



UNIVERSITY
MALAYA



FACULTY OF MEDICINE

UNDERGRADUATE GUIDEBOOK

SESSION

**2018
2019**

**BACHELOR OF MEDICINE &
BACHELOR OF SURGERY**

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Message from Dean

Welcome to the Faculty of Medicine, University of Malaya.

Congratulations! Your acceptance into one of our undergraduate programmes at the Faculty of Medicine, University of Malaya is a culmination of many years of hard work. You have been selected amongst several hundred applicants who have vied to enter into our prestigious Faculty. The University of Malaya's Faculty of Medicine is recognised as a national leader in medicine and the health sciences with many distinguished academic staff that are nationally and internationally renowned.

The Faculty in recent years has strived to make all of our programs exciting and relevant to prepare you for the challenges of a career in the medical sciences in this new era of rapid changes in health, technology and information. You will find that your university education will be vastly different from what you have experienced at school. Unlike in school, you will be expected to undertake more self-directed and independent learning with support from dedicated and experienced Faculty members. All of this is to prepare you to enter into the workforce where attributes such as critical and analytical thinking, independence and creativity are sought after.

The courses that you will undertake in the next 4-5 years will prepare you for a career to enter into the healthcare profession whether as a doctor, nurse or pharmacist providing direct patient care or providing essential behind the scenes support. The lectures, tutorials and the practicals that you will be attending in the course of the next few years is however but a foundation and a stepping stone to what we hope will prepare you for a life-long learning experience. In the words of perhaps one of the most accomplished and greatest physicians in recent times, Sir William Osler,

"The hardest conviction to get into the mind of a beginner is that the education upon which he is engaged is not a college course, not a medical course, but a life course, for which the work of a few years under teachers is but a preparation."

We hope that you will take the opportunity to engage productively not just with your academic lecturers and mentors but also with your fellow students some of whom have come from different parts of the world. We also sincerely hope that your campus life will not be restricted to the pursuit of an academic qualification alone, but that you will use this opportunity to enrich your minds in other worthy pursuit whether it is community service, sports or music and culture.

I wish you all well in your pursuit of an academic degree in the medical sciences and hope that you will emerge from your time at the Faculty of Medicine University of Malaya as a life-long learner with a passion and commitment to your chosen vocation.

PROFESSOR DATO' DR. ADEEBA BINTI KAMARULZAMAN
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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

This handbook has been prepared as a guide for you in the faculty. Its content is by no means exhaustive but will be very useful for you especially in your first year in this faculty.

Being a student in this faculty will take a good 4- 5 years of your life depending on the programme you enrolled for. To obtain the 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 health care professional but also one who practices holistically. The education in this faculty does not stop upon graduation, but merely acts as a stepping stone to a life-time of learning in your chosen field.

Medical education 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 health care professionals, thus providing you the best apprenticeship you could possibly have. The programme in the faculty is also about character building, and, you will need to develop appropriate attitudes that contribute to the qualities necessary of your chosen profession.

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.

We would like to wish you every success in your programme and hope that the years that you will spend in this faculty will be among the best in your life. Again, I wish you a warm welcome and I look forward to meeting each and every one during the course of your study with us.

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EDUCATIONAL GOALS OF THE UNIVERSITY OF MALAYA

Graduates of the University of Malaya will be able to:

1. Demonstrate knowledge and skills in their field of study, appropriate research and professional practices, and the processes of critical thinking, creative thinking, and problem solving.
2. Use effective methods including contemporary technology to manage information, to achieve diverse professional goals aligned with professional standards and make decisions based on appropriate data and information.
3. Engage in continuous self-improvement and professional growth, support the professional development of others, and display positive leadership and professional behaviours and disposition for effective practice.
4. Communicate effectively with other professionals, and the community, and project a coherent vision of social responsibilities.
5. Appreciate and continue to be guided by the University's core values of integrity, respect, academic freedom, open-mindedness, accountability, professionalism, meritocracy, teamwork, creativity and social responsibility.



VISION & MISSION

UNIVERSITY OF MALAYA



VISION

To be an internationally renowned institution of higher learning in research, innovation, publication and teaching.

MISSION

To advance knowledge and learning through
quality research and education for the nation
and for humanity.



VISION & MISSION

FACULTY OF MEDICINE



VISION

To become a Centre of Excellence in Medicine

MISSION

To become a premier medical centre that is world renown and to provide excellent health care, education, and research programmes delivered with efficiency, sensitivity and enthusiasm.



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Associate Professor Dr Nik Sherina Haidi Hanafi MBBS (Mal), MMed (Fam.Med), PhD (UK)

Associate Professor Dr Noor Zurani Mohd Haris Robson MBBS (Mal), MMed (Fam.Med), PhD (Addiction)

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Dr Norita Hussein MBBS (Mal), MMed (Fam.Med)

Dr Nur Amani @ Natasha Ahmad Tajuddin MBBS (Mal), Mmed (Fam.Med)

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Dr Siti Nurkamilla Ramdzan MBBS (Mal), Mmed (Fam.Med)

Dr Tun Firzara binti Abdul Malik MBBS (Aus), MMed (Fam.Med)



PSYCHOLOGICAL MEDICINE

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REHABILITATION MEDICINE

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Associate Professor Dr Mazlina Mazlan MBBS (Mal), MRehabMed (Mal)

Associate Professor Dr Nazirah Hasnan MBBS (Mal), MRehabMed (Mal), CIME (USA)

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Dr Chung Tze Yang MBBS (Mal), MRehabMed (Mal)

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Dr Sadeeq Ali PhD (Mal)

Trainee Lecturer

Dr Sakinah binti Sabirin MBBS (Ire)



SOCIAL & PREVENTIVE MEDICINE

DEPARTMENT/UNIT | ACADEMIC STAFF

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Dr Tharani Loganathan MD (USM), MPH (Mal), DrPH (Mal)



SURGERY

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Associate Professor Dr Khong Tak Loon MBBS (Edin), MSc Surg Sc (Lond), MD (Lond), FRCS (UK)

Dr Ahmad Rafizi Hariz bin Ramli MBBS (Mal), MS (Mal)

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Dr See Mee Hong B.Med (UPM), MD (UPM), MS (Mal)

Dr Koong Jun Kit MBBS (IMU) MRCS (Ire) MS (Mal)

Dr Poh Keat Seong BSc (MedSci) (Hons) MD (UPM), MRCSEd(UK) MS(UKM)

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Dr Chong Shun Siang MBBS (Mal) MS (Mal)

Dr Mohammad Reza bin Abdul Aziz MBBS (Ireland), MRCS (Ire)

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MEDICAL EDUCATION & RESEARCH DEVELOPMENT UNIT (MERDU)

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Dr Mohammad Aizuddin Azizah Ariffin MBBS (Otago, New Zealand)

Dr Siti Nur Aliyah binti Zambri MBBS (Ireland)



HISTORY OF THE FACULTY OF MEDICINE



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.



FIRST BATCH- 1969



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 unrelentingly. Phase I of the University Malaya Medical Centre consisting of the main block together with podium or “technical box” (operating theatres, radio-diagnostic, 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 health professionals, 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.



FACULTY FACILITIES

- | | |
|----|--|
| 1 | TAN SRI DANARAJ MEDICAL LIBRARY |
| 2 | IMAGING LABORATORY |
| 3 | BIOMEDICAL IMAGING DEPARTMENT |
| 4 | MULTIDISCIPLINARY LABORATORIES |
| 5 | CLINICAL SKILLS LABORATORY |
| 6 | COMPUTER LABORATORIES |
| 7 | MEDICAL ILLUSTRATION AND MULTIMEDIA DEVELOPMENT UNIT |
| 8 | ANATOMY RESOURCE |
| 9 | CENTRAL PATHOLOGY MUSEUM |
| 10 | UNIVERSITY BOOK STORE (MEDICAL) |

TAN SRI DANARAJ MEDICAL LIBRARY



SERVICES

Academic Services 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

IMAGING LABORATORY

Imaging Laboratory



The objective of the Medical Imaging Programme is to expose the students to every phase of medical imaging and encourage a disciplined approach to problem solving. The four-year program is structured to introduce each medical imaging subdivision. Basic understanding of individual techniques is emphasized, followed by hands-on experience aimed at challenging the student to accept increasingly greater responsibilities as the training program progresses in the imaging laboratory (College of Radiography) and Biomedical Imaging Department.

In addition to conventional radiography and nuclear medicine, training will be available in computer sciences, related imaging technologies, angiography, and interventional radiography. Equipment, facilities, and personnel are available to develop expertise in all areas of medical imaging. The Biomedical Imaging Department have:



General Radiographic Machines

Room 1 to Room 6 = DRX Evolution Carestream



Mobile X-ray

6 sets of AMX 4 Plus

3 sets of GE AMX 4 wifi digital



3 Reporting Rooms



PACS Control Room



3 MRI scanners:

1. GE 3 T SIGNA with HIFU
2. GE 1.5 T SIGNA
3. Siemens MAGNETOM C 0.35 T Open MRI



Three Computed Tomography Scanners

1. Siemens SOMATOM Definition 128 slices
2. Siemens SOMATOM Definition Dual Source
3. Siemens SOMATOM Sensation 16 slices



2 Angiography Sets

Philips CX50 Integrated Ultrasound Biplane
Siemens Syngo Multimodality Single Plane

1 Fluographic Set

2 Cardioangiography Sets

Philips FD10 Biplane



Ultrasound

3 sets of Philips IU22 High end multifunction
1 set of Philips HDI3000

Philips FD20 Single Plane



Nuclear Medicine

- 1 Philips 3 head gamma camera
- 1 Philips gamma camera
- 1 LEXXOS Digital 2D Densitometer

In support of these devices, clinical facilities have been established and are available to enrich the student's experience.

Each individual section in general radiography, nuclear medicine, and the Biomedical Imaging Department is supervised by departmental personnel, including clinical radiologists, medical physicists, and radiographers. All assume a direct role in student education.



Mammography

- Siemens Mammomat 3000 Nova CR
- Siemens Mammomat Novation DR

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 serve various purposes which include wet and dry laboratory practical's, 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 check its webpage: <http://www.ummc.edu.my/csl>.



COMPUTER LABORATORIES

The computers 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 faculty. 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 PATHOLOGY MUSEUM



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 stationaries.

MEDSOC

You can have complete information on the Medical Society and their activities at the FOM website.

CAMPUS FACILITIES

- | | |
|----|------------------------------|
| 1 | ACCOMODATION |
| 2 | STUDENT SCHOLARSHIP AND LOAN |
| 3 | STUDENT HEALTH SERVICES |
| 4 | STUDENT COUNSELING SERVICES |
| 5 | UNIVERSITY BOOK STORE |
| 6 | PEKANSISWA |
| 7 | SHOPS |
| 8 | BANKING SERVICES |
| 9 | MAIN LIBRARY |
| 10 | SPORTS AND RECREATION |
| 11 | MOSQUE |
| 12 | ANNUAL PLANNER & NOTES |

ACCOMMODATION

The Ibnu 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 COUNSELING SERVICE

Mon-Fri: 0900 – 1230hr

Sat: 0900 hr

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

The UM Medical Center provides an added counseling service for its students. For further information, please refer to current faculty notices on Counseling Service.

PEKAN BUKU (0900 – 1700 hr)

A large bookshop is strategically placed at the Perdanasiswa 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 Perdana Siswa 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. A newly built surau is situated in the Faculty of Medicine at level 4 between the Department of Anatomy and Molecular Medicine.

SHOPS - PHARMACY, FRUITSHOP & FLORIST

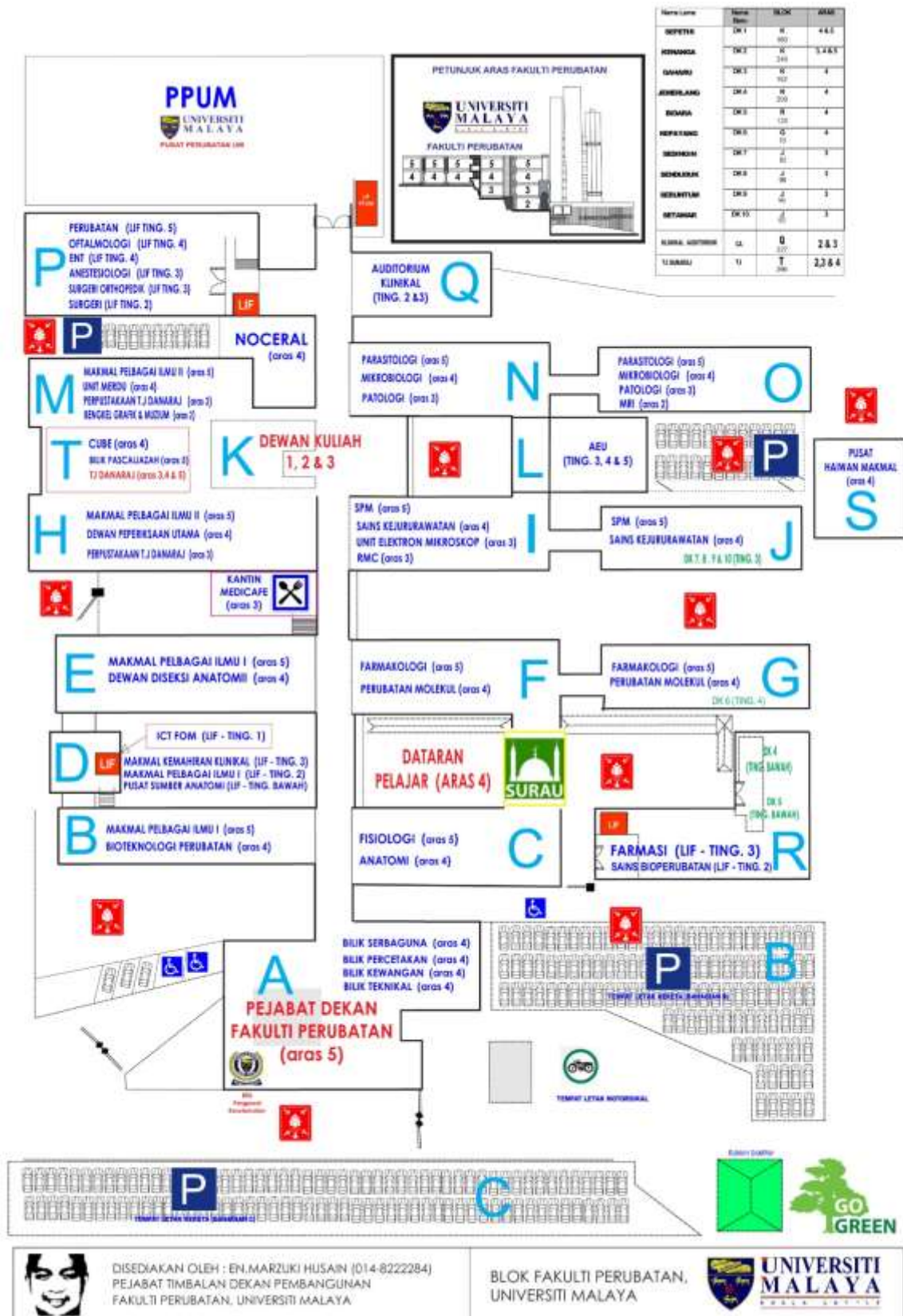
These shops are available on the first and ground floor of the main hospital block.

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 is 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 High Impact Research building in the campus.

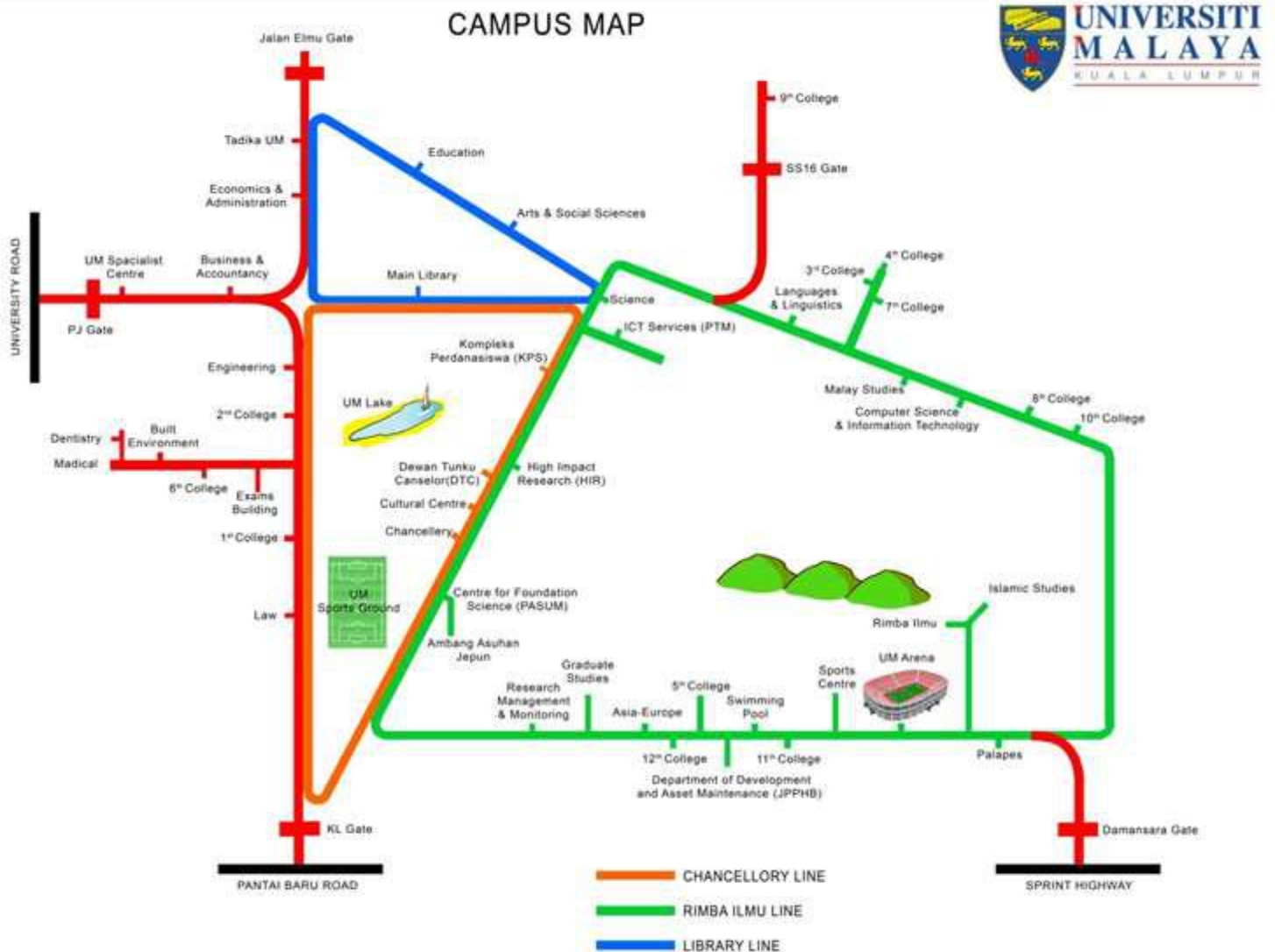
FACULTY BUILDING PLAN

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CAMPUS MAP

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JULY 2014

Prepared by: Mohd Ridwanudin M. Zin

STUDENT DRESS CODE

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ACADEMIC CALENDAR SESSION 2018/2019

Semester 1		
Orientation Programme	1 week	03.09.2018 – 09.09.2018
Lectures	8 weeks	10.09.2018 – 04.11.2018
Mid-Semester Break	1 weeks	05.11.2018 – 11.11.2018
Lectures	6 weeks	12.11.2018 – 23.12.2018
Revision	1 week	24.12.2018 – 01.01.2019
Examination	3 weeks	02.01.2019 – 20.01.2019
Semester Break	4 weeks	21.01.2019 – 17.02.2019
Total	24 weeks	

Semester 2		
Lectures	8 weeks	18.02.2019 – 14.04.2019
Mid Semester Break	1 week	15.04.2019 – 21.04.2019
Lectures	6 weeks	22.04.2019 – 02.06.2019
Revision	1 week	03.06.2019 – 09.06.2019
Examination	3 weeks	10.06.2019 – 30.06.2019
Total	19 weeks	

Break		
11 weeks		01.07.2019 – 08.09.2019

Special Semester		
Lectures	7 weeks	01.07.2019 – 18.08.2019
Examination	1 week	19.08.2019 – 25.08.2019
Break	2 weeks	26.08.2019 – 08.09.2019
Total	10 weeks	

National Day (31.08.2018)
 Yang Dipertuan Agong's Birthday (09.09.2018)
 Awal Muharam (Maal Hijrah) (11.09.2018)
 Malaysia Day (16.09.2018)
 Deepavali (06.11.2018)
 Prophet Muhammad's Birthday (20.11.2018)
 Christmas (25.12.2018)
 New Year (01.01.2019)
 Thaipusam (21.01.2019)
 Federal Territory Day (01.02.2019)
 Chinese New Year (05 & 06.02.2019)
 Labour Day (01.05.2019)
 Wesak Day (19.05.2019)
 Nuzul Al-Quran (22.05.2019)
 Eidul Fitri (05 & 06.06.2019)
 Eidul Adha (11.08.2019)

National Day (31.08.2019)
 Awal Muharam (Maal Hijrah) (01.09.2019)

LIST OF UNDERGRADUATE PROGRAMMES IN THE FACULTY

- BACHELOR OF MEDICINE AND
BACHELOR OF SURGERY
- BACHELOR OF BIOMEDICAL SCIENCE
- BACHELOR OF NURSING SCIENCE
- BACHELOR OF PHARMACY (HONS)

2018/2019

UNDERGRADUATE GUIDEBOOK

Faculty of Medicine

MEDICINE

Message from Head of MERDU

Congratulations and welcome to the University of Malaya Medical Programme.



Medical school challenges the best and brightest minds to learn the science of medicine and public health. I am proud to introduce you to the outstanding medical program and activities that truly make us one of the nation's premier medical schools.

The Faculty of Medicine takes pride in its commitment to educating the next generation of clinicians and researchers for the nation. Our faculty members are passionate professionals that contribute significantly to medicine, education, health care and research.

The University Malaya Medical Programme is centred on nurturing fresh insights of our students through innovative educational approaches that foster interdisciplinary discovery. We also believe that by providing early and sustained clinical experience and essential communication skills gives students the confidence and comfort level to excel in their duties during the third and fourth years and beyond.

You are embarking on an educational, social and cultural journey that will forever change your life. I wish you the best of luck towards an enriching and rewarding educational experience at the Faculty of Medicine.

Sincerely,

Professor Dr Jamunarani S. Vadivelu
Head of Medical Education & Research Development Unit



CLASS OF 2018/2023

ACADEMIC CALENDAR SESSION 2018/2019

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STAGE 1		
Orientation Programme	1 week	12.09.2018 – 14.09.2018
Block 1: Language in Medicine	9 weeks	18.09.2018 – 16.11.2018
Deepavali Break: 05.11.2018 – 11.11.2018		
Block 2: Foundation	11 weeks	19.11.2018 – 31.01.2019
Chinese New Year Break: 04.02.2019 – 10.02.2019		
Examination	1 day	12.02.2019
Block 3: Musculoskeletal Sciences	6 weeks	11.02.2019 – 22.03.2019
Block 4: Cardiovascular Sciences	6 weeks	25.03.2019 – 03.05.2019
Block 5: Respiratory Sciences	9 weeks	06.05.2019 – 05.07.2019
Hari Raya Break: : 03.06.2019 – 09.06.2019		
ACLS	1 week	08.07.2019 – 12.07.2019
Revision	1 week	15.07.2019 – 19.07.2019
Examination (Barrier Assessment)	1 week	22.07.2019 – 26.07.2019
Break/ Supplementary Examination	6 weeks	29.07.2019 – 06.09.2019
Total	52 weeks	

Supplementary Examination		
Classes & Examination	6 weeks	29.07.2019 – 06.09.2019

For Malaysian Students

University Courses During Term 1: GTEE 1114, GIG 1002, GIG 1004
University Courses During Term 2: GIG 1001, GIG 1003

For International Students

University Courses During Term 1: GTEE 1114, GIG 1004, GIG 1006
University Courses During Term 2: GIG 1003, GLT 1017

**** Dates indicated in the Academic Calendar are subject to changes**

Malaysia Day	(16.09.2018)	Hari Wilayah	(01.02.2019)
Awal Muharam	(11.09.2018)	Chinese New Year	(05 & 06.02.2019)
Deepavali	(06.11.2018)	Labour Day	(01.05.2019)
Maulidur Rasul	(20.11.2018)	Nuzul Al-Qu'ran	(22.05.2019)
Christmas	(25.12.2018)	Hari Raya Aidilfitri	(05&06.06.2019)
New Year	(01.01.2019)	Hari Raya AidilAdha	(11.08.2019)
Thaipusam	(21.01.2019)	National Day	(31.08.2019)

2018/2019



CLASS OF 2018/2023

ACADEMIC CALENDAR SESSION 2019/2020

STAGE 2		
Block 6: Haematology	5 Weeks	09.09.2019 – 11.10.2019
Block 7: Neurosciences, Vision and Behaviour	10 Weeks	14.10.2019 – 20.12.2019
Deepavali Break: 28.10.2019 – 01.11.2019		
Revision	1 Week	23.12.2019 – 27.12.2019
Block 8: Endocrine, Nutrition and Sexual Health	11 Weeks	30.12.2019 – 13.03.2020
Examination (RSA 1, OSCE)	2 Days	07.01.2020 – 08.01.2020
Chinese New Year Break: 23.01.2020 – 29.01.2020		
Block 9: Renal and Urology	5 Weeks	16.03.2020 – 17.04.2020
Revision	1 Week	20.04.2020 – 24.04.2020
Examination (RSA 2, OSCE)	2 Days	28.04.2020 – 29.04.2020
Block 10: Gastroenterology and Nutrition	8 Weeks	27.04.2020 – 19.06.2020
Hari Raya Break: : 25.05.2020 – 29.05.2020		
Block 11: Oncology and Palliative Care	4 Weeks	22.06.2020 – 17.07.2020
PALS	1 Week	20.07.2020 – 24.07.2020
Revision	1 Week	27.07.2020 – 31.07.2020
Examination (BA)	1 Week	03.08.2020 – 07.08.2020
Break/ Supplementary Examination	4 Weeks	10.08.2020 – 04.09.2020
Total	52 weeks	

<u>Supplementary Examination</u>		
Classes & Examination	4 Weeks	10.08.2020 – 04.09.2020

**** Dates indicated in the Academic Calendar are subject to changes**

Note:

RSA 1 – Required Summative Assessment 1
RSA 2 – Required Summative Assessment 2
BA – Barrier Assessment



CLASS OF 2018/2023 ACADEMIC CALENDAR SESSION 2020/2021

STAGE 3.1		
Bio-Imaging Week	2 Weeks	07.09.2020 – 18.09.2020
Posting A	8 Weeks	21.09.2020 – 13.11.2020
Deepavali Break: 16.11.2020– 20.11.2020		
Posting B	8 Weeks	23.11.2020 – 15.01.2021
Posting C	8 Weeks	18.01.2021 – 19.03.2021
Chinese New Year Break: 11.02.2021 – 17.02.2021		
Posting D	8 Weeks	22.03.2021 – 21.05.2021
Hari Raya Break: : 10.05.2021 – 14.05.2021		
Examination	1 Week	24.05.2021 – 28.05.2021
Electives/ Supplementary Posting	7 Weeks	31.05.2021 – 16.07.2021
Break	1 Week	19.07.2021 – 23.07.2021

**** Dates indicated in the Academic Calendar are subject to changes**

CLASS OF 2018/2023 ACADEMIC CALENDAR SESSION 2021/2022

STAGE 3.2		
Posting E	8 Weeks	26.07.2021 – 17.09.2021
Posting F	8 Weeks	20.09.2021 – 19.11.2021
Deepavali Break: 01.11.2021– 05.11.2021		
Posting G	8 Weeks	22.11.2021 – 14.01.2022
Posting H	8 Weeks	17.01.2022 – 18.03.2022
Chinese New Year Break: 31.01.2022 – 04.02.2022		
Examination	1 Week	21.03.2022 – 25.03.2022
Community Health Posting	8 Weeks	28.03.2022 – 27.05.2022
Hari Raya Break: : 02.05.2022 – 06.05.2022		
Supplementary Posting	7 Weeks	30.05.2022 – 15.07.2022
Break	1 Week	18.07.2022 – 22.07.2022

**** Dates indicated in the Academic Calendar are subject to changes**



CLASS OF 2018/2023

ACADEMIC CALENDAR SESSION 2022/2023

STAGE 3.3		
Posting I	8 Weeks	25.07.2022 – 16.09.2022
Posting J	8 Weeks	19.09.2022 – 18.11.2022
Deepavali Break: 24.10.2022– 28.10.2022		
Posting K	8 Weeks	21.11.2022 – 13.01.2023
Posting L	8 Weeks	16.01.2023 – 17.03.2023
Chinese New Year Break: 23.01.2023 – 27.01.2023		
Examination	1 Week	20.03.2023 – 24.03.2023
Revision	2 Weeks	27.03.2023 – 07.03.2023
Examination (Barrier Assessment)	4 Weeks	10.04.2023 – 05.05.2023
Hari Raya Break: : 24.04.2023 – 28.04.2023		
PRINT/ Supplementary Posting	7 Weeks	08.05.2023 – 23.06.2023
Supplementary Barrier Assessment	2 Weeks	26.06.2023 – 07.06.2023
Delayed PRINT	7 Weeks	10.07.2023 – 25.08.2023
Supplementary Examination		
Supplementary Barrier Assessment	2 Weeks	26.06.2023 – 07.06.2023

**** Dates indicated in the Academic Calendar are subject to changes**



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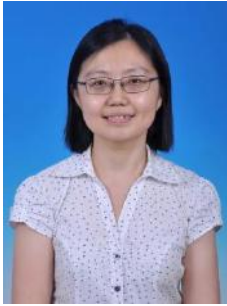


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INTRODUCTION

This student guide is intended to help with your orientation as a new student in the University of Malaya Medical Programme (UMMP). We strongly recommend that you read it during your first week.

The five-year medical programme that you are just embarking on is known as the University of Malaya Medical Programme (UMMP).

PROGRAMME LEARNING OUTCOMES

At the end of the UMMP, students shall be able to:

- interpret medical knowledge, concepts and principles in a safe, effective and evidence-based manner. [PO1 Knowledge]
- demonstrate appropriate competent practical and clinical skills in diagnosis and patient management. [PO2 Practical Skills]
- engage patients and their families in making health related decisions using suitable social skills with empathy, respect and sensitivity.
[PO3 Social Skills and Responsibility]
- model professional values, attitudes and ethical behaviour in medical practice. [PO4 Values, Attitudes and Professionalism]
- communicate effectively with patients, family, colleagues and the broader community either as a collaborative team member or a leader.
[PO5 Communication, Leadership and Team Skills]
- critically evaluate current knowledge and technology to solve healthcare/medical problems in a creative scientific manner.
[PO6 Problem Solving and Scientific Skills]
- integrate medical informatics efficiently to engage in lifelong learning and continuing professional development.
[PO7 Information Management & Lifelong Learning Skills]
- develop community public health programmes using resources and entrepreneurial skills to enhance population health.
[PO8 Managerial and Entrepreneurial Skills]



EMAIL, INTERNET & LEARNING MANAGEMENT SYSTEM USAGE

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- Your enrolment in the university comes with a **Siswa mail address** that you may continue to use after you graduate
- **Please use your Siswa email address for all communication related to the UMMP.**
- Please state your Matrix No. clearly in all your email communications.
- **DO NOT use your private email address** (Gmail, Yahoo, Hotmail etc). This is to ensure that you are the person with whom the staff are communicating with and the University computer network needs to be protected from improper and unauthorized users.
- Necessary measures are taken to ensure sufficient internet resources are made available to all student in the faculty and hostel at all time. Please use this privilege to the internet with discretion. **Your use of it is monitored and will be investigated if excessive or inappropriate. It is not intended for access/downloads of entertainment material, e.g. movies, songs**
- E-learning is an integral component of the UMMP, apart from face to face learning. The **SPECTRUM** learning management system will be used to provide better learning experience. The system can be accessed via <http://ummp.um.edu.my>. A briefing on Spectrum will be given during the faculty orientation.

2018/2019



ACADEMIC PROGRAMME & COURSE STRUCTURE

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The structure of the UMMP is a matrix of **Stages (Time)** and **Themes (Curriculum content)**. UMMP is divided into the following **Five Courses (Stages)**.

- MIA 1001: Medical Sciences 1 (Stage 1)
- MIA 2001: Medical Sciences 2 (Stage 2)
- MIA 3001: Practice of Clinical Medicine 1 (Stage 3.1)
- MIA 4001: Practice of Clinical Medicine 2 (Stage 3.2)
- MIA 5001: Practice of Clinical Medicine 3 (Stage 3.3)

The duration of each course (stage) is as follows:

STAGE	WEEKS
1	43
2	45
3.1	41
3.2	41
3.3	47
Total	217

The content is divided into **Four Themes** across the five courses (stages) and coordinated by:

- **Basic and Clinical Sciences Theme (BCS)**
Prof Dr Jamunarani S. Vadivelu
- **Patient and Doctor Theme (Pt-Dr)**
Associate Prof Dr Lim Soo Kun
- **Population Medicine Theme (Pop Med)**
Will be notified later
- **Personal and Professional Development Theme (PPD)**
Dr Foong Chan Choong

The intent of the curriculum content of the UMMP is integrated across these four themes.

The BCS Theme is designed to ensure that you get a very firm grounding in the basic medical sciences of anatomy, physiology, biochemistry, histology (including embryology), pathology, microbiology, parasitology and pharmacology. As you progress through the UMMP, you will learn how to apply your knowledge of the basic medical sciences in the diagnosis, assessment, management and prevention of health problems.



The Pt-Dr Theme covers the clinical aspects of health and disease, both theoretically and from a practice perspective. It encompasses the diagnosis and assessment of patients through history taking, physical examination and the use of other investigations; communication skills; the management of clinical problems; basic procedural skills; and the identification and application of research-based evidence in health care practice (evidence-based medicine, abbreviated EBM).

The Pop-Med Theme is designed to give you a population perspective on health and disease. It examines the determinants of health and disease in populations (especially the Malaysian population) such as the distribution of diseases, their risk factors in communities and the implications; screening; prevention of disease and the promotion of health; variations in access to health care among different communities; the organisation of the Malaysian healthcare system; and the processes by which evidence-based, ethical and economically responsible decisions are made about the use of health-care resources.

The PPD Theme covers the areas of professionalism, health law and ethics and self-care in medical practice; ensures that you acquire the skills necessary to be a reflective practitioner. The content of the PPD Theme is specifically designed to comply with the Code of Professional Conduct by the Malaysian Medical Council - as a statement of the principles of conduct for doctors.

Course - MIA 1001: Medical Sciences 1 (Stage 1) and Course - MIA 2001: Medical Sciences 2 (Stage 2) comprise of 11 blocks. These are:

MIA 1001: Medical Sciences 1 (Stage 1)

BLOCK 1: Language in Medicine	(8 weeks)
BLOCK 2: Foundation	(11 weeks)
BLOCK 3: Musculoskeletal Sciences	(6 weeks)
BLOCK 4: Cardiovascular Sciences	(6 weeks)
BLOCK 5: Respiratory Sciences	(7 weeks)

MIA 2001: Medical Sciences 2 (Stage 2)

BLOCK 6: Haematology	(5 weeks)
BLOCK 7: Neurosciences, Vision, Behaviour	(9 weeks)
BLOCK 8: Endocrine, Nutrition and Sexual Health	(9 weeks)
BLOCK 9: Renal and Urology	(5 weeks)
BLOCK 10: Gastroenterology and Nutrition	(6 weeks)
BLOCK 11: Oncology and Palliative Care	(4 weeks)

On completion of these courses (MIA 1001 and MIA 2001), learners are able to:



- Describe the normal and abnormal human structure, function and behaviour in relation to the diagnosis, principles of management and prevention of health problems (C2) (PO1) (**BCS theme**)
- Demonstrate the ability to interview, examine patients systematically and perform satisfactorily the basic clinical procedures, recognizing the practical and therapeutic nature of the patient-doctor relationship (P2, A1), (PO2; PO3; PO4) (**Pt-Dr theme**)
- Identify the distribution of, risk factors and prevention of disease and injury, and contributing factors to the development and/or continuation of poor health for individuals and communities (C1), (PO1) (**PopMed theme**)
- Demonstrate the ability to work cooperatively as a member of a team, accepting and providing leadership as appropriate, and commitment to the advancement of learning within a community of medical scholars (A2), (PO5) (**PPD theme**)

During Blocks 1-11 you are based on the main University campus for four days each week and you spend one day each week at UMMC OR Clinical Skill Unit (CSU).

Block 1, The Language in Medicine covers an intensive programme that aims to equip students with the necessary language skills to pursue studies and careers in medicine. Focusing on the human side of the medical profession, the thematic syllabus adopted here integrates the four skills of listening, speaking, reading and writing. Authentic, medical related audio and print materials are used and students practise producing various types of oral and written texts common in the medical discipline. They will also carry out site visits to observe medical and allied health professionals involved in real-time interactions in clinical settings. Peer review of the individual student's performance in assigned tasks and keeping of reflective journals will be encouraged to promote a culture of independent learning that is essential for medical students. Accuracy and sociocultural appropriacy of language forms and vocabulary are targeted across all activities. Completion of Language in Medicine is a prerequisite for enrolling into the Foundation Block.

Block 2, The Foundation Block, concentrates intensively on the BCS Theme while giving you an introduction to the other three curriculum Themes. You will be introduced to basic clinical sciences of Anatomy, Physiology, Pathology, Molecular Medicine, Immunology, Pharmacology and Infectious Diseases. Problem-based learning (PBL) and Clinical Days will be introduced in this block.

Each of Blocks 3-11 focuses on a specific topic or set of topics relating to aspects of health and disease of body systems. These topics will be further consolidated by a PBL case every week as well as Clinical Days.

At the end of Stage 1 and Stage 2, you will undertake Basic Life Support sessions - Advanced Cardiac Life Support, ACLS in Stage 1 and Paediatric Advanced Life Support, PALS in Stage 2.



You will encounter four main modes of learning and teaching:

- **Lectures:** These are delivered to large groups, and generally last for slightly under one hour.
- **Theme Sessions:** These may be practical sessions in BCS-oriented subjects or seminar style sessions in which a number of speakers will provide different perspectives on a topic. Theme sessions are longer than lectures (1.5 to 3 hr).
- **Problem-based Learning (PBL) sessions:** A group of 8 students solve a realistic clinical problem and work towards explaining the clinical manifestations with reference to basic-science mechanisms.
- **Clinical Days:** These include small-group tutorials on communication, clinical examination and basic procedural skills, and provide an opportunity for you to practise clinical history-taking and physical examination techniques. Many of the tutorials are conducted 'at the bedside' and Clinical Skills Unit.

Courses MIA 3001: Practice of Clinical Medicine (Stage 3.1), MIA 4001: Practice of Clinical Medicine 2 (Stage 3.2) and MIA 5001: Practice of Clinical Medicine 3 (Stage 3.3) comprises of one week of intensive diagnostic bio-medical imaging module followed by twelve Clinical Postings and one Public Health Posting; all are of eight weeks' duration as follows:

MIA 3001: Practice of Clinical Medicine (Stage 3.1)

- Medicine
- Paediatric
- Surgery
- Otorhinolaryngology and Ophthalmology

On completion of course, learners are able to:

- Apply the understanding of normal and abnormal human structure, function and behavior to the diagnosis, management and prevention of health problems (C3) (PO1; PO6; PO7) (BCS theme)
- Interpret clinical symptoms and signs by systematically examining patients for further investigations and communicating this information to patients' families and carers in an effective and ethical manner (P3, A3) (PO2; PO6) (Pt-Dr theme)
- Demonstrate a compassionate, ethical and professional behaviour in clinical practice (A5) (PO3; PO4) (PPD theme)

MIA 4001: Practice of Clinical Medicine 2 (Stage 3.2)

- Acute Care
- Psychological Medicine
- Orthopaedic Surgery
- Obstetrics & Gynaecology



- Community (Public Health)

On completion of course, learners are able to:

- Apply the understanding of normal and abnormal human structure, function and behavior to the diagnosis, management and prevention of health problems (C3) (PO1; PO6; PO7) (BCS theme)
- Interpret clinical symptoms and signs by systematically examining patients for further investigations and communicating this information to patients' families and carers in an effective and ethical manner (P3, A3) (PO2; PO6) (Pt-Dr theme)
- Apply evidence-based, ethical and economically responsible decisions on the appropriate management of health problems in individuals and in communities, and in planning of the public and population health strategies. (C3) (PO1; PO3; PO8) (PopMed theme)
- Demonstrate a compassionate, ethical and professional behaviour in clinical practice (A5) (PO3; PO4) (PPD theme)

MIA 5001: Practice of Clinical Medicine (Stage 3.3)

- Medicine
- Paediatric
- Surgery
- Primary Care Medicine

On completion of course, learners are able to:

- Apply the understanding of normal and abnormal human structure, function and behavior to the diagnosis, management and prevention of health problems (C3) (PO1; PO6; PO7) (BCS theme)
- Interpret clinical symptoms and signs by systematically examining patients for further investigations and communicating this information to patients' families and carers in an effective and ethical manner (P3, A3) (PO2; PO6) (Pt-Dr theme)
- Demonstrate a compassionate, ethical and professional behaviour in clinical practice (A5) (PO3; PO4) (PPD theme)

Each eight-week Posting will provide you with coherent clinical experience. The Postings consist of attachments to ward services and associated clinics in UMMC, Hospital Besar Tengku Ampuan Rahimah, Klang (HTAR), and other identified clinical services. More than two-thirds of your week is spent in the clinical activities of the disciplines to which you are attached. A progressive increase in clinical attendance and responsibility is expected during these attachments. The topics covered are drawn from all four curriculum Themes. Time is allowed for self-directed learning. A clinical supervisor is appointed for each group in each attachment during all your postings. The supervisor, usually a senior clinician, has responsibility for overseeing your training during the attachment and Postings. During this time, you will be required to complete a series of tasks, which your supervisor will assess. This



assessment will contribute to the assessment of your progressive mastery of the knowledge and clinical skills that you must assimilate. Population Medicine and PPD Theme tasks are continuous throughout Stage 3.

Most of your learning in Stage 3 is achieved through practical clinical experience gained in the course of attachments to clinical teams or placements in the community. These are sometimes called 'clinical clerkships'. They are supplemented by structured teaching in the form of lectures, tutorials and specified learning exercises in which your performance is assessed by your clinical supervisor. The balance between clerkship-based activities and scheduled sessions varies across different attachments and different settings.

An Elective Term is placed prior to the beginning of Stage 3.2 and the Pre-Internship Term (PRINT) is at the end of Stage 3.3.

Elective Term

The objective of the Elective Term is to provide students who have successfully completed the MIA 3001: Practice of Clinical Medicine (Stage 3.1) course an opportunity to gain further exposure in clinical, community or research areas in another institution in Malaysia or overseas. You may choose an elective placement that is organised by Faculty of Medicine, University of Malaya or you may determine your own placement. At the end of the Elective Term you are required to submit a written report. In an event if you are required to repeat a posting during the Elective period in Stage 3.1, you may be given an opportunity to undertake Elective posting at the end of Stage 3.2.

Pre-internship Term (PRINT)

This is the last eight-week component in the UMMP for students towards the concluding part of the MIA 5001: Practice of Clinical Medicine 3 (Stage 3.3) course. It is designed to help prepare you for some of the practicalities of internship. You will undergo an orientation a week prior to PRINT on essential aspects of your transition into the medical workforce. The weeks are spent in clinical attachments. You are responsible for your own learning, but you are required to complete some performance assessment tasks in which you are assessed by your supervisor. The supervisor will commit at an agreed time to help you in your preparation for the assessment.



SOFT SKILLS & PRE-REQUISITE FOR MEDICINE COURSE

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BLOCK	SOFT SKILLS ELEMENT INDICATOR (KI)						
	CS	CT	TS	LL	KK	EM	LS
STAGE 1							
FOUNDATION	✓	✓	✓	✓		✓	✓
MUSCULOSKELETAL	✓	✓	✓	✓		✓	✓
CARDIOVASCULAR SCIENCES	✓	✓	✓	✓		✓	✓
RESPIRATORY SCIENCES	✓	✓	✓	✓		✓	✓
STAGE 2							
HAEMATOLOGY	✓	✓	✓	✓		✓	✓
NEUROSCIENCE, VISION & BEHAVIOUR	✓	✓	✓	✓		✓	✓
ENDOCRINE, NUTRITION & SEXUAL HEALTH	✓	✓	✓	✓		✓	✓
RENAL & UROLOGY	✓	✓	✓	✓		✓	✓
GASTROENTEROLOGY AND NUTRITION	✓	✓	✓	✓		✓	✓
ONCOLOGY & PALLIATIVE CARE	✓	✓	✓	✓		✓	✓
STAGE 3							
CLINICAL POSTING	✓	✓	✓	✓	✓	✓	✓

CS-COMMUNICATION SKILLS

CT-CRITICAL THINKING AND PROBLEM SOLVING SKILLS

TS-TEAM WORK SKILLS

LL-LIFE LONG LEARNING AND INFORMATION MANAGEMENT

KK-ENTREPRENEURIAL SKILLS

EM-PROFESSIONAL ETHICS AND MORAL

LS-LEADERSHIP SKILLS

2018/2019



ENCOUNTERING PATIENTS

As described above, from the first week of Stage 1, you spend one day each week in UMMC or CSU where you learn communication skills, systematic history taking and physical examination techniques. Early clinical contact is a feature of the UMMP.

STUDENT SUPPORT

Supporting students to remain healthy and to keep their lives and studies in balance is important in UMMP. Systems of mentors, academic advisors and counsellors have been put in place. Whilst most new medical students are looking forward to studying medicine and eventually working as doctors, the start of the Medical Program can be a stressful time. Juggling study, family life, personal interests and confronting clinical experiences can, at times, be challenging. There may be significant financial and personal stresses for students.

In Stages 1 and 2, the first ports of call on personal or study-related problems are the mentors, academic advisors or counsellors. The best first approach for non-urgent matters is to send requesting an appointment with mentors, academic advisors or counsellors. If the matter is urgent, phone one of them directly instead. Contact details are available on the website.

There are also links to university policies and processes if you are struggling with academic progress. This website is continually updated.

EVALUATION

It is compulsory for you to participate in all evaluation activities as it is an assessment under the Personal and Professional Development (PPD) theme. Failure to adhere to this requirement may result in an “Unsatisfactory” (i.e. Fail) grade for your PPD theme.

Hidden curriculum of the evaluation activities aims to monitor and develop professional behaviours of medical students. Failure to engage or poor handling of one’s tasks (e.g. missing deadline, poor responsibility) and repeated failures to engage or poor self-awareness are considered as unprofessional behaviours (der Vossen et al., 2017).

Evaluation monitors effectiveness of the University of Malaya Medical Program (UMMP) and it helps to improve the program. We cannot do this improvement without your participation. The Faculty considers student feedback in improving the programme. To ensure that we accurately deliver student feedback,



there are multiple evaluation activities which will be conducted at different points of your 5-years study. We evaluate on all teaching and learning activities, including lectures, theme sessions, clinical days and clinical postings.

You would be invited to participate in individual and group interviews. Evaluation activities may make some demands on your time but it is an important commitment of yours to improve the UMMP.

All data collected from the evaluation activities is confidential and its reports will prevent identification of individual students. The evaluation team considers anonymity of students to be very important. The policy ensures that students would feel safe to give honest feedback. Meanwhile, students would be taught to give constructive feedback. All research studies which make use of the data will have received ethical clearance from the University of Malaya Research Ethics Committee (UMREC).



FREQUENTLY ASKED QUESTIONS

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Q. What if I get sick?

A: It depends on the circumstances. If you are unwell for a day or two and cannot attend classes (but you do not miss your clinical day or a PBL), we recommend that you let a friend or colleague know that you will be away. Ask him/her to let you know of any important things that you may have missed. You will have to submit your medical certificate to the Deputy Dean (Undergraduate) at the Dean's Office and a copy to Medical Education Research and Development Unit (MERDU).

If your absence involves a clinical day, you must let your clinical discipline coordinator know by phone or e-mail, preferably before your first scheduled tutorial of the day.

If your absence involves a PBL session, you should let another student in your PBL group know that you will not be attending. You must also send a message to your PBL tutor by e-mail or phone or by asking another student in your PBL group to tell your tutor that you will not be attending because of illness.

If illness prevents you from attending a required assessment (formative or summative) or delays your completion of an assessment task so that it will be overdue, you should download and complete an application form for "Special Consideration" from <http://medicine.um.edu.my> and attach supporting documents with your application.

Also:

- **If you have to miss a formal examination**, please contact the Deputy Dean (Undergraduate) at the Dean's Office **immediately**.
- **If you anticipate handing in an assessment task late; for Stage 1 and Stage 2**, please contact MERDU, and, **for Stage 3**, contact the relevant teaching staff in your posting, by e-mail prior to the due date.
- **If you miss more than one clinical day or PBL session in a Block because of illness or serious unforeseen personal reasons**, you should similarly complete and submit an application for "Special Consideration".
- **If you have an on-going disability or condition**, you should register with the Counselling and OKU Section office at 1st Floor, PerdanaSiswa Complex. Staff of OKU Section will advise you of the support and assistance that are available to you and will request Faculty of Medicine to make appropriate provision for you in assessment tasks and in connection with required attendance at teaching activities.



Q: What is Special Consideration?

A: A student may apply for “Special Consideration” if he or she experiences a serious illness, traumatic event or misadventure that:

- prevents him or her from undertaking assessments or completing assessment tasks by the due date; or
- is likely to impair his or her performance in an assessment;
- results in having to miss an assessment.

If “Special Consideration” is granted, the student may be given an opportunity to overcome the disadvantage that he or she has experienced in the assessment or the assessment task.

Note that “Special Consideration” does not provide for a student’s marks in an exam to be altered, regardless of the circumstances. It does not provide for a “Conceded Pass”.

Also note that you must fulfil all assessment requirements to be allowed to progress from Stage 1 to Stage 2, likewise from Stage 2 to Stage 3.1 and beyond. Regardless of the gravity of the situation that arises, the UMMP cannot allow you to progress if you have not passed the summative assessments.

Q: Where online can I find and download a “Special Consideration” form?

A: You can download the form available on the Faculty of Medicine, University of Malaya website at <http://medicine.um.edu.my>

Q: How long do I have to apply for “Special Consideration”?

A: You must apply for “Special Consideration” within five (5) working days following the assessment, class etc. which you are seeking “Special Consideration” for.

Q: What information do I have to include when applying for “Special Consideration”?

A: You must complete the form. You should have supporting documents from an appropriate professional authority, i.e., a registered medical practitioner or counsellor if you are unwell, OR submit a signed and witnessed Statutory Declaration or a police report form where you have experienced a misadventure.

If these sections are not completed properly, your “Special Consideration” form will not be accepted.

Q: Where do I submit my application for “Special Consideration”?

A: You should place your form with relevant documents in a sealed envelope marked “Confidential” and addressed to Deputy Dean (Undergraduate). You can either deliver the document to the Dean’s office reception desk or email it to the Deputy Dean (Undergraduate) at ddu@ummc.edu.my.



Q: Who approves my “Special Consideration” request?

A: For your “Special Consideration” request, the Deputy Dean (Undergraduate) will consider your application for approval. You will be notified by email of the outcome.

Q. What do I do if I want to take a few days off for personal reasons other than illness or misadventure?

A: Prior to your anticipated absence, you should download and fill in completely a “Short Leave of Absence” form available on the Faculty of Medicine, University of Malaya website at <http://medicine.um.edu.my>. If your anticipated absence involves one or more Clinical School days, you must ask the Deputy Dean (Undergraduate) to endorse the form. The Deputy Dean (Undergraduate) may refer you to the clinical discipline coordinator if your anticipated absence is considered to be inappropriate or causes you to miss a critical teaching session for which catch-up will be impossible. If your anticipated absence involves one or more PBL sessions, you must ask your PBL Coordinator to endorse the form. The PBL Coordinator may refer you to Deputy Dean (Undergraduate) if your anticipated absence is considered to be inappropriate. The Medical Education Research and Development Unit (MERDU) monitors students’ absenteeism. If a student takes off excessively, he/she will be placed on a register of “Students at Risk of Failing”. Depending on the reason for absence, the student will be counselled by the appropriate senior staff member. All students are reminded of the conduct expectations set out in the UMMP Statement of Expectations.

Q: Am I expected to be in the campus if I do not have any formal teaching sessions?

A: Learning medicine requires full commitment and participation of students in all formal teaching sessions offered. In addition, free slots are made available on the timetable for students to undertake self-directed learning. Students are therefore expected to be available during all these sessions should additional time be required to include extra teaching activities, if required. Therefore, holidays are marked clearly on the calendar and these are the only protected vacation period allowable. **Requests to make changes for classes during the academic year will NOT be entertained.**

Q: How and where do I submit a short leave of absence application form?

A: Because the completed form is (and will be kept) confidential, you should place it in a sealed envelope marked “Confidential” and addressed to Deputy Dean (Undergraduate). You can either deliver the form to the Dean’s office reception desk or email it to the Deputy Dean (Undergraduate) at ddu@ummc.edu.my.

Q: What do I need to do if I want to take short leave, suspend candidature or withdraw from my studies?

A: You should obtain an application form for Suspension or Withdrawal of Candidature from the Dean’s office, make an appointment with Deputy Dean (Undergraduate), and meet with him or her. Remember to take the form with you. The Deputy Dean (Undergraduate) will discuss your reasons for requesting to suspend or terminate your candidature and provide advice.



If the Deputy Dean (Undergraduate) supports the request for suspension, and if after discussing it with the Deputy Dean (Undergraduate) you decide to proceed with your application, the form needs to be forwarded to Dean for endorsement. Decisions regarding suspension of candidature rest with the Dean. For both suspension and termination of candidature, because the completed form is (and will be kept) confidential, you should place it in a sealed envelope marked “Confidential” and addressed to Deputy Dean (Undergraduate). You can either deliver the form to the Dean’s office reception desk or email it to the Deputy Dean (Undergraduate) at ddu@ummc.edu.my.

Q: How do I know when to apply for Special Consideration versus applying for short leave of absence?

A: You only apply for Special Consideration for reasons of illness or misadventure that are unforeseen. Short leave of absence is applied for prior to your absence when your absence is foreseen, e.g. you need to attend a conference, go to a funeral etc.

Q: What if I have bought my tickets (air tickets/ bus tickets/ others) and there is a change in the dates in the academic calendar?

A: We would like to advise students that the dates indicated in the academic calendar are subject to changes. The faculty and MERDU **will not entertain** request from students to change any scheduled teaching and learning sessions.

Q: Who should I contact if I am having personal or health problems that may affect my studies?

A: You should discuss this with your personal mentor, academic advisor, counsellor or Deputy Dean (Undergraduate) in the first instance. The University of Malaya also provides a broad range of support services to students.

Q: What if your PBL tutor is absent?

A: If your tutor is unexpectedly absent 15 minutes into your PBL session please come to Medical Education Research and Development Unit (MERDU) or contact 03-7967 5739.

Q: What can I do if I am having trouble with navigating the UMMP website or other websites that I need to complete my studies?

A: Please contact the Technical Support Team in Medical Education Research and Development Unit (MERDU) or contact 03-7967 5748.

Q: What should I do if I have a disability that may affect my studies, or may require special facilities in order for me to complete the Medical Program? If you have an on-going disability or condition;



A: You should register with the Counselling and OKU Section office at 1st Floor, Perdana Siswa Complex. Staff of Disability Services will advise you of the support and assistance that are available to you

Q: Where can I find the Progression Policy?

A: The Progression Policy can be found in the UMMP Guidelines for Examination available on SPECTRUM.

Q: What information is found in the Progression Policy?

A: The Progression Policy details what requirements students are expected to meet in order to progress to each Stage of the UMMP.

Q: Where do I go if I have queries about my enrolment or other administrative matters?

A: Students should contact the Dean's Office personally or call 7967 2106.

Other Useful University Contact Numbers

Disability and Welfare Services Ph. 7967 3322

Financial Assistance for Students Ph. 7967 3497

Student Accommodation Ph. 7967 3290

Student Centre Ph. 7967 3507

Students' Representative Council Ph. 9660 5222



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THANK YOU

PREPARED BY;

**UNDERGRADUATE SECTION, DEAN'S OFFICE
IT DIVISION, DEAN'S OFFICE.
MEDICAL EDUCATION RESEARCH DEVELOPMENT UNIT (MERDU)**

FACULTY OF MEDICINE
UNIVERSITY OF MALAYA