Mohammad Saffree bin Jeffree
Prof Dr Ahmad Faris bin Abdullah
Prof Chua Tock Hing
AP Dr Fairrul bin Masnah @ Kadir
AP Dr ABM Tofazzal Hossain
AP Dr Tin Sabai Aung
AP Dr Aye Aye Wyn
AP Dr Khin Nyein Yin
AP Dr Mohd Firdaus bin Mohd Hayati
AP Dr Nornazirah binti Azizan
Dr Khor Foo Kiang
Dr Win Win Than
Dr Vennila Gopal
Dr Yeap Boon Tat
Dr Loo Jiann Lin
Dr Nik Amin Sahid bin Nik Lah
Dr Constance Liew Sat Lin
Dr Fatimah binti Ahmedy
Table of Contents

UNIVERSITI MALAYSIA SABAH ............................................................................................................. 6
  Vision, Mission, Motto & Philosophy ................................................................................................. 6
UNIVERSITI MALAYSIA SABAH ANTHEM ....................................................................................... 7
FACULTY OF MEDICINE AND HEALTH SCIENCES .......................................................................... 8
  Overview, Philosophy, Vision, Mission ............................................................................................... 8
FACULTY OF MEDICINE AND HEALTH SCIENCE UMS MANAGEMENT TEAM ......................... 10
FACULTY OF MEDICINE AND HEALTH SCIENCE UMS MANAGEMENT OF ACADEMIC AFFAIRS .. 11
PROGRAM LEARNING OUTCOMES ..................................................................................................... 12
OBJECTIVES .......................................................................................................................................... 12
GENERAL OUTLINE OF EDUCATION STRATEGIES ......................................................................... 13
TEACHING AND LEARNING METHODS ............................................................................................... 14
CLASSIFICATION OF SUBJECTS .......................................................................................................... 15
PHASE I PROGRAMME COURSE .......................................................................................................... 16
PHASE II PROGRAMME COURSE .......................................................................................................... 17
SEMESTER DURATION ............................................................................................................................ 18
CLINICAL POSTING DURATION ............................................................................................................ 18
ACADEMIC CALENDAR DOCTOR OF MEDICINE PROGRAMME SESSION 2018/2019 .................... 21
STUDY PERIOD AND REMEDIATION .................................................................................................... 22
MARKING SYSTEM .................................................................................................................................. 23
GRADING SYSTEM ................................................................................................................................. 23
GRADUATION REQUIREMENTS ............................................................................................................ 23
PROFESSIONAL EXAMINATION I .......................................................................................................... 24
PROFESSIONAL EXAMINATION II ......................................................................................................... 25
UNDERGRADUATE STUDIES REGULATIONS ....................................................................................... 26
  PART 1-PRELIMINARY .......................................................................................................................... 26
  1.1 Brief Titles, Application and Commencement of Enforcement ....................................................... 26
  1.2 Repeal ............................................................................................................................................... 26
  1.3 Definition of Generic Terms Used .................................................................................................. 26

  PART 2 – ADMISSION TO UNIVERSITY .............................................................................................. 28
  2.1 Admission Requirement for Undergraduate Programme ................................................................. 28
  2.2 Status of a Student ............................................................................................................................. 29

  PART 3 – PROGRAMME STRUCTURE ................................................................................................. 30
  3.1 Course Component ............................................................................................................................ 30
  3.2 Permitted Duration of Study ............................................................................................................. 30
  3.3 Number of Credit Hours to Graduate ............................................................................................... 30
  3.4 Deferment of Study due to Health Problems .................................................................................. 31
  3.5 Deferment of the Study other than Health Problems ....................................................................... 31
  3.6 Suspension of the Study under Section 15D AUKU ......................................................................... 32

  PART 4 - REGISTRATION ...................................................................................................................... 32
  4.1 Course Registration ........................................................................................................................... 32
  4.2 Late Registration .............................................................................................................................. 33
  4.3 Exemptions for Doctor of Medicine Programme ............................................................................ 33
PART 5 – CREDIT TRANSFER AND EXEMPTION .................................................. 33
5.1 Exemption for Doctor of Medicine Programme ........................................ 33
PART 6 – COURSE EXEMPTION (REPEALED) ............................................. 33
PART 7– CHANGE OF PROGRAMME OF STUDY .......................................... 34
7.1 Change of Programme of Study .............................................................. 34
PART 7 – ASSESSMENT AND EXAMINATION ............................................ 35
7.1 Assessment ............................................................................................... 35
7.2 Examination Requirements ...................................................................... 35
7.3 Deferment of Final Examination ............................................................. 36
7.3A Re-Examination ..................................................................................... 37
7.4 Replacement Examination ....................................................................... 37
7.6 Special Repeat Examination .................................................................... 37
7.7 Results of Assessment and Final Examination ......................................... 38
7.8 Review of Course Grades ......................................................................... 38
PART 8 – GRADE POINT AND STATUS ....................................................... 39
8.1 Grade and Grade Point ............................................................................ 39
8.2 No-Grade Point Status Code .................................................................. 39
8.3 Grade Assessment Credit Codes .............................................................. 40
PART 9 – GRADE POINT AVERAGE ............................................................. 41
9.1 Calculation for CGPA and SGPA ............................................................. 41
9.2 Grade Point Average Calculation Method .............................................. 42
PART 10 – STUDENTS’ STUDY STATUS ...................................................... 42
10.1 Study Status Assigned to Students ......................................................... 42
10.2 Pass .......................................................................................................... 42
10.3 Fail and Discontinue ................................................................................ 43
10.4 Withdrawal and Termination of Study .................................................... 43
10.5 Appeal for Continuation of Study ............................................................ 43
PART 11 – ACADEMIC CONFERMENT ....................................................... 44
11.1 Conditions for the Conferment of Bachelor’s Degrees, Bachelor’s Degree in Medicine and Surgery and Diplomas ............................................. 44
11.2 Aegrotat and Posthumous Academic Conferment .................................. 45
PART 12 – PROVISION FOR EXEMPTION AND TRANSITION ................. 45
12.1 Interpretation ........................................................................................... 45
12.2 Legality of the University’s Actions ....................................................... 45
12.3 Unaffected Rights of the University’s Authorities and Officers ............... 45
12.4 Delegation of Powers ............................................................................. 46
12.5 Exemption from Regulations and Others ................................................................. 46
12.6 University Students ............................................................................................... 46

PART 13 – GENERAL ................................................................................................. 46

TABLE 1 ......................................................................................................................... 48
TABLE 2 ......................................................................................................................... 48
STUDENTS AFFAIR ...................................................................................................... 50
COMMUNICATION SKILLS AND RELATIONSHIPS ................................................... 52

LABORATORIES AND THE DISSECTION ROOMS .................................................. 55
HOSTELS AND COLLEGES ......................................................................................... 59
PERSONAL AND PROFESSIONAL DEVELOPMENT ............................................. 59
HOSPITAL / CLINICAL SETTING ........................................................................... 60
PRESENTATIONS ......................................................................................................... 60
EXAMINATIONS .......................................................................................................... 61

CONCLUSION ............................................................................................................. 62
APPENDIX .................................................................................................................. 63
A. MINIMUM REQUIREMENTS FOR MATRICULATION/ FOUNDATION/ STPM ........ 63
B. SPECIAL CONDITIONS FOR DIPLOMA/ A-LEVEL/ INTERNATIONAL BACCALAUREATE (IB) PROGRAMMES ................................................................. 64
Vision, Mission, Motto & Philosophy

Vision

Universiti Malaysia Sabah (UMS) strives to be an innovative university of global standing.

Mission

UMS strives to achieve academic excellence and international recognition through its attention to learning and teaching, research and publications, social services and balance in knowledge specialisation. The university also prioritises the personal growth of its students, resulting in greater innovation and productivity for the benefit of society and the nation as a whole.

Motto

Excellence in aspirations and pursuits will be the driving force behind UMS, while gaining recognition at international level will be the principal goal.

Philosophy

The university aims to provide an education that is based upon the principle of the belief in God and to produce students who are progressive, disciplined, integrated and balanced in their intellectual, emotional, physical and spiritual outlook, and who will contribute towards the well-being of society and the nation.
UNIVERSITI MALAYSIA SABAH ANTHEM

UMS lambang puncak jaya
Pancaran perjuangan semangat waja
Pembentuk citra pelindung budaya
Memandu bangsa memaju Negara

Di sini dicanai segala fikiran
Di sini dikaji segala wawasan
Ilmu iman sumber pedoman
Bakti curah kasih budiman

Bayu bertiup nafasmu sejati
Bumi terhampar tubuhmu badi
Samudera biru wajahmu berseri
Suria menyinar tenagamu murni

Kaulah harapan bangsa maju
Kaulah jambatan nusa bersatu
Berdiri megah gagah bermutu
Menunjuk arah bakal dituju

UMS kaulah tunggak Negara
Warisan sejati Malaysia tercinta
Bertekad cemerlang menjadi budaya
Semoga unggul dan sejahtera
Overview, Philosophy, Vision, Mission

Overview

Founded in 2003, Universiti Malaysia Sabah (UMS) Faculty of Medicine and Health Sciences aims is to produce medical professionals of the highest calibre in an effort to meet the healthcare needs of Sabah in particular and Malaysia in general. Faculty of Medicine and Health Sciences UMS provides quality evidence-based, socially-driven medical education to meet local and global demands. Its medical students are provided with access to advanced resources and sources of knowledge to hone in their skills and competencies. They are exposed to current trends in medical education and to recent advances in medicine to render their competitiveness. All these will enable them to be appropriately educated, knowledgeable and competent doctors. It is the philosophy of Faculty of Medicine and Health Sciences UMS to produce committed and concerned doctors, sensitive to the health needs of the communities with emphasis in their total wellbeing within their cultural and traditional environment.

UMS is very fortunate to be located in Sabah state which is not only rich in biodiversity but also possess adequate resources for medical education. The state is indeed blessed with a diverse population of ethnic groups and different socioeconomic backgrounds. As such, a diverse spectrum of tropical diseases present among the communities will facilitate learning of those diseases. In addition, there are rich therapeutic resources for enterprising researchers who can envisage opportunities in terms of innovative research and development.

Thus, all these will enhance the contribution of the Faculty of Medicine and Health Sciences UMS internationally towards learning and sharing of medical knowledge. These resources are harnessed to educate both undergraduate and post-graduate students in learning the basic and clinical sciences. Faculty of Medicine and Health Sciences UMS will therefore train and encourage doctors and scientists to carry out researches on indigenous and global health problems towards its quest to help prevent and cure tropical diseases currently prevalent.
Philosophy of Faculty of Medicine and Health Sciences

Motto: ‘Evidence-Based Socially Driven Medical Education”

Universiti Malaysia Sabah was founded with the singular determination to pursue excellence that encompasses all spheres of education including medicine, to be recognized as a centre of excellence in both national and international levels. To achieve such prestige, medical practitioners produced from UMS should not only be equipped with the knowledge and skills in the advanced technologies in their fields but also be conscious of the ever-changing needs and demands of the communities. Therefore, they must develop the skills for evidence based medical education that is appropriate for the communities they serve.

Vision

The faculty of medicine and health sciences is committed to be the centre of assimilation and dissemination of knowledge along with discovery and innovation in the field of medicine and health sciences in Malaysia and the region. With outstanding faculty committed to producing high quality graduates, moral and ethical values, being liberal and independent, exhibiting camaraderie, being innovative and willing to provide professional service to mankind to improve their quality of lives.

Mission

The faculty of medicine and health sciences will strive to be innovative in achieving its vision through learning, research experiences, health services and community projects of high quality at undergraduate and postgraduate levels.
MANAGEMENT OF ACADEMIC AFFAIRS

- Academic and Curriculum Committee
  Chaired by Dean

- Deputy Dean of Academic

- Phase Coordinator

- Year Coordinator

- Head of Department

- Module / Posting Coordinator

- Lecturers
PROGRAM LEARNING OUTCOMES

Based on the mission and vision of the Faculty of Medicine and Health Sciences UMS, on successful completion of the medical programme, the Medical Students will be equipped with knowledge and education to enable them to:

1. **Knowledge**
   - To perform healthcare services competently based on the current medical knowledge.

2. **Practical Skills**
   - To apply clinical and other relevant skills for the management of healthcare-related problems.

3. **Social skills and responsibilities**
   - To provide medical care in all settings with collaborative skills to meet the needs of the community.

4. **Value, attitudes and professionalism**
   - To perform medical care ethically and professionally.

5. **Communications, leadership and team skills**
   - To be an effective leader and/or team player in providing quality healthcare services.

6. **Problem solving and scientific skills**
   - To apply scientific enquiry skills in solving healthcare problems, advancing medical knowledge and innovation.

7. **Information management and lifelong learning skills**
   - To continuously pursue self-improvement through further education and research.

8. **Managerial and entrepreneurial skills**
   - To acquire managerial and entrepreneurial skills in healthcare services.

OBJECTIVES

Produce competent medical graduates who show professionalism and have the ability to engage in lifelong learning and innovation.
GENERAL OUTLINE OF EDUCATION STRATEGIES

The primary objective of this programme is to produce doctors who are caring, sensitive and aware of the health needs of the various communities in Malaysia, within the framework of their respective tradition and cultural values. In addition, it is envisaged that it will provide comprehensive and continuing health care (from primary to tertiary levels) with emphasis on tropical diseases and the diseases of significance in Sabah.

In most medical schools, the “SPICES” model is used as their educational strategy in curriculum evaluation and development. However, the Faculty of Medicine and Health Sciences, Universiti Malaysia Sabah has developed a slightly different approach to its curriculum planning and development in order to provide the appropriate educational experiences to meet the needs of the community and the country. The “SPICEMOVERS” model is used as a guideline and tool for teaching learning.

<table>
<thead>
<tr>
<th>COMPONENT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| Student-oriented | • Encourages students’ involvement in the curriculum.  
• Motivates students to adapt to the new knowledge, challenges and problems that they may encounter in their future professional life. |
| Problem-based | • Students acquire their knowledge and skills by working on real life problems and scenarios, where the teacher as a facilitator.  
• The problems used are foci for learning basic and clinical sciences and for the development of skills in clinical reasoning in an integrated manner. |
| Integrated | • Courses are integrated horizontally, where relevant topics traditionally taught separately at one level of the course are now taught together.  
• Courses are integrated vertically, where topics can be taught by two or more departments, involving clinical and preclinical disciplines. |
| Community-oriented and Partnership | • Teaching is centred on the needs of the community.  
• Liaison with the community in identifying their health needs.  
• Collaborate with other universities, organizations and agencies to serve and empower the community. |
| Evidence-based | • The practice and implementation of methods and approaches to education based on the accepted evidence available to teachers.  
• Computer literacy and skills in literature search and appraisal of relevant journal publications. |
| Modular / block | • Teaching is conducted in modules which are integrated.  
• One module progresses to another module consecutively. |
| Organ-based | • Teaching and learning is based on organ or system with relevance in the clinical perspective. |
| Volunteerism | • Willing to participate with other governmental agencies and NGOs, in community services and health campaigns. |
| Electives | • Students are able to choose their elective attachment at either local or international institutions. |
| Relevant context | • Providing or directing students to relevant learning materials, resources and approaches. |
| Systematic and spiral | • Teaching and learning methodologies are structured and are implemented accordingly.  
• Knowledge and skills are progressively expanding and integrated, enabling students to be professionally equipped in their holistic approach to clinical practice. |
TEACHING AND LEARNING METHODS

To achieve the above curriculum requirements, the teaching-learning in UMS is divided into modules (year 1 and 2) and clinical postings (year 3, 4 and 5). In each module, various teaching learning methods are used to emphasize student-centered learning. Concepts and key learning points are delivered in lectures. Students are required to cover a variety of topics in self-learning packages. Small group discussions as well as seminar preparation and presentations provide ample opportunities for students to work in a team. Problem-solving and problem-based learning (PBL) sessions are incorporated to extend the students’ abilities in clinical problem-solving, communication as well as the acquisition of scientific and clinical knowledge. For PBL sessions, each group of students is guided by a facilitator in a small discussion room. Students are also encouraged to learn to express themselves using drama presentations.

Educational visits to various health institutions are also incorporated into the curriculum. The Ibnu Sina Resource Centre has been extensively developed and equipped with educational materials for students to utilize for their self-learning sessions. The development of medical professionalism is fostered through skills laboratory and practical sessions. The Dissection Laboratory is used for anatomy practical. Students are also allocated personal microscopes and laboratory facilities in the Laboratory. The Clinical Skill Laboratory has been extensively equipped for training students from Years 1 and 2, preparing them for their clinical posting attachments.

A computer laboratory for the students provides ready access to the University electronic databases as well as the internet. Students are encouraged to have a personal notebook computer to enhance learning. In developing skills in reading and writing scientific articles, students are required to do special study modules. In the process of learning the selected topics, students learn the skills of selecting facts from various information sources. Clinical teachings are conducted in respective hospitals and clinics according to the postings. Clinical lectures, bedside teaching, case presentations and discussions are conducted in addition to ward rounds and clinic duty. Students are also exposed to operation theaters and delivery rooms to be familiar with clinical management and practice. Along the 5-year programme, the students’ exposure to various activities is expected to transform them in all domains of educational areas to become competent doctors.
The Doctor of Medicine course at UMS is a 5-year full-time programme.

<table>
<thead>
<tr>
<th>Subject classification</th>
<th>Modules</th>
<th>Credit value</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. University core modules</td>
<td>Tamadun Islam dan Asia (TITAS)</td>
<td>17</td>
<td>7.7</td>
</tr>
<tr>
<td></td>
<td>Ethnic Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Entrepreneurial Acculturation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Health Promotion</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Language I, II, III</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Academic Writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Faculty core modules</td>
<td>Personal and Professional Development</td>
<td>18</td>
<td>8.1</td>
</tr>
<tr>
<td></td>
<td>Evidence-Based Scientific Enquiry</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Continuous Professional Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Perkongsian Universiti Keluarga dalam Kesejahteraan (PUPUK)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective Posting (EP)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Program core modules</td>
<td>13 preclinical modules</td>
<td>186</td>
<td>84.2</td>
</tr>
<tr>
<td></td>
<td>26 clinical modules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>52 modules</td>
<td>221</td>
<td>100</td>
</tr>
</tbody>
</table>
# PHASE I PROGRAMME COURSE

## PARALLEL MODULES

<table>
<thead>
<tr>
<th>NO</th>
<th>CODE</th>
<th>COURSE NAME</th>
<th>CLASSIFICATION</th>
<th>SEM</th>
<th>YEAR</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>MT10302</td>
<td>Continuous Professional Development</td>
<td>Minor</td>
<td>1</td>
<td>1 - 5</td>
<td>2</td>
</tr>
<tr>
<td>2.</td>
<td>MT10402</td>
<td>Perkongsian Universiti Keluarga dalam Kesejahteraan (PUPUK)</td>
<td>Minor</td>
<td>1</td>
<td>1 - 5</td>
<td>2</td>
</tr>
</tbody>
</table>

## YEAR 1

<table>
<thead>
<tr>
<th>NO</th>
<th>CODE</th>
<th>COURSE NAME</th>
<th>CLASSIFICATION</th>
<th>SEM</th>
<th>YEAR</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>MT10104</td>
<td>Personal and Professional Development</td>
<td>Minor</td>
<td>1</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>2.</td>
<td>MT10204</td>
<td>Evidence-Based Scientific Enquiry</td>
<td>Minor</td>
<td>1</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>3.</td>
<td>MM10208</td>
<td>Structure, Function and Metabolism of Human Body I</td>
<td>Major</td>
<td>1</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>4.</td>
<td>MM10102</td>
<td>Basic Clinical Skills and First Aid</td>
<td>Major</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>5.</td>
<td>MM10308</td>
<td>Structure, Function and Metabolism of Human Body II</td>
<td>Major</td>
<td>2</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>6.</td>
<td>MM10402</td>
<td>Body Response to Injury</td>
<td>Major</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>7.</td>
<td>MM10506</td>
<td>Agent of Disease</td>
<td>Major</td>
<td>2</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>8.</td>
<td>EC1773</td>
<td>Health Promotion</td>
<td>Elective</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

## YEAR 2

<table>
<thead>
<tr>
<th>NO</th>
<th>CODE</th>
<th>COURSE NAME</th>
<th>CLASSIFICATION</th>
<th>SEM</th>
<th>YEAR</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>MM20102</td>
<td>Medicine and Community</td>
<td>Major</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>2.</td>
<td>MM20205</td>
<td>Infection and Nutrient Deficiency</td>
<td>Major</td>
<td>1</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>3.</td>
<td>MM20305</td>
<td>Cardio-Respiratory Systems</td>
<td>Major</td>
<td>1</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>4.</td>
<td>MM20405</td>
<td>Musculoskeletal and Skin Systems</td>
<td>Major</td>
<td>1</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>5.</td>
<td>MM20505</td>
<td>Gastrointestinal, Biliary and Genitourinary Systems</td>
<td>Major</td>
<td>2</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>6.</td>
<td>MM20605</td>
<td>Blood, Lymphatic, Endocrine and Immune Systems</td>
<td>Major</td>
<td>2</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>7.</td>
<td>MM20705</td>
<td>Nervous System and Mental Health</td>
<td>Major</td>
<td>2</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>8.</td>
<td>MM20802</td>
<td>Epidemiology in Clinical Practice</td>
<td>Major</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

## YEAR 3

<table>
<thead>
<tr>
<th>NO</th>
<th>CODE</th>
<th>COURSE NAME</th>
<th>CLASSIFICATION</th>
<th>SEM</th>
<th>YEAR</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>MM30104</td>
<td>Introduction to Clinical Medicine, Radiology &amp; Therapeutics</td>
<td>Major</td>
<td>-</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>4.</td>
<td>MM30209</td>
<td>Medical Junior Posting (MJP)</td>
<td>Major</td>
<td>-</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>5.</td>
<td>MM30309</td>
<td>Surgery Junior Posting (SJP)</td>
<td>Major</td>
<td>-</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>6.</td>
<td>MM30409</td>
<td>Obstetrics &amp; Gynecology Junior Posting (OGJP)</td>
<td>Major</td>
<td>-</td>
<td>3</td>
<td>9</td>
</tr>
</tbody>
</table>
### PHASE II PROGRAMME COURSE

#### PARALLEL COURSES

<table>
<thead>
<tr>
<th>NO</th>
<th>CODE</th>
<th>COURSE NAME</th>
<th>TYPE</th>
<th>SEM</th>
<th>YEAR</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>MT10302</td>
<td>Continuous Professional Development</td>
<td>Minor</td>
<td>1</td>
<td>1-5</td>
<td>2</td>
</tr>
<tr>
<td>2.</td>
<td>MT10402</td>
<td>Perkongsian Universi Keluarga dalam Kesejahteraan (PUPUK)</td>
<td>Minor</td>
<td>1</td>
<td>1-5</td>
<td>2</td>
</tr>
</tbody>
</table>

#### YEAR 4

<table>
<thead>
<tr>
<th>NO</th>
<th>CODE</th>
<th>COURSE NAME</th>
<th>TYPE</th>
<th>SEM</th>
<th>YEAR</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>MM40108</td>
<td>Pediatric Junior Posting (PJP)</td>
<td>Major</td>
<td>-</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>2.</td>
<td>MM40308</td>
<td>Community Medicine Posting (CMP)</td>
<td>Major</td>
<td>-</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>3.</td>
<td>MM40408</td>
<td>Psychiatry Posting (PSY)</td>
<td>Major</td>
<td>-</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>4.</td>
<td>MM40508</td>
<td>Orthopedic Posting (OP)</td>
<td>Major</td>
<td>-</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>5.</td>
<td>MM40608</td>
<td>Combined Specialties Posting (CSP)</td>
<td>Major</td>
<td>-</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>6.</td>
<td>MM40708</td>
<td>Family Medicine and District Hospital Posting (FMDHP)</td>
<td>Major</td>
<td>-</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>7.</td>
<td>MM40802</td>
<td>Forensic Medicine Posting (FMP)</td>
<td>Major</td>
<td>-</td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>

#### YEAR 5

<table>
<thead>
<tr>
<th>NO</th>
<th>CODE</th>
<th>COURSE NAME</th>
<th>TYPE</th>
<th>SEM</th>
<th>YEAR</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>MT50106</td>
<td>Elective Posting (EP)</td>
<td>Major</td>
<td>-</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>2.</td>
<td>MM50110</td>
<td>Medical Senior Posting (MSP)</td>
<td>Major</td>
<td>-</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>3.</td>
<td>MM50210</td>
<td>Surgery Senior Posting (SSP)</td>
<td>Major</td>
<td>-</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>4.</td>
<td>MM50310</td>
<td>Obstetrics and Gynecology Senior Posting (OGSP)</td>
<td>Major</td>
<td>-</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>5.</td>
<td>MM50510</td>
<td>Pediatric Senior Posting (PSP)</td>
<td>Major</td>
<td>-</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>6.</td>
<td>MM50405</td>
<td>Shadow House Officer Posting (SHOP)</td>
<td>Major</td>
<td>-</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>
SEMMETER DURATION

For Year 1 and Year 2 with four semester of study. The courses carried out in each Semester in Year 1 and Year 2, credit units and the total teaching week are as follows:

### YEAR 1

<table>
<thead>
<tr>
<th>DURATION</th>
<th>SEMESTER I</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Week</td>
<td>Minggu Suai Mesra UMS</td>
</tr>
<tr>
<td>1 Week</td>
<td>Orientation Week</td>
</tr>
<tr>
<td>4 Weeks</td>
<td>MT10204 &amp; MM10102</td>
</tr>
<tr>
<td>3 Weeks</td>
<td>MM10208 &amp; MM10102</td>
</tr>
<tr>
<td>1 Week</td>
<td>MID SEMESTER BREAK</td>
</tr>
<tr>
<td>5 Weeks</td>
<td>MM10208 &amp; MM10102</td>
</tr>
<tr>
<td>3 Weeks</td>
<td>MT10104 &amp; MM10102</td>
</tr>
<tr>
<td>1 Week</td>
<td>REVISION</td>
</tr>
<tr>
<td>3 Weeks</td>
<td>SEMESTER EXAM</td>
</tr>
<tr>
<td>2 Weeks</td>
<td>SEMESTER BREAK</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DURATION</th>
<th>SEMESTER II</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Weeks</td>
<td>MM10308, MM10102 &amp; UW00302</td>
</tr>
<tr>
<td>1 Week</td>
<td>MID SEMESTER BREAK</td>
</tr>
<tr>
<td>7 Weeks</td>
<td>MM10402 (2W), MM10506 (5W), MM10102 &amp; UW00302</td>
</tr>
<tr>
<td>2 Weeks</td>
<td>REVISION</td>
</tr>
<tr>
<td>3 Weeks</td>
<td>FINAL SEMESTER EXAM</td>
</tr>
</tbody>
</table>

- Supplementary Revision – 4 Weeks
- Supplementary Exam – 2 Weeks
- Health Promotion – 2 Weeks

*SUBJECT TO CHANGE BY MANAGEMENT OF FMHS

### YEAR 2

<table>
<thead>
<tr>
<th>DURATION</th>
<th>SEMESTER I</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Weeks</td>
<td>MM20102</td>
</tr>
<tr>
<td>4 Weeks</td>
<td>MM20405</td>
</tr>
<tr>
<td>2 Weeks</td>
<td>MM20205</td>
</tr>
<tr>
<td>1 Week</td>
<td>MID SEMESTER BREAK</td>
</tr>
<tr>
<td>2 Weeks</td>
<td>MM20205</td>
</tr>
<tr>
<td>4 Weeks</td>
<td>MM20305</td>
</tr>
<tr>
<td>1 Week</td>
<td>REVISION</td>
</tr>
<tr>
<td>3 Weeks</td>
<td>SEMESTER EXAM</td>
</tr>
<tr>
<td>4 Weeks</td>
<td>SEMESTER BREAK</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DURATION</th>
<th>SEMESTER II</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Weeks</td>
<td>MM20802</td>
</tr>
<tr>
<td>4 Weeks</td>
<td>MM20705</td>
</tr>
<tr>
<td>1 Week</td>
<td>MM20205</td>
</tr>
<tr>
<td>1 Week</td>
<td>MID SEMESTER BREAK</td>
</tr>
<tr>
<td>3 Weeks</td>
<td>MM20605</td>
</tr>
<tr>
<td>4 Weeks</td>
<td>MM20505</td>
</tr>
<tr>
<td>2 Weeks</td>
<td>REVISION</td>
</tr>
<tr>
<td>3 Weeks</td>
<td>FINAL SEMESTER EXAM</td>
</tr>
</tbody>
</table>

- Supplementary Revision – 4 Weeks
- Supplementary Exam – 2 Weeks

*SUBJECT TO CHANGE BY MANAGEMENT OF FMHS
**CLINICAL POSTING DURATION**

The postings will be delivered via various methods including lectures, seminars, demonstrations, small group tutorials, community and clinical based learning. During clinical postings, students will divide into smaller groups for different rotations.

**YEAR 3 ROTATION**

<table>
<thead>
<tr>
<th>DURATION</th>
<th>GROUP 1</th>
<th>GROUP 2</th>
<th>GROUP 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Weeks</td>
<td></td>
<td>ICMP</td>
<td></td>
</tr>
<tr>
<td>2 Weeks</td>
<td></td>
<td>Combined Lectures</td>
<td></td>
</tr>
<tr>
<td><strong>1 Week</strong></td>
<td></td>
<td><strong>HOLIDAY</strong></td>
<td></td>
</tr>
<tr>
<td>7 Weeks</td>
<td></td>
<td>Rotation 1</td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td></td>
<td>Exam Week</td>
<td></td>
</tr>
<tr>
<td><strong>1 Week</strong></td>
<td></td>
<td><strong>HOLIDAY</strong></td>
<td></td>
</tr>
<tr>
<td>7 Weeks</td>
<td></td>
<td>Rotation 2</td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td></td>
<td>Exam Week</td>
<td></td>
</tr>
<tr>
<td><strong>1 Week</strong></td>
<td></td>
<td><strong>HOLIDAY</strong></td>
<td></td>
</tr>
<tr>
<td>7 Weeks</td>
<td></td>
<td>Rotation 3</td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td></td>
<td>Exam Week</td>
<td></td>
</tr>
<tr>
<td>4 Weeks</td>
<td></td>
<td>Revision</td>
<td></td>
</tr>
<tr>
<td><strong>2 Weeks</strong></td>
<td></td>
<td><strong>PROFESSIONAL EXAMINATION I (PE I)</strong></td>
<td></td>
</tr>
</tbody>
</table>

- Repeat Professional Exam Revision – 4 Weeks
- Repeat Professional Exam – 2 Weeks

*SUBJECT TO CHANGE BY MANAGEMENT OF FMHS*
### YEAR 4 ROTATION

<table>
<thead>
<tr>
<th>DURATION</th>
<th>GROUP 1</th>
<th>GROUP 2</th>
<th>GROUP 3</th>
<th>GROUP 4</th>
<th>GROUP 5</th>
<th>GROUP 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Weeks</td>
<td></td>
<td></td>
<td>Forensic Posting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Weeks</td>
<td></td>
<td></td>
<td>Combined Lectures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Weeks</td>
<td></td>
<td></td>
<td>Rotation 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td></td>
<td></td>
<td>Exam Week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td>HOLIDAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Weeks</td>
<td></td>
<td></td>
<td>Rotation 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td></td>
<td></td>
<td>Exam Week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td>HOLIDAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Weeks</td>
<td></td>
<td></td>
<td>Rotation 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td></td>
<td></td>
<td>Exam Week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td>HOLIDAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Weeks</td>
<td></td>
<td></td>
<td>Rotation 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td></td>
<td></td>
<td>Exam Week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td>HOLIDAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Weeks</td>
<td></td>
<td></td>
<td>Rotation 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td></td>
<td></td>
<td>Exam Week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td>HOLIDAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Weeks</td>
<td></td>
<td></td>
<td>Rotation 6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td></td>
<td></td>
<td>Exam Week</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Supplementary Revision** – 2 Weeks
- **Supplementary Exam** – 1 Week

*SUBJECT TO CHANGE BY MANAGEMENT OF FMHS*
YEAR 5 ROTATION

<table>
<thead>
<tr>
<th>DURATION</th>
<th>GROUP 1</th>
<th>GROUP 2</th>
<th>GROUP 3</th>
<th>GROUP 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Weeks</td>
<td></td>
<td>Elective Posting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td></td>
<td>Combined Lectures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Weeks</td>
<td></td>
<td>Rotation 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td></td>
<td>Exam Week</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1 Week</strong></td>
<td><strong>HOLIDAY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Weeks</td>
<td></td>
<td>Rotation 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td></td>
<td>Exam Week</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1 Week</strong></td>
<td><strong>HOLIDAY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Weeks</td>
<td></td>
<td>Rotation 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td></td>
<td>Exam Week</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1 Week</strong></td>
<td><strong>HOLIDAY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Weeks</td>
<td></td>
<td>Rotation 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td></td>
<td>Exam Week</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1 Week</strong></td>
<td><strong>HOLIDAY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td></td>
<td>MOCK EXAMINATION</td>
<td>SHOP</td>
<td></td>
</tr>
<tr>
<td>2 Weeks</td>
<td></td>
<td>PROFESSIONAL EXAMINATION II (PEII)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*SUBJECT TO CHANGE BY MANAGEMENT OF FMHS*
STUDY PERIOD AND REMEDIATION

Study period is allocated at least one week before end of semester examinations and professional examinations. There is no specific study period allocated for posting examination. The school encourages the students to prepare themselves for examination and when necessary, students are advised regarding examination.

ACCESS TO STUDENTS

Academic records are kept confidential. Examination results will be given in a printed form and student online portal.

Students have the right to appeal but not to challenge the accuracy of their record of evaluation. However, students can discuss their performance with their mentors.

SOURCE OF COUNSELLORS

The following are employed in this institution for each listed problem.

<table>
<thead>
<tr>
<th>Source of Counsellors</th>
<th>Issue or Problem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentor / Module Coordinator</td>
<td>Difficulties in single course / module</td>
</tr>
<tr>
<td>Full Time Deputy Dean</td>
<td>General academic difficulties</td>
</tr>
<tr>
<td>Elective Module Coordinator</td>
<td>Selection of electives</td>
</tr>
<tr>
<td>SHOP Coordinator</td>
<td>Internship selection</td>
</tr>
</tbody>
</table>

ATTENDANCE

Attendance at all scheduled teaching-learning sessions including lectures, tutorials, laboratory sessions, presentations and practical are compulsory.

In the event of absenteeism due to sickness or emergency, a medical certificate (MC) or relevant document must be submitted to the relevant Module Coordinator as soon as the student returns to class.

A student can be barred from sitting for an examination in the course concerned if he/she:

i. was absent from any of the assessments without valid reasons; or

ii. was absent from lectures three (3) times without the consent of the Lecturer/Dean throughout that particular semester.
MARKING SYSTEM

- Based on continuous assessment and examination.
- For each module and posting, the divisions of marks are set according to the teaching-learning activities done. Continuous assessment marks ranges from 10-40%.
- For clinical postings, students must obtain 65% out of the continuous assessment marks in order to be eligible to sit for end posting examination.
- The passing mark for the module or postings examination is set at 65% out of the total marks accumulated.
- The passing mark for professional examination is set at 50%.

GRADING SYSTEM

<table>
<thead>
<tr>
<th>GRADE</th>
<th>PERCENTAGE</th>
<th>GRADE VALUE</th>
<th>LEVEL OF ACHIEVEMENT (MODULE &amp; END OF POSTING EXAMINATION)</th>
<th>LEVEL OF ACHIEVEMENT (PROFESSIONAL I &amp; II EXAMINATION)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>80 - 100</td>
<td>4.00</td>
<td>Credit</td>
<td>Distinction</td>
</tr>
<tr>
<td>A-</td>
<td>75 - 79</td>
<td>3.67</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>70 - 74</td>
<td>3.33</td>
<td>Pass</td>
<td>Pass</td>
</tr>
<tr>
<td>B</td>
<td>65 - 69</td>
<td>3.00</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>60 - 64</td>
<td>2.67</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>55 - 59</td>
<td>2.33</td>
<td>Fail</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>50 - 54</td>
<td>2.00</td>
<td>Fail</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>45 - 49</td>
<td>1.67</td>
<td>Fail</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>40 - 44</td>
<td>1.33</td>
<td>Fail</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>35 - 39</td>
<td>1.00</td>
<td>Fail</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>0 - 34</td>
<td>0.00</td>
<td>Fail</td>
<td></td>
</tr>
</tbody>
</table>

GRADUATION REQUIREMENTS

To successfully graduate, the students are required to pass all the modules and postings designated in the curriculum. Doctor of Medicine Degree will be awarded based on;

- CGPA 3.0 or above.
- Minimum overall marks of 50% in both Professional Examination I and II.
- Pass all modules with minimum overall marks of 65%.
- Completion of all the requirements of the school and university.
PROFESSIONAL EXAMINATION I

The student will be considered to have passed the Professional Examination I when he/she fulfils the following criteria:

- Obtain total Professional Examination I marks at least 50%.
- Pass overall theory paper (MCQ, MEQ, LEQ, OSPE) at least 50%.
- Pass OSCE at least 50%.
- Pass overall short case at least 50%.

PROFESSIONAL EXAMINATION I STRUCTURE

<table>
<thead>
<tr>
<th>QUESTION PAPER</th>
<th>NUMBER OF QUESTIONS</th>
<th>DURATION</th>
<th>MARK (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. MCQ</td>
<td>60</td>
<td>2 minutes</td>
<td>20%</td>
</tr>
<tr>
<td>2. MEQ</td>
<td>20</td>
<td>5 minutes</td>
<td>15%</td>
</tr>
<tr>
<td>3. LEQ</td>
<td>3</td>
<td>30 minutes</td>
<td>15%</td>
</tr>
<tr>
<td>4. OSPE</td>
<td>20</td>
<td>5 minutes</td>
<td>20%</td>
</tr>
<tr>
<td>5. OSCE</td>
<td>10</td>
<td>5 minutes</td>
<td>15%</td>
</tr>
<tr>
<td>6. SHORT CASE</td>
<td>2 stations</td>
<td>10 minutes / station</td>
<td>15%</td>
</tr>
</tbody>
</table>

**TOTAL (%)**

100%

CRITERIA FOR REPEAT PROFESSIONAL EXAMINATION I

The student who failed the Professional Examination I will be allowed to sit for the repeat Professional Examination I until the maximum candidature of 7 years. The first repeat examination will be held 1 month after the end of Professional Examination I.

THE EXAM BOARD MEETING RESERVES THE RIGHT TO DECIDE ON ANY EXCEPTIONAL CASES OR ABNORMAL MATTERS WHICH ARE NOT COVERED BY THE ABOVE RULINGS.

ELIGIBILITY TO PROCEED TO PHASE II

Students who obtain marks of 50% and above in the Professional Examination I, the theory and the practical components are considered pass and are qualified to proceed to Phase II.
PROFESSIONAL EXAMINATION II

The student will be considered to have passed the Professional Examination II assessment when he or she fulfills the following criteria:

- Obtain total Professional II assessment marks at least 50%.
- Pass overall theory paper
- Pass OSCE
- Pass overall short and long case

<table>
<thead>
<tr>
<th>ASSESSMENT METHODS &amp; TYPES</th>
<th>THEORY PAPER (50%)</th>
<th>CLINICAL EXAMINATION (50%)</th>
<th>TOTAL (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Long Essay</td>
<td>MCQ</td>
<td>MEQ</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>20</td>
<td>15</td>
</tr>
</tbody>
</table>

CRITERIA FOR REPEATING PROFESSIONAL EXAMINATION II

A candidate who failed the Professional Examination II will be allowed to sit for a repeat until the maximum candidature of 7 years. The first repeat will be held 6 months after the end of Professional Examination II.

DISCLAIMER

THE EXAM BOARD MEETING RESERVES THE RIGHT TO DECIDE ON ANY EXCEPTIONAL CASES OR ABNORMAL MATTERS WHICH ARE NOT COVERED BY THE ABOVE RULES.
UNDERGRADUATE STUDIES REGULATIONS

This document is a regulation to coordinate, manage, supervise and administer academic affairs for programmes of study that confer Bachelor’s Degrees, Bachelor’s Degree in Medicine and Surgery, and Diplomas, which are offered by Universiti Malaysia Sabah, and other related matters.

The following have been extracted from the Universiti Malaysia Sabah Undergraduate Studies Regulations to focus on regulations related to Medical Doctor Program.

PART 1-PRELIMINARY

1.1 Brief Titles, Application and Commencement of Enforcement

1.1.1 These regulations shall be cited as Universiti Malaysia Sabah Undergraduate Studies Regulations 2018 and shall be effective on the date set by the Senate.

1.1.2 These regulations shall be applied to programmes of study that lead to the conferment of Bachelor’s Degrees, Bachelor’s Degree in Medicine and Surgery, and Diplomas.

1.2 Repeal

1.2.1 The Regulations for Undergraduate Studies, which has been approved by the Senate and also the amendments made to that before the date of enforcement of the Universiti Malaysia Sabah Undergraduate Studies Regulations, shall be repealed.

1.3 Definition of Generic Terms Used

1.3.1 In these Regulations-

"Act" means the University and University College Act 1971 [Act 30];

"Faculty/Centre/Institute" means academic institutions at the University that offer academic courses that are taken by a student throughout his study at the University;

"Special Leave" means the Semester that a student who obtains a Fail and Terminate status awaits for the outcome of his appeal to continue his study;

"Teacher" means the same definition of "teacher" in the Universiti Malaysia Sabah Constitution (P.U.(A)460/2010);

"Academic Dishonesty" means offences committed by a student under Regulation 6 (Prohibition against plagiarism) and Regulation 8 (Conduct
during exam) Universiti Malaysia Sabah Regulation and Rules (Students’ Disciplinary 1999 [P.U (A) 210/1999];

“Convocation” means the same definition of “Convocation” in the Universiti Malaysia Sabah Constitution (P.U.(A)460/2010);

“Credit” means the measurement of workload value based on the number of hours taken by a student to achieve a set of learning outcomes. One (1) credit unit is equivalent to forty (40) hours of Student Learning Time (SLT), which commensurate one semester of study;

“Core Course” means the main specialisation of a Program of Study set by the Faculty;

“University Core Course” means a course offered at the University level, and it is compulsory for all students to pass, to fulfil the conditions for the conferment of Bachelor's Degrees, Bachelor's Degree in Medicine and Surgery and Diplomas;

“Faculty Core Course” means a basic course offered and determined at the Faculty level, and it is compulsory for all students of the Faculty concerned to pass, to fulfil the conditions for the conferment of Bachelor's Degrees, Bachelor's Degree in Medicine and Surgery and Diplomas;

“Programme Core Course” means a basic course offered and determined at the programme level, and it is compulsory for all students of the programme concerned to pass, to fulfil the conditions for the conferment of Bachelor's Degrees, Bachelor's Degree in Medicine and Surgery and Diplomas;

“Student” means a registered student, other than a student of a learning institution affiliated to the University, who enrolls a course, teaching, training, and research in any form at the pre-undergraduate level at, by or from the University, including distance learning, off-campus, exchange and mobility;

“Student’s Academic Advisor” means a teacher who is appointed by the Dean of a Faculty to guide students in academic affairs throughout the study;

“Deferment of Study” means a postponement of a student's study time due to specific reasons. This duration will not be included in the student's study duration at the University;

“Assessment” means any form of measurement of a student’s achievement in a course taken by the student (such as quiz, test, mid-semester test, assignment, coursework and so forth) as specified by the Faculty;
“Placement” means a duration where a candidature of a Medical Doctor programme is required to undergo training, as determined by the Faculty, and pass;

“Examination” means a final examination, replacement examination and special repeat examination;

“Undergraduate” means Bachelor’s Degrees, Bachelor’s Degree in Medicine and Surgery and Diplomas Studies;

“CPGA” means cumulative grade point average obtained by a student for all the semesters that he has taken;

“CGPS” means cumulative grade point semester obtained by a student in a semester;

“Review of Course Grades” means recalculation of a student’s overall assessment marks (project, quiz, assignment, mid-semester examination and so forth) including answer script of the final examination;

“Senate” means Universiti Malaysia Sabah Senate;

“Session” means a period of study comprising two (2) ordinary semesters and a short semester;

“Student Information System” means information management system for student’s academic activities, which is managed and supervised by the University for storing student’s information;

“Programme Structure” means curriculum components and duration of study that comprise of courses that are determined for the conferment of Bachelor’s Degrees, Bachelor’s Degree in Medicine and Surgery and Diplomas;

“Duration of Study” means a period determined for a student to fulfil all of the conditions of his study, to be conferred a degree;

“University” means Universiti Malaysia Sabah.

PART 2 – ADMISSION TO UNIVERSITY

2.1 Admission Requirement for Undergraduate Programme

2.1.1 Candidates who wish to enrol in the Doctor of Medicine Programme need to fulfil the conditions in Appendix 1.
Regardless of the conditions as stated in Sub-regulation 2.1.1, the Senate can determine special additional requirements for admission to each programme of study including Diploma programmes.

A person who has been educated outside of Malaysia can apply to enrol in an undergraduate programme of study at the University per the conditions approved by the Senate.

The list of candidates who are offered to enrol in the undergraduate programmes of study at the University shall be endorsed by the Senate.

The Senate may, at any time, cancel the admission of a student or revoke the status of a student, if it is proven that the applicant or student has provided any falsified document or information.

2.2 Status of a Student

A candidate who has registered per the regulations specified by the University will be given the status as a student.

A student will be given an ‘active’ status if he has registered for a course specified in the programme structure within the duration determined by the University and follows a learning process, as defined by the Faculty.

A student will be given an ‘inactive’ status if —

a) he is suspended from studying according to Regulation 3.6; or

b) he defers his study following Regulation 3.4 or 3.5; or

c) he did not register for the course(s) within the specified duration.

A student will lose his status as a student if —

a) he withdraws from his study; or

b) he does not register for two (2) semesters consecutively without a written permission from the University; or

c) he has obtained a “Fail and Discontinue” status under Regulation 11.5; or

d) he has been expelled from the University due to disciplinary action.

e) a student in a Doctor of Medicine programme did not register for one session of study.

A student who has an ‘inactive’ status or has lost his status as a student will
no longer have the right to receive any students benefits.

PART 3 – PROGRAMME STRUCTURE

3.1 Course Component

3.1.1 A student shall enrol in courses that consist of the University Core Courses, (including Languages and Co-curriculum), Faculty Core Courses, Programme Core Courses, Minor and/or Elective Courses.

3.2 Permitted Duration of Study

3.2.1 A student shall enrol in a programme of study per the duration specified by the Senate.

3.2.2 The specified duration of study is as follows:

(a) A student who fails to register within the specified duration:
   The prescribed length of study shall be calculated from the first date of registration, not including the period that the student failed to register;

(b) A student is suspended due to disciplinary action:
   The specified duration of study shall be calculated from the first date of registration including the duration of suspension;

(c) Not guilty verdict (criminal offences):
   The specified duration of study shall be calculated from the first date of registration, not including the duration of suspension due to the charges;

(d) Guilty verdict (criminal offences):
   The specified duration of study shall be calculated from the first date of registration including the duration of suspension;

3.2.3 The Senate may consider extending the permitted duration of study if a student has a valid reason for an extension.

3.3 Number of Credit Hours to Graduate

3.3.1 A student must fulfil the following credit hours according to the study structure, as specified by the Senate:

   a) A minimum of 120 credit hours for a Bachelor’s Degree programme.
   b) A minimum of 90 credit hours for a Diploma programme.
**3.4 Deferment of Study due to Health Problems**

3.4.1 An application for the deferment of study for a semester shall be submitted to the Dean of Faculty for consideration. Approval of the postponement of study is on a ‘semester-to-semester’ basis and must not be more than two (2) consecutive semesters.

3.4.1A The deferment of study for a student who is in his 3rd and 5th Year in the Doctor of Medicine programme may be given based upon the endorsement of a certified medical practitioner for one study session.

3.4.1B A student who is confirmed pregnant for more than six (6) months by a Medical Doctor may apply for a deferment of study for two (2) consecutive semesters.

3.4.2 A student who is ill may be allowed to defer his study, based upon a recommendation from a Medical Officer from the University or a Government Hospital. In the case where a student experiences a mental disorder, a permission to defer his study is dependent on the recommendation from a medical psychiatrist. A deferment of study for a student in the Doctor of Medicine programme may be allowed, based upon the advice of a medical psychiatrist for one study session.

3.4.3 Parents or guardians of a student who experiences prolonged health problem may apply for a deferment of study on behalf of the student by submitting a recommendation from a Medical Officer from the University or a Government Hospital to the Dean to defer his study for a semester within a reasonable duration of time.

3.4.4 After the approval for the deferment of study has been given, all courses that have been registered for that semester will be cancelled.

3.4.5 If a student needs to defer his study for more than two (2) consecutive semesters, he shall refer to the University’s medical board. The Senate will decide based on the recommendation given by the medical board.

3.4.6 The duration of a deferment of study that is approved under Regulation 3.4 will not be considered as the duration of study that is permitted according to Sub-regulations 3.2.1 and 3.2.2.

**3.5 Deferment of the Study other than Health Problems**

3.5.1 A student who encounters a problem other than those stated in Regulation 3.4 may submit a written application to the Dean of the Faculty to defer his study. However, the application for deferment of study **cannot be filed after week 10**. An application after the aforementioned period is only applicable to defer an examination.
3.5.2 The approval of a deferment of study is not more than one (1) semester.

3.5.3 If a student requires a deferment for more than one (1) semester consecutively, it shall be referred to the Senate for consideration.

3.5.4 After the deferment of study has been approved, all courses that have been registered in the semester concerned will be cancelled. For a student in the Doctor of Medicine programme, the marks for all courses in the session of study involved shall be maintained while the other courses that have not been assessed shall be re-registered in the following session of study. A course that has been allocated with marks in the previous session of study must be retaken as an audit course.

3.5.5 The duration of a deferment of study that is approved under Regulation 3.5 shall not be considered as recommended study duration according to Sub-regulations 3.2.1 and 3.2.2.

3.6 Suspension of the Study under Section 15D AUKU

3.6.1 The duration of a semester that includes the suspension of study under subsections 15D (1) and (7) of the University and University College Act 1971 (Act 30) shall be taken into consideration as part of the maximum permitted duration of study in order to graduate, if a student is convicted of an offence by a court.

PART 4 - REGISTRATION

4.1 Course Registration

4.1.1 A student shall register online all courses that are in each semester through the Integrated Student Information System (Sistem Maklumat Pelajar Bersepadu) by following the procedures specified by the University.

4.1.1A A 3rd to 5th Year students in the Doctor of Medicine programme shall complete their course registration at the beginning of the study session, notwithstanding Sub-regulation 4.1.1.

4.1.2 Registration can only be performed after the examination results have been announced and it shall be endorsed in the first week of the following semester.

4.1.3 A student is required to print a copy of the course registration slip within fourteen (14) days after the course drop/add deadline.

4.1.4 If a student does not verify his course registration within the stipulated
duration, the registered courses will be considered final and certified valid as the student’s registration.

4.1.5 Repealed

4.1.6 All courses that have been registered for a particular semester will be cancelled, if a student has been approved to defer his study for the semester concerned under Regulations 3.4, 3.5 and 3.6.

4.2 Late Registration

4.2.1 A student who does not abide Regulation 4.1 shall pay a fine of RM50.00 for every course that he intends to register, before obtaining approval from the Dean.

4.2.1A The duration that is permitted for late registration is from week two to week three only.

4.2.2 A student who has been barred from registering a course, due to any causes provided in this regulation or any other related regulations, is considered not registered and has deferred his study.

4.2.3 The status of a course deferment provided under Sub-regulation 4.2.2 will be taken into consideration within the specified duration of the study.

4.3 Exemptions for Doctor of Medicine Programme

4.3.1 The Dean of the Faculty of Medicine and Health Sciences may stipulate the course registration procedure for the Doctor in Medicine programme, notwithstanding the provisions in Regulations 4.1 to 4.7, which is subject to the approval from the Senate.

PART 5 – CREDIT TRANSFER AND EXEMPTION

5.1 Exemption for Doctor of Medicine Programme

5.1.1 A student in the Doctor of Medicine programme is not eligible to apply for credit transfer.

PART 6 – COURSE EXEMPTION (REPEALED)
PART 7– CHANGE OF PROGRAMME OF STUDY

7.1 Change of Programme of Study

7.1.1 The University may consider a student’s application for:

(a) Change of programme of study in the Faculty, which is subjected to the following conditions:

(i) the student is in Semester one (1) in the first year of study.

(ii) the approval is valid for the following semester, which is subject to the results obtained in Semester one (1) of the first year of study.

(b) Change of programme of study between Faculties, which is subject to the following conditions:

(i) the student obtains the status “Fail and Discontinue” for the first time and his appeal to continue his study is approved; or

(ii) the student is in Semester two (2) in the first year of study on condition his application is submitted after the results of the first semester final examination is released.

(iii) the aforementioned approval is valid for the semester that follows.

7.1.2 A student who has been approved to change his programme of study under Sub-regulation 7.1.1 is not allowed to any further change of programme. All courses from the initial programme will not be considered in the calculation of CGPA in the new programme of study.

7.1.3 A student who has been approved to change his programme of study in the university is allowed to apply for credit transfer, which is subject to Regulation 5.1 within the first year of the new programme of study.

7.1.4 The duration of the initial programme of study is not considered as the duration of study at the university. The student is deemed as a new student in his/her new programme.

7.1.5 Application for change of programme of study shall be in written form and submitted within the first four weeks after the release of the examination results.

7.1.6 Each application for change of programme of study will incur a fee of RM100.00.
7.1.7 Each application shall obtain the prior consideration and endorsement of the first Faculty and subsequently the new Faculty.

PART 8 – ASSESSMENT AND EXAMINATION

8.1 Assessment

8.1.1 Each course conducted shall have methods of continuous assessment and/or final examination.

8.1.2 Assessment for each course is conducted continuously based on coursework, final examination and other forms within the semester of study, per the methods determined by the Faculty/Centre and subject to the Senate approval.

8.1.3 Assessment for practicum/ industrial practice/ academic practice/ teaching practice/ internship/ clinical placement is according to methods specified by the Faculty/Centre and is subject to the Senate approval.

8.1.4 For courses that are assessed based on coursework and semester final examination, coursework weighting shall not be less than 50% of the overall marks, while the weighting for the final examination shall not be less than 30% and not more than 50%. This assessment is not applicable to programmes of study that are subjected to accreditation from professional bodies.

8.1.5 Assessment for courses that are 100% based on coursework may be conducted subject to the Faculty/Centre approval.

8.1.6 Final Examination is an examination conducted at a stipulated period at the end of each semester.

8.2 Examination Requirements

8.2.1 The Dean may bar a student from sitting for an examination in the course concerned if the student:
  • was absent from any of the assessments without valid reasons; or
  • was absent from lectures three (3) times without the consent of the Lecturer/Dean throughout that particular semester.

8.2.1A The Dean shall notify the student at least one (1) week before the final examination that he is barred from sitting for the final examination of the particular course.
8.2.1B Any student who is barred from sitting for an examination, except with valid reasons, will be awarded grade F automatically without considering coursework attainment.

8.2.2 The Senate may determine the procedures and regulations for the conduct of any final examination.

8.2.3 Without infringement on any provision under Sub-regulation 9.2.1, a student in the Doctor of Medicine programme is only allowed to sit for an examination, subject to fulfilling all study conditions including values and attitudes of the medical profession.

8.2.4 For students in the Doctor of Medicine programme, professional examinations are to be conducted at the end of the third year (Professional I) and fifth year (Professional II). Only students with CGPA 3.00 and above are allowed to sit for these examinations.

8.3 Deferment of Final Examination

8.3.1 Deferment of the final examination is permitted as follows:

a) A student with health problems or who faces natural disasters during the semester final examination shall apply to defer his examination to the Dean/Director of the Faculty/Centre concerned. The application shall be submitted within forty-eight (48) hours after the said examination has been conducted;

b) Applications related to health problems must be accompanied by a letter of confirmation by a Medical Officer from the University or a Government Hospital. Applications related to natural disasters shall be accompanied by a letter of confirmation from the Police or Village Head or PBT;

c) Death of parents/ grandfather/ grandmother/ husband/ wife/ children/ in-laws of student;

d) A student’s application to defer his examination, after the period stipulated in paragraph (a) above based on valid reasons, is approved by the Vice-Chancellor;

e) A student’s application to defer his examination, for other reasons other than those stipulated in paragraph (a) to (c), is approved by the Dean/Vice-Chancellor.

8.3.1A Deferment of examination for any course is permitted only once, except with the consent of the Vice-Chancellor.

8.3.2 Parents or guardians of a student with critical health problems during the final examination may apply on behalf of the student concerned by
submitting the endorsement by a Medical Officer from the University or a Government Hospital to defer his examination to a more appropriate time.

8.3A Re-Examination

8.3.1A The University reserves the right to conduct a re-examination of any course at any time in the event of examination question leak or any other reason deemed appropriate by the University.

8.4 Replacement Examination

8.4.1 For cases of deferment as per Regulation 8.3, date(s) of the replacement examination will be determined according to case suitability.

8.4.2 If the student is still unable to attend the replacement examination on the date(s) stipulated without any valid reason. He shall be awarded grade F for the course concerned and required to re-register for the course.


8.5.1 A student who fails to submit his Practicum Report/ Academic Report/ Industrial Practice Report/ Teaching Practice Report/ Project Report by the specified date will be awarded grade E or Fail and required to re-register for the relevant practicum/ academic exercise/ industrial training/ teaching practice/ project.

8.6 Special Repeat Examination

8.6.1 Repeat Examinations for students in this programme may be conducted for those who obtain a grade point of less than 3.00. For year one (1) and year two (2), repeat examinations may be conducted one month after the final examination for the year concerned. For clinical postings, repeat examinations may be undertaken in the subsequent posting or during repeat examinations conducted at the final session of the study concerned.

8.6.2 The Faculty of Medicine and Health Sciences may conduct repeat examinations according to its regulations, as approved by the Senate.

8.6.3 For year one (1) and year two (2) repeat examinations under Sub-regulation 8.6.1, assessment for grade award is 100% based on the marks of the repeat examination concerned with the maximum grade that may be awarded being grade B.

8.6.4 For clinical posting repeat examinations under Sub-regulation 8.6.1, assessment for grade award will take into consideration the continuous assessment of the student concerned and the result obtained will be Pass/Fail only. A student is permitted to take a clinical posting repeat examination not
more than two (2) times.

8.6.5 Students who obtain a Pass under Sub-regulation 8.6.4 will be awarded a grade point of 3.00 for CGPA calculation.

8.6.6 Repeat examinations for Professional I shall be held after one month and Professional II after six months.

8.7 Results of Assessment and Final Examination

8.7.1 After the approval by the Undergraduate Committee, students will be informed of:

a) results for each course;

b) SGPA and CGPA; and

c) study status for each semester.

8.8 Review of Course Grades

8.8.1 A student is allowed to apply for a review of course grades (except for Special Repeat Examination) to the Dean/Director of the Faculty/Centre where the course is offered within two (2) weeks of the announcement of the examination results.

8.8.2 Every application for review will incur a processing fee of RM100.00 for each course.

8.8.3 An Examiners’ Committee will be convened for course grade review.

8.8.4 The Dean/Director of the Faculty/Centre where the course is offered shall convene an Examiners’ Committee consisting:

(a) The Dean/Director of the Faculty/Centre where the course is offered as the Chairman or replaced by the Deputy Dean in charge of academic when the Dean is not able to execute his duty or when there is a conflict of interest in the paper to be reviewed;

(b) The Programme Head/Coordinator for the course to be reviewed;

(c) One (1) other member appointed by the Dean; and

(d) Original examiner of the course concerned;

(e) Administrative Officer (Academic) of the Faculty/Centre as Secretary.

8.8.5 The Examiners’ Committee shall ensure the overall assessment of the student (projects, quizzes, assignments, mid-semester examinations, and others)
including final examination answer scripts has been conducted based on the grading schemes and awarded marks consistently and accurately. Answer scripts for the course concerned will not be reassessed.

8.8.6 The Senate’s decision on the review of course grade application is final.

**PART 9 – GRADE POINT AND STATUS**

1.1 Grade and Grade Point

1.1.1 For any course, grade point is based on the total marks obtained in assessments and semester final examinations.

1.1.2 The Senate may determine grades and grade points for any programme based on the requirements of the programme concerned as stipulated in Table 2.

1.1.3 Subject to the provisions under this method, students who do not complete or take part in any assessment or sit for the pre-determined final examination of a course shall be awarded grade F as overall grading for the course concerned.

1.1.4 A student who enrolls for a course but has never attended class or taken part in any assessment shall be awarded grade X with a grade point of 0.00.

1.2 No-Grade Point Status Code

1.2.1 Codes and status definitions for the no-grade point are as follows;

- **TL**: Incomplete [Tidak Lengkap]
- **SM**: In progress [Sedang Maju]
- **AU**: Audit [Audit]
- **TD**: Withdraw [Tarik Diri]
- **TP**: Defer Examination [Tangguh Peperiksaan]
- **XX**: Disciplinary Related (Academic) [Berkaitan Tatatertib (Akademik)]
- **LC**: Pass with Distinction [Lulus Cemerlang]
- **L**: Pass [Lulus]
- **G**: Fail [Gagal]

1.2.2 Definitions for no-grade point Status Code are as follows:

(a) ‘TL’ (Incomplete) is assigned with the consent of the Dean to students who are unable to complete at least 50% of the course requirements due to valid reasons. Students are to complete the required assignment(s) not later than two (2) weeks after the semester final examination to be eligible for a full assessment and grade;
(b) 'SM' (In Progress) is assigned to students for any work or project that requires more than one semester to complete. No grade point is awarded; however, the credit hour for the course is to determine the overall credit hours of the semester concerned and not as a pre-requisite to graduate. Credit hours are calculated for overall credit hour determination after grades are obtained in the subsequent semester.

(c) 'AU' (Audit) is assigned to students who register and complete audit courses.

(d) 'TD' (Withdraw) is assigned to students who withdraw from any course.

(e) 'TP' (Defer Examination) is assigned to students who are approved to defer their examination.

(f) 'XX' (Disciplinary Action) is assigned to students who are subject to disciplinary action due to academic fraud. If they are found guilty, the course concerned will be awarded grade F. If they are not found guilty, the grade is to be based on marks obtained.

(g) 'LC' (Pass with Distinction) is assigned to students who enrol for a course without any grade point. Students who obtain Pass with Distinction in the course are assigned LC grade.

(h) 'L' (Pass) is assigned to students who enrol for a course without any grade point. Students who obtain a Pass in the course are assigned L status.

(i) 'G' (Fail) is assigned to students who enrol for a course without any grade point. Students who obtain a Fail in this course are assigned G status.

1.3 Grade Assessment Credit Codes

1.3.1 Codes and definitions of credit in grade assessment are as follows;

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>KD</td>
<td>Registered Credit [Kredit Daftar]</td>
</tr>
<tr>
<td>KC</td>
<td>Credit Exemption [Pengecualian Kredit]</td>
</tr>
<tr>
<td>KS</td>
<td>Course Exemption [Pengecualian Kursus]</td>
</tr>
<tr>
<td>KP</td>
<td>Credit Transfer [Pemindahan Kredit]</td>
</tr>
<tr>
<td>KM</td>
<td>Deleted Credit [Kredit Mansuh]</td>
</tr>
<tr>
<td>KL</td>
<td>Pass Credit [Kredit Lulus]</td>
</tr>
<tr>
<td>KG</td>
<td>Fail Credit [Kredit Gagal]</td>
</tr>
<tr>
<td>KK</td>
<td>Credit Count [Kredit Kira]</td>
</tr>
<tr>
<td>KF</td>
<td>Cumulative Credit [Kredit Kumulatif]</td>
</tr>
</tbody>
</table>

Definitions of credit codes are as follows:

(a) "KD" (Registered Credit) is calculated based on the total course credit hours which are registered and assessed;

(b) ‘KC’ (Credit Exemption) is calculated based on the credit hours of the credit exempted course.

(c) ‘KS’ (Course Exemption): Repealed

(d) ‘KP’ (Credit Transfer) is calculated based on the credit hours of the credit transfer course.

(e) ‘KM’ (Deleted Credit) is calculated based on the credit hours of;
   - i. repeat course (UM/UG) with the original grade point substituted with the new grade point or whichever is higher; and/or
   - ii. equivalent course(s).

(f) ‘KL’ (Pass Credit) is calculated based on the credit hours of courses registered, assessed and PASSED;

(g) ‘KG’ (Fail Credit) is calculated based on the credit hours of courses registered, assessed and FAILED;

(h) ‘KK’ (Credit Count) is calculated based on the total credit hours of courses registered in the current semester, assessed including credit transfer courses (KP) except Credit Exemption courses (KC) and courses without grade point. This credit is calculated for SGPA determination.

(i) ‘KF’ (Cumulative Credit) is calculated based on the total credit hours registered and assessed including credit transfers (KP) and taking into account courses which are repeated due to failure/SLB by replacing the original grade point with the new grade point or whichever is higher/better except courses with credit exemption and courses without grade point. This credit is for CGPA calculation.

PART 10 – GRADE POINT AVERAGE

10.1 Calculation for CGPA and SGPA

10.1.1 All courses are considered in the SGPA and CGPA determination of students.

10.1.2 Courses where grades “E”, “F” and “X” are obtained are also included in SGPA
and CGPA determination.

10.1.3 For students repeating failed courses, CGPA is generated by replacing the original grade point of the course concerned with the new grade point, whichever is superior, and shall be affected without altering the SGPA for the semester of the original course. CGPA changes are reflected in the semester the repeat course is undertaken.

10.2 Grade Point Average Calculation Method

10.2.1 Calculation of (Semester Grade Point Average) SGPA is as follows;

\[
SGPA = \frac{Total\ grade\ points\ in\ the\ semester}{Total\ credit\ hours\ for\ all\ courses\ in\ the\ current\ semester}
\]

Definition: Total credit hours for all courses in the current semester are based on total Credit Count (KK).

10.2.2 Calculation of (Cumulative Grade Point Average) CGPA is as follows;

\[
CGPA = \frac{Total\ grade\ points\ in\ all\ semesters}{Total\ credit\ hours\ for\ all\ courses\ in\ the\ current\ semester}
\]

Definition: Total accumulated credit hours for all semesters are based on Total Cumulative Credit (KF).

PART 11 – STUDENTS’ STUDY STATUS

11.1 Study Status Assigned to Students

L : Pass and Continue to Study [Lulus dan Terus Pengajian]
P : Probationary Period [Tempoh Percubaan]
LB : Conditional Pass [Lulus Bersyarat]
GB : Fail and Discontinue [Gagal dan Berhenti]

11.2 Pass

11.1.1 A student is awarded Pass status, which is subject to him obtaining CGPA 2.00 and above. For a student in the Doctor of Medicine programme, Pass status is awarded subject to him obtaining CGPA 3.00 and above in each semester and a Pass status in Professional Examination I and Professional Examination II.

11.1.2 A student awarded a Pass status is eligible to continue his programme of study.
11.3 Fail and Discontinue

11.3.1 A student is assigned a Fail and Discontinue (GB) status when:

(a) CGPA below 2.50 is obtained excluding the first semester of study.

11.3.2 A student who obtains Fail and Discontinue status will lose his status and have his studentship terminated.

11.3.3 Students in the Doctor of Medicine programme who obtain CGPA between 2.50 and 2.99 are required to repeat their year of study and if they still fail to obtain CGPA of at least 3.00 will be awarded Fail status and have their studentship terminated.

11.3.4 Students in the Doctor of Medicine programme will be assigned Fail status and their study terminated if they fail their Professional Examination I after two repeat attempts.

11.4 Withdrawal and Termination of Study

11.4.1 A student will be assigned “Withdraw” status and his study terminated if:

(a) he is unable to complete his study within the stipulated period.

(b) he does not register for two (2) consecutive semesters without written permission from the University.

(c) he withdraws from continuing his/her study.

(d) he is expelled from the University as a disciplinary action.

11.5 Appeal for Continuation of Study

11.5.1 A student who is assigned a Fail and Discontinue status based on Sub-regulation 11.3.1, and a student who loses his status based on paragraph 2.2.4 (b) may submit his appeal to the Senate according to the following conditions:

(a) The appeal is permitted only once throughout the entire duration of the study;

(b) The student shall pay a processing fee of RM100.00, as determined by the University;

(c) The appeal is to be submitted within one (1) semester from the announcement date of the Fail and Discontinue status and Loss of Status;
11.5.2 After receiving the appeal, the Dean shall present it to the Academic Committee at the Faculty/Centre level before submitting to the Senate for consideration.

11.5.3 The Senate may, while considering the appeal of the student who has obtained a Fail and Discontinue status,

(a) permit the student to continue his study. The student shall register for the subsequent semester and not in the semester in which the appeal is submitted. However, the semester in which the appeal is submitted shall not be considered as part of the calculation of the maximum duration of the study and is to be deemed as Special Leave;

(b) permit the student to continue his study by remaining in the same Programme/ Faculty/ Centre or transferring to other Programme/ Faculty/ Centre, as determined by the Senate; or

(c) reject the appeal.

11.5.4 A student may apply for credit transfer should he transfer to another Programme/ Faculty/ Centre subject to the relevant Procedures/ Guidelines.

11.5.5 The Senate decision under Sub-regulation 11.5.4 is final and not subject to re-appeal.

PART 12 – ACADEMIC CONFERMENT

12.1 Conditions for the Conferment of Bachelor’s Degrees, Bachelor’s Degree in Medicine and Surgery and Diplomas

12.1.1 A student must fulfil all the following conditions and requirements of the University, in order to be conferred a Bachelor’s Degree with Honours, as well as the Bachelor’s Degree in Medicine and Surgery.

(a) passed all the courses and attained the total of credit hours specified according to the requirements of the Faculty/Centre, as approved by the Senate within the duration specified;

(c) completed a minimum duration specified for his programme of study;

(e) for a student in the Doctor of Medicine programme, the passing level is conferred for a CGPA of 3.00 and above in every semester and has
passed the Professional I and II examinations; and

(f) approved by the Senate.

12.2 **Aegrotat and Posthumous Academic Conferment**

12.2.1 For the definition of this regulation –

(a) An aegrotat (Compassionate Award) academic conferment means the offering of a complete status and academic conferment without distinction of class to a student who has a permanent disability.

(b) The posthumous academic conferment means the offering of a complete status and academic conferment without distinction of class to a student who has passed away.

12.2.2 A student may be given a status of completion through Aegrotat or Posthumus (TA), which is subject to the following conditions:

(a) Obtained a 'Pass' status in the final semester before his death or permanent disability;

(b) Passed at least 75% of the total credit hours for his programme of study.

12.2.3 The Senate may grant an exemption to the conditions specified in sub-regulation 12.2.2.

**PART 13 – PROVISION FOR EXEMPTION AND TRANSITION**

13.1 **Interpretation**

13.1.1 In this Part:

"**Repealed Regulations**“ means 'Regulations for Undergraduate Studies’ which have been repealed under Sub-regulation 1.2.1.

"**Dates specified”“ means the dates on which these regulations are effective.

13.2 **Legality of the University’s Actions**

13.2.1 Any approval given and action taken by the Senate under the repealed regulations shall, on the date specified, be regarded as being executed under this regulation and continues to be effective.

13.3 **Unaffected Rights of the University’s Authorities and Officers**
13.3.1 All rights, privileges, liabilities, duties and obligations of the Authorities and Officers of this University under the repealed regulations shall, on the date specified, fall under and be regarded as the rights, privileges, liabilities, duties and obligations of the Authorities and Officers of the University under this regulation.

13.3.2 All undertakings were given by, and unresolved matters before the University’s Authorities and Officers under the repealed regulations shall be executed or continued on the date specified, according to whichever is relevant, before the University’s Authorities and Officers under this regulation.

13.3.3 All existing liabilities that have been undertaken by, or on behalf of, or for the University’s Authorities and Officers under the repealed regulation shall, on the date specified, be enforced upon the University’s Authorities and Officers under this regulation.

13.4 Delegation of Powers

13.4.1 All powers delegated under the repealed regulation shall, on the date specified, insofar as the delegation is in accord with this regulation, be regarded as being delegated under this regulation.

13.5 Exemption from Regulations and Others

13.5.1 All regulations, orders, notices, forms and letters of authorisation issued or made by the University’s Authority and Officers before the date specified shall continue to be effective in accordance with the regulations, orders, notices, forms and letters of authorisation consistently as long as they remain, or until they have been replaced or cancelled by this provision.

13.6 University Students

13.6.1 A student who has been accepted for admission, before the date specified, to enrol in a study course at the University under the repealed regulations and, on the date specified, is still enrolled in the study course shall be considered as having been accepted on the date specified for admission under this regulation.

PART 14 – GENERAL

14.1 This regulation and all interpretations pertained to it that have outlined by the Senate will be effective immediately.

14.2 Any further guidelines, manuals and regulations of implementation shall be made
under any provisions of this regulation and shall be adhered.

14.3 However, the Senate reserves the right to amend the regulation occasionally whenever necessary.

14.4 The Senate has the power to occasionally permit any exemptions that are considered appropriate from the needs of this regulation.
TABLE 1

(SUB-REGULATION 3.2.1)

<table>
<thead>
<tr>
<th>Programme</th>
<th>Prescribed Duration of Studies</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Programme</td>
<td>Five (5) to seven (7) years</td>
<td>Doctor of Medicine Programme at the Faculty of Medicine and Health Sciences</td>
</tr>
</tbody>
</table>

TABLE 2

(SUB-REGULATION 9.1.2)

i. Grades and grade points assigned to a course in the Doctor of Medicine programme for the final semester examination and clinical attachment examination are shown as follows:

<table>
<thead>
<tr>
<th>MARKS</th>
<th>GRADES</th>
<th>GRADE POINTS</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 - 100</td>
<td>A</td>
<td>4.00</td>
<td>Pass with Distinction</td>
</tr>
<tr>
<td>75 - 79</td>
<td>A-</td>
<td>3.67</td>
<td>Pass</td>
</tr>
<tr>
<td>70 - 74</td>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>65 - 69</td>
<td>B</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>60 - 64</td>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>55 - 59</td>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>50 - 54</td>
<td>C</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>45 - 49</td>
<td>C-</td>
<td>1.67</td>
<td>Fail</td>
</tr>
<tr>
<td>40 - 44</td>
<td>D+</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>35 - 39</td>
<td>D</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>0 - 34</td>
<td>E</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

ii. Grades and grade points assigned to the Professional I and II Examinations for the
Doctor of Medicine programme are shown as follows:

<table>
<thead>
<tr>
<th>MARKS</th>
<th>GRADES</th>
<th>GRADE POINTS</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 - 100</td>
<td>A</td>
<td>4.0</td>
<td>Pass with Distinction</td>
</tr>
<tr>
<td>75 - 79</td>
<td>A-</td>
<td>3.67</td>
<td>Credit</td>
</tr>
<tr>
<td>70 - 74</td>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>65 - 69</td>
<td>B</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>60 - 64</td>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>55 - 59</td>
<td>C+</td>
<td>2.33</td>
<td>Pass</td>
</tr>
<tr>
<td>50 - 54</td>
<td>C</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>45 - 49</td>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>40 - 44</td>
<td>D+</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>35 - 39</td>
<td>D</td>
<td>1.00</td>
<td>Fail</td>
</tr>
<tr>
<td>0 - 34</td>
<td>E</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>
STUDENTS AFFAIR

A. RULES & REGULATIONS

The students are required to adhere to all the rules and regulations as stipulated in the rules and regulations of the university and university act. The document can be viewed through the url:


B. GUIDELINES FOR STUDENTS IN THE FACULTY OF MEDICINE AND HEALTH SCIENCES

These codes of conduct are subordinate to any rules of UMS pertaining to similar matters and in case of conflict, the university rules prevail. They have been formulated for the purpose of maintaining discipline and good conduct in order to preserve the dignity and good name of the faculty. Although they have been formulated to guide the students, they are not meant to replace common sense and the innate desire to maintain exemplary behaviour. Hence, the student is at all times expected to use his/her discretionary powers to maintain decorum and discipline and refrain from doing things that will bring harm or detriment to himself, his fellow students or shame to his family, the faculty or the university.

i. Dress Code

a. Common

• Dress decently, as if you are working in a corporate setting and cover the dress with an overall or laboratory coat even if you are outside the laboratory. Use a separate coat to cover your formal dressing if you are in the laboratory, dissection room or hospital. Wash these laboratory coats regularly and keep them clean. Ensure the lab coats are of the proper size. Torn or worn-out lab coats should be replaced promptly. Missing buttons should also be replaced.

• Do not dress in such a manner to promote certain political or religious conflict. Our core profession is related to health and we have to keep this in mind at all times.

• Cleanliness of the undergarments is just as important as those that are exposed.

• Keep your nails trimmed and cleaned.

b. Women

• Dress decently and avoid covering your face and parts of your body that would identify you.

• Hair should be properly trimmed and brushed if it is short, and tied up neatly if it is long. Dyeing, waxing and excessive styling are prohibited.
• Cosmetics should be used sparingly. Excessive use of perfumes should be avoided. Maintain proper hygiene and curtail body odour.

• You may wear shoes or sandals. Slippers are not to be used during faculty activities.

• Avoid excesses, such as shaving off eyebrows and using excessive amount of ornaments.

• Jewellery should be limited during faculty activities.

c. **Men**

• Simple clean attire with tie, properly worn with the collar of the shirt buttoned up should be worn at all times. Simple tie pins may be used but avoid expensive ones that can cause much remorse if lost.

• Wear leather shoes with clean socks, slippers are no to be used during faculty activities.

• Hair should be properly trimmed, brushed and combed. Dyeing, waxing and styling are prohibited.

• Leave the jewellery to the ladies.

ii. **General Discourse**

• Practice the values in Rukun Negara as the basis of your life, upholding honesty, integrity, hard work and loyalty to the king and country.

• Cultivate the habits of punctuality, trustworthiness and the ability to keep promises and deadlines.

• Interact with one another with due consideration for the other person. Remember that words can harm the person more severely than deeds. Hence, be careful not to ridicule the other person and choose your words of communication after thinking and with due care and consideration.

• In your communication with one another, any past undesirable practices (such as loud and noisy conversation, even if you are excited over something) should be abandoned in favour of more desirable ones (such as a quiet and pleasant discussion).

• Use as much of the National Language and the English Language for communication in the university rather than your ethnic medium, because it is rude to speak to each other in a language that all parties cannot comprehend and to exclude them from the conversation. This is not to discourage the use of your mother tongue; which of course has its appropriate place.

• Keep hand gesture to a minimum.
• Avoid harsh words.

• Avoid deviating pleasure in belittling someone else’s race, religion, ethnicity, family etc. Do not reduce the esteem of the other person.

• Avoid talking bad about someone without sufficient investigation and evidence.

• Do not boast about yourself, wealth, knowledge etc.

• Learn to be a team player, i.e. work with the others and practice tolerance.

• Do not argue with someone who is recalcitrant and refuses to give a hearing.

• Keep your lecture room, tutorial room, resource centre, computer room, etc. tidy. If you see any rubbish, dispose it properly.

• Always switch off lights and air condition if you are not using the room. Use only the appropriate number of lights to suit your needs. If there is sufficient natural light, do not switch on the room lights.

COMMUNICATION SKILLS AND RELATIONSHIPS

STUDENT - STUDENT RELATIONSHIPS

• Always make an effort to build a good rapport with other students (both juniors and seniors).

• In all faculty activities, except religious functions, do not form groups segregated by race, skin colour or religion.

• Be ready to lend a helping hand to your friend in difficulty if it is within your ability. Refer your friend’s problem to someone else (whom you think is able to help). If you are unable to help, do not ignore your friend.

• Be a good listener to anyone who comes to you and who wants to share his or her problems. However, do not try to take undue advantage of someone else in difficulty.

• Interaction among students is imperative. Always greet each other (e.g. “good morning”, “Hello”, “How are you doing?” etc.) When you meet one another. It is impolite for a student to ignore each other.

• Senior and junior students should get to know each other. This can be done via interactions or having sports together. They should treat each other with respect (even a smile when you meet is a sign of respect), and vice versa.
• Be caring and kind towards one another.

• Teamwork among students is a vital aspect of your training. Students should realise that teamwork helps to solve problems in many situations, especially in the medical profession.

• Helping each other in studies should be encouraged.

• Try to avoid boastful and egocentric individuals who are ever ready to aggressively enforce their opinions on you. Better still, try to change them for the better.

• Stand your ground if you think that your opinion is a fair one, justifiable and defendable. Do not argue vehemently with recalcitrant person in order to establish that.

• Support student activities as this will benefit you and your colleagues.

STUDENT – STAFF RELATIONSHIPS

• Be respectful and friendly towards all staff, including professors, lecturers and supporting staff.

• Avoid boastful behavior when dealing with or communicating with the staff. Always bear in mind that medical students are also mere students and not a privileged one.

• When you meet any teaching or administrative staff, greet them. It is very impolite to ignore and walk away without acknowledging.

•Courtesy must always be practiced. Words of appreciation such as “Thank you” must be uttered after receiving help, regardless of whom you are dealing with.

• Always follow instructions of the administrative staff. Do not disobey the rules of the faculty.

• If there is a grievance, address it to the correct person for remedy instead of merely spreading the news or making it viral on social media.

• If you are highlighting a problem, you can also suggest a solution for consideration.

• Remember that an academic staff can be wrong or make mistakes. If so, you can point out the facts with evidence and address the issue politely.

STUDENT - COMMUNITY RELATIONSHIPS

• Always remember that your education in this public institution is supported with community funds and have an obligation to serve the community to the best of your ability.

• Pay attention to the community programmes worked out for you by the faculty.
• Be adequately prepared to participate in community programmes e.g. properly and adequately vaccinated, taking antimalarial, being properly attired during fieldwork and carry sufficient rations.

• Respect the cultural backgrounds, religions, customs, traditions, languages and habits of hosts. Do not engage in discussions or debate on any of these issues. Politely refuse such discussions.

• Always remember that Malaysia is a nation of diverse people with differing cultural backgrounds, each with its own strengths and weaknesses. It will be futile to argue that any one is superior or inferior to another. This may only fuel displeasure and make your stay far from comfortable.

STUDENT-PATIENT RELATIONSHIPS

• Students should treat patients with respect regardless of religion, race, culture or skin color.

• Be a good listener to patients. Ask only the appropriate questions during history-taking.

• Always smile and be friendly towards patients even if they misbehave or annoy you.

• Follow proper practice when examining e.g. male doctor examining a female patient in the presence of a female nurse (chaperon).

• Avoid interruptions when communicating with patients who're voicing their problems. Allow patients to express their thought before asking any further question.

• Continuously analyze the statements made by patients to seek clues for management of their health problems. Never take undue advantage of the situations.

• The golden rule of ‘do no harm’ should be borne in mind at all times especially before giving treatment.

• Take only the relevant samples for the most appropriate tests for diagnosis.

• Do not despise patients, especially those who are less-educated, less fortunate or from rural areas, by insulting their cultures or habits. Always remember that even if you are a doctor (in the future), you will still be learning from people from all walks of life.

• Avoid showing tantrum or impatience when dealing with patients. As a professional person, you should be able to handle stress.

• Keep patient’s information confidential.

• Be familiar with the Code of Professional Conduct published by the Malaysian Medical Council and apply it as a guide to all aspects of dealing with patient and patient care.
LABORATORIES AND THE DISSECTION ROOMS

THE MULTIPURPOSE LABORATORIES

- Students are not allowed to bring earphones into the laboratory. It should be left securely in the lockers provided outside the laboratories.

- Students must enter the laboratory using identification cards. Otherwise, disciplinary action will be taken.

- Students are responsible for each equipment or facilities used.

- Amenities such as gas, water and electricity should be conserved after using. It should not be wasted and should be switched off after using.

- Be appropriately attired (including footwear) with laboratory coats.

- Only authorized personnel are allowed into the laboratories.

- Students can only enter to areas allocated for them.

- Items of value should be under your personal care and the laboratory personnel will not be responsible for them.

- Do not remove any apparatus from the laboratory, including slides which have to be stored in the lockers provided after each use.

- Always think of safety when handling hazardous or toxic chemicals and biological specimen. Read and follow all the safety procedure displayed.

- Follow all the instructions given by the lecturer and laboratory staff.

- All given equipment, including microscope has to be handled with care during both individual and group usage.

- Do not use any equipment without prior permission.

- Report all accidents, injuries and breakage of equipment to the lecturer or laboratory staff immediately, and complete the designated form.

- At the end of your laboratory session, hand in all your equipment, glassware and keys back to the laboratory staff in good condition.

- Adhere to all the guidelines described in the laboratory manual, such as:
  - No eating, drinking or smoking in the laboratory.
  - Do not bring food into the laboratory.
  - Always label solutions and specimens with all the details e.g. date, its nature, toxicity, flammability etc.
  - Read and follow the instructions before operating an equipment/instrument.
  - If there is a logbook with an equipment, make an entry into the book before you begin using the equipment.

- If you do not know, ask someone who knows.
• Do not take unnecessary risks.
• Do not alter the settings of microscope and instruments.
• Dispose wastes appropriately e.g. radioactivity, toxic and hospital waste.
• Take all the precautions suggested and do not cut the procedure short for expediency.
• Be aware of the safety precautions as well as the occupational hazards in any work situation.
• Plan to complete your laboratory work in the given time, analyze the results and record them down immediately. Adhere to the given format. Do not procrastinate.
• Try to do your work as systematically as possible.
• Failure to follow these laboratory guidelines may result in the risk of disciplinary action.

COMPUTER LABORATORY

• The computers are public property and should be handled with care.
• After using the computer, restore it to its original state.
• Shut the computer down according to its steps.
• Do not alter/ interfere with the existing data in the computer.
• Before inserting a pen drive into the computer, scan it for viruses and ensure that it is virus-free. If it is infected and non-reversible, do not use it in the laboratory computers.
• Faulty computer equipment must be reported to the staff in charge immediately, prior or after usage.
• Student is prohibited from using the computer to blackmail, send or view pornographic material, distributing advertisement or computer viruses, using other user’s identity and other activities which do not involve teaching and learning.
• Seek permission before using the computer. Do not interrupt other people while they are using the computer.
• Do not steal unauthorized data from a computer or use someone else’s IP address.
• Be sensitive to intellectual property rights and the risk of plagiarism in using information obtained from the internet.
• All references, whether from the internet or virtual journals, should be properly acknowledged with appropriate citation.
• Be aware that the sites on the internet that you visit are being monitored by the university authorities who have the ability to trace it. Any unauthorized abuse of the computer facilities will subject you to severe disciplinary action.
THE INTEGRATED LEARNING CENTRE

- Dress decently and wear your name tag at all times.
- Maintain absolute silence and respect the rights of others.
- Handphones must be in silent mode or switched off.
- Food and drinks are prohibited.
- Vandalism of the resource centre property is not allowed.
- Books that have been read must be returned to their original positions.
- Do not misuse centre property such as computers, microfilm readers, specimens, models, sliders, X-rays etc.
- Books must be returned before its due dates.
- Students must not misuse their status as medical students for private gain or privilege.

THE RESOURCE CENTRE/ THE CLINICAL SKILLS LABORATORY

- Students must respect the rights of others especially their need for privacy, peace and silence.
- Students should not be noisy and distract others’ concentration.
- All models and specimens must be handled with due care and consideration.
- All models and specimens must not be taken out from the resource centre.
- Shut all the computers down after students have finished using them.
- The centre is a place to study and do research. Activities such as snoozing and smoking are prohibited.
- Eating and bringing in food into the centre is prohibited.
- Keep the room clean; clean your shoes before entering the centre.
- Smoking is strictly prohibited within the centre’s vicinity.
- Switch off all the lights before leaving the centre.

LECTURE ROOMS

- Ensure that you do not miss any lectures or learning modules. If you have to miss any of these sessions due to unavoidable circumstances, please inform the office staff with proper evidence e.g. a medical certificate.
- Be punctual and adhere to the scheduled time.
• The cleanliness of the lecture room is your responsibility. Do not litter. If you see any litter, please dispose it properly.

• Ensure that all the audiovisual equipment are available for use and in good condition. Prepare the equipment for use before the arrival of the lecturer. If an equipment is malfunctioning or is defective, inform the Academic Unit office and arrange for repairs.

• Do not talk while the lecture is in progress.

• Take turns to occupy the front seats, instead of hogging these and denying to others.

• Ensure that your handphones are switched off or set to silent mode during lecture. Do not text or watch videos while the lecture is ongoing.

• Laptops can only be used to take notes during lectures. No internet surfing is allowed during the lecture.

• Do not yawn or sleep during the lecture session. If you do not pay adequate attention during the lecture, you might be asked to leave the room.

• If you cannot understand the lecture, you may discretely raise your hand and ask the questions or request further explanation from the lecturer.

• Do not distract other students in the room by throwing things.

• Stow away your bags and other possessions under your chair instead of leaving them along the passageway.

• If you are working in an unoccupied lecture room switch on only a sufficient number of lights to operate comfortably.

• Switch off lights and audiovisual equipment at the end of the lecture session. Clean the white board and keep it ready for the next user.

• Stock the lecture room with sufficient writing pens and eraser.

• Do not consume food or drinks in the lecture rooms.

• Maintain integrity and do not remove others’ belongings from the lecture room.

INTERACTION ROOMS

• Use only for studying purposes (e.g. PBL, PSS, tutorials and discussions).

• It is the student’s responsibility to keep the room clean and tidy.

• Equipment from the room should not be removed.

• Please lock the door before leaving.

• Switch off computers, air-conditioners and lights after using the room.
HOSTELS AND COLLEGES

- Follow all the hostel rules and regulations, whether in the UMS main campus or in its branches (District Hospitals and Rural Medical Education Centre).
- Do not be loud unnecessarily.
- Always respect the rights of others.
- Students should not damage hostel properties but should keep them in proper working order.
- Take care of your personal hygiene in order to avoid any illnesses or diseases.
- Students must stay in their rooms after midnight.
- Do not waste electricity and water.
- Avoid doing anything embarrassing to yourself and others.
- Any damage should be reported to the college authorities immediately.
- Students must obey all instruction given by the principal or fellows.
- Students must interact with other students irrespective of color, creed, religion or origin.
- Communicate politely and respectfully.
- Students must participate in all college or hostel activities to gain experience and practice healthy lifestyle.
- Uphold the good name of the college or hostel, your school and the university.

PERSONAL AND PROFESSIONAL DEVELOPMENT

- Put into practice the knowledge that you have gained from your courses along with teamwork, in medical education i.e. working with each other regardless of color, creed, race or religious background. There is no room for egoism or selfishness.
- Manage time properly.
- Maintain professionalism in all your endeavors.
- Consult others when your expertise hits its limit.
- Admit your fault or mistakes promptly.
- Do not operate in a negligent manner by doing a slipshod job.
- Take pride in your work.
- Do something because you like to do it.
If you cannot cultivate an interest for your work, cease doing it.

If something is probative and harmful, weigh all the relevant factors carefully before you embark on a course of action. Welfare of the patient is the ultimate goal.

Avoid selfishness and greed. A little altruism is necessary.

Avoid fanaticism.

Always rationalize and try to reason out your courses of action.

Happiness of your family and friends is important, but it must not be the main objective.

Be a good citizen and practice neighborliness.

HOSPITAL / CLINICAL SETTING

Students must wear appropriate and neat clothes.

Students must be careful during the handling of equipment and during usage of chemical substance to avoid any accident in the laboratory.

Food and drinks are not allowed.

Students must be punctual.

Ensure that the environment is always clean.

Students must follow and carry out given instructions.

Any damage to the equipment in the clinical setting within the student’s responsibility must be reported to the authorities concerned promptly.

Students must behave professionally and respect the hospital staff.

Respect the patients’ confidentiality and maintain good manners at all times.

Avoid arguments or noisy discussions.

Good hospital practice and universal precautions should be observed at all times (e.g. wearing gloves & face masks, washing hands, using sterile syringes etc).

PRESENTATIONS

Familiarize yourself with the presentation topic.

The audiovisuals must be clear and readable.

Animation and other enhancements are acceptable as long as they improve presentation and captivate the audience. Remember that visual impact is very important.
Choose clear fonts and backgrounds so that the slides are readable.

Do not overcrowd your slides with information. Only the cues should be on the slides. Details must be well explained. Do not read bluntly from the slides.

Face the audience during presentation.

If you are presenting a patient’s case, follow proper procedure and the guidelines for communication with patient.

Speak audibly, clearly and at a speed sufficient for others to understand.

Always confirm the venue and the facilities in it before the presentation.

EXAMINATIONS

Prepare for the examination consistently and continuously.

Have sufficient food before the examination.

Be punctual.

Calm yourself down before entering the examination hall.

Do not cram in the last minute.

Know where the examination venue is, before the examination.

If the venue is expected to be cold, bring a sweater along.

Present yourself at least 15 minutes before the start of the examination.

Have all the required examination slips and identifications with you as well as only the permitted stationary, including calculators (without memory card-a simple one).

Do not carry in any information on pieces of paper.

On entering the hall, take your seat and read all the instructions of the examiner.

Do not bring in food and drinks.

Check all the questions within first 15 minutes of starting the examinations and raise any queries since the examiners are usually around for that period of time to answer such queries.

If you need any help or clarification, ask the invigilators.

Maintain absolute silence and do not communicate with any other candidate in any manner whatsoever.

Use black ink (pen or roller point) for writing or 2B pencils for shading.

Write clearly and in reasonably large characters that it can be easily read.
• Write a sufficient amount of relevant information in grammatically correct language. Do not mix languages.

• Illustrate your answer with sufficient large diagrams that are appropriately labeled.

• Essays should be structured properly.

• Be relevant, understand the questions asked and don’t merely pour out what you have memorized.

• In viva voce examinations, greet the examiners, take your seat and listen to the questions put to you carefully before answering. Be relevant and do not beat around the bush. If you do not understand the question, you can request the examiner to repeat or rephrase it. However, if you do not know the answer, admit it and ask to proceed to the next question.

• In the laboratory practical examination, adhere to the time allocated in each station stringently, proceeding from one station to the next promptly. Do not touch any of the specimens or instrumental settings. Microbiological specimens should be handled following all the procedures for the disposal of biological hazards.

• In the clinical examinations, handle manikins the way that you would handle patients. In the handling of patients, apply all your rules for history-taking, communication and ethics. For a male examining a female patient, always have a female nurse or assistant present. Only perform the relevant and necessary tests and physical examinations.

• Washing hands, wearing gloves and face masks, use of sterile syringes and needles and other rules of good hospital practice should be practiced at all times.

CONCLUSION

Discipline as well as ethical and moral conduct are an integral part of good clinical practice. Knowledge and skills alone are not sufficient in the making of a good doctor. These regulations will not be of any use without cooperation and compliance from you. Hence please read and obey them. The main purpose of these Rules and Regulations are to guide you to achieve a better quality of life for both yourself and your patient. By following these principles, you will bring credit not only to yourself but also to the faculty and university. Please continue these good practices not only while being in the faculty but throughout your professional career. The Faculty of Medicine and Health Science UMS wishes you all the best.
APPENDIX 1

(SUB-REGULATION 2.1.1)

Admission conditions for Doctor of Medicine programme

A candidate intending to enrol in a Doctor of Medicine study programme at Universiti Malaysia Sabah shall fulfil the following conditions:

A. MINIMUM REQUIREMENTS FOR MATRICULATION/ FOUNDATION/ STPM

Obtained at least Grade B+ (3.33) at the Matriculation/ Science Foundation level in the following subjects:
   - Chemistry
   - Biology

AND

Obtained at least Grade B (3.00) at the Matriculation/ Science Foundation level in the following subjects:
   - Physics/ Mathematics (M) / Mathematics (T)

AND

Obtained at least Grade B in the SPM examination for the following subjects:
   - Biology
   - Chemistry
   - Physic
   - Mathematics / Additional Mathematics
   - One other subject

AND

Obtained at least a Credit (Grade C) in the SPM examination for the following subject:
   - English

AND

Obtained at least Band 3 in the Malaysian University English Test (MUET)

AND

Passed the test and interview as specified by the University.
B. SPECIAL CONDITIONS FOR DIPLOMA/ A-LEVEL/ INTERNATIONAL BACCALAUREATE (IB) PROGRAMMES

Fulfil the minimum required conditions as specified by the Malaysian Medical Council MMC (2013).

Possess an **International Baccalaureate (IB)** with a minimum score of **30 points** in **2 Science or Mathematics subjects at Higher Level (HL)** and **one Science subject at a Standard Level (SL)**;

AND

Obtained at least **Score 4** in
- Biology and
- Chemistry and
- Physics / Mathematics / Additional Mathematics

OR

Possess a **General Certificate of Education GCE A-Level** qualification with at least Grades BBB, ABC and AAC in the following three (3) subjects:
- Biology
- Chemistry
- Physics / Mathematics

AND

Obtained at least Grade B in the SPM examination for the following subjects:
- Biology
- Chemistry
- Physics
- Mathematics / Additional Mathematics
- One other subject

AND

Obtained at least a Credit (Grade C) in the SPM examination for the following subject:
- English

AND

Obtained at least Band 3 in the Malaysian University English Test (MUET)

AND

Passed the test and interview as specified by the Faculty.
CONTACT US

Postal Address for Faculty of Medicine and Health Sciences:
Faculty of Medicine and Health Sciences,
University Malaysia Sabah
Jalan UMS,
88400, Kota Kinabalu, Sabah
Tel No: 088320000 ext: 611001
Email: pejfpsk@ums.edu.my / u_akademikfpsk@ums.edu.my

© Copyright Faculty of Medicine and Health Sciences (Academic Section) 2019