



**UNIVERSITI  
MALAYA**  
*Faculty of Medicine*

SESSION

**2022/  
2023**

**UNDERGRADUATE GUIDEBOOK**

# **BACHELOR OF MEDICINE & BACHELOR OF SURGERY**

FACULTY OF **MEDICINE**

<https://medicine.um.edu.my/undergraduate>



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Welcome to the Faculty of Medicine, Universiti Malaya.

Congratulations! Your acceptance into one of our undergraduate programmes at the Faculty of Medicine, Universiti 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 Universiti Malaya, 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 steppingstone 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 Universiti Malaya as a life-long learner with a passion and commitment for your chosen vocation.

**PROFESSOR DR. APRIL CAMILLA ROSLANI**  
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.

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

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 must 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 skillful health care professional but also one who practices holistically. The education in this faculty does not stop upon graduation, but merely acts as a steppingstone to a lifetime learning in your chosen field.

Medical education does not only revolve around science, but also involves the art of practicing 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 (when applicable), your teachers 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 utilized 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 journey a memorable and a fruitful one.

We would like to wish you every success in your programme and pray 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 you during the course of your study with us.

**PROFESSOR DR. MUHAMMAD YAZID JALALUDIN**  
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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

A global university impacting the world

### MISSION

Pushing the boundaries of knowledge and nurturing aspiring leaders

### CORE VALUES

*Serving the Nation. Impacting the World.*



### QUALITY POLICY

Universiti Malaya is committed to conduct teaching and learning, carry out research and provide quality services on a global level, generate and enhance knowledge through continuous improvement efforts for the benefit of all stakeholders, especially Universiti Malaya's students.

## VISION & MISSION FACULTY OF MEDICINE



### VISION

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 Quality Policy.

To be an excellent organization that supports the research needs of the Faculty of Medicine and to achieve world class organization.

### MISSION

To be the premier Centre of Excellence in Medical Education.

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# PATHOLOGY

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Dr Lit Lei Cheng BSc (Mal), MMedSc (Mal), PhD (Imperial)

Dr Maziah Mat Rosly MBBS (Manipal), PhD (Syd)

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# PRIMARY CARE MEDICINE

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

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

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

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

## **Senior Lecturers:**

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Dr Lee Yew Kong *MD (UKM)*

Dr Mohazmi Mohamed *MBBS (Mal), MMed (Fam Med)*

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Associate Professor Dr Koh Ong Hui MBBS (Manipal, India), MPM (Mal)

Associate Professor Dr Muhammad Muhsin bin Ahmad Zahari MBCh BAO (Ire), MPM (Mal)

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Associate Professor Dr Rusdi bin Abd Rashid MBBS (Mal) MPM (Mal)

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Dr Amarpreet Kaur MBCh (Wales, UK), MRCPsych (UK), Dip Med Sci in Clinical Psychiatry (UK), Dip in Clinical Hypnosis (D.Hyp)

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Dr Manveen Kaur a/p Harbajan Singh MBBS (Karnatak University, India), MPM (Mal)

Dr Zuraida Ahmad Sabki MD (Mal), MPM (Mal)

Dr Benedict Francis MBBS (Mal), MPM (Mal)

Dr Lim Poh Khuen MBBS (IMU), MPM (Mal)

**Trainee Lecturer:**

Dr Julian Wong Joon Ip MBBS (*Monash, Aus*)



# REHABILITATION MEDICINE

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

Dr Norhamizan Hamzah MBCUB (UK) MRehabMed (Mal) PhD (Mal)

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Dr Sakinah binti Sabirin MBBS (Ire) MRehabMed (Mal)

# SOCIAL & PREVENTIVE MEDICINE

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Professor Dr Ng Chiu Wan MBBS (Spore), MPH (Mal), MPH (Health Services Mgt.) (Mal), PhD (Mal)

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## **Professor Kehormat**

Professor Tin Tin Su MBBS, MSc.CHHM, Dr.Med

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# SURGERY

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Dr Suniza binti Jamaris MBBS (Mal), MS (Mal)

Dr Tania Islam MBBS (Chittagong), PhD (Jap)

Dr Teh Mei Sze MD(USM), MSurg(Mal), MRCS (Edin),Fellowship in breast oncoplastic surgery (Italy),-Fellowship in breast oncoplastic surgery (Thai)

Dr Wong Wei Jin MD (Dalhousie), MSurg (Mal)

**Trainee Lecturer:**

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**Cardiothoracic Surgery:**

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# CLINICAL ONCOLOGY

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# MEDICAL EDUCATION & RESEARCH DEVELOPMENT UNIT (MERDU)

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# SPORTS MEDICINE

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Dr Ahmad Hazwan bin Ahmad Shushami MBBS (*Mal*), MSpMed(Mal)

**Trainee Lecturer (SLAI):**

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# TRAUMA & EMERGENCY

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## **Trainee Lecturers:**

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Dr Rafi'uddin Radzi bin Rusly

Dr Siti Nur Aliyah binti Zambri MBBCh BAO (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 1<sup>st</sup> 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 unremittingly. 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

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- 1 TAN SRI DANARAJ MEDICAL LIBRARY
- 2 MULTIDISCIPLINARY LABORATORIES
- 3 CLINICAL SKILLS LABORATORY
- 4 COMPUTER LABORATORIES
- 5 MEDICAL ILLUSTRATION AND MULTIMEDIA DEVELOPMENT UNIT
- 6 ANATOMY RESOURCE
- 7 CENTRAL PATHOLOGY MUSEUM

## STUDENTS' SUPPORT

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- 1 SOCIETIES FOR STUDENTS
- 2 FOM'S COUNSELLING SERVICE
- 3 MENTOR-MENTEE & ACADEMIC ADVISOR

## **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 hours:**

Mon-Fri: 0800 – 2230 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 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 to 5.00 pm on working days.



## **MEDICAL ILLUSTRATIONS AND MULTIMEDIA DEVELOPMENT UNIT**

This unit is a centre to produce 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 audio-visual 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**



## STUDENT'S SUPPORT

### SOCIETIES FOR STUDENTS

At the Faculty of Medicine, students are encouraged to interact with their fellow students. From this, you will build connections and networks which will then extend to National & International level collaborations. You are also encouraged to build teamwork and leadership skills through your involvement. Please immerse yourselves in the myriad of events and activities of the societies below:

- ❖ Medical Society (MEDSOC)
- ❖ BioMedical Science Society
- ❖ Nursing Science Society (NurSoc)

### FOM'S COUNSELLING & PSYCHIATRY SERVICES

#### **FOM's Counsellors:**

Day: Tuesday, Wednesday & Thursday  
Time: 2.00 pm to 4.00 pm  
Venue: Seminar Room 2, Block J, Level 3,  
Tel: Mdm. Sharmila 012-5605559

#### **UMMC Team of Psychiatrists:**

Day: Monday to Friday  
Time: till 11.30 am  
Venue: Psychological Medicine Clinic,  
Lower Ground Floor, Psychological  
Medicine Complex,  
University of Malaya Medical Centre.  
Tel: 03-79492368 / 2334

### MENTOR-MENTEE & ACADEMIC ADVISOR

Each UMMP student will be assigned a MENTOR (to guide you for the whole 5 years) and academic advisor (to guide you during your pre-clinical years). You are advised to create strong bonds and inculcate positive values with your mentor & advisor to aid in the development of your professional identity.

# CAMPUS FACILITIES

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- |    |                              |
|----|------------------------------|
| 1  | ACCOMODATION                 |
| 2  | STUDENT SCHOLARSHIP AND LOAN |
| 3  | STUDENT HEALTH SERVICES      |
| 4  | UM MEDICAL CENTRE            |
| 5  | STUDENT COUNSELING SERVICES  |
| 6  | KOMPLEKS PERDANASISWA        |
| 7  | MASJID                       |
| 8  | SHOPS PHARMACY               |
| 9  | BANKING SERVICES             |
| 10 | ANNUAL PLANNER & NOTES       |

## **ACCOMMODATION**

All undergraduate students will be provided with on-campus accommodation managed by the Student Affairs Division (HEP). The Ibnu Sina (Sixth) Residential College equipped with three (3) blocks for male students and five (5) blocks for female students able to houses about 700 Faculty of Medicine's students.

Further information regarding student housing both on-campus and off-campus accommodation can refer to:

Accommodation Section  
Students Affairs Division  
Block E, Perdanasiswa Complex  
University of Malaya

Tel: 03-7967 3506

Email: [hep@um.edu.my](mailto:hep@um.edu.my)

URL: <https://hep.um.edu.my/accommodation-section> and <https://hep.um.edu.my/undergraduate>

## **STUDENT SCHOLARSHIP & SPONSORSHIP**

The Scholarship & Sponsorship Unit (UBT) is a unit under the Academic Administration & Services Centre (AASC) that manages national, State and statutory bodies, including private companies and philanthropic organizations scholarship/loans applications.

UBT can be reached at:

Scholarship & Sponsorship Unit  
Academic Administration & Services Centre  
Examination Building  
University of Malaya  
Tel: 03-7967 6996 / 6999

Email: [scholarship\\_aasc@um.edu.my](mailto:scholarship_aasc@um.edu.my)

URL: <https://aasc.um.edu.my>

## **STUDENT HEALTH CLINIC**

The Student Health Clinic provides health services to the campus community, complementing the UM Medical Centre. The clinic is situated at:

Student Health Clinic  
Bangunan Siswarama  
Faculty of Arts and Social Science  
University of Malaya  
Tel: 03-7967 6445  
Email: [kkpum@um.edu.my](mailto:kkpum@um.edu.my)

### **Operating hours:**

Mon-Fri: 0800 – 1700

No services on Saturday, Sunday &  
Public Holiday

## **UM MEDICAL CENTRE**

The UM Medical Centre is a teaching hospital that also provides a 24-hour emergency medical service to campus community and public. Emergency cases can be directed to the Trauma & Emergency Unit.

University Malaya Medical Centre (UMMC)

Lembah Pantai

59100 Kuala Lumpur

Tel: 03-79494422

Email: [ummc@ummc.edu.my](mailto:ummc@ummc.edu.my)

URL: <http://ummc.edu.my>

## **STUDENT COUNSELING SERVICE**

The Psychology Management & Counseling Unit offers a private and confidential counselling sessions, career guidance services as well as services and assistance to students with disabilities.

Psychology Management & Counseling Unit

Level 1, Block D, Perdanasiswa Complex

University of Malaya

Tel: 03-79673244 / 2090

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

## **PERDANASISWA COMPLEX (KPS)**

Perdanasiswa Complex has a few blocks of building that comprises office of the Deputy Vice Chancellor (Students Affair), the office of International Student Centre (ISC), the office Marketing & Recruitment Centre (MRC), auditorium, cafeteria, food stalls, Gazebo, Student Clubs/Activity Room & Corner, UM Entrepreneur Club, barber shop etc.



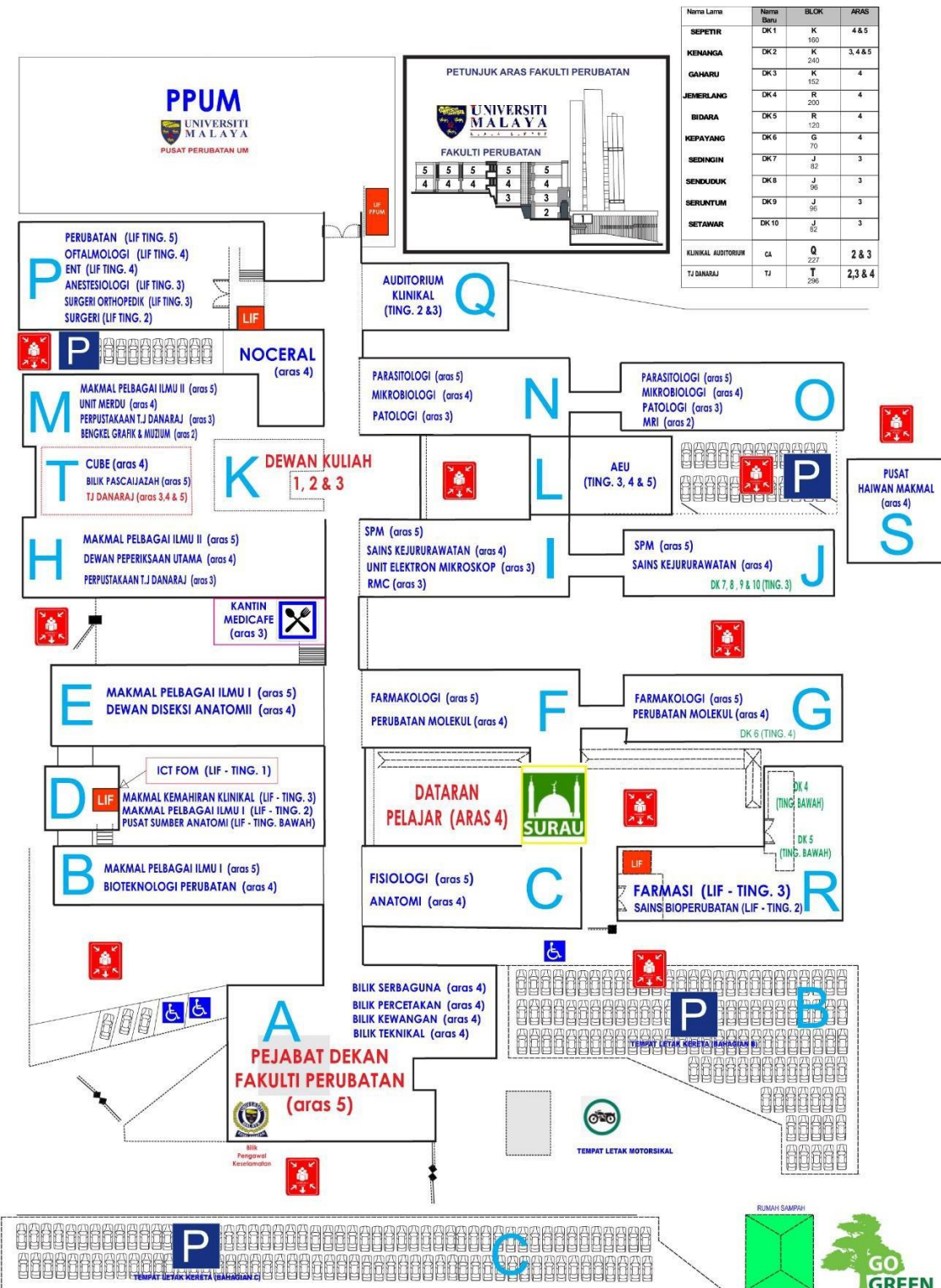
## **MOSQUE & PRAYER ROOMS FOR MUSLIMS**

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.

## **FINANCIAL & BANKING FACILITIES**

Financial institution that offers full-fledged banking services is the Bank Islam that operates at the Ground Floor, High-Impact Research (HIR) Building. There are also ATMs of Maybank, CIMB Bank and other banks located across the campus and UM Medical Centre.

# FACULTY BUILDING PLAN



Nama Lama	Nama Baru	BLOK	ARAS
SEPETIR	DK 1	K	4 & 5
KENANGA	DK 2	K	3, 4 & 5
GAHARU	DK 3	K	4
JEMERLANG	DK 4	R	4
BIDARA	DK 5	R	4
KEPAYANG	DK 6	G	4
SEDINGIN	DK 7	J	3
SENDUKUK	DK 8	J	3
SERLANTUM	DK 9	J	3
SETAWAR	DK 10	J	3
KLINIKAL AUDITORIUM	CA	Q	2 & 3
TJ DANARAJ	TJ	T	2, 3 & 4



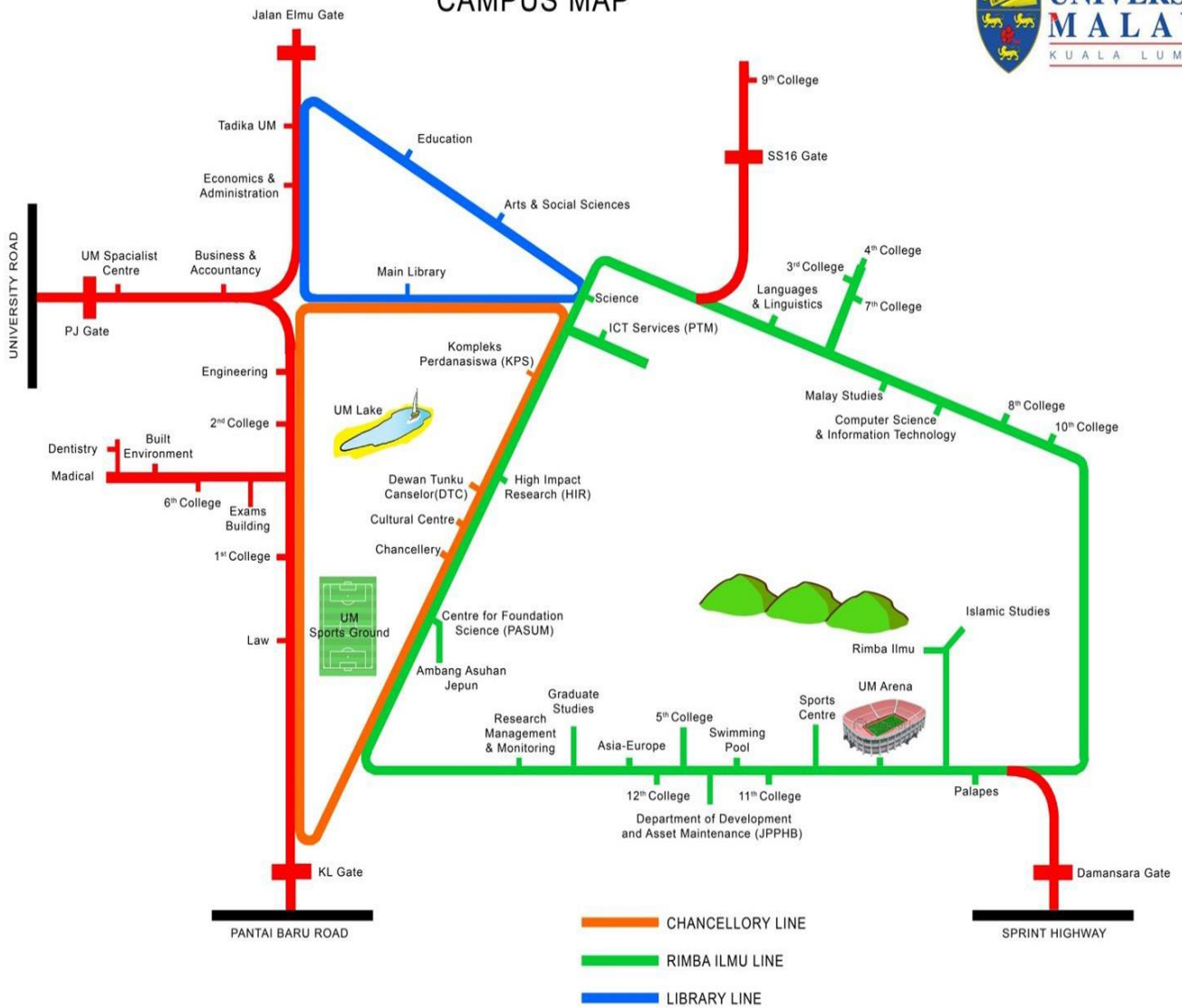
DISEDIAKAN OLEH : EN.MARZUKI HUSAIN (014-8222284)  
 PEJABAT TIMBALAN DEKAN PEMBANGUNAN  
 FAKULTI PERUBATAN, UNIVERSITI MALAYA

BLOK FAKULTI PERUBATAN,  
 UNIVERSITI MALAYA



# CAMPUS MAP

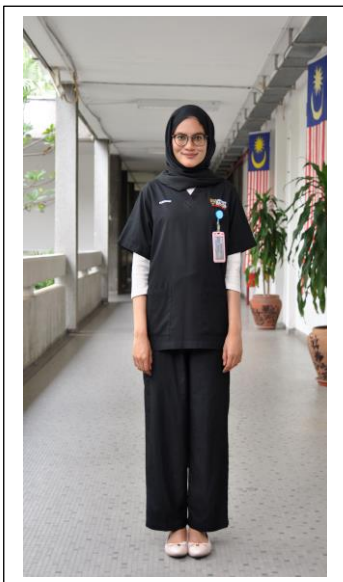
## CAMPUS MAP

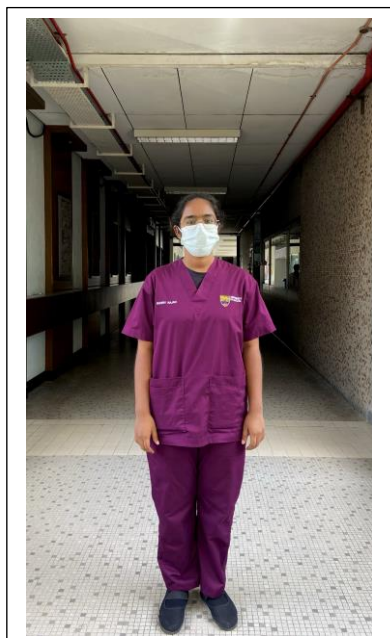
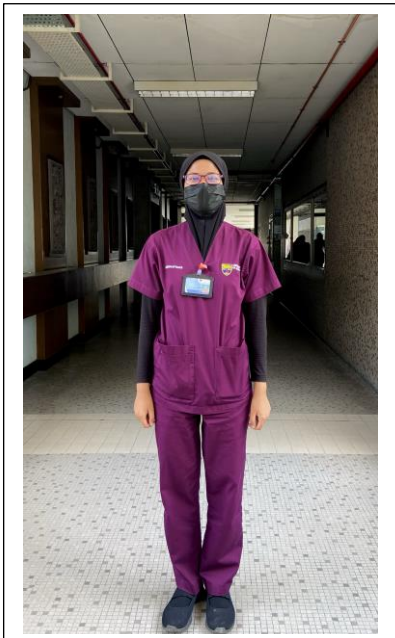


# STUDENTS' DRESS

## CODE

Students must follow the official dress code of the University of Malaya when in Campus and Faculty. For Clinical Teaching sessions at the Faculty and University Malaya Medical Centre (UMMC), students need to abide by the dress code below:





# **LIST OF UNDERGRADUATE PROGRAMMES IN THE FACULTY**

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- **BACHELOR OF MEDICINE AND  
BACHELOR OF SURGERY**
- **BACHELOR OF BIOMEDICAL  
SCIENCE**
- **BACHELOR OF NURSING  
SCIENCE**

# **BACHELOR OF MEDICINE AND BACHELOR OF SURGERY**

# ***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 2022/2027

## ACADEMIC CALENDAR SESSION 2022/2023

<b>STAGE 1</b>		
Orientation Programme	1 week	10.10.2022 – 14.10.2022
Block 1: Language in Medicine	8 weeks	17.10.2022 – 16.12.2022
Deepavali Break: 22.10.2022 – 30.10.2022 (1 week)		
Block 2: Foundation	10 weeks	19.12.2022 – 03.03.2023
Chinese New Year Break: 21.01.2023 – 29.01.2023 (1 week)		
Examination	1 day	06.03.2023
Block 3: Musculoskeletal Sciences	6 weeks	06.03.2023 – 14.04.2023
Block 4: Cardiovascular Sciences	6 weeks	17.04.2023 – 02.06.2023
Hari Raya Break: : 22.04.2023 – 30.04.2023 (1 week)		
Block 5: Respiratory Sciences	7 weeks	06.06.2023 – 01.07.2023
BLS	1 week	24.07.2023 – 28.07.2023
Revision	1 week	29.07.2023 – 06.08.2023
Examination (Barrier Assessment)	2 weeks	07.08.2023 – 18.08.2023
Break/ Supplementary Examination	6 weeks	21.08.2023 – 06.10.2023
<b>Total</b>	<b>52 weeks</b>	

<u><b>Supplementary Examination</b></u>	7 weeks	21.08.2023 – 29.09.2023
Classes & Examination		

**For Malaysian Students**

University Courses During Term 1: GTEE 1114, GIG 1013, GIG 1004

University Courses During Term 2: GIG 1012, GIG 1003

**For International Students**

University Courses During Term 1: GTEE 1114, GIG 1004, GIG 10136

University Courses During Term 2: GIG 1003, GLT 1017

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

Maulidur Rasul	(9 October 2022)
Deepavali	(24 October 2022)
Christmas	(25 December 2022)
New Year	(1 & 2 January 2023)
Chinese New Year	(22 - 24 January 2023)
Hari Wilayah	(1 February 2023)
Thaipusam	(4 February 2023)
Nuzul Al-Qu'ran	(8 April 2023)
Hari Raya Aidilfitri	(22 – 24 April 2023)
Labour Day	(1 May 2023)

Wesak Day	(4 May 2023)
YDP Agong's Birthday	(5 June 2023)
Hari Raya AidilAdha	(29 June 2023)
Awal Muharam	(19 July 2023)
National Day	(31 August 2023)
Malaysia Day	(16 September 2023)

# ACADEMIC STAFF

## HEAD OF UNIT



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## PROFESSOR / ASSOCIATE PROFESSOR



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Accreditation*

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## ADMINISTRATIVE/ TEACHING & LEARNING SUPPORT STAFF



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**Nurashikin Moh Dat**

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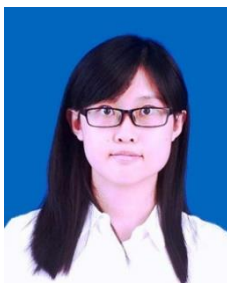
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**Prahaladhan Sivalingam**

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Tel: +603-7967 5748



**Shah Mirul Salleh**

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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).

## SELF-DIRECTED LEARNING

‘In its broadest meaning, self-directed learning describes a process in which individuals take the initiative, with or without the help of others, in diagnosing their learning needs, formulation learning goals, identifying human and material resources for learning, choosing and implementing appropriate learning strategies, and evaluating learning outcomes’

*(Knowles, M. (1975). Self-Directed Learning. Chicago: Follet. p.18)*

At the Faculty of Medicine, University Malaya, we want students to drive their own learning. While this may appear easy to do on paper, learning to learn independently can be a challenge. Some of you may have the inherent characteristics of a self-directed learner. For others, you will have to train yourself to be a self-directed learner. While the faculty and lecturers are ready to guide you in your teaching and learning via an outcome-based curriculum, self-directed learning goes a step further by expecting students to display [Figure 1]:

### Ownership of Learning

- Articulate learning gaps
- Set learning goals
- Identify learning tasks to achieve the goals
- Extension of Own Learning
- Learn beyond the curriculum
- Empowerment through self-learning
- Management and Monitoring of Own Learning
- Explore alternative methods of learning
- Make sound decisions
- Formulate questions and generate own inquiries
- Plan and manage workload and time effectively and efficiently
- Reflect on your learning
- Use feedback to inform and improve yourself
- Develop Skills of Self-Directed Learner
- Acquire positive habits
- Develop healthy coping strategies
- Ensure self-care

(Source: The ICT Connection @ <https://ictconnection.edumail.sg>)

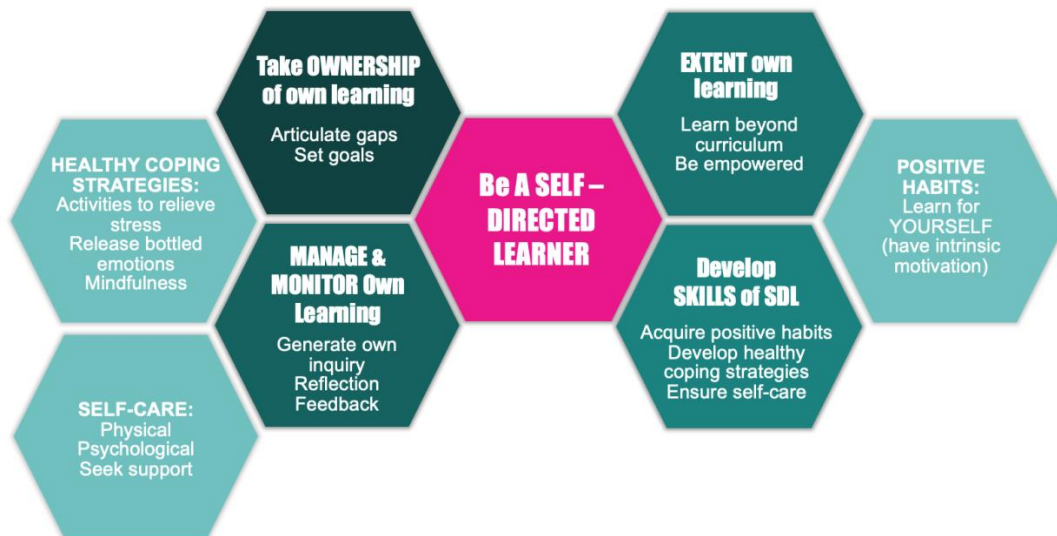


Figure 1: Training guide to become a Self-Directed Learner

Some POSITIVE HABITS of self-directed learners:

Inquisitive • Question the Significance • Learn for yourself (have intrinsic motivation) • Build a Network of Learning Colleagues • Use library resources • Value progress over performance • Highly reflective • Value collaboration and teamwork • Responsible • Able to prioritise

Some HEALTHY COPING STRATEGIES of self-directed learners:

Activities to relieve stress (Have a healthy hobby, keep sense of humour, exercise) • Release bottled emotions • Mindfulness (relaxing or calming techniques) • Adjust expectations (anticipate various outcomes)

ENSURING SELF-CARE of self-directed learners:

Physical health • Psychological health • Seek support



## **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**

- 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.

## **ACADEMIC PROGRAMME & COURSE STRUCTURE**

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:

<b>STAGE</b>	<b>WEEKS</b>
<b>1</b>	43
<b>2</b>	45
<b>3.1</b>	41
<b>3.2</b>	41
<b>3.3</b>	47
<b>Total</b>	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)**  
Associate Prof Dr Nirmala A/P Bhoo Pathy
- **Personal and Professional Development Theme (PPD)**  
Associate Prof 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 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 during 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**

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

## **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

### **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 1<sup>st</sup> 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](mailto: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](mailto: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](mailto: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 1<sup>st</sup> 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