**Personal Details**

Name: ____________________________________________

Student Number: __________________________________

Address: _________________________________________

_________________________________________________

Phone: ____________________________________________

Email: ____________________________________________

Emergency Contact: _________________________________

_________________________________________________

Medical Information: ________________________________

_________________________________________________

**IMPORTANT**

All students must be registered and have paid their fees.

If you have any problems or queries, please contact the Student Section.
## CONTENTS

<table>
<thead>
<tr>
<th>CONTENT</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreword</td>
<td></td>
</tr>
<tr>
<td>Message from Dean</td>
<td></td>
</tr>
<tr>
<td>Message from Deputy Dean</td>
<td></td>
</tr>
<tr>
<td>Message from Head of Department</td>
<td></td>
</tr>
<tr>
<td>Academic calendar 2009/2010</td>
<td></td>
</tr>
<tr>
<td>Nursing Science</td>
<td></td>
</tr>
<tr>
<td>Organization Chart</td>
<td></td>
</tr>
<tr>
<td>Contacts</td>
<td></td>
</tr>
<tr>
<td>Head of Departments</td>
<td></td>
</tr>
<tr>
<td>Vision and Mission</td>
<td></td>
</tr>
<tr>
<td>History of the Faculty of Medicine</td>
<td></td>
</tr>
<tr>
<td>Nursing Science Programme</td>
<td></td>
</tr>
<tr>
<td>Faculty Facility</td>
<td></td>
</tr>
<tr>
<td>Campus facility</td>
<td></td>
</tr>
<tr>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>Faculty Building Plan</td>
<td></td>
</tr>
</tbody>
</table>
MESSAGE FROM DEAN

MESSAGE FROM DEPUTY DEAN (UNDERGRADUATE AND DIPLOMA)

MESSAGE FROM HEAD OF DEPARTMENT
A very warm welcome to the Faculty of Medicine, University of Malaya.

I take this opportunity to congratulate all of you and welcome you to the Faculty of Medicine, University of Malaya. I am happy to note that the University of Malaya has been a favourite choice among those who wish to pursue their first degree in Nursing Science.

The main aim of this guidebook is to provide details of the Nursing Science course and curriculum for students. It has useful information on the facilities available in the Faculty and the Nursing Science examination regulations.

Before you embark on the course, I would like to advice you to be focused in your studies. You need to find a proper strategy to manage your time well. Study hard, but at the same time, do take the opportunity to make full use of the excellent sports and recreational facilities that the university offers.

I want to stress that the Faculty of Medicine expects the highest level of discipline among the students. It is essential that students adhere to all rules and regulations of the University and the Faculty, as you are responsible for upholding the good name and reputation of the Faculty, as well as the University.

The members of the Faculty join me in wishing you every success in your studies. We hope you will enjoy your time here and that your studies will be rewarding and fulfilling.

PROFESSOR DATO’ IKRAM SHAH ISMAIL
Dean
MESSAGE FROM DEPUTY DEAN

On behalf of the Faculty of Medicine and all the academic staff, I extend a very warm welcome to each and every one of you. As a faculty, we would like your education in this institution to be a rewarding and an enriching experience. We are here to ascertain that you achieve your ambition of becoming a nurse.

Being a nursing science student will take a good 2 years of your life. The nursing science education does not stop upon graduation, but merely acts as a stepping stone to a life-time of learning in your chosen field. To obtain the Nursing Science degree, you have to put in a lot of hard work powered by dedication, sacrifice, unwavering determination, perseverance and commitment to ensure you will become not only a knowledgeable and skilful nurse but also one who practices holistically.

Nursing Science does not only revolve around science, but also involves the art of practising it. We want you to be curious about the programme. Everything that goes on in this institution is a learning opportunity. The skills that you will acquire include good communication skills between you and your colleagues, your patients and their families and also with members of the community. You will find that your teachers, seniors and friends are mentors in your quest to become good and ethical nurse, thus providing you the best apprenticeship you could possibly have. We hope the nursing community will provide you the network to enable you to expand your horizon in the field. This program is also about character building, and as a nursing science student, you will need to develop appropriate attitudes that contribute to the qualities necessary of a good nurse.

We hope this guidebook can be fully used to your advantage in better understanding the programme and the people entrusted to run it. The Dean's Office along with all its support groups will try to make your stay a memorable and a fruitful one.

Again, I wish you a warm welcome and I look forward to meeting each and every one of you over the next two years.

Professor Datin Hamimah Hassan
Deputy Dean for Undergraduate and Diploma Programme
MESSAGE FROM DEPARTMENT HEAD

Congratulations and Welcome

to the Bachelor in Nursing Sciences programme, offered by the Department of Nursing Sciences, Faculty of Medicine, University of Malaya.

You have chosen a career with extraordinary potential and rewards. The current shortage of nurses has brought public awareness that there is simply no substitute for a nurse. Nurses are now recognized and prioritized as an essential part of the healthcare system in ensuring health and wellbeing of the society worldwide. And you have chosen a department where nurse education is at its best.

At the Department, we prepare students to become nursing leaders contributing to the advancement of health care and nursing profession. The research-intensive environment in University of Malaya with its full range of academic disciplines provides an exceptional environment for tertiary education in nursing.

We hope your educational experience here will be personally satisfying, as well as professionally stimulating and challenging. This handbook was created to assist you with your transition to graduate studies by providing a quick source of information that previous students have found to be useful. It will provide guidance in the aims, academic structure and contents, academic services and what is expected of you.

We realize that the choice to seek graduate study represents a significant commitment on your part and we hope that your experience here will meet your expectations. I encourage you to optimize the learning potentials provided by your mentors, peers, academic staff of other discipline and the rich resources available to you through the University.

The academic advisor will assist you with your academic planning, but the entire Department and staff stands ready to answer your questions and cheer you on, as well. We look forward to a great team effort!

Khatijah Lim Abdullah, RN, RM, PhD
Associate Professor and Department Head
<table>
<thead>
<tr>
<th>Event</th>
<th>Duration</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction Week</td>
<td>1 week</td>
<td>27.06.2009 - 05.07.2009</td>
</tr>
<tr>
<td>Lectures</td>
<td>6 weeks</td>
<td>06.07.2009 - 14.08.2009</td>
</tr>
<tr>
<td>Mid Semester Break</td>
<td>1 week</td>
<td>15.08.2009 - 23.08.2009</td>
</tr>
<tr>
<td>Lectures</td>
<td>4 weeks</td>
<td>24.08.2009 - 18.09.2009</td>
</tr>
<tr>
<td>Revision</td>
<td>1 week**</td>
<td>24.10.2009 - 01.11.2009</td>
</tr>
<tr>
<td>Examination</td>
<td>3 weeks</td>
<td>02.11.2009 - 22.11.2009</td>
</tr>
<tr>
<td>Inter Semester Break</td>
<td>5 weeks***</td>
<td>23.11.2009 - 27.12.2009</td>
</tr>
<tr>
<td></td>
<td>26 week</td>
<td></td>
</tr>
</tbody>
</table>

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<tr>
<th>Event</th>
<th>Duration</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures</td>
<td>7 weeks</td>
<td>28.12.2009 - 12.02.2010</td>
</tr>
<tr>
<td>Mid Semester Break</td>
<td>1 week+</td>
<td>13.02.2010 - 21.02.2010</td>
</tr>
<tr>
<td>Lectures</td>
<td>7 weeks</td>
<td>22.02.2010 - 09.04.2010</td>
</tr>
<tr>
<td>Revision</td>
<td>1 week</td>
<td>10.04.2010 - 18.04.2010</td>
</tr>
<tr>
<td>Examination</td>
<td>3 weeks</td>
<td>19.04.2010 - 08.05.2010</td>
</tr>
<tr>
<td></td>
<td>19 week</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event</th>
<th>Duration</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session Break</td>
<td>8 weeks</td>
<td>09.05.2010 - 04.07.2010</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lectures &amp; Examination</td>
<td>7 weeks</td>
<td>09.05.2010 - 30.06.2010</td>
</tr>
</tbody>
</table>

** - Deepavali Public Holiday on 17.10.2009
+ - Chinese New Year Public Holiday on 14 and 15.02.2010
Organization Chart of the Undergraduate Section
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<table>
<thead>
<tr>
<th>HEADS OF DEPARTMENTS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Anaesthesiology</td>
<td>- Professor Marzida Mansor</td>
</tr>
<tr>
<td>Department of Anatomy</td>
<td>- Associate Professor Murali D K Naidu</td>
</tr>
<tr>
<td>Department of Biomedical Imaging</td>
<td>- Associate Professor Norliah Mohd. Ramli</td>
</tr>
<tr>
<td>Department of Medical Microbiology</td>
<td>- Professor Sazaly Abu Bakar</td>
</tr>
<tr>
<td>Department of Obstetrics &amp; Gynaecology</td>
<td>- Associate Professor BK Lim</td>
</tr>
<tr>
<td>Department of Ophthalmology</td>
<td>- Associate Professor Mimiwati Zahari</td>
</tr>
<tr>
<td>Department of Orthorhinolaryngology</td>
<td>- Associate Professor Rahmat Omar</td>
</tr>
<tr>
<td>Department of Orthopaedic Surgery</td>
<td>- Professor Saw Aik</td>
</tr>
<tr>
<td>Department of Paediatrics</td>
<td>- Professor Fatimah Harun</td>
</tr>
<tr>
<td>Department of Parasitology</td>
<td>- Professor Rohela Mahmud</td>
</tr>
<tr>
<td>Department of Pathology</td>
<td>- Professor Cheah Phai Leng</td>
</tr>
<tr>
<td>Department of Pharmacology</td>
<td>- Professor Mohd Rais Mustafa</td>
</tr>
<tr>
<td>Department of Nursing Science</td>
<td>- Associate Professor Mohamed Ibrahim Noordin</td>
</tr>
<tr>
<td>Department of Physiology</td>
<td>- Professor Ruby Husain</td>
</tr>
<tr>
<td>Department of Primary Care Medicine</td>
<td>- Professor Khoo Ee Ming</td>
</tr>
<tr>
<td>Department of Psychological Medicine</td>
<td>- Professor Mohamad Hussain Habil</td>
</tr>
<tr>
<td>Department of Medicine</td>
<td>- Professor Wan Azman Wan Ahmad</td>
</tr>
<tr>
<td>Department of Molecular Medicine</td>
<td>- Professor Onn Hashim</td>
</tr>
<tr>
<td>Department of Nursing Science</td>
<td>- Associate Professor Khatijah Lim</td>
</tr>
<tr>
<td>Department of Rehabilitation Medicine</td>
<td>- Dr Saini Jeffrey Freddy Abdullah</td>
</tr>
<tr>
<td>Department of Social &amp; Preventive Medicine</td>
<td>- Professor Awang Bulgiba Awang Mahmud</td>
</tr>
<tr>
<td>Department of Surgery</td>
<td>- Professor Azad Hassan Abdul Razack</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HEADS OF UNITS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Research Centre</td>
<td>- Dr. Hj. Azizuddin bin Hj. Kamaruddin</td>
</tr>
<tr>
<td>Clinical Oncology Unit</td>
<td>- Associate Professor Dr Anita Zarina binti Bustam</td>
</tr>
<tr>
<td>Electron Microscopy</td>
<td>- Associate Professor Dr Nazarina Abdul Rahman</td>
</tr>
<tr>
<td>Medical Biotechnology Laboratory</td>
<td>- Dr Putri Shaifanaz Akmar binti Abdul Rahman</td>
</tr>
<tr>
<td>Medical Education Research Development Unit (MERDU)</td>
<td>- Professor Dr Christina Tan Phong Lay</td>
</tr>
<tr>
<td>Sports Medicine Unit</td>
<td>- Dr Mohd Sharif bin Abd. Hamid</td>
</tr>
<tr>
<td>Trauma &amp; Emergency</td>
<td>- Professor Dr David Choon Siew Kit</td>
</tr>
</tbody>
</table>
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Faculty of Medicine, University Malaya

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VISION
Centre of Excellence in Medicine

MISSION
To become a premier medical centre that is world renowned and to provide excellent health care, education, and research programmes delivered with efficiency, sensitivity and enthusiasm.
HISTORY OF THE FACULTY
The University of Malaya was established on 8 October 1949 as a national institution to serve the higher educational needs of the Federation of Malaya and of Singapore. In 1960, the Government of the Federation of Malaya indicated that the Kuala Lumpur Division of the University of Malaya should become the national University in the Federation with effect from the beginning session 1962/63. Likewise, the Singapore Division should become the national University of Singapore. Steps to achieve the establishment of these two separate universities were finalized during the year 1961 and the University of Malaya was established on 1st January 1962. The student population at that time was about 330. Since then, the University has grown and developed rapidly. Today, the student population has grown to almost 30,000.

Establishment of the Faculty of Medicine at the University of Malaya

Up to the 1950’s, the Faculty of Medicine, University of Singapore, which was known previously as King Edward VII College of Medicine had been the only medical school in Malaya and Singapore. The output of doctors at that time was small: 60 per year. Many Malaysians had to go overseas to seek undergraduate medical education. It was not until 1960 that a determined effort was made to double the intake of students to 120 per year in Singapore. In 1960, a board of studies of the University of Malaya was appointed to study the feasibility of establishing a medical school with its own teaching hospital. The board recommended the early establishment of both.

To this end, the Government agreed and the Ministries of Education and of Health provided the necessary capital funds. In 1962, a Dean for the Faculty of Medicine was appointed.
The first batch of medical students was admitted to the Faculty in 1964. A year earlier, these students, 40 of them, were placed in the Faculty of Science as pre-medical students. Construction of the faculty building began in July 1963, was completed in 10 months, so that the pioneer students were able to begin their course in May 1964. The building programme continued and the second phase was ready in time for Year II teaching the following May. Throughout this period, planning, building, ordering and receiving of equipment, recruitment of staff, organization of the Faculty, and discussions on the curriculum continued unremittingly. Phase I of the University Malaya Medical Centre consisting of the main block together with podium or "technical box" (operating theatres, radiodiagnostic, accident and emergency, polyclinic, pharmacy, central sterile supply, cafeteria, administration and medical records) was completed in December 1966, and the first wards were opened as on March 1967. Phase II of the Hospital consisting of Paediatric, Maternity and Rehabilitation Units was completed in December 1967, and became functional in March 1968. The total construction period for the Medical Centre consisting of the Faculty departments, Hospital (740 beds), Hostel for Clinical Students, Nurses Quarters with Nursing School and Central Animal House was three and a half years. Over the past three decades, the medical centre has expanded tremendously, and today it has 900 beds (the number will be increased to 1200 beds after renovation).

**Philosophy of the Faculty of Medicine**

The philosophy of the Faculty is to mould students to be competent, highly-skilled and knowledgeable doctors, who can work with others as a team, who are caring and concerned about their patients and society, and who can emerge as leaders in their community.

**Orientation period**

As part of the university orientation programme, all new students undergo an orientation period where they are introduced to life on campus and in the residential colleges. In the Faculty of Medicine, the programme includes registration, briefings by the Dean & Deputy Dean and a tour of the various academic facilities at the medical centre. During this period, the students are given information about the activities of the faculty, facilities available as well the course content.

An early introduction to the use of library services and the Student Information System are also made available.
BACHELOR OF NURSING SCIENCES PROGRAMME

INTRODUCTION

Bachelor of Nursing Sciences (Honors) Degree is offered by the Department of Nursing Sciences, Faculty of Medicine. This program covers six semesters within 3 years.

This program is specially designed for all experienced registered nurses. The objective of this course is to prepare nurses to be a leader either in teaching, management or clinical specialty.

The aim of this course is to produce nursing graduates with in depth knowledge in nursing and medical sciences. With the acquisitions of knowledge, it is hoped to produce excellent nursing leaders with vision to bring greater changes in the health care system and nursing profession.

Besides gaining knowledge in nursing and medical sciences, nursing graduates will also be prepared in nursing education, management, clinical specialty and research. This will enable them to be successful nurse educators, nurse managers, nurse researches and clinical nurse specialists.

This degree program is also a stepping stone for nurses to further their studies till doctorate level. The uniqueness of this course is that the candidates will be accepted directly to second year as the candidates already has advanced nursing diploma certificate.
Objectives of the Nursing Degree Program
At the end of the course, students will be able to function as capable dynamic and progressive nursing leader in education, management or clinical specialty with the knowledge and skill in :

1. nursing education such as curriculum development, educational psychology, nursing sciences, basic medical sciences and teaching skills for those majoring in teaching methodologies (Module A).
2. principles of nursing management such as nursing service management, nursing sciences, integrated medical sciences and managerial skills for those majoring in management module (Module B).
3. nursing sciences, basic medical sciences, clinical specialty, clinical evaluation and quality improvement for those majoring in clinical specialty module (Module C).
4. nursing research which enables them to conduct clinical research to improve quality of nursing care.
5. professional advancement which will equip them as a professional individual.
6. developing positive attributes towards life long learning.

Program Learning Outcome:
At the end of this Program, graduates will be able to:
1. acquire current knowledge related to nursing education and practice.
2. demonstrate safe, competent and current skills in related nursing specializations.
3. demonstrate caring and appropriate attitudes towards clients.
4. participate proactively, ethically and collaboratively in the health care team.
5. communicate effectively with internal and external clients.
6. apply critical thinking, problem solving and conduct research in the management of clients.
7. appreciate life long learning to maintain the highest standard of nursing practice.
8. demonstrate leadership, managerial, information technology and entrepreneur skills.
Module A : Teaching

At the end of this module, graduates will be able to:
1. acquire current knowledge related to nursing education.
2. demonstrate safe, competent and current skills in related nursing education.
3. inculcate caring and appropriate attitude towards clients among learners in nursing education.
4. participate proactively, ethically and collaboratively in teaching-learning environment in nursing.
5. communicate effectively in teaching-learning activities within the health care system.
6. apply critical thinking and problem solving in the teaching-learning process and conduct nursing research to improve nursing education and quality of patient care.
7. develop positive attributes towards continuous and life long learning to promote professional and personal growth and development in nursing education, practice and research.
8. demonstrate leadership, technology advancement and entrepreneur skills in nursing education.

Module B : Management

At the end of this program, graduates will be able to:

1. acquire current knowledge related to nursing management.
2. demonstrate safe, competent and current skills in related nursing management.
3. demonstrate caring and appropriate attitudes toward clients.
4. participate proactively, ethically and collaboratively in the health care teams.
5. communicate effectively with internal and external clients.
6. apply critical thinking, problem solving and conduct research in the management of clients.
7. appreciate life long learning to maintain the highest standards of nursing practice.
8. demonstrate leadership, managerial, information technology and entrepreneur skills.
Module C: Clinical Specialties

At the end of the module students should be able to:

1. apply current knowledge related to clinical nursing specialty.
2. provide safe, competent and current advanced skill in related nursing specialization.
3. deliver caring and holistic care to clients in clinical nursing specialty.
4. practice ethically, professionally and collaboratively in health care team.
5. communicate effectively with internal and external clients.
6. apply critical thinking and clinical evaluation skills, conduct research and utilize evident based findings in nursing practice.
7. practice life long learning to maintain the highest standard of nursing care in related specialty.
8. demonstrate leadership, information technology and entrepreneur skills in patient management.

COURSE STRUCTURE

The academic year consists of three semesters. 2 are normal semesters and 1 special semester. Each normal semester consists of:

I. Lectures - 14 weeks
II. Vacation (During Mid Semester) - 1 week
III. Examination - 3 weeks

Meanwhile the special semester with consists of 8 weeks of lectures. Each student is given 3 weeks off within the 2 normal semesters.

Course offered is categorized under:

I. University Courses
II. Faculty Courses (Core and Electives)

Students are required to register and pass all the core courses. They are also given the choice to select their teaching, management or clinical specialty module specialty. To fulfill the credit hours, students need to register for elective courses. The courses will be conducted via lectures, tutorials, discussion and practical sessions in the University Malaya Medical Centre and health organization.
ADMISSION REQUIREMENTS

1. Basic education requirements:
   a) Sijil Pelajaran Malaysia (SPM)
      Candidate must pass SPM examination or equivalents examination with a credit in Bahasa Melayu.
   b) Professional Education Requirement
      Candidate must hold a nursing certificate / diploma or equivalent.
   c) English Language Requirement
      Candidates must pass MUET before registering for this program.

2. Other requirements
   Candidates must meet minimum qualification for requirements as below:
   I. Three years experience as a State Registered Nurse.
   II. Registered with Malaysian Nursing Board with recent practicing certificate.

3. Direct Entry to Intermediate Level
   a) Candidates must have requirements I and II
   b) Has basic nursing certificate/diploma and post basic nursing diploma (minimum 6 month) in any fields.

ACADEMIC PROGRAM STRUCTURE

1. Academic program requirements based on credit hour system
   a) Credit hours
      All courses offered based on credit hours as described below:
      (i) 1 hour lecture/tutorial/seminar in a week in one semester = 1 hour credit
      (ii) 1 clinical session (2-3 hours) in a week in one semester =1 hour credit
      (iii) 1 day for teaching/management/clinical specialization practicum in one semester=2 hours credit
   b) Each academic program requires total credit hours as below:
      3 years academic program=120 credit hours
      2 years academic program=80 credit hours
      1 years academic program=40 credit hours
      Minimum credit requirements per semester =12 credit hours
      Maximum credit requirements per semester =21 credit hours

However all academic programs must consist of:
University courses

(a) 15 % from total credit hours of the program is allocated for university courses.
(b) 15 % is equivalences to 18 hours.

University courses consist of these components:

(i) University Core Courses (18 credit hours)

- TITAS = 2 credit hours
- Co - curriculum = 2 credit hours
- Hubungan Etnik = 2 credit hours
- Asas Pemudayana Keusahawanan (APK) = 2 credit hours
- Kemahiran Maklumat = 1 credit hour
- English course = 6 credit hours
- Electives (Outside Faculty) = 3 credit hours

The above mentioned courses are the core courses for the university. Student can sign up for these courses when offered by the university.

(ii) Elective Courses (5 credit hours)

Candidates are allowed to sign up for elective university courses. Students are to fulfill 2 credit hours of elective courses from their own faculty and 3 credit hours from outside the faculty. (Subject to changes with University ruling)

Faculty Courses

Approximately 104 credit hours is allocated for own faculty courses which consist of the following components:

I. Faculty Core Courses - compulsory courses to fulfill the faculty requirement as fulfillments for the baccalaureate program. These courses can be registered from first Semester. Faculty will decide upon all the courses offered by various departments in that faculty.

II. Department core courses are the courses which the candidates must take to fulfill their own course specializations. Pass is compulsory for all the students.

III. Elective courses consists of courses selected from own department and faculty list including internal and external faculty courses.
<table>
<thead>
<tr>
<th>TYPE OF COURSES</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td><strong>University Courses (18 credit hours - 15% from 122 credit hours)</strong></td>
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<td>TITAS</td>
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<td>Hubungan Etnik</td>
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<td>Asas Pembudayaan Keusahawanan (APK)</td>
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<td>Kemahiran Maklumat</td>
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<table>
<thead>
<tr>
<th><strong>FACULTY COURSES (104 credit hours - 85% from 122 credit hours)</strong></th>
<th>Module</th>
<th>A</th>
<th>B</th>
<th>C</th>
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<tr>
<td><strong>First Year : Compulsory faculty/department Core Courses</strong></td>
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<td>Compulsory Department Core Courses (TWJ)</td>
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<tr>
<td>Department Core Courses (TPJ)</td>
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<tr>
<td>Department Elective Courses (PJ)</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>104</strong></td>
<td><strong>104</strong></td>
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<td><strong>GRAND TOTAL</strong></td>
<td><strong>122</strong></td>
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</table>

- Module A (Teaching)
- Module B (Management)
- Module C (Clinical Specialty)

2. **Offering and Completion of Course**
   (i) Any course will be offered by the faculty at any semester. Any new programs and courses will be offered if it meets the requirements and been approved by Senate.
   (ii) Each course follows the course frame based on Quality Manual System for Academic Programs, University Malaya 1999 and consists of these information:
(a) Name of the Faculty and the department which handles the course.
(b) Name of the Program
(c) Code and the title of the course
(d) Number of credits, semesters and years of the course
(e) Day/Time and Venue of the schedules lectures and tutorials.
(f) Name of the lecture/tutors, appointments date and time, contact number and e-mail addresses.
(g) Prerequisites / Minimum requirements of the course.
(h) Course Objectives
(i) Courses Synopsis
(j) Course references
(k) Teaching materials/equipments
(l) Teaching/leaning methods.
(m) Methods of valuation
(n) Important dates
(o) Tables with title and activities during learning and teaching weeks.

(iii) Each course must be completed within one semester (teaching and assessment). Only certain courses with Senate’s permission can be extended to more than one semester.

(iv) Courses offered during semester are very limited and confine to courses such as co-curricular courses and other courses which were already offered during academic semester.

Minimum period to complete a bachelor degree for the university ( exception for transfer and exemption of credits ) are as below:
(a) Three years program : 6 semesters
(b) Four years program : 8 semesters
(c) Five years program : 10 semesters

Special semester is not counted.

For Nursing Science Degree Program
- Direct Entry to second year: 4 semesters

(v) Maximum period for the completion of bachelor degree for the university ( exception for transfer and exemption of credits ) are as below:
(a) Three years program : 10 semesters
(b) Four years program : 12 semesters
(c) Five years program : 14 semesters

Special semester is not counted.

For nursing science degree program -
- Direct Entry to second year: 8 semesters
3. Language requirements

(i) Malay Language
All candidates including foreign students are required to obtain a credit in Malay Language at *Sijil Pelajaran Malaysia* level or equivalents examinations as entry requirements of the University. This requirement is approved by the University Senate in view to national policy.

(ii) English language
All student need to have language proficiency. Candidates are required to pass MUET with minimum “band 1” as required by the institutions.

4. Registration of the course

a) Generally students are allowed to register maximum 21 credit hours during academic semester and 9 credit hours during special semester. During the first semester at the beginning of the program, students are only allowed to register 16 credit hours. For student who wished to register more than 16 credits, permission from university senate is required.

b) Student must register at least 12 credit hours for each semester. Registration of less than 12 credit hours needs approval from the Dean of the Faculty. Students are allowed to register 6 credit hours only during their last semester before completion of the program.

c) Students are allowed to register for more than 18 credit hours for the subsequent semester providing the student have applied & approved by Dean where she/he registers for the program.

d) For students with CGP less than 2, they are not allowed to register more than 12 credit hours till they obtained GCP more than 2.

e) Students with special reasons are allowed to register more than maximum 21 credit hours with approval from the Dean of the Faculty. The extra credit hours can only be registered during the last two normal semesters during her/ his study period.

f) Students who want to do extra credit hours at any normal semesters, need to fulfill the following requirements:

I. Register more than 21 credit hours on the semester which will lead to completion of the program and graduation.

II. Not during under observation.

III. Possess at least CGPA of 2 during the previous semester before registration.
g) Student is allowed to register for co-curricular courses from year two.

h) Completion of course registration during semester is on the third week (Saturday) of lectures and for special semester on the second week (Saturday).

i) Students are allowed to drop any courses till seventh week (Saturday) of lectures during normal semesters.

5. Fees
   I. Student must pay the fees according to credit hours registered for each semester including courses registered to audit.
   II. Students under observation are required to pay the fees for each courses.
   III. Examination fees will be charged based on the fees fixed for each semester.

LIST OF COURSES

Faculty/Department Core Courses

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<td>MTEJ 1103</td>
<td>Nursing Characteristics</td>
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<td>MTEJ 1170</td>
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## SECOND YEAR

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<td>Curriculum Development (Classroom Programme)</td>
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<td>Curriculum Development (Clinical Programme)</td>
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<td>Principles of Management</td>
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<td>MTEJ 2108</td>
<td>Management of Nursing Services</td>
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<td>Critical Analysis Pathway</td>
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<td>Managing Health Care Organization</td>
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<td>Clinical Evaluations</td>
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<td>MTEJ 2175</td>
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<td>Educational Psychology</td>
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<td>Integrated Basic Medical Sciences</td>
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<td>MTEJ 2131</td>
<td>Nursing Concepts</td>
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<td>Ethics in Nursing Profession</td>
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<td>MTEJ 3103</td>
<td>Nursing Research and Statistics</td>
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<td>Teaching Functions of a Nurse Manager</td>
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<tr>
<td>MTEJ 3107</td>
<td>Professionalism &amp; Legal Aspects in Nursing</td>
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<td>MTEJ 3133</td>
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<td>MTEJ 3135</td>
<td>Issues in Clinical Nurse Specialty</td>
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<td>MTEJ 3190</td>
<td>Clinical Teaching Practicum</td>
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**DEPARTMENTAL CORE (TPJ)**

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<td>Planning Health Care</td>
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<td>MTEJ 3106</td>
<td>English for Nurses</td>
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<tr>
<td>MTEJ 3131</td>
<td>Management Strategies</td>
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<td>MTEJ 3132</td>
<td>Quality Improvement</td>
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**ELECTIVES COURSES (DEPARTMENT) (PJ)**

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<td>MTEJ 2337</td>
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</table>
# Bachelor of Nursing Sciences, Department of Nursing Sciences

**Faculty of Medicine, University of Malaya**

## Module A (Teaching)

### Second Year (Year 2)

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<td>- Anatomy</td>
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<td>MTEJ 2104  Nursing Process</td>
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<td>MTEJ 2131  Nursing Concepts</td>
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<td>+MTEJ 2334  Nursing Project</td>
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<tr>
<td>MTEJ 2105  Curriculum Development (Classroom Program)</td>
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<td>MTEJ 2132  Principles &amp; Process of Evaluation</td>
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<td>* GXEX 1411 Hubungan Etnik</td>
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### Final Year (Year 3)

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<td>MTEJ 3132  Quality Improvement</td>
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<tr>
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* University Courses
+ Elective Courses (Dalam Jabatan)

(Subject to changes)
## Bachelor of Nursing Sciences, Department of Nursing Sciences
### Faculty of Medicine, University of Malaya

**Module B (Management)**  
**Second Year (Year 2)**  
**Session 2009/2010**

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**TOTAL 19**  
**TOTAL 22**  
**TOTAL 7**

### Final Year (Year 3)

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<tr>
<td>MTEJ 3105</td>
<td>Teaching Functions of A Nurse Manager</td>
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**TOTAL 20/21**  
**TOTAL 18/19**  
**TOTAL 4**

* University Courses  
+ Elective Courses (Dalam Jabatan)  
(Subject to changes)
## Module C (Clinical Specialization)

### Second Year (Year 2)

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<th>Course Code</th>
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**Total Credit Hour:** 19

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<td>MTEJ 3104</td>
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<td>MTEJ 3106</td>
<td>English for Nurses</td>
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<td>MTEJ 3107</td>
<td>Professionalism &amp; Legal aspects in Nursing</td>
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**Total Credit Hour:** 18

### Final Year (Year 3)

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<td>English for Nurses</td>
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**Total Credit Hour:** 18/19

* University Courses
  + Elective Courses (Dalam Jabatan) (subject to changes)
COURSE SUMMARY

LEVEL 1 (1st YEAR)

MTEJ 1101: Social Psychology 42 hours/3 credits

At the end of the course, students should be able to:

- explain the human communication and social behavior in relation to health care background.
- explain the role of leader of health care worker in all area.
- explain how a leader, team member and health care worker could communicate effectively in the health care system.
- explain the important to apply communication skill effectively in leading and as change agent.

Descriptions:
This course aims to provide student with the knowledge on human communication and social behaviors related to health care. It includes communication process, types of communication, facilitator and communication barriers. This course will address group communication especially in healthcare group, and how to communicate with individual and their family. It also address communication among agencies involved in health care services. Student will also learn the role as a nursing leader where the concept, style and the various powers in management will be discussed. Therefore, student will be exposed to leadership activities especially in problem solving and effective decision making and change agent. Practical activities will be carried out in the ward and appropriate clinical areas.

MTEJ 1102: Health Education 28 hours/2 credits

At the end of this course, students will be able to:

- explain the concept of health education.
- identify the importance of health education.
- conduct health education.

Descriptions:
This course aims to provide students with knowledge and skill to educate individual and community on how to maintain their health care status. This course includes health education process, principles of teaching learning, skills and attitudes of a health care educator, individual characteristics and community receiving health education and how to identify teaching needs. Student will learn planning of teaching session according to individual needs in the most effective approach and evaluating the effectiveness of the teaching session. Practical activities will be conducted inwards and appropriate clinical area.
MTEJ 1103 : Nursing Characteristics  

At the end of this course, students will be able to:  
• explain what is nursing.  
• identify factors that affect the development of nursing.  

Descriptions :  
This course provide students on nursing theories and models from the time of Florence Nightingale. The contents of this course include research on various nursing definitions and how it influence the planning of nursing care. Students are required to discuss their understanding of “nursing” and what makes this field different from other activities carried out by lay person.

MTEJ 1104 : Malaysia Health Care System 

At the end of the course student should be able to :  
• explain the health care system in Malaysia  
• explain the concept of primary health care  
• explain the type of services provided for community.  
• explain the types of manpower, role and function in health care.  
• explain the factors that influences and affecting health care system  
• explain the issues and innovation in health care system in Malaysia.  

Descriptions :  
This course aims for students to analyze the nursing service development and nursing education in Malaysia. It also provide students with the knowledge and skill to deliver quality effective nursing services through their understanding on nursing concept. Students will also learn and discuss in depth how planning of Health Care System are carried out in Malaysia and the nursing role in this service system.

MTEJ 1131: Introduction to Law in Nursing  

At the end of the course, students should be able to:  
• explain the concept of law in nursing  
• explain the relation between nurses practices act and to nursing practices.  
• identify legal issues in clinical setting  
• explain the process of enquiry  
• explain the important of knowing law in nursing to improve the quality of care to patient  

Descriptions :  
This course will provide students with knowledge on legal aspects and situation that can occur and influences healthcare services which has legal implications. Nurses will be exposed to legal concepts as to ensure safety when providing care to clients as not to cause negligence intentionally or unintentionally.
MTEJ 1132 : Current Issues in Nursing Practice 28 hours/ 2 credits

At the end of the course, students should be able to:
• identify issues that influence the development of nursing services.
• explain changes and development in nursing and its implications towards nursing services.
• explain the role & responsibility of nurses towards changes and development in nursing as well as advances in science and technology.

Descriptions :
This course will explore the current issues that can influence nursing services. Nurses are encouraged to adapt themselves to the current changes and development in Medical Sciences and Technologies.

MTEJ 1133 : Human Relation in Nursing 28 hours/ 2 credits

At the end of this course, the students will be able to:
• explain the concept of interpersonal relationship
• communicate effectively with internal and external clients.
• conduct counseling.

Descriptions :
Since nurses are in close contact with patients, they must know how to assist client and family to overcome their health problems. This course will provide knowledge on effective human and therapeutic relationship. The main focus will be on the role of a nurse as a counselor to her client and family.

MTEJ 1170: Special Group Needs I 28 hours/ 2 credits

At the end of the course student should be able to:
• acquire knowledge and skill in nursing clinical specialty in order to give effective and quality services.
• explain the concept of nursing in nursing practices.
• provide holistic, comprehensive and individualized nursing care according to patient needs.
• identify specific nursing management to meet client needs.

Descriptions :
This course aims to provide knowledge and skill in order to give effective and quality services through their understanding of nursing concept. Students will also view in depth some nursing specialty such as medical, surgical, orthopedic, pediatrics, obstetric nursing etc. Practical activities in those identified specialties for students experiences will be conducted in the clinical areas of University of Malaya Medical Centre.
MTEJ 1175: Special Group Needs II  
28 hours/ 2 credits

At the end of the course student should be able to:
- provide holistic, comprehensive and individualized nursing care to patient
- demonstrate safe and competent practice in the clinic specialty.
- communicate effectively to maintain therapeutic with patient and their families.
- establish collaborative interdisciplinary relationship within their specialty
- identify health education needs to meet client and family needs.

Descriptions:
This course aims to provide knowledge and skill in depth on nursing aspect according to their selected specialty eg medical, surgical, obstetric, orthopedics, pediatrics etc. Discussion on treatment and client care will be conducted with their clinical specialists. Students will become a clinical nurse specialist in their selected specialty. Practicum will be conducted in the ward, clinics or clinical areas in University of Malaya Medical Centre.

Intermediate level (2nd YEAR)

MTEJ 2101: Basic Medical Sciences  
70 Hours / 5 Credits

This course is divided into three sections:
At the end of the course, students will be able to:
- explain basic concept and terms of human body anatomy.
- explain organization structure of major organs system in human body.
- apply the knowledge of anatomy in disease progress and rational of medical treatment to client.
- explain basic principles of human physiology, which are regulatory, functions and coordination of tissues and organs.
- apply the knowledge of physiology in disease progress and rational of medical treatment to client.
- explain the process of metabolism in the human body.
- apply the knowledge of biochemistry in disease progress and rational of medical treatment to client.

Description:

1. Basic Anatomy

The contents of the course are as stated: Introduction to Anatomy, Cell, Tissue & membranes, Blood and hemopoiesis, Nervous system, Musculoskeletal system, Cardiovascular system, Respiratory system, Digestive system, Endocrine system, Urinary system, Reproductive system, Pre-embryonic Period, Embryonic and Fetal development.
2. **Physiology**
   The content of the course includes the physiology of Cell, Respiratory system, Nervous system & Synaptic transmission, Reflex Arc and reflex action, Cardiovascular function, musculoskeletal, Alimentary, Renal function, Acid-Base balance, Composition of body fluid and Endocrine system.

3. **Biochemistry**
   Students will be introduced to lectures on functional basis of macromolecules, metabolism of carbohydrates, Inheritance, Chromosome, DNA and RNA, Protein metabolism, Enzyme as biological catalyst, urea cycle, metabolism of lipids and biochemical basis of disease which focus on metabolic correlation and disturbances.

**MTEJ 2102: Clinical Sciences I**

28 Hours / 2 Credits

At the end of the course, student should be able to:
- explain medically important pathogens.
- identify the nurses’ role in infectious diseases and nosocomial outbreak.
- explain the chemotherapy drugs.
- explain management of patients with the alteration function.

**Description:**

This course provides students with knowledge on the effect of pathophysiology on human structure and functions. Through this course student learn in depth on the difference type of diseases and the current treatment. Topics discussed are condition such as congenital abnormalities, pediatrics emergency, and disease affecting the cardiovascular system, respiratory, gastrointestinal, renal,, endocrine, musculoskeletal, nervous system, immunity, infectious disease and nosocomial infection.

**MTEJ 2103: Educational Psychology**

28 Hours / 2 Credits

At the end of this course, students will be able to:
- explain the learning theories.
- explain the strategies of teaching base on theory and application.
- identify the strategies of motivation and the management related to nursing.
- explain the conditions for learning.
- explain the instructional models and strategies.
- identify the role of effective teacher.
- explain the concept of counseling psychology.
Description:
This course is planned to enable students to use educational psychology theories in preparation as a nursing leader as an educator or manager. This course include learning theories such as behavioral, cognitive and humanity theories. Students will be exposed to knowledge on motivation, class management, characteristics of an effective teacher, dynamic class and measurement and evaluation in learning. As an educator, student will be provided with the knowledge on counseling and concept and technique that are related to counseling.

MTEJ 2104: Nursing Process 28 hours/ 2 credits

At the end of the course, students will be able to:
• define nursing process
• describe the phases of nursing process
• explain the importance of using nursing process in the health care services.
• provide care towards the patients as individually and systematically base on nursing process.

Description:
This course will provide the student with knowledge and understanding of nursing process and the applications of nursing process in nursing practice and education.

MTEJ 2105 : Curriculum Development 28 hours/ 2credits
(Classroom Program)

At the end of the course, students will be able to:
• explain the factors that affect curriculum development
• explain why educational objectives are important
• explain the principles in the selection and organization of learning content for a teaching session
• identify the teaching-learning activities for a teaching session
• explain the supportive roles of the nurse in clinical teaching
• explain the development of nursing education in Malaysia

Description:
This course provides the student with knowledge and understanding of the mechanisms of curriculum development and planning that are useful for future advancement of a student’s role in developing and planning curriculum. This course will prepare a student for the role of an effective educator. The course consists of characteristics of nurse education, development of nursing education in Malaysia, nurse education curriculum, curriculum process, contents of a curriculum, teaching-learning strategies, lesson plans and sources of learning.
MTEJ 2106 : Curriculum Development  
(Clinical Program)  
28 hours / 2 credits

At the end of the course, students will be able to:
- explain the concept of clinical teaching
- identify the teaching roles of the nurse in the clinical practice
- explain the purposes of instructional objectives for clinical teaching
- explain the principles in the selection and organization of learning content for clinical teaching
- explain the teaching-learning activities for a clinical teaching session
- explain the supportive roles of the nurse in clinical teaching
- explain methods of assessment of student learning in the clinical area

Description:
This course will discuss the preparation of oneself as a teacher in clinical areas. Differences between the Classroom Program and the Clinical Program will be discussed. The student will learn the teaching methods in the clinical areas, preparation and planning in the clinical areas. This course will prepare a student for the role of a nurse leader who will be able to conduct teaching tasks in the clinical area. The course will consist of teaching functions of a professional nurse, planning clinical teaching, evaluation of clinical teaching, teaching methods in clinical teaching and teaching resources in the clinical area.

MTEJ 2107 : Principle of Management  
28 Hours / 2 Credits

At the end of this course, students will be able to:
- explain the Management Concept
- explain the Concept of Planning
- explain the Concept of Organization
- explain the Concept of Leading
- explain the Concept of Control

Description:
This course is planned to enable the student to apply the theories of management in practice in all organizations, especially in health care services. The content of the course includes the meaning of management, management process, organization, and types of organization, element of management duty, characteristic and the skill of the manager. Students will also learn about problem solving and effective decision making for the benefit of their organization. Students will be learning about the fundamental of planning, types of planning which is used by the manager, advantages of planning and the tool of planning, work flow, organization structure, vertical and horizontal coordination, fundamental of controlling, performance evaluation system, remunerate system, staff's discipline, and management by objective. A manager should be responsible to assure the effectiveness of an organization; hence the knowledge related fundamental of budgeting also will be discussed such as the process of expenditure and types of budgets.
MTEJ 2108 : Management of Nursing Services 42 Hours / 3 Credits

At the end of this course, students will be able to:
- apply the management process in nursing services.
- apply the concept of planning in nursing services.
- apply the concept of organizing in nursing services.
- apply the concept of leading in nursing services.
- apply the concept controlling in nursing services.

Description:
This course is preparing the student to become a quality manager. The course will introduce management concepts, process of nursing administration, development of nursing services in Malaysia, philosophy, objective, policy and procedure, planning of nursing services, organization structure, task analysis and job description, staff development, management by objective, motivation to staff, control of nursing standard, quality assurance, nurse as an agent in the change process and change management.

MTEJ 2109 : Integrated Basic Medical Sciences 28 hours / 2 credits

At the end of this course, the students will be able to:
- explain the simple and specialized cell.
- explain the basic development and human genetic.
- explain the human body structure.
- explain the relationship of body structure and their function.

Description:
This course will provide students with knowledge regarding anatomy, physiology and biochemistry of importance to nurses and their association to diseases by alteration of normal body functions. This course will consist of lectures on structure of cell, functions of cell, cell metabolism, cell division, tissues, development of fetus and organs, structure and function of the nervous system, cardiovascular, respiratory, renal and role of hormones in the body. This knowledge will form the foundational understanding of how alteration in functions will result in patients’ hospitalization and will integrate in nursing functions so as to overcome problems encountered by their patients.

MTEJ 2110: Critical Analysis Pathway 28 hours/ 2 credits

At the end of the course student should be able to :
- explain thinking and critical thinking.
- explain the concepts of clinical pathway.
- explain pattern of knowing in nursing.
- explain critical thinking in clinical reasoning and decision making.
- explain critical thinking strategies.
- explain interpersonal skills in critical thinking and critical analysis.
**Description:**
This course will provide the student with knowledge and understanding of critical thinking analysis, influence and the effect on delivery of quality nursing care. This course will discuss on critical thinking roles, process, skills needed in developing a knowledgeable, proactive, innovative and thinking nurses.

**MTEJ 3108 : Ethics in Nursing Profession**  
28 hours / 2 credits

At the end of the course the student will be able to:
- define what is moral and ethics
- understand the meaning of behaving morally and ethically.
- identify nurses role in society.
- provide an understanding on code of ethics in nursing practice
- identify and discuss ethical issues in teaching, management, clinical and research areas in nursing.

**Description:**
This course will provide the student with knowledge and understanding of the moral and ethical concepts in the life of a professional which will enable them to function as a morally and ethically person.
This course will expose students on definition of moral and ethics, the meaning of behaving morally and ethically, nurses’ roles in society, code of ethics in nursing and the moral and ethical issues faced by various in various backgrounds.

**MTEJ 2131: Nursing Concepts**  
28 Hours / 2 Credits

At the end of the module, the student should be able to:
- explain the development of nursing concepts.
- review comprehensively and critically the literature relevant to the chosen concept.
- explain the clinical supports which could strengthen the practice of nursing.
- explain the implications of the concept to nursing practice, research and education.

**Description:**
This course covers teaching about concepts that are related to nursing practice and health care: Primary Health Care, Family Health, Occupational Health, Communicable and Non Communicable Diseases, and other concepts such as Rehabilitation, Body Image, Therapeutic Relationship, Pain, dying, Grief and Bereavement, Sensory deprivation and others that are related to nursing. By having knowledge on these concepts, nurses will be able to understand their patients / clients more in depth and able to prepare individualized care plan according to the patients’ needs.
MTEJ 2132 : Principles and Process of Evaluation          28 hours / 2 credits
At the end of the course, students will be able to:
- explain the concept of evaluation in the teaching-learning process
- explain the principles in planning & administration of classroom tests
- identify types of evaluation tools
- analyze test scores
- interpret test scores

Description:
Students will learn how an educator conducts evaluation of his/her students’ learning.
This course will consist of topics such as principles of evaluation, purposes of evaluation in learning, methods of evaluation that can be used in nursing, effective evaluation tools, namely, essays and objective questions, practical assessment and “OSCE”, analysis of test scores and the interpretation of assessment results.

MTEJ 2133 : Managing Healthcare Organization            28 Hours / 2 Credit
At the end of the course, student will be able to:-
- explain the concept of managing healthcare organization.
- explain the concepts and components in Human Resource Planning.
- discuss issues related to managing healthcare organization.

Description:
The purpose of this course is to provide students with vast outlook on the difficulties in managing health care organization. The theoretical framework is based on psychological organization discipline, theory of organization and research management, focusing on health care organization. The course content include information on health care organizations structure, process, culture, concept of power & influence, behavior, group dynamics in a formal and informal organization. It also involve decision-making and conflict management.

MTEJ 2134: Clinical Evaluation                                         28 hours/ 2 credits
At the end of the course student should be able to :
- explain the concept of clinical evaluation.
- explain scope, function and process of clinical evaluation.
- identify the clinical evaluation tools used in clinical area for patient care.
- develop clinical evaluation tools for evaluation of patient management care.
- explain issues and innovation related to clinical evaluation.
Description:
This course will provide the students with knowledge on how to carry clinical evaluations on the care given. This course will discuss on evaluations, the role of evaluation in maintaining quality care, the tools used for clinical evaluations. Beside the knowledge, the students will also learn how to develop and test a clinical evaluation tool.

MTEJ 2175 : Skills Laboratory 42 hours / 3 credits

Demonstration of Nursing Skills
At the end of the course, the student will be able to :
• identify the component skills
• demonstrate the allocated skills correctly

Microteaching
At the end of the course, the student will be able to :
• identify basic foundation components essential for teaching
• utilize principles of communication and learning in any teaching situation
• carry out critical analysis of teaching sessions of their peers.

Description:
This course will assist students to utilize microteaching skills to develop effective teaching abilities. Students will consolidate their nursing skills through practical training in demonstration of nursing practices. In demonstration of nursing skills, the students will reinforce their skills in preparation for teaching in colleges of nursing.
In microteaching, the students will undergo practical sessions in which video recording of the teaching will be carried out. Constructive feedback of the teaching will be given for students to develop and improve on their skills.

MTEJ 2190 : Teaching Practicum 98 hours / 7 credits

At the end of the course, students will be able to :
• identify the roles and functions of nurse tutors
• develop lesson plans for supervised teaching practices
• implement teaching sessions according to prepared lesson plans
• conduct teaching sessions in schools of nursing
• evaluate teaching sessions conducted in a constructive and critical manner in oral /written peer evaluation

Description:
Students who select this course will undergo teaching practices for 12 weeks in colleges of nursing which has been identified by the Department. They will be on attachment in the selected colleges of nursing so that they can follow the Tutors and learn the roles and functions of a tutor for a week, following that they will assist in conducting classroom lectures, guiding student nurses in clinical areas and other duties of a tutor. Evaluation of the teaching practice will be conducted by the lecturers from this Department. Six teaching practice sessions will be evaluated for each student.
MTEJ 2191 : Practicum In Nursing Management 98 Hours/7 credits

At the end of the course, student will be able to:-
- identify the roles and functions of the nursing officers.
- identify the roles and functions of the nursing ward managers.
- conduct Staffing Methodology.
- identify the problems face by the non-clinical and supportive units with the nursing services in PPUM
- compare and contrast the different types of healthcare organization.

Description:
Students who have selected this course will be undergoing the exercises of managing a ward in University Malaya Medical Centre (UMMC) or in any hospital determine by the faculty for one month. They will learn from the ward’s head nurse about how the nurse administrator carries out her duty. Student will be given one week to experience management at the level of nursing officer, when they are posted to nursing services unit at UMMC or other hospital which has been identify by the department. Educational visits to public, private and specialist hospital will be planned to help the students to compare the nursing services management in various hospital according to policy, philosophy and objective. Student will visits various department and unit in general hospital to observe how an organization coordinates with other services in the department to achieve the hospital vision. Student will learn how services within every department/unit function to ensure smooth functioning in the health care services. The practical evaluation (12 weeks) will be carried out by written reports and assessment of their performance in the clinical area.

MTEJ 2192 : Practicum in Clinical Specialty 98 Hours/ 7 Credits

At the end of the course students will be able to:
- provide holistic, comprehensive and individualized nursing care to patients and their families in the clinical area.
- demonstrate mastery of advanced practice competencies in the clinical specialty.
- communicate effectively to maintain therapeutic relationship with patient and their families.
- establish collaborative interdisciplinary relationship within their specialty.
- identify health education needs and formulate specific teaching to meet client and family needs.

Description:
The student will be posted to the clinical areas that were identified according to their chosen specialty. The student will be required to identify, plan and discuss with the doctors in giving holistic, comprehensive nursing care to the patients and their families. The student will also visit centers related to their specialty to increase their knowledge.
MTEJ 2331: Counseling in Specific Situation (Elective)   14 Hours/ 1 Credit

At the end of the course student will be able to :
  • explain the concepts of counseling
  • explain the characteristic of effective counselor.
  • explain the process of counseling
  • explain the technique of counseling
  • explain issue and ethic in counseling.
  • apply counseling skills in specific situation

Description :
Content in the course comprises of theoretical concepts of counseling, theory of counseling, effective characteristics of a counselor and counseling process. Student will be actively participate in the activity /role play that applies counseling skills (technique), as well as a discussion on the several issue and ethics of counseling.

MTEJ 2334: Nursing Project  (Elective)                            28 hours / 2 Credits

At the end of the course student will be able to :
  • nurse patient using nursing process.
  • write up nursing project regarding the use of nursing process in health care services.
  • explain the advantages and disadvantages of using nursing process.

Description :
This course will assist the student to write up a nursing project on a nursing care using nursing process approach. This course is a continuity of what the student had learned from first semester in nursing process. The student will be required to write up a nursing project based on their experience nursing a patient using nursing process model and evaluate the effectiveness of care given in clinical area.

MTEJ 2337   : Medical Sociology  (Elective)                 28 Hours / 2 Credits

At the end of the course student will be able to :
  • explain the concepts of human beings in terms of socio – cultural individuals
  • explain the cultural and beliefs of communities in Malaysia.
  • discuss the relationship between the sociology and health behaviors.

Description:
This course is planned to cover topics such as introduction to the field and scope of sociology, human as a social cultural being, cultural characteristics, beliefs, values and norms, status, roles, socialization, social stratification, social class, mobility, social institute, economy, politic and the government. It also covers religious studies, Malaysian community – ethnic groups and their cultures, their health behaviors – social factors and culture in health and illness, perceptions and their attitudes toward illness and health, medical pluralism in Malaysia and traditional medicines.
At the end of the course student will be able to:

- identify emergency plan for pediatrics patient
- explain management care for geriatric patient
- identify etiology of cancer.
- explain the surgical and medical management for cancer patient

Description:
This course will cover lectures on emergencies management & care of pediatrics and geriatrics patient. Other important component in this courses will be care of cancer patients. Since cancer is an incurable disease and the management of these patients are challenging. Therefore it is importance that nurses understand the medical and surgical management of these patients. Nurses will be able to provide appropriate nursing care based on the knowledge there acquired.

MTEJ 3103: Nursing Research and Statistics 56 Hours / 4 Credits

At the end of this course, students will be able to:

- explain the research process.
- apply the research process in nursing practice.
- identify research design, collection of data and using appropriate statistic analyses.
- critique previous research studies.
- develop the nursing research proposal.
- explain the concept of statistics.
- apply the concept of statistic to nursing.

Description
The course provide the opportunity for students to learn and be able to analyze, evaluate and critique research methods and be able to design their own research projects. Content in the course comprises two sections: one section covers research and the other covers basic statistics. The section on research introduces students to the terms and definitions used in research. Student will also learn about the steps in the research process that covers identifying a research problem, conducting a literature review, selecting a research design and method for data collection and presenting data, as well as interpreting research data and writing a research report. Other areas covered include guidelines for writing a research proposal and critiquing research methods available. The section on statistics introduces students to the use of statistics, both descriptive and inferential statistics in healthcare situation. The topics covered include introduction to statistics; definition of terms used; types of data and variables used in healthcare research and its measurement and data presentation and interpretation. Measures of central tendencies, regression, correlation and steps in hypothesis testing will also be highlighted.
Both quantitative and qualitative research methods will be introduce. Students will discuss ethical issues related to nursing research and be involved in group discussions working towards developing skills in critical analysis of research reports from available journals and presenting the analysis to the group. Students are also expected to write a preliminary research proposal for an individual nursing research project to be carried out in Module MTEJ 3180.

MTEJ 3104 Planning Health Care 28 Hours / 2 Credits

At the end of the course student will be able to:
- explain the health service system and development in Malaysia.
- explain the factors that influence the planning and development of health care services in Malaysia.
- explain the issues that influence the planning and development of health care services in Malaysia.
- explain the concept of health promotion.

Description:
Content of this course covers the concepts of health, health promotion, health policy development, agenda for health care reform, planning health care resources and issues influencing health care.

MTEJ 3105 : Teaching Functions of A Nurse Manager 28 hours / 2 credits

At the end of the course, students will be able to:
- explain the factors that affect curriculum development
- explain why educational objectives are important
- explain the principles in the selection and organization of learning content for a teaching session
- identify the teaching-learning activities for a teaching session
- explain principles of evaluation in the teaching-learning process
- identify evaluation methods in the teaching-learning process

This course will prepare a nurse manager to be an effective teacher. Students will be given knowledge on preparation of teaching sessions, teaching methods, and ways to conduct evaluation on teaching effectively and objectively.

MTEJ 3106 : English For Nurses 56 Hours / 4 Credits

At the end of the course student will be able to:
- use English Language in various professional, social and academic situation.
- read academic text in English Language effectively.
- write academic report and project in English Language.
Description:
This course will give students a wider exposure in English Language thereby enabling students to communicate, discuss and carry out their duty with confidence. This course will also provide the knowledge and skill in preparing for paper presentation in Nursing Conferences and seminars at national and international level. Exercises on writing proposal in English will be taught to assist students in Research Project.

MTEJ 3107: Professionalism & Legal Aspect in Nursing 28 Hours / 2 Credits

At the end of the module, the student will be able to:
- explain the characteristic of profession and professionalism.
- explain whether nursing is profession.
- explain the factors which could influence the status of nursing such as female gender, continuing education, professional association, politic, extended and expanded role.
- explain the laws which control the nursing experience and health care services.
- explain the common medical legal cases and management in the health care services

Description:
This aim of this course is to expose students to the concepts of professionalism and how nursing can achieve the level of professional. Students will also be exposed to the legal aspect which governs or regulates nursing practices.

MTEJ 3131: Management Strategies 28 Hours/ 2 Credits

At the end of the module, the student will be able to:
- explain the concept of change process
- explain the role of a nurse as a change agent
- plan a program for change related to nursing education, management and clinical practice.
- explain and highlight the significance of change in nursing.

Description:
This course will provide the student with knowledge and understanding of management strategies in nursing. Content in the course cover the change process and how to manage change in the field of nursing. Students will also learn about the change theory, management of change and action plans. The course will also encompass the changes in the Malaysian Healthcare System – implications for practice based on research and the role of a nurse manager, educator and clinical nurse practitioner.
MTEJ 3132 : Quality Improvement 28 Hours/2 Credits.

At the end of the course student will be able to:
- explain concept of quality and the importance of maintaining quality.
- identify quality and consumers in health services.
- analyze the cost of quality.
- identify the tools used for measuring quality.
- explain effectiveness and efficiency of quality in health care services.

Description:
The student will be taught on topics related to quality improvement to enable them to gain understanding about quality and the needs for quality, identification of quality and consumers, quality system cost and tools for measuring quality.

MTEJ 3133 : Issues in Nursing Education 42 Hours / 3 Credits

At the end of the course, students will be able to:
- explain the concept of current issues that influence nursing practices
- identify current issues that are related to nursing education
- explain the implications that need to be taken in nursing education based on current advances in science and technology
- discuss appropriate nursing measures towards current issues in nursing education
- explain the role of nurse teachers in developing current nursing knowledge and skills
- identify the changing trends in nursing education
- explain the concept of entrepreneurship in nursing

Description:
This course will provide the students with a wide perspective of current issues which affects nursing education. The student is required to critically study in depth the various innovative and effective practices so that they can ensure the development of the nursing profession. This course will discuss on current trends of nursing education and their efficacy so as to yield knowledgeable, safe, innovative nurse practitioners that will be able to function in any environment in the country. The topics will consist of current issues that influence nursing services, discussions on development of nursing policies in nursing education both at locally and internationally.
MTEJ 3134: Issues in Nursing Management 42 Hours / 3 Credits

At the end of the course, students will be able to:
- explain the concept of current issues that influence nursing practices
- identify current issues that are related to nursing management
- explain the implications that need to be taken in nursing management based on current advances in science and technology
- discuss appropriate nursing measures towards current issues in nursing management
- explain the role of nurse managers in developing current nursing knowledge and skills
- identify the changing trends in nursing education
- explain the concept of entrepreneurship in nursing

Description:
This course will provide the students with a wider perspective of current issues which affect nursing management. The student is required to critically study in depth the various innovative and effective practices so that they can ensure the development of the nursing profession. This course will discuss on current trends of nursing management and their efficacy so as to yield knowledgeable, safe, innovative nurse practitioners that will be able to function in any environment in the country. The topics will consist of current issues that influence nursing services, discussions on development of nursing policies in the health services both at the local and international levels.

MTEJ 3135: Issues in Clinical Nurse Specialty 42 Hours / 3 Credits

At the end of the course, students will be able to:
- explain the concept of current issues that influence nursing practices
- identify current issues that are related to clinical nurse specialty
- explain the implications that need to be taken into clinical nurse specialty based on current advances in science and technology
- discuss appropriate nursing measures towards current issues in nursing management
- explain the role of clinical nurse specialist in developing current nursing knowledge and skills
- identify the changing trends in clinical nurse specialties
- explain the concept of entrepreneurship in nursing
Description:
This course will provide the students with a wider perspectives of current issues which affects clinical nurse speciality. The student is required to critically study in depth the various innovative and effective practices so that they can ensure the development of the nursing profession. This course will discuss on current trends of clinical nurse specialty and their efficacy so as to yield knowledgeable, safe, innovative nurse practitioners that will be able to function in any environment in the country. The topics will consist of current issues that influence nursing services, discussions on development of nursing policies in the health services both at the local and international levels. Emphasis will be on discussion on issues in any of clinical nurse specialties contexts such as oncology, pediatric, orthopedic, critical care nursing and others.

MTEJ 3180 : Nursing Research Project 84 Hours / 6 Credits

At the end of this course, the students will be able to:
- develop a nursing research proposal related to education, management and clinical practice.
- conduct the nursing research.
- write the research report.
- present the research findings.

Description:
In this course the students have to conduct a study upon acceptance of their proposal. Research can be done based on one of the nursing area chosen by student such as clinical, education or management. Students are encouraged to do a research which could benefit the nursing services. The findings of the research will be written as a project paper and students have to present their findings and defend the findings during the discussion.

MTEJ 3190: Clinical Teaching 42 Hours/ 3 Credits

At the end of the course student will be able to:
- develop clinical teaching skills to student, nurses, patient and family in health care services.
- plan clinical teaching session according to learning needs.
- implement the teaching session according to learners level of understanding.
- evaluate a clinical teaching session conducted by peers in a constructive and critical manner.
- communicate effectively with staff and patient.
Description:
This course will provide students with the experience of clinical teaching practice in the clinical areas. Students will undergo practicum session in the clinical areas which have been identified by the Department. In the identified clinical areas, student will carry out supervised clinical teaching session on patient, family members and health care workers. Two clinical teaching evaluations will be carry out once the student is ready for assessment by the lecturers.

Teaching Learning Method:

Theory

- Lectures
- Discussion
- Project
- Presentation
- Group Work
- Problem Based Learning
- Tutorial

Practicum

- Group Discussion
- Presentation
- Reflective Session
- Lectures, practical session in the studio and practical room for student nurses (MTEJ 2175)
- Supervised teaching experience in college of nursing (MTEJ 2190).
- Supervision on ward management, educational visit to healthcare organization (MTEJ 2191).
- Supervision by identified doctors & preceptors, bedside rounds and case study (MTEJ 2192).
- Supervision clinical teaching in clinical areas (MTEJ 3190)
- Clinical practices (MTEJ 2331), (MTEJ 2334)
EXAMINATIONS

a) **Identity of Examination Candidates**
A candidate shall only enter his index number and not his name on his answer scripts. Names of candidates shall not be revealed to examiners except at the Board of Examiner's Meetings.

b) **Secrecy of Examination Proceedings and Marks**
All examination proceedings and marks shall be secret and shall not be revealed to any candidate or unauthorized persons.

c) **Method of Assessment**
The method of assessment shall consist of both continuous assessment and end of semester examination. Course assessments are based on objectives and courses’ content. Ratio and weightage of the total marks will be decided by the faculty.

d) **Continuous Assessment**
Continuous assessments of courses will carry a weightage of 30% to 40% of the total marks. End of semester examinations will be 60 – 70% of the total marks. For courses such as Teaching Practicum”, “Clinical Nurse Specialist Practicum” and “Nursing Administration Practicum” they will be assessed as 100% of the practicum. Continuous assessment consists of tests, quizzes; report papers, written assignment, project papers and such other reports as may be determined by the instructor(s).

Class Attendances

1) Students are expected to attend all classes. It is the responsibility of each lecturer to inform students of the consequences of absence from class. It is the responsibility of the students to keep lecturers informed regarding absences from classes. Lecturers are expected to maintain attendance record and to report excessive absences to the office of the Dean.

2) Any student whose attendance in any course is below 80% without acceptable reasons or without the prior approval of the lecturer shall be barred from taking the end of course examination. The student will be notified by the respective Deans via written notice prior to the commencement of the semester examination if the student is prohibited to sit for the respective end of the course semester examination.

3) Any student who did not or is prohibited to sit for the respective end of the course semester examination will be considered as having failed the respective course and will be awarded an F grade for that respective course.

End of Semester Examinations
The end of semester examination shall consist of written examination, practical (s), evaluation of Research Project and such other tests as may be determined by the instructor(s).
1. **Schedule for Examination**

(a) There shall be an end of course examination at the end of each semester except for courses that has been approved by Senate that are to be taught in two semesters. The method of examining shall be determined by the lecturer of the course.

(b) All examination schedules for courses involving students from more than one Faculty shall be prepared by the Office of the Registrar. Any examination schedule prepared outside the Office of the Registrar shall, before publication, be cleared with that Office which shall have the power to resolve all conflicts.

(c) The end of course examination may not be given during a regularly scheduled class period or during the revision period. However, under certain circumstances, the Senate may allow flexibility for Faculty of Languages and Linguistics to conduct oral examination in the above mentioned schedule.

(d) Changes in the examination schedules can only be made with the approval of the Dean of the Faculty / Department / Academy concerned and in agreement with the Office of the Registrar.

(e) No student shall be required to take more than two end of course examinations on one day.

(f) Students' Academic Records will only indicate grades of the courses that will be considered in the CGPA and will not indicate the grade of the course for which the student has repeated or the grade of the course that has been replaced.

**Grades**

1. **Official Grades**

The official grades of the University, their marks equivalent and meanings are as follows:

<table>
<thead>
<tr>
<th>Mark</th>
<th>Grade</th>
<th>Grade Point</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 – 100</td>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>75 – 79</td>
<td>A -</td>
<td>3.7</td>
<td>Excellent</td>
</tr>
<tr>
<td>70 – 74</td>
<td>B+</td>
<td>3.3</td>
<td>Credit</td>
</tr>
<tr>
<td>65 – 69</td>
<td>B</td>
<td>3.0</td>
<td>Credit</td>
</tr>
<tr>
<td>60 – 64</td>
<td>B -</td>
<td>2.7</td>
<td>Credit</td>
</tr>
<tr>
<td>55 – 59</td>
<td>C+</td>
<td>2.3</td>
<td>Pass</td>
</tr>
<tr>
<td>50 – 54</td>
<td>C</td>
<td>2.0</td>
<td>Pass</td>
</tr>
<tr>
<td>45 – 49</td>
<td>C -</td>
<td>1.7</td>
<td>*Borderline Pass</td>
</tr>
<tr>
<td>40 – 44</td>
<td>D+</td>
<td>1.3</td>
<td>*Borderline Pass</td>
</tr>
<tr>
<td>35 – 39</td>
<td>D</td>
<td>1.0</td>
<td>*Borderline Pass</td>
</tr>
<tr>
<td>00 – 34</td>
<td>F</td>
<td>0.0</td>
<td>Fail</td>
</tr>
</tbody>
</table>

For further grading & calculation of CGPA, students are to refer to student Hand Book on Semester System University of Malaya.
**Academic Adviser**

1) Every student shall be assigned a lecturer as his/her academic adviser. The role of the Academic Adviser will be of guiding and planning of the program instruction, such as:

   i. assisting students in selection of courses and the number of credit hours to register before the start of the semester
   ii. guiding students to overcome any academic problems encountered or anticipated during the mid and end of the semester

2) Academic advisers are, when necessary, appointed from the pool of academic lecturers of the specialty of the student.

3) Students have the responsibility to understand and meet the requirements of the curriculum under which they are studying and should seek advice as appropriate.

4) Students and their advisers confer at least two times for each semester.

**General**

1) The University of Malaya reserves the right to change at any time, the requirements for graduation. Every candidate for a degree is expected to comply with changes relative to uncompleted portion of the course work.

2) Students not graduating in the class with which they entered may be held to be the requirements applicable to the class with which they graduate.

3) All students are expected to familiarize themselves with University degree requirements. The responsibility of complying with all the regulations rests with the students.

4) Scrolls of degrees, examination results and copies of academic records or information pertaining to them are not released when a student has an outstanding or other obligation to the University.

5) The University of Malaya reserves the right to inform students’ sponsors regarding examination results without reference to the students concerned.
FACULTY FACILITY

- TAN SRI DANARAJ MEDICAL LABORATORY
- MULTIDISCIPLINARY LABORATORIES
- CLINICAL SKILLS LABORATORY
- COMPUTER LABORATORIES
- MEDICAL ILLUSTRATION AND MULTIMEDIA DEVELOPMENT UNIT
- ANATOMY RESOURCE CENTRE
- CENTRAL PATHOLOGY MUSEUM
- UNIVERSITY BOOK STORE (MEDICAL)
- MEDSOC
Tan Sri Danaraj Medical Library

The Medical Library on the 3rd floor of the faculty contains around 100,000 volumes and subscribes to around 2,000 current journals. An extensive collection of reference works, printed indexing and abstracting services are maintained. It permits access to a number of databases both on-line and on compact disk in the various fields of medicine and allied health care. In addition, the library offers cassette-tape, tape-slide, video-viewing and discussion room facilities, inter-library loan, photocopying and document binding services. Branch libraries are at the Klang and Kuala Langat District Complexes. These libraries aim to provide good quality and friendly service in a pleasant environment. Care of all library material is essential to maintaining this standard. Instructions regarding the use of facilities should be obtained from library staff.

The Main UM Library situated in the main campus contains more than 1 million volumes, a microfilm processing unit and photostating facilities.

Library times:
Mon-Fri: 0800 – 2230 hr
Sat & Sun: 0800 – 1530 hr

Multi-Disciplinary Laboratories

A special facility at FOM is the multidisciplinary laboratories commonly known as the MD Labs (I and II). As their name implies, these labs serves various purposes which include wet and dry laboratory practicals, tutorials, self-directed learning stations, structured paraclinical examinations as well as for tutorial and self learning. It also serves as a home-based for the students.
Clinical Skills Laboratories

The Clinical Skill Laboratory (CSL) of Faculty of Medicine provides facilities for the teaching of clinical skills and procedures. It is equipped with wide range of simulators. The centre allows medical and paramedical students and doctors to use these simulators for learning and practicing the clinical skills and procedures in a safe, controlled environment. For detail information checks its webpage: [http://www.ummc.edu.my/csl](http://www.ummc.edu.my/csl).

Computer Laboratories

The computer laboratories equip with a total of 90 computers are available to students of UMMC for various computer-aided learning programmes. These laboratories are opened up to 11.30 pm on working days.

Medical Illustrations and Multimedia Development Unit

This unit is a centre for the production of media and resources to support teaching and research at the UMMC. Comprehensive photographic and graphic services are offered as well as a fully equipped video unit. Other services include management of the Faculty’s lecture theatres and audiovisual equipment.
Anatomy Resource Centre

The Anatomy Resource Centre (ARC) has been designed to emphasise clinically relevant anatomy and stimulate ‘active learning’ in students in a pleasant conducive environment. Although designed as a multidisciplinary resource primarily for medical students, it also serves the needs of dental students and others from the allied health sciences as well as postgraduate health professionals. In addition, the ARC plays a very vital role in educating the public about the importance of anatomy in clinical medicine (see below).

Key features include potted and plastinated cadaveric specimens, a range of diagnostic images and clinical scenarios quizzes. In addition, activity stations have been designed to focus on interactive learning through multimedia computers, educational anatomy software/ medical websites as well as anatomy videotapes. Dedicated timetable slots in the Phase I medical course encourage self-learning in the ARC by medical students. All regular ARC users are issued with security smart cards to enter and exit the centre. User profile of the ARC is continuously recorded and analysed from computerised door entry records. Student perception of ARC educational value is assessed regularly through feedback questionnaires surveys.

Central Museum (Muzium Pusat)

It provides supporting services to the educational and research programs in the Faculty of Medicine as well as the University of Malaya Medical Centre.

The Unit consists of a pathological museum with a collection of over 1,000 exhibits of human pathological specimens and other teaching aids such as posters and audio cassettes for the study of diseases. The specimens are grouped into 9 systems, labelled and catalogued according to the system, anatomical and pathological classifications. The diagnosis and other information relating to the specimen can be found from the files. A tutorial room is available for small group teaching.
Besides the museum facilities, the Unit also provides the following services and products:

- Charts, diagrams, posters, signage and backdrops for any functions
- Lamination services
- Loaning of display panels and directional signs
- Construction of Perspex appliances and jars

University Book Store (Medical)

Located on the ground floor of Menara Timur in UMMC, the Medical Book Store stocks a comprehensive supply of medical textbooks in all medical disciplines. It also stock student’s clinical learning aids and stationeries.

MEDSOC

You can have complete information on the Medical Society and their activities in the FOM website.
Campus facility

- Accommodation
- Student S/Ship and Loan
- Student Health Services
- Student Counseling Services
- University Book Store
- Pekansiswa
- Shops/Pharmacy/Florist
- Banking Services
- Main Library
- Sports and Recreation
- Mosque
Student Services

Accommodation
The Ibn Sina Residential College houses 700 Faculty of Medicine students. A branch hostel in Klang, next to the Hospital is specially for medical students in Phase III. Full board and lodging is provided at reasonable rates.

Further information for on-campus or off-campus accommodation can be obtained from the Student Affairs Section, UM.

Student Scholarship/Loans Unit
This unit, located in the Student Affairs Section, UM handles applications for scholarship/loans from national, state and statutory bodies, including private companies and philanthropic organizations.

Student Health Clinic
Mon-Fri: 0800 – 1230
Sat: 0800 – 1245 hr
No service on Sun/public holiday

This service is available to all students throughout the year. The clinic is situated in the 12th Residential College building in UM

UM Medical Centre
A 24-hour emergency medical service is available to all UM students at the Accident & Emergency Unit of the UM Medical Centre.

Student Counselling Service
Mon-Fri: 0900 – 1230hr
Sat: 0900 hr

A confidential counselling service available for all UM students, is offered by the Student Development Section, which is situated at the Perdanasiawa Complex.

The UM Medical Centre provides an added counselling service for its students. For further information, please refer to current faculty notices on Counselling Service.

Pekan Buku (0900 – 1700 hr)
A large bookshop is strategically placed at the Perdanasiawa complex (C). Prices are competitive and the range is wide. A branch outlet for medical books is available on the ground floor of the main hospital block.
Pekansiswa (0900 – 1700 hr)
A minimarket on the ground floor of the Baktisiswa building is available for foodstuff, porting and electrical goods.

Mosque
Masjid Al-Rahman is situated at the main entrance to UM. A surau is situated adjacent to the hospital.

Shops - Pharmacy, Fruit shop & Florist
These shops are available on the first and ground floor of the main hospital block.

Banking Facilities
A CIMB is situated on the ground floor of the new administrative building in the campus. A CIMB and a Bank Islam auto-teller machine are available on the ground floor of the main hospital block. A Bank Simpanan Nasional branch is situated in the Siswarama building on the main campus. Bank Islam is situated on the ground of the new examination building in the campus.
Notes