

AKTA UNIVERSITI DAN KOLEJ UNIVERSITI 1971

PERLEMBAGAAN UNIVERSITI PUTRA MALAYSIA

KAEDAH-KAEDAH UNIVERSITI PUTRA MALAYSIA (PERKARA AKADEMIK PRASISWAZAH) (DOKTOR PERUBATAN) 2019

Suatu kaedah-kaedah untuk menyelaras, mengurus, menyelia dan mentadbir hal ehwal akademik bagi Program Doktor Perubatan yang membawa kepada pengurniaan dan Ijazah Doktor Perubatan yang ditawarkan oleh Universiti Putra Malaysia dan bagi perkara lain yang berkaitan dengannya.

Pada menjalankan kuasa yang diberikan oleh Seksyen 37(1) Perlembagaan Universiti Putra Malaysia, Lembaga membuat Kaedah-Kaedah berikut:

BAHAGIAN A – PERMULAAN

Tajuk Ringkas, Pemakaian dan Permulaan Kuat Kuasa

1. (1) Kaedah-Kaedah ini bolehlah dinamakan Kaedah-Kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) (Doktor Perubatan) 2019 dan hendaklah mula berkuat kuasa pada tarikh yang ditetapkan oleh Naib Canselor.

(2) Kaedah-Kaedah ini hendaklah terpakai bagi Program Doktor Perubatan yang membawa kepada pengurniaan ijazah Doktor Perubatan.

Tafsiran

2. (1) Dalam Kaedah ini, kecuali konteksnya menghendaki makna yang lain-“aktiviti akademik” ertinya kuliah, amali, tutorial, tugasan, *posting*, atau apa-apa bentuk pengajaran dan pemelajaran yang ditetapkan bagi kursus pengajian bagi Program Doktor Perubatan;

“Dekan” ertinya Dekan Fakulti Perubatan dan Sains Kesihatan;

“Dekan Fakulti” ertinya Dekan selain daripada Dekan Fakulti Perubatan dan Sains Kesihatan;

“dewan peperiksaan” ertinya suatu tempat atau ruang atau kawasan peperiksaan dijalankan;

“Fakulti” ertinya Fakulti Perubatan dan Sains Kesihatan;

“kata laluan” ertinya suatu pengenalan diri berbentuk satu atau lebih gabungan huruf atau angka atau simbol, yang diberikan oleh Universiti kepada pelajar bagi maksud Kaedah ini;

“kehadiran” ertinya keterlibatan pelajar dalam aktiviti akademik yang memerlukan pelajar itu mengambil bahagian sama ada secara fizikal atau maya, atau kedua-duanya dalam sesuatu aktiviti akademik;

“kursus audit” ertinya sesuatu kursus pengajian yang didaftarkan oleh pelajar tetapi jam kredit kursus pengajian tersebut tidak dikira dalam keputusan peperiksaan dan tidak dimasukkan dalam keseluruhan jam kredit untuk bergraduat;

“kursus pengajian” ertinya kursus pengajian, modul, kumpulan, pakej, atau selainnya mengikut mana yang berkenaan, yang ditawarkan oleh Fakulti bagi Program Doktor Perubatan;

“kursus setara” ertinya sesuatu kursus pengajian yang dikenal pasti oleh Fakulti sebagai sama taraf dengan sesuatu kursus pengajian lain dengan mengambil kira kursus pengajian itu mempunyai persamaan kandungan dan jam pengajaran dengan sesuatu kursus pengajian lain itu mengikut peratusan persamaan yang ditetapkan oleh Agensi yang ditanggungjawab dengan tanggungjawab jaminan kualiti dan akreditasi pendidikan tinggi Malaysia, dan Kementerian yang ditanggungjawab dengan tanggungjawab pendidikan tinggi Malaysia, dan seperti yang diputuskan oleh Senat, dari semasa ke semasa;

“kursus teras” ertinya kursus pengajian yang ditetapkan dalam Program Doktor Perubatan sebagai perlu diambil dengan jayanya oleh pelajar bagi mencapai tahap kemahiran yang cukup dalam Program Doktor Perubatan itu;

"kursus Universiti" ertinya sesuatu kursus yang disenaraikan dalam Mata Pelajaran Umum dan/atau sesuatu kursus pengajian yang difikirkan perlu oleh Senat untuk memastikan bahawa pendidikan menyeluruh diberikan;

"kursus wajib" ertinya kursus teras dan kursus pengajian Universiti;

"minggu suai kenal" ertinya suatu tempoh yang ditetapkan oleh Universiti sebagai minggu untuk pengenalan pelajar baharu;

"pelajar" ertinya seseorang yang berdaftar dengan Universiti dan sedang mengikuti Program Doktor Perubatan yang akan membawanya kepada pengurniaan Ijazah Doktor Perubatan;

"pelajar baharu" ertinya pelajar yang telah menerima tawaran Universiti dan telah mendaftarkan diri untuk Program Doktor Perubatan dan berada dalam semester pertama pengajian;

"Pendaftar" ertinya seorang pekerja Universiti dalam kumpulan pengurusan dan profesional yang ditempatkan di entiti pentadbiran dan perkhidmatan akademik Universiti bagi pelajar prasiswazah dan ditanggungjawab dengan tanggungjawab sebagai ketua di entiti itu;

"pendaftaran" ertinya pendaftaran yang dibuat mengikut kaedah 3 Kaedah-Kaedah ini;

"pendaftaran kursus" ertinya pendaftaran untuk setiap kursus pengajian dan termasuklah perubahan pendaftaran kursus pengajian melalui Sistem Maklumat Pelajar mengikut kaedah 5 Kaedah-Kaedah ini;

"pendaftaran kursus lewat" ertinya pendaftaran kursus yang dilakukan selepas tempoh pendaftaran kursus yang ditetapkan;

"penasihat akademik" ertinya penasihat akademik yang dilantik di bawah kaedah 32 Kaedah-Kaedah ini;

"penilaian" ertinya cara penilaian berterusan yang dilakukan ke atas pelajar yang mendaftar sesuatu kursus pengajian dan hendaklah merangkumi segala bentuk penilaian termasuk ujian, tugasan, kuiz, pembentangan, amali, projek, kerja

lapangan, *posting* klinikal, peperiksaan profesional atau selainnya mengikut mana yang berkenaan, dan hendaklah juga termasuk peperiksaan akhir;

“peperiksaan akhir” ertinya peperiksaan yang terakhir bagi sesuatu kursus pengajian dalam sesuatu semester pengajian;

“peperiksaan profesional” ertinya peperiksaan yang perlu diambil oleh seorang pelajar pada tahun yang ditetapkan mengikut kurikulum Ijazah Doktor Perubatan;

“prasyarat” ertinya sesuatu syarat terdahulu yang wajib dipatuhi;

“Program Doktor Perubatan” ertinya Program Doktor Perubatan yang membawa kepada penganugerahan ijazah Doktor Perubatan;

“purata nilaiang gred” ertinya sejumlah mata nilaiang yang dikira mengikut formula dalam Jadual Keempat;

“satu jam kredit” ertinya satu jam kuliah dalam satu minggu, atau dua hingga tiga jam amali dalam satu minggu, atau satu jam tutorial dalam satu minggu;

“semester” ertinya sistem pengajian yang mengandungi 14 minggu pengajian, atau satu tempoh yang bersamaan dengan setahun bagi pelajar tahun tiga, empat dan lima, atau satu tempoh lain yang ditetapkan oleh Senat;

“semester berikut” ertinya semester hadapan yang mengikuti secara berturutan semester seseorang pelajar itu berdaftar sebelumnya;

“semester ketiga” ertinya sistem pengajian yang menggunakan tempoh masa yang mengandungi 7 minggu pengajian dan satu minggu peperiksaan yang dijalankan semasa cuti selepas minggu ke 18 semester kedua;

“Sistem Maklumat Pelajar” ertinya sistem portal yang dibina bagi tujuan pengurusan aktiviti akademik pelajar dan dikawal selia oleh Universiti bagi tujuan penyimpanan maklumat pelajar;

“sistem pengajian” termasuklah sistem pengajian semester, trimester atau apa-apa sistem pengajian lain yang ditetapkan oleh Senat;

“slip pendaftaran” ertinya slip yang mengandungi maklumat tentang sesuatu kursus pengajian yang berjaya didaftar oleh pelajar;

“tempoh pendaftaran kursus” ertinya suatu tempoh masa yang bermula pada hari pertama minggu kedua belas sesuatu semester dan tamat pada hari terakhir minggu keempat belas semester tersebut atau tempoh masa lain yang ditetapkan oleh Universiti.

- (2) Bagi maksud Kaedah-Kaedah ini, dan jika diperlukan oleh konteks, apabila perkataan ‘semester’ disebut dalam Kaedah-Kaedah ini, perkataan itu hendaklah juga termasuk trimester, atau apa-apa tempoh dalam sistem pengajian lain yang ditetapkan oleh Senat.

BAHAGIAN B – PENDAFTARAN

Keperluan Pendaftaran

3. (1) Setiap orang yang ditawarkan oleh Universiti untuk mengikuti Program Doktor Perubatan dan menerima tawaran tersebut, hendaklah mendaftarkan diri dengan Universiti mengikut cara yang ditetapkan oleh tawaran tersebut atau cara lain yang ditetapkan oleh Senat kemudiannya.

(2) Tertakluk kepada kaedah 4, mana-mana orang yang telah mendaftar dengan Universiti mengikut cara yang disebut dalam subkaedah (1), hendaklah dikenali sebagai pelajar Universiti Putra Malaysia, dan nama pelajar tersebut hendaklah disenaraikan dalam daftar pelajar Universiti sehinggalah pelajar tersebut berjaya menamatkan Program Doktor Perubatan, dan sehingga pada hari Senat mengesahkan bahawa pelajar tersebut bergraduat, atau sehingga atas sebab tertentu, pelajar tersebut hilang kelayakannya menjadi pelajar Universiti, mengikut mana yang terdahulu.

(3) Walau apa pun yang dinyatakan oleh subkaedah (2) dan tertakluk kepada kaedah (4), Senat boleh, pada bila-bila masa, menamatkan pendaftaran mana-mana pelajar sekiranya pada pandangan Senat, pelajar tersebut, atas sebab akademik yang ditentukan oleh Senat, tidak mampu meneruskan Program Doktor Perubatan itu dan

nama pelajar tersebut hendaklah secara automatik digugurkan daripada senarai daftar pelajar Universiti dan pelajar tersebut hendaklah terhenti daripada menjadi pelajar Universiti.

(4) Universiti hendaklah mengadakan, menyimpan, dan dari semasa ke semasa, mengemaskinikan suatu senarai daftar pelajar, dan semua orang yang menjadi pelajar Universiti Putra Malaysia mengikut peruntukan Kaedah-Kaedah ini hendaklah didaftarkan dalam senarai daftar pelajar tersebut.

(5) Seseorang yang telah menjadi pelajar Universiti hendaklah diberi satu kata laluan untuk membolehkannya mengakses Sistem Maklumat Pelajar bagi tujuan pendaftaran kursus pengajian dan tujuan lain yang dibenarkan oleh Universiti.

(6) Seseorang pelajar yang telah diberikan kata laluan tidak boleh mendedahkan kata laluan itu kepada pelajar lain, pekerja Universiti, atau orang lain dan hendaklah sentiasa bertanggungjawab memelihara kata laluannya itu. Pelajar yang tidak mematuhi kehendak subkaedah ini boleh dikenakan tindakan tatatertib. Pekerja Universiti yang meminta, atau menerima, atau menggunakan kata laluan pelajar bagi tujuan pendaftaran kursus, juga boleh dikenakan tindakan tatatertib.

Pendaftaran Berterusan

4. (1) Pelajar yang telah mendaftar untuk Program Doktor Perubatan hendaklah mendaftar berterusan dengan Universiti.

(2) Pelajar yang gagal mendaftar berterusan dengan Universiti akan terhenti daripada menjadi pelajar dan namanya akan tergugur daripada senarai daftar pelajar.

(3) Pelajar dianggap mendaftar berterusan apabila dia melakukan pendaftaran kursus pengajian mengikut kehendak peruntukan yang ada dalam Kaedah-Kaedah ini.

Pendaftaran Kursus

5. (1) Pelajar hendaklah, tertakluk pada peruntukan lain yang ditetapkan dalam Kaedah-Kaedah ini atau syarat yang ditetapkan dari semasa ke semasa oleh Senat, membuat pendaftaran kursus, mengikut cara yang ditetapkan oleh kaedah 6, dalam tempoh pendaftaran kursus bagi tujuan penerusan pengajian dan pemelajarannya di

Universiti pada semester berikutnya dan bagi tujuan mengekalkan pendaftaran berterusan.

(2) Bagi tujuan pendaftaran, pelajar hendaklah mematuhi kehendak dalam Jadual Pertama dan mengikuti dengan tegasnya kursus yang ditetapkan termasuklah apa-apa pakej, modul dan posting, mengikut mana yang berkenaan, yang ditetapkan dalam Jadual Pertama.

(3) Senat boleh dari semasa ke semasa meminda Jadual Pertama.

Pendaftaran Kursus Melalui Sistem Maklumat Pelajar

6. (1) Tertakluk kepada kaedah 7, setiap pelajar hendaklah membuat pendaftaran kursus melalui Sistem Maklumat Pelajar sahaja, mencetak slip pendaftaran itu, dan menyenggara rekod pendaftaran untuk rujukan pelajar pada masa hadapan.

(2) Pendaftaran kursus yang dibuat di bawah subkaedah (1) hendaklah mengikut Jadual Kedua Kaedah-Kaedah ini.

(3) Senat boleh dari semasa ke semasa meminda Jadual Kedua.

Pendaftaran Kursus dengan Persetujuan Penasihat Akademik

7. Setiap pelajar yang hendak membuat pendaftaran kursus hendaklah berbincang dengan penasihat akademiknya dan hendaklah mendapat persetujuan penasihat akademiknya sebelum pelajar itu membuat pendaftaran kursus.

Kesan Tidak Melakukan Pendaftaran Kursus Melalui Sistem Maklumat Pelajar

8. Mana-mana pelajar yang tidak, gagal atau cuai mendaftar melalui Sistem Maklumat Pelajar dianggap tidak melakukan pendaftaran kursus seperti yang dikehendaki oleh kaedah 5 Kaedah-Kaedah ini.

Contoh

- i. *A, seorang pelajar semester pertama telah menulis surat kepada Dekan Fakulti Perubatan dan Sains Kesihatan dalam tempoh pendaftaran kursus menyatakan bahawa dia mendaftarkan kursus pengajian aaa, bbb dan ccc bagi tujuan penerusan pengajian dan pemelajarannya untuk semester*

berikutnya. Menulis surat kepada Dekan bukanlah suatu perbuatan melakukan pendaftaran melalui Sistem Maklumat Pelajar. Oleh itu, ini bukanlah suatu pendaftaran kursus mengikut maksud Kaedah-Kaedah ini dan A tidak melakukan pendaftaran kursus.

- ii. A seorang pelajar semester pertama telah gagal mendaftar dalam tempoh pendaftaran kursus tetapi dia ingin melakukan pendaftaran kursus lewat. Dia telah mendapatkan persetujuan Dekan atau pegawai tertentu di fakulti dan telah membayar denda bagi pendaftaran kursus lewat, tetapi A tidak melakukan pendaftaran kursus pengajian melalui Sistem Maklumat Pelajar selepas memperoleh persetujuan itu dan membayar denda tersebut. Memperoleh persetujuan dan membayar denda juga bukanlah suatu pendaftaran kursus lewat jika pendaftaran kursus sebenar tidak dibuat melalui Sistem Maklumat Pelajar.*
- iii. A seorang pekerja di Fakulti Perubatan dan Sains Kesihatan telah diminta oleh pelajar B untuk membuat pendaftaran kursus bagi pihak dirinya dan B telah memberikan kata laluan Sistem Maklumat Pelajar kepada A. Perbuatan A mendaftarkan kursus pengajian bagi pihak B adalah suatu kesalahan di bawah subkaedah 3(6) Kaedah-Kaedah ini. B hendaklah melakukan sendiri pendaftaran kursus pengajiannya melalui Sistem Maklumat Pelajar.*

Subkaedah 10(4) juga berkaitan.

Pendaftaran Kursus Pengajian - Tambah, Gugur dan Ubah Kursus

- 9. (1) Setiap pelajar yang ingin membuat perubahan pendaftaran kursus pengajian boleh membuat perubahan tersebut pada minggu pertama semester semasa bermula mengikut cara yang dinyatakan oleh Kaedah-Kaedah ini.
 - (2) Pelajar yang hendak menambah kursus pengajian hendaklah mengikut peruntukan di bawah-

- (a) pelajar yang ingin membuat tambahan kursus pengajian yang jumlah keseluruhan jam kreditnya ialah 20 atau kurang hendaklah mendapatkan perakuan penasihat akademik;
- (b) pelajar yang ingin membuat tambahan kursus pengajian lebih daripada 20 jam kredit hendaklah mendapatkan perakuan penasihat akademik dan seterusnya mendapat kelulusan Dekan; dan
- (c) tertakluk pada subkaedah 2(a) dan (b) di atas, pelajar hendaklah membuat penambahan kursus pengajian yang telah diluluskan itu dalam tempoh dua minggu apabila semester semasa bermula.

(3) (a) Pelajar yang ingin menggugurkan kursus Universiti yang telah berjaya didaftarkannya, hendaklah mengikut peruntukan di bawah—

- (i) pelajar yang hendak menggugurkan kursus Universiti itu, hendaklah menggugurkan kursus Universiti itu melalui Sistem Maklumat Pelajar;
- (ii) tertakluk kepada perenggan 3(a)(i) dan (iii), pelajar yang hendak menggugurkan kursus Universiti yang telah didaftarkannya, dibenarkan berbuat demikian dari minggu pertama semester berikut bermula sehingga minggu ketujuh semester yang sama;
- (iii) pelajar yang menggugurkan kursus Universiti mengikut peruntukan di bawah subkaedah ini, tetapi berbuat demikian selepas minggu kedua semester bermula, hendaklah juga membuat bayaran denda sebanyak RM50.00 kepada Universiti untuk setiap kursus Universiti yang digugurkannya;
- (iv) pelajar yang gagal menggugurkan kursus Universiti yang telah didaftar dan tidak menghadirkan diri sepanjang semester akan diberikan gred F untuk kursus pengajian itu pada akhir semester.

(b) Pelajar tidak dibenarkan menggugurkan kursus teras, atau kursus dalam sesuatu pakej atau modul, atau posting yang telah didaftarkan bagi sesuatu semester.

(4) Pelajar tidak dibenarkan membuat perubahan pendaftaran kursus pengajian yang telah didaftarkan selepas minggu ketujuh sesuatu semester.

(5) Kaedah ini juga terpakai kepada pelajar baharu.

Pendaftaran Kursus Lewat

10. (1) Tertakluk pada subkaedah (2) dan (3), pelajar yang tidak membuat pendaftaran kursus dalam tempoh pendaftaran kursus, boleh membuat pendaftaran kursus lewat pada sepanjang dua minggu pertama semester bermula.

(2) Pelajar yang hendak membuat pendaftaran kursus lewat sepanjang tempoh minggu pertama semester berikut bermula, hendaklah mendapatkan kelulusan Dekan sebelum membuat pendaftaran kursus lewat.

(3) Pelajar yang hendak membuat pendaftaran kursus lewat selepas minggu pertama semester berikutnya, hendaklah selain mendapatkan kelulusan Dekan, membuat bayaran denda pendaftaran kursus lewat sebanyak RM50.00 bagi setiap kursus pengajian yang ingin didaftarkannya.

(4) Peruntukan dalam kaedah 6, 7, dan 8 dalam Kaedah-Kaedah ini hendaklah terpakai *mutatis mutandis*, kepada pelajar yang membuat pendaftaran kursus lewat.

Kesan Tidak Membuat Pendaftaran Kursus

11. Pelajar yang tidak, gagal atau cuai membuat pendaftaran kursus dalam tempoh pendaftaran kursus, atau gagal membuat pendaftaran kursus lewat dalam tempoh yang ditetapkan oleh Kaedah-Kaedah ini, atau gagal membuat perubahan dalam pendaftaran kursus pengajiannya mengikut cara dan dalam tempoh yang ditetapkan oleh Kaedah-Kaedah ini, hendaklah secara automatik terhalang daripada membuat apa-apa pendaftaran kursus atau perubahan pendaftaran kursus pengajian selepas itu.

Kesan Halangan Automatik daripada Membuat Pendaftaran Kursus

12. Pelajar yang telah terhalang secara automatik daripada membuat pendaftaran kursus adalah dianggap tidak mendaftar secara berterusan dengan Universiti dan

pendaftarannya hendaklah terhenti, dan namanya tergugur daripada senarai daftar pelajar Universiti.

Rayuan Pendaftaran Semula

13. Walau apa pun yang dinyatakan dalam kaedah sebelum ini, pelajar yang pendaftarannya terhenti dan namanya tergugur daripada senarai daftar pelajar Universiti akibat daripada tidak atau gagal atau cuai mendaftar secara berterusan dengan Universiti, boleh merayu kepada Pendaftar pada semester itu atau pada semester berikutnya yang namanya tergugur untuk didaftarkan semula sebagai pelajar dan menyambung semula pengajiannya pada semester yang namanya tergugur itu, atau pada semester berikutnya.

Pembayaran Akibat Rayuan

14. Setiap orang yang membuat rayuan kepada Universiti untuk didaftarkan semula sebagai pelajar Universiti mengikut kaedah 13, hendaklah membuat pembayaran sebanyak RM100.00 kepada Universiti.

Penerusan Pengajian pada Semester Berikut Akibat Rayuan Dibenarkan

15. (1) Sekiranya Pendaftar membenarkan rayuan orang itu mengikut kaedah 13, maka orang yang rayuannya dibenarkan boleh meneruskan pengajiannya pada semester berikutnya, dan bukan pada semester pendaftarannya terhenti dan namanya tergugur daripada senarai daftar pelajar Universiti atau pada semester dia membuat rayuannya itu.

(2) Bagi mengelakkan kekeliruan, semester atau tahun yang pelajar itu gagal mendaftar dan menyebabkan pendaftaran berterusannya terhenti, dan namanya tergugur bagi semester atau tahun pengajian itu, akan diambil kira dan hendaklah menjadi sebahagian daripada keseluruhan tempoh pengajian yang ditetapkan ke atasnya.

Pendaftaran Kursus Pelajar Baharu

16. (1) Walau apa pun yang dinyatakan dalam Kaedah-Kaedah sebelum ini, pelajar baharu dibenarkan membuat pendaftaran kursus mulai hari pertama minggu suai kenal hingga hari terakhir minggu kedua semester bermula tanpa bayaran denda.

Kegagalan untuk mendaftar dalam tempoh masa yang ditetapkan akan mengakibatkan tawaran kemasukan secara automatik terbatal.

(2) Pelajar baharu yang mendapat tawaran kemasukan pada minggu ketiga semester bermula dikecualikan daripada bayaran denda. Kegagalan untuk mendaftar dalam tempoh masa yang ditetapkan akan mengakibatkan tawaran kemasukan secara automatik terbatal.

Slip Pendaftaran

17. (1) Tertakluk pada pelajar tersebut membuat pendaftaran kursus dalam tempoh pendaftaran kursus yang ditetapkan oleh Kaedah-Kaedah ini, Fakulti hendaklah membuat pemberitahuan dalam talian kepada pelajar, pada hari pertama semester bermula atau pada hari lain yang bersesuaian, mengenai kursus pengajian yang berjaya didaftarkan, dan pelajar itu hendaklah mencetak slip pendaftaran kursus itu sebagai rekod pendaftaran kursusnya bagi semester itu.

(2) Fakulti hendaklah membuat pemberitahuan dalam talian kepada pelajar mengenai apa-apa pendaftaran kursus lewat yang telah didaftarkan atau apa-apa perubahan kepada pendaftaran kursus yang dibuat oleh pelajar itu dalam tempoh pelajar dibenarkan untuk menambah atau menggugurkan kursus pengajiannya, selewat-lewatnya tiga hari bekerja atau apa-apa tempoh lain yang munasabah, selepas pelajar tersebut membuat pendaftaran sedemikian, dan pelajar itu hendaklah mencetak slip pendaftaran kursus itu sebagai rekod pendaftaran kursusnya yang dikemas kini bagi semester itu.

Keperluan Memenuhi Prasyarat Sebelum Boleh Mendaftar Sesuatu Kursus

18. Apabila dan jika sesuatu kursus pengajian yang ingin didaftar oleh seseorang pelajar mempunyai prasyarat, prasyarat itu hendaklah dianggap telah dipenuhi—

- (a) jika prasyarat itu dalam bentuk kursus pengajian, pelajar hendaklah membuktikan bahawa dia telah lulus kursus pengajian prasyarat itu, atau kursus pengajian yang setara pada gred khusus yang ditetapkan;
- (b) jika prasyarat itu dalam bentuk peperiksaan, ujian atau tugasan, pelajar hendaklah lulus prasyarat itu; atau

- (c) jika prasyarat itu dalam bentuk persetujuan guru, persetujuan itu telah diperoleh, dengan syarat bahawa guru itu hendaklah menimbangkan dengan munasabah semua fakta yang sesuai sebelum bersetuju atau tidak bersetuju.

Pendaftaran Pelajar Berhutang

19. Pelajar yang berhutang, atau yang belum menjelaskan fi pengajiannya atau hutang lain termasuk denda lalu lintas kepada Universiti pada sesuatu semester, hendaklah terhalang daripada membuat pendaftaran kursus untuk semester berikutnya.

Pelajar Berbiasiswa

20. Walau apa pun yang dinyatakan dalam kaedah 19, pelajar yang menerima biasiswa atau pinjaman daripada mana-mana agensi bagi tujuan pengajiannya di Universiti dan biasiswa atau pinjaman yang diterimanya itu dibayar oleh agensi tersebut melalui pejabat yang ditanggungkan dengan tanggungjawab kewangan Universiti, dan Pejabat itu dibenarkan membuat potongan terus bagi jumlah fi pengajian atau jumlah hutang lain termasuk denda lalu lintas daripada biasiswa atau pinjaman, pelajar tersebut boleh membuat pendaftaran kursus walaupun dia masih berhutang dengan Universiti.

Pendaftaran Serentak Melebihi Satu Program Pengajian

21. Pelajar hanya boleh mendaftar satu Program Pengajian pada satu-satu masa di Universiti, dan dilarang mendaftar daripada menjadi pelajar universiti atau institusi pengajian lain sepanjang tempoh pengajian pelajar itu di Universiti, kecuali sebagaimana yang dibenarkan di bawah Akta Universiti dan Kolej Universiti 1971.

BAHAGIAN C -SISTEM AKADEMIK DAN KULIAH

Sistem Pengajian

22. (1) Program Doktor Perubatan di Universiti hendaklah secara lazimnya dijalankan mengikut sistem pengajian yang ditetapkan oleh Senat dari semasa ke semasa.

(2) Senat hendaklah menentukan dan menetapkan kalender akademik bagi setiap sesi pengajian Program Doktor Perubatan. Kalender akademik yang telah ditetapkan tersebut hendaklah diberitahu kepada pelajar dan guru di Universiti.

Permulaan Aktiviti Akademik Universiti

23. Aktiviti akademik di Universiti hendaklah bermula pada hari pertama kalender akademik mengikut ketetapan Senat di bawah kaedah 22.

Keperluan Bergraduat

24. Program Doktor Perubatan hendaklah mengandungi sejumlah kursus pengajian sebagaimana yang ditetapkan oleh Fakulti dan dipersetujui oleh Senat dari semasa ke semasa bagi Program Doktor Perubatan tersebut, dan setiap pelajar perlulah mengambil dan lulus kursus pengajian tersebut sebelum dia layak bergraduat.

Kewajiban Pendaftaran Kursus Mengikut Struktur Program

25. (1) Pelajar hendaklah pada sepanjang masa pendaftarannya dengan Universiti, memastikan bahawa kursus pengajian yang didaftarkannya pada setiap semester memenuhi keperluan struktur program pengajian yang ditetapkan dalam Jadual Kedua.

(2) Fakulti dengan persetujuan Senat boleh meminda Jadual Kedua.

Klasifikasi Pelajar Mengikut Tahun Pengajian

26. Pelajar hendaklah diklasifikasikan mengikut tahun pengajian yang diikutinya seperti yang dinyatakan dalam Jadual Ketiga.

Pindaan Jadual Ketiga

27. Senat boleh meminda Jadual Ketiga dan pindaan tersebut hendaklah diumumkan kepada semua pelajar.

BAHAGIAN D-SISTEM PENASIHATAN AKADEMIK

Mengadakan Sistem Penasihatatan Akademik

28. Universiti hendaklah mengadakan Sistem Penasihatatan Akademik mengikut peruntukan yang ada dalam Kaedah-Kaedah ini.

Ruang Aktiviti Penasihatatan Akademik di Fakulti

29. Bagi maksud melaksanakan Sistem Penasihatatan Akademik, Fakulti hendaklah menyediakan ruang tertentu di Fakulti sebagai tempat untuk menjalankan aktiviti Penasihatatan Akademik.

Peruntukan Kewangan untuk Menjalankan Aktiviti Penasihatatan Akademik

30. Dekan hendaklah memperuntukkan sejumlah wang daripada kumpulan wang pengurusan Fakulti bagi menjalankan Sistem Penasihatatan Akademik dan hendaklah memastikan bahawa aktiviti Penasihatatan Akademik itu dijalankan mengikut jadual rancangan aktiviti.

Jadual Aktiviti

31. Dekan hendaklah membuat rancangan jadual aktiviti Sistem Penasihatatan Akademik pada setiap semester dan hendaklah memastikan bahawa jadual rancangan aktiviti tersebut dikemukakan atas talian kepada Timbalan Naib Canselor yang ditanggungjawab dengan tanggungjawab hal ehwal akademik Universiti.

Pelantikan Penasihat Akademik

32. Semua guru, hendaklah menjadi, dan dengan ini terlantik sebagai penasihat akademik kepada sekumpulan pelajar yang akan ditetapkan oleh Dekan.

Kuasa dan Tanggungjawab Penasihat Akademik

33. (1) Setiap penasihat akademik hendaklah memegang tanggungjawab yang dinyatakan dalam Kaedah-Kaedah ini, dan hendaklah mempunyai segala kuasa yang perlu untuk menjalankan tanggungjawab tersebut.

(2) Penasihat akademik hendaklah prihatin dan arif tentang kurikulum Program Doktor Perubatan dan hendaklah—

- (a) memantau kemajuan prestasi pelajar secara dalam talian dan menasihati pelajar itu dengan sewajarnya;
- (b) menasihati pelajar berkaitan dengan pendaftaran kursus pengajian dan perkara-perkara lain yang berkaitan dengannya dan jika perlu, membuat perakuan mengenai pendaftaran kursus pengajian, sebelum pelajar tersebut membuat pendaftaran kursus pengajian melalui Sistem Maklumat Pelajar;
- (c) membantu pelajar memahami kurikulum; pelbagai sistem berkaitan dengan pengajian, pendaftaran, peperiksaan; prasyarat kursus dan pengecualian kursus pengajian;
- (d) memberikan nasihat untuk mengatasi masalah akademik pelajar;
- (e) membantu pelajar menyelesaikan masalah selain akademik, dan jika perlu merujuk pelajar itu pada pihak yang berkaitan;
- (f) menyelia projek berkumpulan (pembangunan dan pengembangan);
- (g) merancang, mengadakan dan memantau aktiviti yang melibatkan semua pelajar di bawah penasihatannya; dan
- (h) menasihati pelajar supaya mendaftar kursus berpandukan kurikulum Program Doktor Perubatan.

(3) Walau apa pun tanggungjawab dan tugas penasihat akademik, kewajipan bagi pendaftaran, pengguguran dan permohonan pengecualian kursus pengajian dan pemindahan kredit ialah tanggungjawab tunggal pelajar.

Ketua Penasihat Akademik

34. (1) Dekan hendaklah melantik seorang Ketua Penasihat Akademik dalam kalangan penasihat akademik fakulti.

(2) Ketua Penasihat Akademik yang dilantik di bawah subkaedah (1) hendaklah menjadi penyelaras kepada penasihat akademik fakulti.

Panduan Menjadi Penasihat Akademik

35. Dekan hendaklah menyediakan panduan berkaitan Sistem Penasihat Akademik bagi Fakulti dan hendaklah mengedarkan panduan itu kepada setiap penasihat akademik di Fakulti.

Penetapan Sekumpulan Pelajar di bawah Penasihat Akademik

36. Dekan hendaklah memastikan sekumpulan pelajar diletakkan di bawah seorang penasihat akademik, dan pelajar yang ditetapkan dalam kumpulan itu hendaklah terdiri daripada pelajar dalam Program Doktor Perubatan.

Tanggungjawab Pelajar Berjuma Penasihat Akademik

37. (1) Setiap pelajar diwajibkan berjumpa dengan penasihat akademiknya sebagaimana yang telah ditetapkan oleh Fakulti, sekurang-kurangnya dua kali dalam setiap semester.

(2) Penasihat akademik perlu mengemukakan laporan kepada Ketua Penasihat Akademik sekurang-kurangnya dua kali dalam setiap semester.

BAHAGIAN E – KEHADIRAN KE AKTIVITI AKADEMIK

Kehadiran ke Aktiviti Akademik

38. Pelajar yang telah berjaya mendaftar kursus pengajian dalam Sistem Maklumat Pelajar hendaklah hadir ke aktiviti akademik bagi kursus pengajian itu.

Larangan Penggunaan Alat Telekomunikasi

39. Pelajar yang menghadiri aktiviti akademik di bilik atau dewan kuliah dilarang daripada menggunakan telefon bimbit atau apa-apa alat telekomunikasi lain dengan cara yang mengganggu pelajar atau guru dan suasana pengajian dalam dewan atau bilik kuliah itu.

Keperluan Hadir Semua Aktiviti Akademik

40. (1) Pelajar hendaklah menghadiri keseluruhan aktiviti akademik bagi kursus pengajian yang telah didaftarkannya.

(2) Pelajar yang menghadiri aktiviti akademik berkaitan dengan *posting* klinikal hendaklah:

- (a) menghadiri keseluruhan aktiviti akademik yang dijadualkan bagi *posting* klinikal itu; dan
- (b) melengkapkan buku log *posting* klinikal itu dengan memuaskan.

Kesan Tidak Menghadiri Aktiviti Akademik

41. (1) Seseorang pelajar hendaklah terhalang daripada menduduki peperiksaan akhir bagi kursus pengajian yang dia berdaftar jika pelajar itu—

- (a) tidak hadir dalam apa-apa aktiviti akademik kursus pengajian yang ditetapkan;
- (b) tidak hadir apa-apa aktiviti *posting* klinikal yang dijadualkan bagi setiap *posting* itu; atau

- (c) tidak melengkapkan buku log *posting* klinikal dengan memuaskan tanpa alasan yang munasabah;

dan pelajar tersebut hendaklah diberikan markah sifar untuk peperiksaan akhir kursus pengajian itu.

(2) Bagi mengelakkan kekeliruan, ungkapan "tidak hadir" di subkaedah 41(1) bermaksud tidak hadir walau hanya satu aktiviti akademik atau aktiviti *posting* klinikal yang telah ditetapkan atau dijadualkan, tanpa mengira sama ada ketidakhadiran itu mempunyai apa-apa alasan atau tidak.

Kebenaran Menduduki Peperiksaan Akhir

42. (1) Walau apapun yang dinyatakan dalam kaedah 41, Universiti boleh membenarkan pelajar yang tidak memenuhi keseluruhan kehadiran dalam aktiviti akademik kursus pengajian yang pelajar itu berdaftar, menduduki peperiksaan akhir jika Dekan atau Dekan Fakulti yang menawarkan kursus pengajian itu berpuas hati, bahawa ketidakhadiran itu disebabkan oleh—

- (a) masalah kesihatan berdasarkan kepada laporan perubatan yang dikeluarkan oleh pegawai perubatan Kerajaan atau Pusat Kesihatan Universiti; atau
- (b) apa-apa alasan lain yang munasabah yang tidak berkaitan dengan masalah kesihatan.

(2) Dekan atau Dekan Fakulti itu hendaklah memberitahu Pendaftar sama ada dia berpuas hati dengan alasan yang diberikan di bawah perenggan 1 (a) atau (b).

BAHAGIAN F – PENGAJARAN DAN PEMELAJARAN

Jadual Waktu

43. (1) Dekan hendaklah menyediakan jadual waktu kursus pengajian dengan mengambil kira ruang bilik kuliah dan makmal yang ada di Fakulti, dan Pendaftar hendaklah menyelaras jadual waktu kuliah dan amali yang tetap untuk tempoh sekurang-kurangnya lima tahun.

(2) Bagi tujuan penyediaan jadual waktu kursus pengajian, Dekan hendaklah mengikut jadual waktu kursus pengajian seperti yang ditetapkan dalam Jadual Keempat Kaedah-Kaedah ini.

(3) Senat boleh, dari semasa ke semasa, meminda Jadual Keempat.

Jumlah Pelajar dalam Sesuatu Kelas

44. Dekan hendaklah memastikan bahawa jumlah pelajar—

- (a) bagi kumpulan kuliah setiap kursus pengajian adalah antara 10 hingga 120 orang pelajar sahaja; dan
- (b) bagi kumpulan pengajaran klinikal, tidak melebihi 8 orang pelajar atau apa-apa bilangan minimum atau maksimum lain mengikut ketetapan Majlis Perubatan Malaysia dari semasa ke semasa.

Jumlah Pelajar Yang Melebihi Had Yang Ditetapkan

45. Walau apa pun yang dinyatakan dalam kaedah 44, Naib Canselor boleh dalam keadaan tertentu, memberarkan bilangan pelajar melebihi atau kurang daripada bilangan yang dinyatakan dalam kaedah 44.

Rangka Kursus Pengajian, Tarikh Ujian dan Peperiksaan

46. Setiap guru atau penyelaras kursus pengajian hendaklah menyediakan dan memberikan rangka kursus pengajian berserta tarikh ujian dan peperiksaan yang dijangka diadakan kepada Ketua Jabatan sekurang-kurangnya dua minggu sebelum semester bermula, dan kepada pelajar pada hari pertama bermula aktiviti akademik.

Memuat Naik Nota dalam Talian

47. Guru hendaklah memuat naik nota kuliah dalam laman sesawang atau portal yang disediakan oleh Universiti, dan bagi tujuan tersebut, Fakulti hendaklah mengadakan kemudahan dan pekerja sokongan untuk membantu guru memuat naik nota kuliah di laman sesawang atau portal itu.

Pemantauan Pengajaran oleh Ketua Jabatan

48. Ketua Jabatan hendaklah memantau secara berterusan pengajaran seseorang guru, dan kesesuaian pengajaran itu dengan kurikulum kursus pengajian.

Pemantauan Prestasi Pengajaran oleh Penyelaras Kursus

49. Penyelaras kursus wajib memantau prestasi pengajaran seseorang guru bagi kursus pengajian di bawah penyelarasannya.

Peningkatan Prestasi Pengajaran

50. Universiti hendaklah sentiasa memastikan bahawa prestasi pengajaran guru dipertingkatkan dari semasa ke semasa dan bagi tujuan ini, Universiti boleh mengarahkan mana-mana guru untuk menghadiri kursus yang dianggap bersesuaian dengan pengajaran dan pemelajaran.

Penilaian Pengajaran

51. (1) Guru yang mengajar sesuatu kursus pengajian hendaklah dinilai oleh pelajar yang mendaftar untuk kursus pengajian tersebut dan setiap penilaian yang dibuat oleh pelajar tersebut adalah sulit dan tidak boleh didedahkan kepada sesiapa kecuali kepada guru yang berkenaan, Dekan Fakulti dan Ketua Jabatan guru yang berkenaan, dan Jawatankuasa Pengurusan Universiti.

(2) Penilaian yang dibuat mengikut kaedah ini hendaklah dilakukan pada setiap akhir semester atau sebagaimana yang diarahkan oleh Senat.

BAHAGIAN G – PEPERIKSAAN

Penilaian Pelajar

52. (1) Tertakluk kepada peruntukan lain dalam Kaedah-Kaedah ini, pelajar yang telah mendaftar kursus pengajiannya hendaklah dinilai oleh Universiti, melalui peperiksaan bagi kursus pengajian yang telah didaftarkannya pada tarikh, masa dan tempat yang telah ditetapkan oleh Senat, Fakulti atau guru kursus pengajiannya, mengikut mana yang berkenaan.

(2) Tertakluk kepada ketetapan lain yang dibuat dari semasa ke semasa oleh Fakulti dengan persetujuan Senat, pelajar yang menduduki peperiksaan profesional akan turut dinilai oleh pemeriksa luar.

Markah Sifar bagi Pelajar yang Tidak Menduduki Peperiksaan

53. Pelajar yang tidak menduduki peperiksaan bagi tujuan penilaian seperti yang dinyatakan dalam kaedah 52 hendaklah diberi markah sifar bagi peperiksaan yang dia tidak duduki.

Peperiksaan Ganti

54. (1) Walau apa pun yang diperuntukkan oleh kaedah 53, pelajar boleh menduduki peperiksaan ganti jika pelajar tersebut memberikan alasan yang munasabah, dan Dekan atau Dekan Fakulti, setelah berunding dengan guru bagi kursus pengajian yang pelajar itu tidak menduduki peperiksaan yang ditetapkan, berpuas hati dengan kemunasabahan alasan yang diberi.

(2) Apa-apa peperiksaan gantian yang dibuat di bawah subkaedah (1) hendaklah diadakan dalam tempoh dua minggu daripada tarikh peperiksaan asal atau suatu tempoh lain sebelum semester berikutnya bermula.

Markah Sifar dan Lupus Peluang Menduduki Peperiksaan

55. Sekiranya pelajar yang telah diberi peluang di bawah kaedah 54 masih lagi gagal menduduki peperiksaan ganti, maka pelajar tersebut hendaklah diberi markah sifar dan pelajar tersebut tidak lagi boleh memohon peluang lain untuk menduduki peperiksaan ganti lain.

Arahan Am Peperiksaan

56. Pelajar yang dinilai melalui peperiksaan hendaklah terikat kepada arahan berikut—

(a) Pelajar hendaklah masuk ke dewan peperiksaan hanya apabila dibenarkan oleh pengawas peperiksaan;

- (b) Pelajar tidak dibenarkan masuk ke dewan peperiksaan selepas 30 minit peperiksaan bermula;
- (c) Pelajar yang telah masuk ke dalam dewan peperiksaan dan telah berada di dalam dewan itu selama tidak kurang daripada 30 minit selepas peperiksaan bermula, boleh dengan kebenaran pengawas peperiksaan, keluar dari dewan itu;
- (d) Pelajar tidak dibenarkan keluar dari dewan peperiksaan dalam tempoh 15 minit terakhir peperiksaan;
- (e) Pelajar hendaklah mempamerkan kad pelajar semasa menghadiri peperiksaan. Pelajar yang tidak, enggan atau cuai mempamerkan kad pelajar hendaklah dihalang daripada menduduki peperiksaan oleh pengawas peperiksaan kecuali jika pengawas peperiksaan itu dapat mengesahkan identiti pelajar itu;
- (f) Pelajar mestilah menulis dengan jelas nombor matrik pelajar, program pengajian, kursus pengajian, semester dan klasifikasi serta apa-apa maklumat lain pada tempat yang disediakan di kertas soalan atau skrip jawapan pada tiap-tiap satu peperiksaan. Universiti tidak bertanggungan atas apa-apa kerugian yang dialami oleh pelajar kerana tidak mematuhi arahan ini.
- (g) Pelajar tidak boleh meniru atau menipu semasa menduduki peperiksaan, dan tertakluk pada peruntukan di bawah-
 - (i) pelajar, kecuali diberi kebenaran terlebih dahulu oleh pengawas peperiksaan, dilarang daripada membawa nota kuliah, sama ada nota kuliah itu berkaitan atau tidak dengan peperiksaan yang sedang didudukinya, atau apa juar bahan bacaan atau bahan rujukan, alat komunikasi atau kalkulator saintifik, ke dalam dewan peperiksaan;
 - (ii) pelajar yang gagal, enggan, cuai atau tidak mematuhi perenggan (g)(i), dan didapati oleh pengawas peperiksaan ada nota kuliah, alat

komunikasi atau kalkulator saintifik dalam milikannya semasa berada dalam dewan peperiksaan, dianggap meniru atau menipu dalam peperiksaan tersebut, dan pengawas peperiksaan hendaklah menghalang pelajar itu daripada menduduki peperiksaan tersebut, dan pelajar itu hendaklah diarah keluar dari dewan peperiksaan, dan pengawas peperiksaan hendaklah merampas nota kuliah, alat komunikasi atau kalkulator saintifik itu;

- (iii) pengawas peperiksaan hendaklah membuat laporan bertulis mengenai perbuatan meniru atau menipu di bawah perenggan (g)(ii) oleh pelajar itu kepada Dekan atau Dekan Fakulti pelajar itu dengan seberapa segera yang praktik dan menyerahkan nota kuliah, alat komunikasi atau kalkulator saintifik yang dirampas oleh pengawas peperiksaan kepada Dekan atau Dekan Fakulti. Sesalinan laporan bertulis itu hendaklah disampaikan kepada Timbalan Naib Canselor yang ditanggungjawab dengan tanggungjawab hal ehwal akademik Universiti dan Timbalan Naib Canselor yang ditanggungjawab dengan tanggungjawab hal ehwal pelajar Universiti;
- (iv) pelajar yang diarah keluar di bawah subperenggan 56(g)(ii) hendaklah diberikan markah sifar bagi peperiksaan yang dia diarahkan keluar itu;
- (v) pemberian markah sifar di bawah subperenggan 56(g)(iv) tidak menghalang suatu tindakan tatatertib dimulakan ke atas pelajar tersebut kerana meniru atau menipu di bawah kaedah-kaedah yang berkaitan dengan tatatertib pelajar yang berkuat kuasa di Universiti;
- (vi) sekiranya tindakan tatatertib dimulakan ke atas pelajar, dan pelajar didapati tidak bersalah oleh Pihak Berkuasa Tatatertib, pelajar hendaklah dengan seberapa segera selepas keputusan Pihak Berkuasa Tatatertib itu disampaikan kepadanya, diberi peluang untuk menduduki semula peperiksaan yang dia dikatakan meniru atau menipu itu, dan markah dan gred yang telah diberikan ke atas pelajar itu hendaklah diubah suai mengikut penilaian yang diperoleh oleh pelajar itu setelah dia menduduki peperiksaan semula;

- (vii) sekiranya tindakan tatatertib dimulakan ke atas pelajar dan pelajar didapati bersalah, atau sekiranya atas sebab-sebab tertentu yang difikirkan patut oleh Pihak Berkuasa Tatatertib, tindakan tatatertib tidak dimulakan ke atas pelajar, pemberian markah sifar di bawah subperenggan 56(g)(iv) hendaklah kekal;
 - (viii) pemberian markah sifar di bawah subperenggan 56(g)(iv), atau pengekalan markah sifar di bawah subperenggan 56(g)(vii), bukanlah suatu hukuman tatatertib;
- (h) Pelajar hendaklah sentiasa berpakaian dengan sepatutnya dan sentiasa menjaga tertib kelakuannya semasa berada di dalam dewan peperiksaan. Pengawas peperiksaan berhak menghalang pelajar daripada memasuki dewan peperiksaan. Dalam kes di mana pelajar telah memasuki dewan peperiksaan, pengawas peperiksaan berhak untuk mengarahkan pelajar itu keluar dari dewan peperiksaan. Pelajar yang dihalang masuk ke dalam dewan peperiksaan atau yang diarahkan keluar dari dewan peperiksaan oleh pengawas peperiksaan hendaklah diberi markah sifar bagi peperiksaan itu. Pengawas peperiksaan yang menghalang atau mengarahkan pelajar dari memasuki, atau keluar dari dewan peperiksaan, hendaklah membuat laporan kepada Dekan atau Dekan Fakulti mengenai ketidakpatuhan pelajar untuk berpakaian dengan sepatutnya atau menjaga tertib kelakuannya dan mengenai markah sifar yang diberikan kepada pelajar bagi peperiksaan itu;
- (i) Pelajar tidak dibenarkan merokok dalam dewan peperiksaan; dan
- (j) Pelajar tidak dibenarkan membawa makanan atau minuman ke dalam dewan peperiksaan.

Plagiat

57. (1) Pelajar dilarang daripada melakukan plagiat, pemalsuan atau penipuan data.

(2) Pelajar yang melakukan plagiat, pemalsuan dan penipuan data boleh dikenakan tindakan tatatertib mengikut kaedah-kaedah berkaitan dengan tatatertib pelajar yang berkuat kuasa di Universiti.

Pelajar Berhutang

58. Pelajar yang berhutang, atau yang belum menjelaskan fi pengajian atau apa-apa hutang lain kepada Universiti pada sesuatu semester, hendaklah terhalang daripada menduduki peperiksaan akhir semester pelajar itu berhutang.

BAHAGIAN H – PEPERIKSAAN, PEMARKAHAN DAN PENGGREDAN

Peperiksaan, Pemarkahan dan Penggredan

59. (1) Pelajar yang telah mengikuti sesuatu kursus pengajian hendaklah diperiksa, diberi markah dan gred mengikut panduan dalam Jadual Kelima Kaedah-Kaedah ini.

(2) Peperiksaan mengikut subkaedah 59(1) boleh dilakukan melalui apa-apa penilaian termasuk ujian, tugasan, kuiz, pembentangan, amali, projek, penilaian *posting* klinikal, seminar, atau apa-apa kaedah yang bersesuaian bagi sesuatu kursus pengajian.

(3) Markah peperiksaan yang telah diberikan dan terkumpul sebelum peperiksaan akhir, sesuatu kursus pengajian hendaklah diumumkan oleh guru kursus pengajian berkenaan kepada pelajar.

(4) Keputusan peperiksaan keseluruhan bagi Program Doktor Perubatan kecuali pelajar itu berhutang, hendaklah diumumkan oleh Pendaftar, dan sekiranya keputusan peperiksaan itu perlu diumumkan dahulu sebelum pengesahan dan kelulusan Senat, keputusan peperiksaan itu hendaklah diumumkan oleh Pendaftar dengan menyatakan bahawa keputusan itu tertakluk kepada pengesahan dan kelulusan Senat.

(5) Keputusan peperiksaan bagi kesemua kursus pengajian yang diambil dalam sesuatu semester oleh seseorang pelajar termasuklah pelajar yang layak

bergraduat dan pelajar yang gagal dan diberhentikan, hendaklah dikemukakan untuk pengesahan dan kelulusan Senat, mengikut mana yang berkenaan.

(6) Keputusan peperiksaan keseluruhan kursus pengajian bagi sesuatu semester atau keputusan keseluruhan bagi Program Doktor Perubatan seseorang pelajar boleh juga dikemukakan oleh Pendaftar kepada ibu bapa, penjaga, atau penaja pelajar itu.

(7) Senat boleh dari semasa ke semasa meminda Jadual Kelima.

Permohonan Semakan Gred Peperiksaan

60. (1) Pelajar yang telah diperiksa, diberi markah dan gred, dan diberikan status gagal dan diberhentikan, boleh memohon semakan semula gred mengikut Jadual Keenam Kaedah-Kaedah ini.

(2) Pelajar yang mendapat status selain dari gagal dan diberhentikan tetapi masih tidak berpuas hati dengan gred yang diberikan, boleh membuat semakan mengikut cara yang ditetapkan dalam subkaedah 61(i) Kaedah-Kaedah ini.

Arahan Am Berkaitan Peperiksaan- kursus pengajian, kertas projek, latihan klinikal

61. Setiap peperiksaan yang dibuat oleh pemeriksa hendaklah secara lazimnya mengikut peruntukan yang dinyatakan di bawah-

- (a) setiap guru yang mengajar sesuatu kursus pengajian adalah layak dan dengan ini terlantik menjadi pemeriksa bagi kursus pengajian yang diajarnya, kecuali atas sebab-sebab yang ditetapkan oleh Senat atau Pihak Berkuasa Universiti yang lainnya bahawa dia hilang kelayakan sebagai pemeriksa;
- (b) setiap guru yang memeriksa seseorang pelajar hendaklah memberitahukan keputusan peperiksaan itu kepada pelajar itu dalam tempoh dua minggu selepas peperiksaan;

- (c) setiap jabatan hendaklah mewujudkan satu Jawatankuasa Pentaksir Kertas Ujian;
- (d) setiap guru hendaklah memberitahukan tarikh peperiksaan dalam kalender akademik bagi kursus pengajiannya;
- (e) bagi kursus umum, penilaian pertama hendaklah diadakan sekitar minggu kelima sesuatu semester dan keputusannya hendaklah diberitahukan sebelum minggu ketujuh semester itu berakhir;
- (f) bagi kursus umum, penilaian terakhir sebelum peperiksaan akhir hendaklah dibuat sekitar minggu ke sepuluh dan keputusannya hendaklah dimaklumkan sebelum minggu kedua belas semester itu berakhir;
- (g) pelajar yang gagal sesuatu kursus umum, hendaklah mengulang kursus umum tersebut. Pelajar yang mengulang sesuatu kursus umum hanya layak mendapat maksimum gred D bagi kursus umum itu;
- (h) Dekan atau Dekan Fakulti, mengikut kes yang berkenaan, mempengerusikan Jawatankuasa Penyemakan Keputusan Peperiksaan sebelum dimajukan kepada Pendaftar;
- (i) pelajar yang tidak berpuas hati dengan keputusan peperiksaan kursus pengajian yang telah diumumkan oleh Pendaftar, boleh memohon membuat semakan keputusan peperiksaan tersebut mengikut Jadual Keenam Kaedah-Kaedah ini dengan membayar fi semakan kepada Pejabat yang ditanggungjawab dengan tanggungjawab kewangan Universiti sebanyak RM20.00 bagi setiap keputusan peperiksaan kursus pengajian yang ingin disemak oleh pelajar itu. Semakan ini boleh dilakukan mulai hari keputusan

peperiksaan tersebut diumumkan dan tamat pada hari terakhir minggu pertama semester bermula;

- (j) bagi posting klinikal, pelajar hendaklah—
 - (i) menghadiri keseluruhan aktiviti akademik bagi setiap *posting* klinikal yang dijadualkan;
 - (ii) melengkapkan buku log *posting* dengan memuaskan; dan
 - (iii) lulus semua penilaian *posting* seperti yang dijadualkan dalam kurikulum .

Status Pelajar

62. Status pelajar bagi sesuatu semester hendaklah ditetapkan berdasarkan keputusan peperiksaan pelajar pada semester sebelumnya.

Keputusan Peperiksaan dan Status Pelajar

63. Tertakluk pada kaedah 62 di atas, seseorang pelajar akan diberikan salah satu status berikut berdasarkan kepada keputusan peperiksaannya—

- (a) “Baik”- seseorang pelajar yang diberikan status “Baik” boleh meneruskan pengajiannya pada semester berikutnya;
- (b) “Gagal dan Mengulang Tahun”- seseorang pelajar yang diberikan status “Gagal dan Mengulang Tahun” hendaklah mengulang keseluruhan tahun pengajian yang dia gagal itu sebelum dia dibenarkan meneruskan pengajian ke tahun seterusnya;
- (c) “Gagal dan Diberhentikan”- seseorang pelajar yang mendapat status “Gagal dan Diberhentikan” hendaklah diberhentikan daripada menjadi pelajar Universiti mengikut Kaedah-Kaedah ini.

Senarai Dekan

64. (1) Pelajar yang memenuhi syarat berikut layak dimasukkan ke dalam Senarai Dekan dan namanya hendaklah didaftarkan dalam senarai itu—

- (a) mendapat markah 75 peratus ke atas tetapi kurang daripada 80 peratus atau purata nilai gred 3.750 dalam peperiksaan Profesional;
- (b) tidak mendapat apa-apa gred F atau TM dalam mana-mana kursus untuk semester yang pelajar itu dinilai;
- (c) tidak mengulang apa-apa kursus pengajian untuk semester yang pelajar itu dinilai;
- (d) tidak menduduki peperiksaan khas atau peperiksaan ulangan; dan
- (e) tidak pernah dikenakan tindakan tatatertib.

(2) Senarai Kepujian Dekan akan dikeluarkan oleh Fakulti pada setiap semester.

(3) Nama pelajar yang didaftarkan dalam Senarai Dekanini akan dipamerkan di papan kenyataan Fakulti dan pengiktirafan ini hendaklah dicatatkan dalam transkrip pelajar.

Senarai Naib Canselor

65. (1) Pelajar yang memenuhi syarat berikut layak dimasukkan ke dalam Senarai Naib Canselor dan namanya hendaklah didaftarkan dalam senarai itu—

- (a) mendapat markah 80 peratus dan ke atas atau purata nilai gred 4.000 dalam peperiksaan profesional;
- (b) pelajar tidak memperoleh mendapat apa-apa keputusan gred F atau TM dalam mana-mana kursus untuk semester yang pelajar itu dinilai;
- (c) pelajar tidak mengulang apa-apa kursus pengajian untuk semester yang pelajar itu dinilai;
- (d) tidak menduduki gred peperiksaan khas atau peperiksaan ulangan tidak diambil kira bagi tujuan anugerah ini; dan

- (e) pelajar tidak pernah dikenakan tindakan tatatertib;
- (2) Senarai Naib Canselor akan dikeluarkan oleh Pendaftar pada setiap semester.
- (3) Nama pelajar yang didaftarkan menerima dalam Senarai Naib Canselor ini akan dipamerkan di papan kenyataan Fakulti dan pengiktirafan ini akan hendaklah dicatatkan dalam transkrip pelajar.

Kelayakan Bergraduat

66. (1) Pelajar yang telah mendaftar bagi Program Pengajian Doktor Perubatan dan telah lulus semua kursus pengajian atau kursus setara yang diwajibkan bagi Program Doktor Perubatan itu, dan memenuhi semua syarat lain yang ditetapkan bagi Program Doktor Perubatan itu adalah layak untuk bergraduat.

(2) Pelajar hendaklah menamatkan Program Doktor Perubatan dalam tempoh 8 tahun, atau seawalnya pada tahun kelima pengajiannya, dengan syarat pelajar perlu lulus fasa pertama (pra- klinikal) dalam tempoh maksimum 3 tahun sahaja, dan lulus fasa kedua (klinikal) dalam tempoh maksimum 5 tahun.

(3) Pelajar yang tidak memenuhi kehendak subkaedah (1) dan (2) akan diberhentikan mengikut Kaedah-Kaedah ini.

(4) Pelajar yang tidak berjaya menamatkan pengajian dalam tempoh maksimum 8 tahun yang dinyatakan dalam subkaedah (2) adalah tidak layak bergraduat. Bagi mengelakkan kekeliruan, tempoh penangguhan pengajian yang diambil oleh pelajar di bawah kaedah 71 hendaklah diambil kira bagi tujuan pengiraan tempoh pengajian maksimum yang dinyatakan di subkaedah (2).

Senarai Pelajar Bergraduat

67. Pendaftar hendaklah, dalam tempoh yang ditetapkan oleh Senat, menyediakan senarai pelajar Program Doktor Perubatan yang layak bergraduat untuk pengesahan Senat.

Hak Senat untuk Menganugerahkan Ijazah

68. (1) Senat, apabila menerima senarai pelajar yang layak bergraduat, boleh mengesahkan sama ada pelajar dalam senarai itu layak bergraduat dan dianugerahkan Ijazah Doktor Perubatan mengikut kelas ijazah yang ditetapkan dalam Jadual Ketujuh, atau boleh tidak mengesahkan mana-mana pelajar dalam senarai itu daripada bergraduat dan boleh menolak daripada menganugerahkan Ijazah Doktor Perubatan kepada pelajar itu.

(2) Sekiranya Senat menolak daripada menganugerahkan Ijazah Doktor Perubatan kepada pelajar, Senat hendaklah merekodkan sebab penolakan itu dan Pendaftar hendaklah memberitahukan secara bertulis sebab penolakan itu kepada pelajar.

BAHAGIAN I -PROGRAM DOKTOR PERUBATAN

Pertukaran Program Doktor Perubatan

69. (1) Permohonan pertukaran Program Doktor Perubatan hendaklah menggunakan borang yang ditetapkan oleh Timbalan Naib Canselor yang ditanggungjawab dengan tanggungjawab hal ehwal akademik Universiti, dan borang itu hendaklah dikemukakan kepada Pendaftar dalam tempoh dua minggu selepas keputusan peperiksaan diumumkan. Pendaftar hendaklah mengemukakan permohonan pertukaran Program Doktor Perubatan tersebut kepada Dekan dan Dekan Fakulti lain yang berkenaan Program Doktor Perubatan itu hendak ditukarkan. Keputusan muktamad mengenai permohonan pertukaran Program Doktor Perubatan itu bergantung kepada budi bicara Dekan dan Dekan Fakulti yang berkenaan. Pendaftar hendaklah mengumumkan keputusan permohonan itu secara bertulis kepada pelajar dalam minggu pertama semester berikut.

(2) Permohonan pertukaran program pengajian doktor perubatan dari mana-mana universiti awam atau institusi pengajian luar sama ada dalam atau luar negara ke Program Doktor Perubatan hendaklah mengikut apa-apa dasar yang ditetapkan oleh Universiti dan Lembaga Perubatan Malaysia.

Syarat Pertukaran Program Doktor Perubatan dan Pemindahan Kredit

70. (1) Bagi tujuan subkaedah 69(1), permohonan pertukaran Program Doktor Perubatan ke suatu program pengajian lain di Universiti hanya boleh dilakukan oleh pelajar yang telah menamatkan sekurang-kurangnya dua semester pengajian dan pelajar itu tidak diberikan status "Gagal dan Diberhentikan".

(2) Pelajar yang diberikan status "Baik" dalam program pengajiannya terdahulu dan yang permohonan untuk menukar program pengajiannya telah diluluskan boleh memohon pemindahan kredit. Gred terdahulu jika ada, bagi kursus yang diluluskan pemindahan kredit dari Program Doktor Perubatan ke program lain yang diluluskan hendaklah dikira dalam pengiraan Purata Nilaian Gred Keseluruhan program pengajian baharunya.

Penangguhan Pengajian

71. (1) Pelajar boleh menangguhkan Program Doktor Perubatannya bagi sesuatu semester dengan alasan yang munasabah dan dengan kelulusan Dekan.

(2) Permohonan penangguhan Program Doktor Perubatan itu hendaklah dikemukakan kepada Dekan dalam tempoh yang ditetapkan oleh Fakulti.

(3) Walau apapun subkaedah (2), jika pelajar menangguhkan Program Doktor Perubatan selepas minggu kedua semester bermula, fi pengajian tidak akan dikembalikan kecuali Naib Canselor meluluskan pemulangan fi pengajian itu.

(4) Selepas tamat tempoh yang ditetapkan oleh Fakulti di subkaedah (2), permohonan penangguhan Program Doktor Perubatan hanya dibolehkan-

(a) atas alasan perubatan yang diperakukan oleh pegawai perubatan daripada Hospital Kerajaan atau Pusat Kesihatan Universiti; atau

(b) sekiranya mendapat kelulusan Senat.

(5) Pelajar tidak dibenarkan menangguhkan Program Doktor Perubatan semasa atau selepas minggu peperiksaan akhir semester.

(6) Bagi mengelakkan keraguan:

- (a) apa-apa tempoh penangguhan pengajian yang dibenarkan akan diambil kira dalam pengiraan tempoh maksimum keseluruhan untuk menamatkan Program Doktor Perubatan; dan
- (b) pelajar yang menangguhkan pengajian dalam tahun klinikal yang diberi status "Baik dan Mengulang Tahun", hendaklah mengulang keseluruhan tahun yang dia menangguhkan tempoh itu sebelum dia dibenarkan meneruskan pengajian ke tahun seterusnya.

(7) Tanpa menjelaskan peruntukan dalam subkaedah (5), pelajar tidak dibenarkan menangguhkan Program Doktor Perubatan kecuali atas alasan perubatan dengan diperakui oleh pegawai perubatan dari Hospital Kerajaan atau Pusat Kesihatan Universiti.

(8) Bagi maksud subkaedah (4) dan (7), alasan perubatan tidak termasuk kes bersalin atau apa-apa juga sakit, penyakit, kecederaan atau ketidakupayaan kesihatan yang disengajakan oleh pelajar.

Tempoh Pengajian Tambahan

72. (1) Pelajar yang mengulang kursus pengajian, hanya dibenarkan berbuat demikian untuk tempoh dua semester, atau apa-apa tempoh lain yang ditetapkan dalam sistem pengajian di Universiti.

(2) Bagi mengelakkan keraguan, tempoh penangguhan pengajian tambahan akan diambil kira bagi tujuan pengiraan tempoh maksimum Program Doktor Perubatan.

Menarik Diri daripada Program Doktor Perubatan

73. (1) Pelajar dibenarkan menarik diri daripada Program Doktor Perubatan.

(2) Sekiranya pelajar menarik diri daripada Program Doktor Perubatan itu, maka pelajar itu terhenti daripada menjadi pelajar Universiti, dan namanya akan tergugur daripada daftar senarai pelajar Universiti.

- (3) Pelajar yang menarik diri daripada Program Doktor Perubatan—
 - (a) dalam tempoh dua minggu pertama semester, fi pengajian yang telah dibayar kepada Universiti hendaklah dibayar semula; dan

- (b) selepas minggu kedua semester bermula, kecuali diarahkan selainnya oleh Naib Canselor, apa-apa bayaran yang telah dibayar kepada Universiti tidak akan dibayar semula.

Memohon dan Mendaftar Semula sebagai Pelajar Universiti

74. Pelajar yang telah mendapat status “gagal dan diberhentikan”, boleh memohon untuk mendaftar semula sebagai pelajar Universiti bagi program pengajian lain yang ditawarkan oleh Universiti mengikut syarat yang ditetapkan oleh Universiti, dan kemasukan pelajar tersebut, sekiranya diterima oleh Universiti, ialah kemasukan baharu dan pelajar tersebut ialah pelajar baharu.

BAHAGIAN J - AM

Naib Canselor Boleh Membenarkan Pendaftaran atau Mengambil Peperiksaan Akhir

75. Walau apa pun yang dinyatakan dalam kaedah 19 dan 58 Kaedah-Kaedah ini, Naib Canselor boleh membenarkan pelajar membuat pendaftaran kursus pengajian atau menduduki peperiksaan akhir, sekiranya Naib Canselor berpendapat bahawa kebenaran sedemikian adalah perlu dan patut diberikan kepada pelajar itu.

Mengemas Kini Maklumat

76. Pelajar hendaklah bertanggungjawab, dari semasa ke semasa, mengemaskinikan maklumat peribadinya termasuk alamat terkini dan hendaklah memberitahukan Universiti apa-apa perubahan maklumat peribadinya.

Berpakaian Dengan Sepatuutnya Semasa Menghadiri Kuliah

77. Pelajar hendaklah sentiasa berpakaian dengan sepatutnya dan sentiasa menjaga kelakuannya semasa berada dalam kampus dan semasa menghadiri kuliah.

Salinan Tambahan Tambahan

78. (1) Pelajar yang ingin mendapatkan apa-apa salinan dokumen tambahan, tidak termasuk sijil akademik, yang dikeluarkan oleh Universiti berkaitan dirinya, boleh

mendapatkan dokumen tambahan itu dengan cara membuat bayaran sebanyak RM10.00 kepada Pejabat yang ditanggungkan dengan tanggungjawab kewangan Universiti bagi setiap salinan dokumen itu.

(2) Graduan sesi pengajian 2005 ke atas yang ingin sijil akademiknya dikeluarkan semula oleh Universiti, boleh mendapatkan sijil akademik itu dengan cara membuat bayaran sebanyak RM200.00 kepada Pejabat yang ditanggungkan dengan tanggungjawab kewangan Universiti bagi setiap salinan sijil itu.

Pembayaran Fi

79. (1) Pelajar hendaklah membayar fi Program Doktor Perubatan yang ditetapkan oleh Universiti, fi yang berkaitan dengan pengurusan hal ehwal akademik pelajar dan apa-apa fi lain bagi perkhidmatan yang disediakan oleh Universiti kepada pelajar.

(2) Tertakluk kepada keputusan pegawai yang ditanggungkan dengan tanggungjawab kewangan Universiti dari semasa ke semasa, fi dalam subkaedah (1) hendaklah dibayar semasa pendaftaran mengikut kaedah 3 Kaedah-Kaedah ini.

Budi Bicara Untuk Membenarkan Penangguhan yang Melebihi Tempoh

80. (1) Senat boleh membenarkan apa-apa penangguhan pengajian yang melebihi tempoh penangguhan pengajian yang ditetapkan di bawah kaedah 71 atas sebab kesihatan dan perubatan yang sangat teruk. Alasan bagi penangguhan di bawah kaedah ini hendaklah direkodkan oleh Senat.

(2) Senat boleh dalam keadaan yang luar biasa dan istimewa membenarkan pelajar yang tergugur atau tidak mendaftar berterusan mendaftar semula sebagai pelajar Universiti. Alasan bagi kebenaran pendaftaran semula hendaklah direkodkan oleh Senat.

BAHAGIAN K – PERUNTUKAN KECUALIAN DAN PERALIHAN

Tafsiran

81. Dalam Bahagian ini, kecuali konteksnya menghendaki makna yang lain– "Kaedah yang dihentikan pemakaianya" ertinya Kaedah-Kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014 yang dihentikan pemakaianya di bawah kaedah 82 Kaedah-kaedah ini;
- "tarikh yang ditetapkan" ertinya tarikh Kaedah-Kaedah ini mula berkuat kuasa.

Keterhentian Pemakaian Kaedah-Kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014

82. Pemakaian Kaedah-Kaedah Universiti Putra Malaysia (Perkara Akademik Prasiswazah) 2014 dihentikan bagi Program Doktor Perubatan mulai tarikh yang ditetapkan.

Kesahan Tindakan Oleh Universiti, Fakulti, dll

83. Apa-apa tawaran kemasukan dan penerimaan ke Universiti, keputusan peperiksaan, penganugerahan ijazah Doktor Perubatan, penyempurnaan suratcara, dokumen atau apa-apa perkiraan yang telah dibuat oleh Universiti atau Fakulti di bawah Kaedah yang dihentikan pemakaianya, hendaklah pada tarikh yang ditetapkan, disifatkan sebagai telah dibuat di bawah Kaedah-Kaedah ini dan terus berkuat kuasa dan mempunyai kesan.

Kuasa Yang Diwakilkan

84. Segala kuasa yang diwakilkan di bawah Kaedah yang dihentikan pemakaianya, hendaklah pada tarikh yang ditetapkan, setakat perwakilan itu selaras dengan Kaedah-Kaedah ini disifatkan sebagai telah diwakilkan di bawah Kaedah-Kaedah ini.

Kecualian Notis, Borang, Surat Kuasa, dsb.

85. Semua notis, borang, suratkuasa atau arahan yang dikeluarkan atau dibuat oleh Universiti atau Fakulti sebelum tarikh yang ditetapkan hendaklah terus berkuat kuasa

setakat notis, borang, surat kuasa atau arahan selaras dengan, atau sehingga diganti atau dibatalkan oleh peruntukan Kaedah-Kaedah ini.

Pelajar Program Doktor Perubatan

86. Semua pelajar Program Doktor Perubatan yang sebaik sahaja sebelum tarikh yang ditetapkan diterima masuk untuk mengikuti Program Doktor Perubatan di Universiti di bawah Kaedah yang dihentikan pemakaianya, dan pada tarikh yang ditetapkan masih mengikuti Program Doktor Perubatan hendaklah pada tarikh yang ditetapkan, disifatkan telah diterima masuk di bawah Kaedah-Kaedah ini.

Dibuat 10 Disember 2019

[Minit Mesyuarat LPU -138/20]

[UPM/PPUU/600-1/3/6/PerkaraAkademik (Doktor Perubatan); UPM/100/9/3]



TAN SRI DR. GHAUTH JASMON

*Pengerusi Lembaga Pengarah
Universiti Putra Malaysia*

Jadual Pertama

(Kaedah 5)

[Pendaftaran Kursus]

Pelajar hendaklah melakukan Pendaftaran Kursus dalam Sistem Maklumat Pelajar mengikut kaedah berikut:

- (a) mendaftar kursus pengajian mengikut pakej, modul dan posting atau selainnya, yang ditetapkan oleh Senat dari semasa ke semasa;
- (b) pendaftaran di perenggan (a) hendaklah mengikut Tahun Pengajian dan Fasa.

Jadual Kedua

(Kaedah 6)

[Pendaftaran Kursus Hanya Melalui Sistem Maklumat Pelajar]

Komponen Program Doktor Perubatan

1. Kurikulum Program Doktor Perubatan hendaklah terdiri daripada komponen berikut:

- (a) kursus universiti;
- (b) kursus teras; dan
- (c) apa-apa kursus pengajian lain;

yang ditetapkan oleh Senat dari semasa ke semasa.

Sebagai tambahan kepada perenggan 1, komponen kursus hendaklah mengikut apa-apa garis panduan atau komponen yang ditetapkan oleh Majlis Perubatan Malaysia atau apa-apa badan yang dipertanggungkan dengan tanggungjawab hal ehwal perubatan di Malaysia.

Keperluan Mendaftar Kursus Pengajian bagi Setiap Komponen

2. (1) Pelajar dikehendaki mengambil dan lulus kursus pengajian bagi komponen yang ditetapkan mengikut kurikulum Program Doktor Perubatan. Seseorang pelajar yang gagal dalam kursus Universiti atau kursus teras atau apa-apa kursus pengajian lain seperti yang dinyatakan dalam perenggan 1 hendaklah mengulang sehingga lulus kursus itu.

(2) Pelajar yang mengambil kursus kemahiran bahasa dalam komponen kursus Universiti dan gagal kursus kemahiran bahasa itu, boleh mengulang kursus itu mengikut pakej yang ditetapkan di bawah perenggan 5 Jadual ini.

Kursus Kokurikulum Berkredit

3. Bagi kokurikulum berkredit, pendaftaran hendaklah dibuat dalam tempoh pendaftaran kursus dan guru hendaklah memasukkan gred pelajar dalam tempoh yang ditetapkan dari tarikh penilaian setiap kursus kokurikulum berkredit. Kredit bagi kursus kokurikulum itu akan dikira dalam jumlah jam kredit untuk bergraduat.

Kursus Audit

4. Beberapa kursus pengajian boleh didaftarkan sebagai kursus audit atas kebenaran guru kursus pengajian yang berkenaan dan kelulusan Dekan dan Dekan Fakulti yang menawarkan kursus pengajian tersebut. Pelajar berkenaan perlu mengikuti sekurang-kurangnya 80% aktiviti akademik kursus pengajian itu dan dikehendaki menduduki peperiksaan seperti yang dikehendaki oleh kursus audit. Jam kredit kursus audit tidak dimasuk kira dalam pendaftaran atau pengiraan Purata Nilaian Gred Keseluruhan. Gred yang diperoleh akan direkodkan sebagai M atau TM. Pelajar tidak perlu mengulang kursus audit itu jika dia memperoleh gred TM.

Kursus Kemahiran

5. (1) Pelajar dikehendaki mendaftarkan kursus kemahiran yang ditetapkan oleh Senat dan mencapai tahap yang ditentukan bagi kursus kemahiran itu dalam tempoh Program Doktor Perubatan di Universiti seperti yang ditetapkan oleh Senat.

(2) Kursus kemahiran yang perlu didaftar dan tahap yang perlu dicapai seperti yang ditentukan oleh Senat hendaklah diberitahukan kepada pelajar oleh Pendaftar.

Mendaftar Kursus Yang Sama di Institusi Pengajian Tinggi Lain

6. Pelajar boleh memohon untuk mendaftar kursus pengajian yang sama atau berkaitan dengan Program Doktor Perubatan yang ditawarkan oleh institusi pengajian tinggi lain yang diiktiraf oleh Senat yang sama atau berkaitan dengan mana-mana kursus yang ditawarkan dalam Program Doktor Perubatan. Permohonan hendaklah dibuat dan diluluskan oleh Dekan sekurang- kurangnya satu semester sebelum kursus pengajian tersebut didaftarkan di institusi pengajian tinggi yang berkenaan. Permohonan pendaftaran hendaklah menggunakan borang yang ditetapkan oleh

Universiti dan hendaklah mengikut panduan jam kredit yang dinyatakan dalam Jadual Keempat.

Kod Daftar Program

7. Pelajar hendaklah mendaftar kursus pengajian mengikut peringkat pengajian, yang dinyatakan dengan nombor pertama kod kursus seperti yang ditetapkan di bawah:

Peringkat Kod Kursus Program (angka mula)

- | | | |
|---|---|-------------------------------------|
| 0 | = | Kursus Pendahuluan |
| 1 | = | Program Diploma |
| 2 | = | Program Diploma dan Bacelor |
| 3 | = | Program Bacelor |
| 4 | = | Program Bacelor dan Ijazah Lanjutan |
| 5 | = | Program Master dan Ph.D. |
| 6 | = | Program Ph.D. |

Status Kursus

(8) Pelajar hendaklah memilih simbol status kursus yang betul semasa mendaftar kursus mengikut struktur kurikulum Program Doktor Perubatan seperti yang dinyatakan pada jadual di bawah:

Simbol	Makna
AU	Audit Simbol ini menunjukkan kursus bukan wajib yang tidak diambilkira dalam pengiraan Purata Nilaian Gred Keseluruhan.
AW	Audit Wajib Lulus Simbol ini menunjukkan kursus yang mempunyai keperluan wajib lulus tetapi tidak diambilkira dalam

pengiraan Purata Nilaian Gred Keseluruhan.

AP Audit Posting

Simbol ini menunjukkan *posting* yang diulang yang mengehendaki pelajar hadir keseluruhan *posting* dan melengkapkan semua tugas dan buku log seperti yang dinyatakan dalam kurikulum berkenaan. Walau bagaimanapun dalam kes pelajar telah lulus peperiksaan *posting* bagi tahun sebelum ini, pelajar tidak perlu menduduki peperiksaan bagi tahun yang diulang.

YW Kursus Wajib

Simbol ini menunjukkan kursus wajib yang hendaklah diambil sama ada sebagai Kursus Teras atau kursus Universiti dan pelajar hendaklah lulus kursus berkenaan.

EL Kursus Elektif

Simbol ini menunjukkan kursus yang diambil oleh pelajar mengikut minat pelajar atau kursus yang boleh dipilih dalam bidang pengajian pelajar.

Pemindahan Kredit

9. (1) Permohonan pemindahan kredit kursus pengajian hendaklah dibuat kepada Dekan pada awal semester pertama pengajiannya dengan mengemukakan borang yang ditetapkan oleh Pendaftar. Sekiranya pemindahan kredit melibatkan kursus daripada fakulti lain, permohonan hendaklah dibuat kepada Dekan Fakulti yang menawarkan kursus itu.

(2) Pemindahan kredit hanya boleh dipertimbangkan bagi kursus pengajian yang sama dan lulus, atau kursus setara tertakluk kepada syarat berikut:

- (i) bagi kursus teras setara, pelajar hendaklah mencapai sekurang-kurangnya lulus;
- (ii) bagi kursus Universiti setara, pelajar hendaklah mencapai sekurang-kurangnya gred C+; dan
- (iii) jumlah pemindahan kredit tidak boleh melebihi melebihi 40% daripada jumlah jam kredit bergraduat bagi program pengajian dan tertakluk kepada kelulusan Majlis Perubatan Malaysia, atau apa-apa badan yang dipertanggungkan dengan tanggungjawab hal ehwal perubatan di Malaysia, dari semasa ke semasa.

(3) Semua permohonan pemindahan kredit perlu diselesaikan dengan seberapa segera.

(4) Pemindahan kredit itu diasaskan kepada kursus demi kursus. Pemindahan kredit sesuatu kursus pengajian dibenarkan hanya sekali sahaja bagi sepanjang program pengajian.

(5) Kursus program pengajian yang telah diberi pemindahan kredit tidak boleh didaftarkan semula oleh pelajar bagi maksud meningkatkan purata nilaians gred keseluruhan. Kursus berkenaan walau bagaimanapun boleh didaftarkan semula sebagai kursus audit.

Jadual Ketiga

(Kaedah 26)

[Klasifikasi Pelajar Mengikut Tahun Pengajian]

- (1) Pelajar Ijazah Doktor Perubatan diklasifikasikan mengikut tahun pengajian seperti berikut:

Fasa	Tahun Pengajian
Pra-Klinikal	Tahun 1; dan Tahun 2
Klinikal	Tahun 3; Tahun 4; dan Tahun 5

- (2) Pelajar hendaklah menamatkan Fasa Pra-Klinikal dalam tempoh 3 tahun dan Fasa Klinikal dalam tempoh 5 tahun; dengan syarat pelajar hendaklah lulus semua posting klinikal dalam setiap tahun pengajian dalam tempoh 2 tahun.

Jadual Keempat

(Kaedah 43)

[Jadual waktu]

Masa Kuliah

1. (1) Tempoh kuliah dihadkan kepada 1 jam setiap kuliah.
- (2) Kuliah hendaklah dimulakan pada waktu yang ditetapkan dan hendaklah tamat 10 minit sebelum kuliah berikutnya.
- (3) Kuliah pada sebelah petang hari Jumaat hendaklah dimulakan pada jam 3.00 petang.

Jadual Waktu

2. (1) Jadual waktu kuliah dibina untuk tujuan perancangan jadual waktu peperiksaan dan jadual waktu ini diasaskan menurut kombinasi masa.
(2) Bagi kursus yang tidak tergolong dalam mana-mana masa kombinasi atau kursus yang banyak kumpulan kuliah, atau mana-mana kursus lain akan dimasukkan dalam kumpulan yang "akan diaturkan kemudian" (ADK).

Kombinasi Jadual Waktu

3. Contoh kombinasi masa adalah seperti contoh yang berikut:

Hari	8.00	9.00	10.00	11.00	12.00	1.00	2.00	3.00	4.00	5.00	6.00
Masa	9.00	10.00	11.00	12.00	1.00	2.00	3.00	4.00	5.00	6.00	7.00
Iasnin	SBP3 202 (K)	SBP 3403 (K)	SBP 3505 (K)	SBP 4108 (K)	BBI 2425 (K)		SBP 3502 (A)	SBP 3502 (A)	SBP 3502 (A)	SKP2 101 (K)	SKP2 101 (K)
Selasa	SBP3 114 (K)	SBP 3303 (K)	CEL 2102 (K)	CEL 2102 (K)	SBP 3507 (K)		SBP3 114 (A)	SBP3 114 (A)	SBP3 114 (A)	SKP2 203 (K)	SKP2 203 (K)
Rabu	SBP3 202 (K)	SBP 3403 (K)	SBP 3505 (K)	SBP 4108 (K)	BBI 2425 (K)		SBP 3507 (A)	SBP 3507 (A)	SBP 3507 (A)	SKP2 101 (K)	

Khamis	SBP3 114 (K)	SBP 3303 (K)	SBP 3502 (K)	SBP 3502 (K)	SBP 3507 (K)		SBP 3303 (A)	SBP 3303 (A)	SBP 3303 (A)	SKP2 204 (K)	SKP2 204 (K)
Jumaat	SBP3 202 (K)	SBP 3403 (K)	BBI 2425 (K)	SBP 4108 (K)			SBP 3505 (A)	SBP 3505 (A)	SBP 3505 (A)		

Kombinasi Mengikut Masa dan Hari

4. Contoh kombinasi jadual waktu mengikut masa dan hari bagi kursus dengan jam kredit yang berbeza adalah seperti yang berikut:-

MASA KOMBINASI JADUAL WAKTU KULIAH		KUMPULAN JADUAL WAKTU PEPERIKSAAN
KREDIT KURSUS (3+0) ATAU (3+1)		
IRJ 08 - 09		1
IRJ 09 - 10		2
IRJ 10 - 11		3
IRJ 11 - 12		4
IRJ 02 - 03		5
IRJ 03 - 04		6
IRJ 04 - 05		7
KREDIT KURSUS (2+0) ATAU (2+1)	KREDIT KURSUS (3+0) ATAU (3+1)	
I 05 - 07	I 05 - 07 , S 05 - 06	8
R 05 - 07	S 06 - 07 , R05 - 07	9
K 05 - 07	K 05 - 07 , J05 - 06	10
S 02 - 04	S 02 - 04 , K04 - 05	11
K 02 - 04	S 04 - 05 , K02 - 04	12
KREDIT KURSUS (2+0) ATAU (2+1)	KREDIT KURSUS (4+0) / (3+0) / (3+1)	
SK 08 - 09	[SK 08 - 10] / [S8-10,K8/9] / [K8-10,S8/9]	13
SK 09 - 10	[SK 09 - 11] / [S9-11,K10/11] / [K9-11,S9/10]	14
SK 10 - 11	[SK 10 - 12] / [S10-12,K10/11] / [K10-12,S10/11]	15
SK 11 - 12		16
IR 12 - 01	IRJ 12 - 01	17
SK 12 - 01 ATAU S 12 - 02 IR 01-02	[SK 12 - 02] / [S12-2,K12/1] / [K12-2,S12/1]	18
IR 01 - 02	IRJ 01-02	19
SK 01 - 02		20

*I: Isnin

S: Selasa

R: Rabu

K: Khamis

J: Jumaat

Jadual Kelima

(Kaedah 59)

[Peperiksaan, Pemarkahan dan Penggredan]

Jenis Peperiksaan dan Syarat Peperiksaan

1. (1) Secara lazimnya, terdapat tiga jenis peperiksaan yang perlu diambil oleh pelajar dalam subkaedah 59(2), Kaedah-Kaedah ini-

- (i) Peperiksaan Akhir Semester;
- (ii) Peperiksaan Professional; dan
- (iii) Peperiksaan Akhir *posting*.

(2) Bagi membolehkan pelajar mengambil mana-mana peperiksaan profesional, pelajar hendaklah memenuhi syarat berikut:

- (i) lulus semua pakej dan modul yang diambil pada tahun pertama dan kedua pengajiannya; pelajar yang tidak lulus dalam mana-mana pakej dan modul pada tahun pertama dan kedua pengajiannya hendaklah menyiapkan apa-apa tugas akademik dan mencapai sekurang-kurangnya tahap yang memuaskan bagi tugas akademik itu;
- (ii) lulus apa-apa prasyarat yang ditetapkan oleh Fakulti yang termasuklah apa-apa peperiksaan atau ujian awal bagi membuktikan kelayakan pelajar untuk mengambil Peperiksaan Profesional;
- (iii) pelajar yang gagal memenuhi prasyarat yang ditetapkan itu terhalang daripada mengambil Peperiksaan Profesional dan secara automatik dianggap telah gagal Peperiksaan Profesional yang sepatutnya diambilnya itu.
- (iv) bagi tujuan Peperiksaan Profesional Akhir, Pelajar hendaklah lulus semua posting yang ditetapkan dengan syarat, jika pelajar gagal mana-mana satu posting semasa dalam tahun 5 pengajiannya,

pelajar hendaklah menjalani kelas pemulihan semasa cuti semester dan mengulang penilaian akhir posting sebelum mengambil Peperiksaan Profesional Akhir. Sekiranya dalam tempoh ini, pelajar masih gagal mendapat tahap memuaskan, pelajar hendaklah menjalani kelas pemulihan selama enam (6) bulan sebelum pelajar boleh mengambil Peperiksaan Khas atau mengulang Peperiksaan Profesional Akhir.

Dengan syarat selanjutnya, jika pelajar gagal mana-mana dua atau lebih posting major dalam tahun 5 pengajiannya, pelajar hendaklah menjalani kelas pemulihan selama enam (6) bulan sebelum boleh mengambil Peperiksaan Khas atau ulangan bagi Peperiksaan Profesional Akhir.

(3) Tertakluk kepada subperenggan 1(2) di atas, pelajar hanya diberikan tiga peluang untuk mengambil Peperiksaan Profesional. Bagi mengelakkan kekeliruan, Peperiksaan Khas atau ulangan ini akan diambil kira sebagai percubaan kedua pelajar dalam tiga (3) peluang yang dinyatakan dalam perenggan ini.

(4) Tertakluk kepada perenggan 1(3) di atas, , pelajar hendaklah memenuhi kaedah 38 Kaedah-Kaedah ini. Pelajar yang tidak memenuhi peruntukan kaedah 38 Kaedah-Kaedah ini dianggap telah gagal Peperiksaan Akhir *Posting Major*. Mana-mana pelajar yang gagal Peperiksaan Akhir *Posting Major*, hendaklah menghadiri kelas pemulihan dengan memuaskan sebelum boleh mengambil Peperiksaan Khas atau mengulang peperiksaan itu.

(5) Bagi tujuan perenggan 4 Jadual ini—

- (a) *Posting Major* ertiinya *posting* yang melebihi tempoh 6 minggu.
- (b) *Posting Minor* ertiinya *posting* yang kurang daripada tempoh 6 minggu.

Jadual Peperiksaan

2. Lazimnya, Jadual Peperiksaan hendaklah mengikut susunan seperti contoh di bawah:

MINGGU	HARI	MASA			
		8.30-10.30PG	11.00-1.00TGH	2.00-4.00PTG	5.00-7.00PTG
P E R T A M A	ISNIN	SKP2101			
	SELASA	SKP2201			
	RABU	11	PRT2008	5	BBI2409
	KHAMIS	SKP2202			BBI 2412
	JUMAAT	16		MTH 3003	
	SABTU	3	19	MGM 2111	BBM 2405
	AHAD				
K E D U A	MINGGU	HARI	MASA		
			8.30-10.30PG	11.00-1.00TGH	2.00-4.00PTG
		ISNIN	9	SAK 3002	5.00-7.00PTG PRT2008 BBI 2410
		SELASA	7	PRT 2008	PRT 2008
		RABU	PRT 2008	20	12
		KHAMIS	8	PRT 2008	13
		JUMAAT	PRT 2008		ACT 2112
		SABTU	10	18	PRT 2008
K E T I G A	MINGGU	HARI	MASA		
			8.30-10.30PG	11.00-1.00TGH	2.00-4.00PTG
		ISNIN	2	PRT 2008	1
		SELASA	PRT 2008	PRT 2008	PRT 2008
		RABU	14	PRT 2008	6
		KHAMIS	4	PRT 2008	17
		JUMAAT	PRT 2008		PRT 2008
		SABTU	15	PRT 2008	PRT 2008
		AHAD			

Masa Peperiksaan

3. (1) Penilaian ataupun ujian hendaklah diadakan dalam masa kuliah, dan peperiksaan akhir hendaklah diadakan pada masa yang ditetapkan dan umumnya

dihadkan kepada dua jam, kecuali bagi Program Doktor Perubatan yang perlu menepati keperluan akreditasi badan profesional atau bagi Program Doktor Perubatan tertentu yang ditetapkan oleh Senat, tempoh peperiksaan dihadkan selama tiga jam.

(2) Timbalan Naib Canselor yang ditanggungjawab dengan tanggungjawab hal ehwal akademik Universiti boleh membenarkan penilaian atau ujian yang melebihi dua jam atau tiga jam, mengikut mana yang berkenaan.

(3) Bagi mengelakkan keraguan, "masa kuliah" ertiinya tempoh antara jam 8.00 pagi hingga 11.00 malam, dari hari Isnin hingga Ahad, dan termasuk pada hari cuti umum.

Tempat Peperiksaan

4. Tempat kuliah akan dijadikan juga sebagai tempat peperiksaan bagi kursus berkenaan. Atas keadaan tertentu, tempat peperiksaan akan diatur di tempat lain.

Gred

5. (1) Bagi Program Doktor Perubatan, skema pemarkahan dan gred abjad bagi semua Peperiksaan Akhir dan Profesional hendaklah seperti yang disenaraikan di bawah:

(a) Skema pemarkahan dan gred Abjad:

<u>Markah</u>	<u>Gred Abjad</u>	<u>Mata Nilaian Gred</u>
80-100	A	4.000
75-79	A-	3.750
70-74	B+	3.500
65-69	B	3.000
60-64	B-	2.750
55-59	C+	2.500
50-54	C	2.000
0-49	F (gagal)	

(b) Markah lulus bagi kursus pengajian yang ditetapkan dalam Program Doktor Perubatan yang ditawarkan oleh Fakulti ialah 50%.

(2) Skema pemarkahan, gred abjad dan mata nilai bagi kursus umum dan kursus kokurikulum dalam Program Doktor Perubatan hendaklah seperti yang disenaraikan di bawah:

<u>Markah</u>	<u>Gred Abjad</u>	<u>Mata Nilaian Gred</u>
80 - 100	A	4.000
75 - 79	A-	3.750
70 - 74	B+	3.500
65 - 69	B	3.000
60 - 64	B-	2.750
55 - 59	C+	2.500
50 - 54	C	2.000
47 - 49	C-	1.750
44 - 46	D+	1.500
40 - 43	D	1.000
39 atau kurang	F	0

(3) Skema pemarkahan dan simbol gred bagi kursus BBM1401 (Bahasa Melayu Asas 1) hendaklah seperti yang disenaraikan di bawah:

Markah	Simbol Gred	Penilaian
$\geq 65 - 100$	M	Memuaskan
64 atau kurang	TM	Tidak Memuaskan

(4) Setiap abjad yang digunakan untuk menyatakan gred pelajar yang dinilai dan digunakan dalam transkrip untuk menunjukkan kedudukan pelajar dalam sesuatu kursus hendaklah mengikut gred, simbol dan makna yang dinyatakan di bawah:

Gred/Simbol	Keterangan
A	Amat Cemerlang
A-	Sangat baik
B+	Sangat Baik
B	Baik
B-	Baik
C+	Memuaskan
C	Memuaskan
C-	Lemah
D+	Lemah
D	Sangat Lemah
F	Gagal
M	<p>Memuaskan</p> <p>Simbol ini menunjukkan bahawa kursus yang diambil oleh pelajar itu tidak digredkan tetapi pelajar diberikan catatan lulus.</p>
TM	<p>Tidak memuaskan</p> <p>Simbol ini menunjukkan bahawa kursus yang diambil oleh pelajar itu tidak digredkan, termasuk kursus audit, tetapi pelajar diberikan catatan gagal.</p>
S	<p>Sambung</p> <p>Simbol ini menunjukkan bahawa sesuatu kerja kursus atau projek yang dilengkapkan yang memerlukan lebih daripada satu semester. Kerja kursus atau projek yang diberikan simbol 'S' tidak diberi mata nilai tetapi jam kredit baginya hanya dikira untuk penentuan jam kredit minimum bagi sesuatu semester dan bukan untuk memenuhi keperluan</p>

bergraduat. Jam kredit dan mata nilaian bagi kerja kursus atau projek tersebut hanya diambil kira bagi maksud pengiraan jumlah jam kredit untuk bergraduat dan purata mata nilaian apabila simbol 'S' digantikan dengan gred abjad.

Jadual Keenam

(Kaedah 60 dan 61(k))

[Jawatankuasa Semakan Senat]

1. (1) Maka tertubuh Jawatankuasa Semakan Senat yang terdiri daripada:

- (a) Timbalan Naib Canselor yang ditanggungjawab dengan tanggungjawab hal ehwal akademik Universiti sebagai Pengerusi, atau wakilnya dalam kalangan ahli Senat yang diberi kuasa secara bertulis olehnya;
- (b) Dekan Fakulti kursus pengajian yang diambil oleh pelajar yang memohon semakan gred;
- (c) Empat orang ahli Senat yang dilantik oleh Senat; dan
- (d) Pendaftar atau wakilnya sebagai Setiausaha.

(2) Jawatankuasa ini hendaklah mempunyai kuasa berikut:

- (a) menimbangkan semua permohonan semakan gred;
- (b) membuat keputusan muktamad terhadap semua permohonan semakan gred yang dipertimbangkan;
- (c) melaporkan keputusan yang telah dicapai terhadap semua permohonan semakan gred yang dipertimbangkan untuk pengesahan Senat; dan
- (d) mengarahkan mana-mana pegawai akademik hadir di hadapan jawatankuasa untuk membantu jawatankuasa dalam membuat keputusannya.

(3) Korum bagi mesyuarat ialah pengerusi dan dua ahli.

2. Pelajar yang mendapat status “Gagal dan Diberhentikan” oleh sebab gagal memenuhi syarat untuk meneruskan Program Doktor Perubatannya boleh

mengemukakan permohonan semakan keputusan peperiksaan mengikut prosedur berikut:

(a) setiap permohonan semakan gred hendaklah dikemukakan kepada Pendaftar dalam tempoh dua minggu selepas keputusan peperiksaan itu diumumkan oleh Pendaftar;

(b) setiap permohonan semakan gred hendaklah disertakan bayaran fi sebanyak RM50.00;

3. Setiap permohonan semakan gred yang diterima oleh Pendaftar hendaklah dimajukan, secepat yang praktikal, dalam minggu ketiga selepas semester bermula kepada Jawatankuasa Semakan Senat untuk pertimbangannya.

4. Jawatankuasa Semakan Senat hendaklah apabila menerima permohonan semakan gred, bermesyuarat dan membuat keputusannya selewat-lewatnya pada akhir minggu ketiga selepas semester bermula.

Jadual Ketujuh

(Kaedah 68)

[Pengelasan Ijazah]

Pengelasan Ijazah Doktor Perubatan adalah seperti berikut:

Ijazah	Kelas Ijazah
Ijazah Doktor Perubatan	Lulus

UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971

THE CONSTITUTION OF UNIVERSITI PUTRA MALAYSIA

**UNIVERSITI PUTRA MALAYSIA (ACADEMIC MATTERS FOR UNDERGRADUATES)
(DOCTOR OF MEDICINE) RULES 2019**

A Rules to coordinate, manage, supervise and administer academic affairs for the Doctor of Medicine Programme leading towards the conferment of the Doctor of Medicine degree which is offered by Universiti Putra Malaysia and for other matters related thereto.

In exercise of the power conferred by Section 37(1) of Universiti Putra Malaysia Constitution, the Board makes the following Rules:-

PART A – PRELIMINARY

Short Title, Application and Commencement

1. (1) This Rules may be cited as Universiti Putra Malaysia (Academic Matters For Undergraduates) (Doctor of Medicine) Rules 2019 and shall come into force on the date appointed by the Vice Chancellor.

(2) This Rules shall be applicable to the Doctor of Medicine Programme which leads to the conferment of the Doctor of Medicine degree.

Interpretation

2. (1) In this Rules, unless the context otherwise requires-

“academic activities” means lectures, practical, tutorial, assignment, posting, or any other forms of teaching and learning prescribed for the courses of the Doctor of Medicine Programme;

“Dean” means the Dean of the Faculty of Medicine and Health Sciences;

“Dean of Faculty” means the Dean other than the Dean of the Faculty of Medicine and Health Sciences;

“examination hall” means a venue or place or an area where examination is conducted;

“Faculty” means Faculty of Medicine and Health Sciences;

“password” means a personal identification in the form of one or more combination of letters or numbers or symbols, given by the University to the students for the purpose of this Rules;

“attendance” means the student involvement in academic activities which requires the student to take part either physically or virtually, or both in the academic activities;

“audit course” means a course of the study programme which is registered by the student but the credit hours for the said course of the study programme are not calculated in the result of examination and are not included in the total credit hours for graduation;

“courses of the study programme” means courses of the study programme, module, group, package, posting or otherwise as the case may be, offered by the Faculty for Doctor of Medicine Programme;

“equivalent course” means a courses of the study programme identified by the Faculty as equivalent with any courses of the study programme by taking into account that the said courses of the study programme has similar contents and teaching hours with the any courses of the study programme in accordance to the equivalent percentage prescribed, by the Agency charged with the responsibility of quality assurance and accreditation of Malaysian higher

education, and the Ministry charged with the responsibility of Malaysian higher education, and as determined by the Senate, from time to time;

“core course” means a course of the study programme prescribed by the Doctor of Medicine Programme that must be completed successfully by the student to reach an adequate level of competency in the Doctor of Medicine Programme;

“University course” means a course listed under General Subjects and/or a course of the study programme which is considered necessary by the Senate to ensure provision of holistic education;

“compulsory course” means any core course and University courses of the study programme;

“orientation week” means a period prescribed by the University as the week for induction of new students;

“student” means a person who is registered with the University and is enrolled in the Doctor of Medicine Programme which leads to the conferment of the Doctor of Medicine degree;

“new student” means a student who has accepted the offer of the University and has registered for the Doctor of Medicine Programme and is in the first semester of studies;

“Registrar” means a University staff in a management and professional group placed in an academic services and administrative entity of the University for undergraduate students and borne with responsibility as the head of the entity;

“registration” means registration made in accordance with rule 3 of this Rules;

“course registration” means registration for each course of the study programme, which includes any changes to registration of the course of the study programme in the Sistem Maklumat Pelajar in accordance with rule 5 of this Rules;

“late course registration” means a registration of courses performed after the prescribed period of course registration;

“academic adviser” means an academic adviser appointed under rule 32 of this Rules;

“examination” means a mode of continuous assessment which is conducted for a student who registered in a courses of the study programme and shall comprise all forms of assessment including tests, assignments, quizzes, presentations, practicals, projects, field works, clinical posting, professional examination, or otherwise as the case may be, and shall also include final examinations;

“final examination” means a final examination for a course of the study programme in any semester of the studies;

“professional examination” means the examination that a student must take during the year prescribed in the curriculum of the Doctor of Medicine programme;

“prerequisite” means a condition precedent which must be fulfilled;

“Doctor of Medicine Programme” means the Doctor of Medicine Programme which leads to the conferment of the Doctor of Medicine degree;

“grade point average” means a total of grade points calculated in accordance with the formula in the Fourth Schedule;

“one credit hour” means one hour of lecture within a week, or two to three hours practical within a week, or one hour of tutorial within a week;

“semester” means a system of study comprising 14 weeks of studies, or a period equivalent to a year for a third, fourth and fifth year students, or other periods as prescribed by the Senate;

“following semester” means the semester which immediately follows a semester in which a student is registered previously;

“third semester” means a system of studies which uses a period of time consisting of 7 weeks of studies, one week of examination which is conducted during the break after the 18 weeks of the second semester;

"Sistem Maklumat Pelajar" means a portal system developed for the purpose of management of student academic activities and supervised by the University for the purpose of storing student information;

"system of studies" includes semester, trimester or any other systems of study as prescribed by the Senate;

"registration slip" means a slip which contains information on a successfully registered course of study programme by the student;

"period of course registration" means a period of time which begins on the first day of the twelfth week in a semester and ends on the last day of the fourteenth week of the said semester or any period of time prescribed by the University.

- (2) For the purpose of this Rules, and if required by the context, when the word 'semester' is mentioned herein, it shall include a trimester, or other periods in other systems of study as prescribed by the Senate.

PART B – REGISTRATION

Registration Requirements

3. (1) Every person who is offered by the University to pursue the Doctor of Medicine Programme and accepted the said offer, shall register himself with the Universiti Putra Malaysia in accordance with the mode prescribed by the offer, or by other means as may be prescribed by the Senate later.

(2) Subject to rule 4, any person who has registered with the University in accordance with the mode mentioned in subrule (1), shall be known as student of Universiti Putra Malaysia, and the name of the said student shall be listed in the register of the students of the University until the student successfully completed his Doctor of Medicine Programme, and until the Senate endorses that the said student is eligible to graduate or until for certain reason, the said student disqualifies to be a student of the University, whichever is earlier.

(3) Notwithstanding anything mentioned in subrule (2) and subject to rule 4, the Senate may, at any time, terminate the registration of any student if the Senate is of the opinion that the said student, on academic reason, which is determined by the Senate, is not capable of pursuing his Doctor of Medicine Programme and the name of the said student shall automatically be removed from the students' registration list of the University and the said student shall cease from being a student of the University.

(4) The University shall establish, keep, and from time to time, update the registered list of the students, and all persons who become the students of Universiti Putra Malaysia in accordance with this Rules shall be registered in the said students' registration list.

(5) Any person who has become a student of the University shall be given a password to enable him to access Sistem Maklumat Pelajar for the purpose of registering the courses of the study programme and for other purposes which are permitted by the University.

(6) A student who has been given a password is not permitted to disclose the password to other students, staff of the University, or other persons, and shall always be responsible to safeguard his password. A student who does not comply with this subrule shall be liable to disciplinary action. A staff of the University who requests, or receives, or uses, the password of the student for the purpose of course registration, shall also be liable to disciplinary action.

Continuous Registration

4. (1) A student who has registered for the Doctor of Medicine Programme shall register continuously with the University.

(2) A student who fails to register continuously with the University shall cease to be a student and his name shall automatically be removed from the registration list of students.

(3) A student is deemed to be registered continuously when he registers courses of the study programme in accordance with the provisions under this Rules.

Course Registration

5. (1) A student shall, subject to other provisions prescribed under this Rules or conditions which are prescribed from time to time by the Senate, perform course registration, in accordance with the mode prescribed by rule 6, within the course registration period for the purpose of pursuing his studies in the following semester in the University and for the purpose of maintaining continuous registration.

(2) For the purpose of registration, a student shall comply with the requirements of the First Schedule and strictly follow the prescribed course including any package, module and posting, as the case may be, as prescribed in the First Schedule.

(3) The Senate may from time to time amend the First Schedule.

Course Registration Through Sistem Maklumat Pelajar

6. (1) Subject to rule 7, every student shall perform course registration only through Sistem Maklumat Pelajar and shall print the said registration, and maintain record of registration for the students' reference in the future.

(2) Course registration performed under subrule (1) shall be in accordance with the Second Schedule of this Rules.

(3) The Senate may from time to time amend the Second Schedule.

Course Registration with the Consent of the Academic Adviser

7. Every student who wishes to perform course registration shall consult his academic adviser and shall obtain the consent of his academic adviser before the student performs the course registration.

Consequence for not performing Course Registration through Sistem Maklumat Pelajar

8. Any student who does not register, fails or neglects to register through Sistem Maklumat Pelajar is deemed not performing the course registration as required by rule 5 of this Rules.

Illustration

- i. *A, a first semester student has written a letter to the Dean of Faculty of Medicine and Health Sciences within the period of course registration stating that he is registering courses aaa, bbb and ccc for the purpose of pursuing his study in the following semester. Writing to the Dean is not an act of performing registration through Sistem Maklumat Pelajar. Thus, this is not a course registration as stipulated by this Rules and A has not performed course registration.*
- ii. *A, a first semester student has failed to register within the period of course registration and he wants to do a late course registration. He has obtained the consent of the Dean or a certain officer of the faculty and has paid the fine for the late course registration, but A has not performed the course registration through Sistem Maklumat Pelajar after obtaining the consent and paying the fine. Obtaining the consent and paying the fine are also not a course registration if the actual late course registration is not performed through Sistem Maklumat Pelajar.*
- iii. *A, a staff of the Faculty of Medicine and Health Sciences is requested by student B to perform course registration on his behalf and B has given his Sistem Maklumat Pelajar password to A. The act of A registering the courses of the study programme on behalf of B is a misconduct under subrule 3(6) of this Rules. B must perform the registration of the courses of the study programme by himself through Sistem Maklumat Pelajar.*

Subrule 10(4) also applies.

Registration of Courses of the study programme- Add, Drop and Change

9. (1) A student who wishes to make changes to the course registration may make the changes in the first week of the following semester in accordance with the mode prescribed by this Rules.

(2) A student who wishes to add courses of the study programme shall comply with the provisions below—

- (a) a student who wishes to add courses of the study programme whose total number of credit hours is 20 or less shall obtain endorsement of the academic adviser;
- (b) a student who wishes to add courses of the study programme whose total exceeds 20 credit hours shall obtain endorsement of the academic adviser and thereafter obtain approval of the Dean; and
- (c) subject to subrules 2(a) and (b) above, a student shall add the approved additional courses within two weeks of the commencement of the following semester.

(3)(a) A student who wishes to drop a University course which has been registered successfully by him, shall comply with the following provisions—

- (i) a student who wishes to drop a University course, shall drop the said course through Sistem Maklumat Pelajar;
- (ii) subject to paragraph 3(a)(i) and (iii), a student who wishes to drop a University course which has been registered, is permitted to do so from the beginning of the first week of the following semester until the seventh week of the same semester;
- (iii) a student who drops a University course in accordance with the provision under this subrule, but drops the University course after the second week of the semester, shall pay a fine of RM50.00 to the University for each of the University courses dropped;
- (iv) a student who fails to drop a University course which has been registered but does not attend the course during the whole semester shall be given a grade F for the said course at the end of the semester.

(b) A student is not allowed to drop a core course, or courses in a package which has been registered for a particular semester.

(4) A student is not allowed to make changes to the registered courses of studies after the seventh week of a semester.

(5) This rule shall also apply to new students.

Late Course Registration

10. (1) Subject to subrules (2) and (3), a student who does not perform course registration within the period of the course registration, may perform late course registration during the first two weeks of the beginning of a semester.

(2) A student who wishes to perform late course registration during the beginning of the first week of the following semester, shall obtain the approval of the Dean before performing the late course registration.

(3) A student who wishes to perform late course registration after the first week of the following semester, shall apart from obtaining the approval of the Dean, pay a fine of RM50.00 for late course registration for each of the courses of the study programme that he intends to register.

(4) The provisions in rule 6, 7 and 8 under this Rules shall be applicable *mutatis mutandis* to students who wish to perform late course registration.

Consequence for not performing Course Registration

11. A student who does not perform, fails, or neglects to perform course registration within the period of course registration, or fails to perform late course registration within the period prescribed under this Rules, or fails to make changes to the registration of his courses in accordance with the mode and within the period prescribed by this Rules, shall automatically be prevented from performing any course registration or make changes to the registration of courses of the study programme thereafter.

Consequence of Automatic Prevention from Performing Course Registration

12. A student who is automatically prevented from performing course registration is deemed not continuously registered with the University and his registration shall cease, and his name shall automatically be removed from the registration list of the University.

Appeal for Reinstatement

13. Notwithstanding anything stated in the preceding rule, a student whose registration has ceased and his name is automatically removed from the registration list of the University as a consequence of non continuous registration or failure or neglect to continuously register with the University, may appeal to the Registrar in the semester or in the following semester in which his name is automatically removed, to be reinstated as a student and to continue his study in the following semester.

Payment for Appeal

14. A person who makes an appeal to the University to be reregistered as a student in accordance with rule 13, shall make a payment of RM100.00 to the University.

Continuation of Studies in the Following Semester Due to the Allowed Appeal

15. (1) If the Registrar allows the person's appeal in accordance with rule 13, the person whose appeal is allowed may continue his studies in the next semester, and not in the semester in which his registration is terminated and his name is automatically removed from the registration list of the University or in the semester in which he makes the appeal.

(2) For avoidance of doubt, the semester or the year in which the student fails to register which result in the cessation of his continuous registration, and his name removed for the particular semester or year of his study, shall be taken into account and shall form part of the whole prescribed period of his studies.

Course Registration for New Students

16. (1) Notwithstanding anything stated in the preceding Rules, new students are allowed to perform course registration from the first day of the orientation week until the last day of the second week of a semester without payment of fine. Failure to

register within the prescribed period shall result in the offer of admission to be automatically annulled.

(2) New students who received the offer of admission on the third week of a semester are exempted from paying the fine. Failure to register within the prescribed period shall result in the offer of admission to be automatically annulled.

Registration Slip

17. (1) Subject to the student performing the course registration within the period of the course registration prescribed by this Rules, the Faculty shall make an online notification to the student on the first day of the beginning of the semester or on any other suitable day pertaining to the courses of the study programme which the student has successfully registered, and the student shall print the registration slip as a record of his course registration for that particular semester.

(2) The Faculty shall make an online notification to the student about any late course registration which has been registered or any changes of the course registration made by the student during the period in which the student is allowed to add or drop his courses not later than three working days or any other reasonable period, after the student has performed such registration, and the student shall print the registration slip for such courses as an updated record of his course registration for that particular semester.

Pre-Requisite Prior to Course Registration

18. If and when a course intended to be registered by a student has a pre-requisite, the pre-requisite shall be deemed to have been fulfilled—

- (a) if the pre-requisite is in the form of courses of the study programme, the student shall provide evidence that he has passed the pre-requisite course or equivalent course as per specific required grade;
- (b) if the pre-requisite is in the form of examination, test or task, the student shall pass the said pre-requisite; or

- (c) if the pre-requisite is in the form of consent of a teacher, the consent has been obtained, provided that the teacher shall reasonably consider all appropriate facts before agreeing or disagreeing to giving his consent.

Registration of Students with Debts

19. A student with debts, or a student who has not paid his fee of the studies programme or any other debts including a traffic fine to the University, in a particular semester, shall be barred from performing course registration for the following semester.

Students with Scholarships

20. Notwithstanding anything stated under rule 19, a student who receives a scholarship or loan from any agencies for the purpose of his study in the University and the scholarship or loan is received through the office charged with the responsibility of the University finance, and the office is allowed to deduct the amount of the study programme fees or any other amount of debts including traffic fines directly from the scholarship or loan, the student may perform course registration notwithstanding that he is still in debt with the University.

Concurrent Registration of More than One Programme of Studies

21. A student shall only enroll in one study programme at any one time at the University, and is prohibited from registering as a student of other universities or any other higher learning institutions during the course of his study in the University, except as may be permitted under the Universities and University Colleges Act 1971.

PART C – ACADEMIC SYSTEM AND LECTURE

Study System

22. (1) Doctor of Medicine Programme at the University shall be commonly conducted in accordance with the study system as prescribed by the Senate from time to time.

(2) The Senate shall determine and prescribe an academic calendar for each session for Doctor of Medicine Programme. The prescribed academic calendar shall be made known to the University students and teachers.

Commencement of the Academic Activities

23. Academic activities at the University shall commence on the first day of the academic calendar as prescribed by the Senate in accordance with subrule 22.

Requirement for Graduation

24. Doctor of Medicine Programme shall consist of a number of courses of studies as prescribed by the Faculty and approved by the Senate from time to time for the said study programme, and the student shall sit and pass the courses before he is eligible to graduate.

Requirement for Course Registration in Accordance with Programme Structure

25. (1) Students shall, at all times during their registration with the University, ensure that the courses of the study programme registered every semester fulfil the requirement in accordance with the programme structure as prescribed in the Second Schedule.

(2) The Faculty with the approval of the Senate may amend the Second Schedule.

Student Classification According to the Year of Study

26. Students shall be classified in accordance with the year of his study as prescribed in the Third Schedule.

Amendment of the Third Schedule

27. The Senate may amend the Third Schedule and the amendment shall be announced to all students.

PART D – ACADEMIC ADVISORY SYSTEM

Establishing Academic Advisory System

28. The University shall establish an Academic Advisory System in accordance with the provisions in this Rules.

Space for Academic Advisory System Activities at the Faculty

29. For the purpose of implementing the Academic Advisory System, the Faculty shall provide a certain space at the Faculty to conduct Academic Advisory System activities.

Financial Provision for Implementing Academic Advisory System Activities

30. The Dean shall allocate certain financial provision from the Faculty management fund to implement the Academic Advisory System and shall ensure that the Academic Advisory System activities are implemented according to the planned activity schedule.

Activity Schedule

31. The Dean shall prepare Academic Advisory System activities plan schedule every semester and shall ensure that the activity schedule is submitted online to the Deputy Vice Chancellor charged with the responsibility of academic matters at the University.

Appointment of Academic Advisers

32. All teachers, shall be and are hereby appointed as academic advisers to a group of students who will be determined by the Dean .

Power and Responsibilities of Academic Advisers

33. (1) Every academic adviser shall hold the responsibilities as stipulated in this Rules, and shall have the necessary power to carry out the responsibilities.

(2) Academic advisers shall be concerned and knowledgeable about the curriculum of the Doctor of Medicine Programme and shall—

- (a) monitor the progress of the students' performance and advise the students accordingly;
- (b) advise students on matters related to course registration and other matters related thereto and if necessary, to endorse the students' course registration before the students perform the registration through Sistem Maklumat Pelajar;
- (c) assist students in understanding the curriculum; different systems related to their study, registration, examination; pre-requisite courses and exemption of courses;
- (d) advise students on overcoming academic problems;
- (e) assist students in resolving non-academic problems, and if necessary to refer the students to relevant parties;
- (f) supervise group projects (development and extension);
- (g) plan, implement and monitor activities of all students under his advisory; and
- (h) advise students to register courses based on the Doctor of Medicine Programme curriculum.

(3) Notwithstanding the responsibilities and duties of the academic advisers, the obligation of registering, dropping and applying for course exemption or credit transfer is solely on the student.

Head of Academic Adviser

34. (1) The Dean shall appoint a Head of Academic Adviser among the faculty's academic advisers.

(2) The Head of Academic Adviser appointed under subrule (1) shall be the coordinator to the academic advisers of the faculty.

Guidelines for Academic Advisers

35. The Dean shall make available guidelines pertaining to the Advisory Academic System for his Faculty and shall distribute the guidelines to every academic adviser in his Faculty.

Assigning a Students to Academic Advisers

36. The Dean shall ensure that a group of students is assigned under an academic adviser, and the students assigned to the group shall consist of students from the Doctor of Medicine Programme.

Students' Obligation to Meet Academic Advisers

37. (1) Every student is obligated to meet his academic adviser as determined by the Faculty, at least twice per semester.

(2) Academic Advisers shall submit a report to the Head of Academic Advisers at least twice per semester.

PART E – ATTENDANCE IN ACADEMIC ACTIVITIES

Attendance in Academic Activities

38. A student who has successfully registered courses of the study programme in the Sistem Maklumat Pelajar shall attend academic activities of the registered courses.

Prohibition from Using Telecommunication Devices

39. A student who attends academic activities in a lecture hall or room is prohibited from using any mobile phones or other telecommunication devices which disturb other students or teachers and the environment of studies thereof.

Attendance Requirements for All Academic Activities

40. (1) A student shall attend all academic activities of his registered courses of the study programme.

(2) A student who attends academic activities related to clinical postings shall:

- (a) attend all academic activities which have been scheduled for the said clinical postings; and
- (b) complete the clinical posting log book satisfactorily.

Consequences of not attending Academic Activities

41. (1) A student shall be barred from sitting for the final examination of his registered courses of the study programme if the student—

- (a) is absent from any academic activities of the prescribed courses of the study programme;
- (b) is absent from any clinical posting activities scheduled for each posting; or
- (c) does not complete the clinical posting log book satisfactorily without any reasonable excuse;

and the student shall be given zero mark for the final examination of the courses of the study programme.

(2) For avoidance of doubt, the term "absent" in subrule 41(1) means an absent of even one academic or clinical posting activity which is prescribed or scheduled, irrespective of whether the absence is with or without any reasons.

Permission to Sit for Final Examinations

42. (1) Notwithstanding anything stated in rule 41, the University may allow students who do not meet the requirement of attending all academic activities of his registered courses of the study programme, to sit for the final examinations if the Dean or the Dean of the Faculty who offers the courses of the study programme is satisfied, that such absence is due to—

- (a) health problems based on the medical report issued by a Government or the University Health Centre medical officer; or

(b) any other reasonable excuse not related to health problems.

(2) The Dean or the Dean of the Faculty shall inform the Registrar whether he is satisfied with the reasons given under paragraph 1(a) or (b).

PART F- TEACHING AND LEARNING

43. (1) The Dean shall make available a course of study time table taking into account the availability of lecture rooms and laboratories at the Faculty and the Registrar shall coordinate a fixed time table of lectures and practicals for a period for at least five years.

(2) For the purpose of preparing a time table for courses of the study programme the Dean shall comply with the time table for the courses as prescribed in the Fourth Schedule of this Rules.

(3) The Senate may, from time to time, amend the Fourth Schedule.

Number of Students Per Class

44. The Dean shall ensure that the number of students—

(a) for each lecture group of lectures for each course of the study programme is only between 10 to 120 students; and

(b) for a clinical teaching group, does not exceed 8 students or any other minimum or maximum number in accordance with the recommendation, from time to time, of the Malaysian Medical Council.

Number of Students Exceeding the Prescribed Limit

45. Notwithstanding anything stated under rule 44, the Vice-Chancellor may in a certain situation, allow the number of students to exceed or to be less than the numbers stated in rule 44.

Course Outlines, Test and Examination Dates

46. Every teacher or course coordinator shall prepare and submit course outlines together with the expected date of tests and examinations to be held to the Head of Department at least two weeks before the commencement of the semester and to the students on the first day of the commencement of any academic activities.

Uploading of Notes Online

47. Teachers shall upload lecture notes on the website or portal which is made available by the University, and for that purpose, the Faculty shall provide the facilities and support staff to assist teachers in uploading the lecture notes on the website or portal.

Monitoring of Teaching by Head of Department

48. The Head of Department shall, continuously monitor the teaching of a teacher and the teaching suitability with the curriculum of the courses of the study programme.

Monitoring of Teaching Performance by Course Coordinator

49. The Course Coordinator is obligated to monitor teaching performance of a teacher for courses of the study programme under his coordination.

Enhancement of Teaching Performance

50. The University shall ensure that the teaching performance of teachers is enhanced from time to time and for this purpose, the University may direct any teachers to attend courses deemed appropriate for teaching and learning.

Teaching Evaluation

51. (1) A teacher teaching a course of the study programme shall be evaluated by students registered for the course and each evaluation made by the student is confidential and shall not be disclosed to anyone except to the said teacher, the Dean, the Dean of Faculty and Head of Department of the said teacher, and University Management Committee.

(2) An evaluation made under this rule shall be carried out at the end of each semester or as directed by the Senate.

PART G – EXAMINATION

Student Assessment

52. (1) Subject to other provisions in this Rules, students who have registered courses of the study programme shall be assessed by the University through examinations of his registered courses on the date, time and place prescribed by the Senate, Faculty or his teachers of the courses, as the case may be.

(2) Subject to other recommendations made from time to time by the Faculty with the approval of the Senate, students who are sitting for professional examinations shall also be assessed by external examiners.

Zero Mark for Students Who do not Sit for Examinations

53. A student who does not sit for any examinations for the purpose of assessments as stated under rule 52 shall be given a zero mark for the examination which he did not sit for.

Replacement Examination

54. (1) Notwithstanding anything provided under rule 53, a student may sit for a replacement examination if the student provides a reasonable excuse, and the Dean or the Dean of Faculty, after consultation with the teacher of the course whose examination does not taken by the students, , is satisfied with the given excuse.

(2) Any replacement examinations made under subrule (1) shall be conducted within the period of two weeks of the original examination date, or any other period before the next semester begins.

Zero Mark and Loss of Opportunity for Sitting Examinations

55. If a student who has been given an opportunity under rule 54 fails to sit for the replacement examination, the student shall be given a zero mark and the student shall have no other opportunities to apply for other replacement examinations.

General Instructions for Examinations

56. A student who is evaluated through examinations shall be bound by the following instructions—

- (a) a student shall enter the examination hall only when permitted by the invigilator;
- (b) a student are not allowed to enter the examination hall 30 minutes after the examination begins;
- (c) a student who has entered the examination hall and has been in the hall for not less than 30 minutes after the examination commences may, with the permission of the invigilator, leave the hall;
- (d) a student is not permitted to leave the examination hall during the last 15 minutes of the examination;
- (e) a student shall display his student card while sitting for the examination. A student who fails, refuses or neglects to display his student card shall be barred from sitting the examination by the invigilators unless the invigilators are able to verify the identity of the said student;
- (f) a student must write clearly his matric numbers, programme of studies, the course, semester, and classification as well as any other information in the spaces provided on the question paper or answer script for each examination. The University shall not be liable for any losses incurred by the student for not complying with this instruction;

- (g) a student shall not copy or cheat during examinations, and is subject to the provisions below—
- (i) a student, with the exception of prior permission given by the invigilators, is prohibited from bringing lecture notes, whether such lecture notes are related or not with the examination which he sits for, or any other reading materials or reference materials, communication devices or scientific calculators, into the examination hall;
 - (ii) a student who fails, refuses, neglects to comply, or is not complying with, subparagraph 56 (g)(i) and is found by the invigilators to be in possession of lecture notes, communication devices or scientific calculators while being in the examination hall, is deemed to have copied or cheated in the examination, and the invigilators shall prevent the student from sitting for the examination, and the student shall be instructed to leave the examination hall and the invigilators shall confiscate the lecture notes, communication devices or scientific calculators.
 - (iii) the invigilators shall make a written report pertaining to the act of copying or cheating under subparagraph 56(g)(ii) by the student to the Dean or the Dean of Faculty as soon as practicable and submit the lecture notes, communication devices or scientific calculators which have been confiscated by the invigilators to the Dean or the Dean of Faculty. A copy of the written report shall be submitted to the Deputy Vice Chancellor charged with the responsibility of academic matters in the University and the Deputy Vice Chancellor charged with the responsibility of the student affairs at the University.
 - (iv) a student who has been instructed to leave under subparagraph 56 (g)(ii) shall be given a zero mark for the examination which he has been instructed to leave;
 - (v) the zero mark given under subparagraph 56(g)(iv) does not prevent a disciplinary action to be instituted against the student for copying or

- cheating under the rules related to the discipline of students in force at the University;
- (vi) if a disciplinary action is instituted against the student, and the student is found not guilty by the Disciplinary Authority, the student shall as soon as possible after the decision of the Disciplinary Authority being served to him, be given the opportunity to resit for the examination which he was alleged to copy or cheat, and the mark and grade which have been given to the student shall be adjusted according to the assessment obtained by the student after he has resit the examination;
- (vii) if a disciplinary action is instituted against the student, and the student is found guilty, or if for certain reasons which the Disciplinary Authority thinks appropriate, a disciplinary action is not instituted against the student, the zero mark given under subparagraph 56(g)(iv) shall remain;
- (viii) the zero mark given under subparagraph 56(g)(iv), or the retention of the zero mark under subparagraph 56(g)(vii), is not a disciplinary punishment;
- (h) a student shall be properly attired and shall always observe his manners while being in the examination hall. Invigilators have the right to prevent the student from entering the examination hall. In cases where the student has entered the examination hall, the invigilators have the right to direct the student to leave the examination hall. The student who has been prevented from entering the examination hall or who has been directed to leave the examination hall by the invigilators shall be given a zero mark for the examination. The invigilators who have prevented or directed the student from entering, or leaving the examination hall, shall make a report to the Dean or the Dean of Faculty on the non-compliance of proper attire or proper manners and on the zero mark given to the students for the examinations;
- (i) a student is not allowed to smoke in the examination hall; and

(j) a student is not allowed to bring in food and drinks into the examination hall.

Plagiarism

57. (1) A student is prohibited from committing plagiarism or data forgery, or cheating.

(2) A student who commits plagiarism, or data forgery or cheating shall be liable to the disciplinary action under the rules related to the discipline of students in force at the University.

Students with Debts

58. A student with debts, or who has not paid his tuition fees or any other debts to the University, in any semester, shall be barred from sitting for the final examination of the semester in which the student is in debt.

PART H – EXAMINATION, MARKING AND GRADING

Examination, Marking and Grading

59. (1) A student who has enrolled in courses of the study programme shall be examined, given marks and grades according to the guidelines stipulated in the Fifth Schedule of this Rules.

(2) The examination under subrule 59(1) may be conducted through any assessment including tests, assignments, quizzes, presentations, practicals, projects, clinical posting evaluations, seminars, or any other methods suitable for such courses.

(3) Examination marks which have been given and accumulated before the final examination of courses of study programme shall be announced to students by teachers of the courses.

(4) Overall results of the examinations for the Doctor of Medicine Programme except for students with debts, shall be announced by the Registrar, and if the results of the examinations are to be announced prior to the endorsement and approval of the

Senate, the results of the examinations shall be announced by the Registrar by stating that the said results are subject to the endorsement and approval by the Senate.

(5) Results of examinations of all courses of the study programme enrolled by a student in a semester, including students who are eligible to graduate and students who fail and are terminated, shall be submitted for endorsement and approval of the Senate, as the case may be.

(6) Overall results of examinations of all courses of the study programme in a particular semester or the overall results of the Doctor of Medicine Programme of a student may also be submitted by the Registrar to the parents, guardian, or sponsor of the said student.

(7) The Senate may from time to time amend the Fifth Schedule.

Application for Review of Grade of Examinations

60. (1) A student who has been examined, given marks and grades, and given the fail and terminated status, may apply for a review of the grade in accordance with the Sixth Schedule of this Rules.

(2) A student who has obtained the status other than fail and terminated but is not satisfied with the assessments and grade given may apply for a review in accordance with the manner prescribed under subrule 61(i) of this Rules.

General Instructions Related to the Conduct of Examinations – Courses of the Study Programme, Project Paper, Clinical Training

61. Every examination conducted by examiners shall be in accordance with the provisions stated below—

(a) every teacher who teaches a course is qualified and is hereby appointed as an examiner for the course taught by him, except for reasons specified by the Senate or other University Authorities, in which he loses his qualification as an examiner;

- (b) every teacher who examines a student shall announce the result of the examination, to the student within two weeks after the examination;
- (c) each department shall establish an Examination Vetting Committee;
- (d) every teacher shall announce the dates of the examination in the Doctor of Medicine Programme academic calendar;
- (e) for general courses, the first assessment shall be conducted between the fourth and sixth weeks of a semester and the result shall be announced before the end of the seventh week of the semester;
- (f) for general courses, the last assessment before the final examination shall be conducted between the ninth and eleventh weeks of a semester and the result shall be announced before the end of the twelfth week of the semester;
- (g) a student who fails a general course shall repeat the said general course. A student who repeats a general course shall only be eligible to obtain a maximum grade D for such a general course;
- (h) the Dean or the Dean of Faculty, as the case may be, shall chair the Examination Result Review Committee before submitting the result to the Registrar;
- (i) a student who is not satisfied with the result of an examination of a course announced by the Registrar, may request a review of the examination result in accordance with the Sixth Schedule of this Rules by paying the review fee amounting RM20.00 to the office charged with the financial responsibility of the University for each of the said examination result which the students has requested for review. The review may be conducted from the day the examination

result is announced until the last day of the first week of the following semester;

- (j) for clinical postings, a student shall—
 - (i) attend all academic activities of each scheduled clinical posting;
 - (ii) complete the posting log book satisfactorily; and
 - (iii) pass all posting assessments as scheduled in the curriculum.

Student Status

62. The status of a student for a semester shall be determined based on the student's examination result in the previous semester.

Cumulative Average and Student Status

63. Subject to rule 62 above, a student will be given one of the following status based on his examination results-

- (a) "Good" - a student who is given a status of "Good" may continue his study in the following semester;
- (b) "Failed and Repeat the Year" - a student who is given a status of "Failed and Repeat the Year" shall repeat the entire year of study which he has failed before he is allowed to continue his study in the following year;
- (c) "Failed and Terminated" - a student who is given a status of "Failed and Terminated" shall be discontinued from being a student of the University according to this Rules.

Dean's List

64. (1) A student who has fulfilled the following conditions is eligible to be included in the Dean's List and his name shall be registered in the said list—

- (a) has obtained a minimum 75 percent marks and above but less than 80 percent or has obtained a cumulative grade point average of 3.750 in the professional examination;

- (b) has not obtained any grade of F or TM in any courses of the study programme for the semester in which the student is evaluated;
- (c) has not repeated any course for the semester in which the student is evaluated;
- (d) has not sat for any replacement examination or special examination; and
- (e) has not been subjected to disciplinary action.

(2) The Dean's List shall be issued by the Faculty every semester.

(3) The name of students who has been registered in the Dean's List shall be displayed on the notice board of the Faculty and this recognition shall be recorded in the transcript of the students.

Vice Chancellor's List

65. (1) A student who has fulfilled the following conditions is eligible to be included in the Vice Chancellor's List and his name shall be registered in the said list—

- (a) has obtained 80 percent and above or obtain cumulative grade point of 4.000 in the professional examination;
- (b) has not obtained any grade of F or TM in any courses of the study programme for the semester in which the student is evaluated;
- (c) has not repeated any course for the semester in which the student is evaluated;
- (d) has not sat for any replacement examination or special examination; and
- (e) has not been subjected to disciplinary action.

(2) The Vice Chancellor's List shall be issued by the Registrar every semester.

(3) The name of students who has been registered in the Vice Chancellor's List shall be displayed on the notice board of the Faculty and this recognition shall be recorded in the transcript of the students.

Eligibility for Graduating

66. (1) A student who has enrolled in the Doctor of Medicine Programme and has passed all the compulsory courses of study programme or equivalent courses for the programme, and has fulfilled all other requirements prescribed for the programme is eligible to graduate.

(2) A student shall complete the Doctor of Medicine Programme within a period of 8 years, or as earlier as his fifth year of study, provided always that the student passes the first phase (pre-clinical) within a maximum period of 3 years, and passes the second phase (clinical) within a maximum period of 5 years.

(3) A student who has not fulfilled the requirement under subrules (1) and (2) shall be discontinued in accordance with this Rules.

(4) A student who has failed to complete his programme of study within the maximum period of 8 years as prescribed in subrule (2) is not eligible to graduate. For the avoidance of doubt, the period of deferment of his studies under rule 71 shall be taken into account for the purpose of calculating the maximum period of study as prescribed in subrule (2).

List of Graduating Students

67. The Registrar shall, within the period prescribed by the Senate, prepare a list of the students of Doctor of Medicine Programme who are eligible to graduate for the endorsement of the Senate.

Right of the Senate to Confer Degrees

68. (1) The Senate, upon receiving the list of graduating students, may endorse as to whether a student therein is eligible to graduate and be conferred the Doctor of Medicine Degree as prescribed in the Seventh Schedule, or may not endorse any students therein from graduating and may refuse to confer the Doctor of Medicine Degree to the student.

(2) If the Senate refuses to confer the Doctor of Medicine Degree to a student, the Senate shall record the reasons for such refusal and the Registrar shall notify in writing the reasons for such refusal to the student.

PART I – PROGRAMME OF STUDY

Change of Programme of Study

69. (1) Application for change of the Doctor of Medicine Programme shall use the form prescribed by the Deputy Vice Chancellor charged with the responsibility of academic matters of the University, and the form shall be submitted to the Registrar within two weeks after the announcement of the examination results. The Registrar shall submit the application form to the Dean and respective Dean of Faculty whose programme of study which the student intends to change. The final decision on the application to change the programme of study shall be at the discretion of the Dean and the Dean of Faculty. The Registrar shall announce the result of the application in writing to the student within the first week of the following semester.

(2) An application for a change of the doctor of medicine degree programme from any public universities or any other higher institutions of learning whether within or outside the country to the Doctor of Medicine Programme shall be in accordance with any policy set by the University and the Malaysian Medical Council.

Conditions for Change of Programme of Study and Credit Transfer

70. (1) For the purpose of subrule 69(1), an application for a change from the Doctor of Medicine Programme to another programme of study at the University may only be exercised by a student who has completed at least two semesters of his study and a student who has not been given a status “Failed and Terminated”.

(2) A student who has been given a status “Good” in the previous programme and whose application for a change of his programme of study has been approved may apply for a credit transfer. The previous grade if any, for courses approved for credit transfer from the Doctor of Medicine Programme to another approved programme shall be calculated in the computation of his new programme of study Cumulative Grade Point Average.

Deferment of Study

71. (1) A student may defer his Doctor of Medicine Programme for a particular semester with a reasonable excuse and with the approval of the Dean.

(2) An application for the deferment of the Doctor of Medicine Programme study shall be submitted to the Dean within the period as determined by the Faculty.

(3) Notwithstanding subrule (2), if the student defers his Doctor of Medicine Programme study after the second week of a semester, the tuition fee shall not be refunded unless approved by the Vice Chancellor.

(4) Upon the expiry of the period as determined by the Faculty in subrule (2), the application for the deferment of the Doctor of Medicine Programme study may only be allowed—

(a) on the basis of medical reasons certified by a medical health officer from the government hospital or University Health Centre; or

(b) if approved by the Senate.

(5) A student is not allowed to defer his Doctor of Medicine Programme study during or after the final week of the examination of a semester.

(6) For the avoidance of doubt:

(a) any approved period of deferment of the programme of study shall be taken into account for the purpose of calculating the maximum period of time to complete the programme; and

(b) any student who has deferred his programme of study in the clinical year in which he obtained a status "Good and Repeat the Year", shall repeat the whole year which he has deferred before he is allowed to continue his studies in the following year.

(7) Without prejudice to the provision under subrule (5), a student is not allowed to defer his programme of study except for medical reasons certified by a medical officer from the Government Hospital or University Health Centre.

(8) For the purpose of subrules (4) and (7), medical reasons shall not include maternity cases or any illnesses, diseases, injuries or health incapacities which are self-inflicted by the student.

Additional Period of Study

72. (1) A student who repeats any course of the study programme, shall only be allowed to do so for a period of two semesters, or any other period specified by the system of study at the University .

(2) For the avoidance of doubt, the additional period of study shall be taken into account for the purpose of calculating the maximum period of study for the Doctor of Medicine Programme.

Withdrawal from Programme of Study and Refund of Tuition Fee

73. (1) Students are allowed to withdraw from the Doctor of Medicine Programme.

(2) If a student withdraws from the Doctor of Medicine Programme, the student shall cease to be a student of the University and his name shall automatically be removed from the student registration list of the University.

(3) If a student withdraws from the Doctor of Medicine Programme—

(a) within the first two weeks of the semester, the tuition fee which has been paid to the University shall be refunded.; and

(b) after the second week of the semester, unless directed otherwise by the Vice-Chancellor, any payment of fees which has been made to the University shall not be refunded.

Re-application and Re-registration as University Student

74. A student who has been given a status “failed and terminated” may apply to reregister as a University student for other programmes of study offered by the University in accordance with the conditions prescribed by the University, and the enrolment of the student, if accepted by the University, is a new enrolment and the student is a new student.

PART J - GENERAL

Vice-Chancellor May Allow for Registration or Sitting of Final Examination

75. Notwithstanding anything under rules 19 and 58 of this Rules, the Vice-Chancellor may allow a student to register for a course or sit for the final examination, if the Vice-Chancellor is of the opinion that such a permission is necessary and deemed appropriate for the student.

Updating of Information

76. A student is responsible to update from time to time, his personal information including his latest address and shall notify the University of this update.

Proper Attire during Lectures

77. A student shall always be properly attired and shall always observe his manners while on campus and during lectures.

Additional Copies of Documents

78. (1) A student who wishes to obtain additional copies of personal documents issued by the University, not including academic certificates, may obtain such additional documents by making payment for the amount of RM10.00 to the office charged with the financial responsibility of the University for each copy of the document.

(2) A graduate from the studies session 2005 onwards who wants his academic certificate re-issued, may obtain the certificate by making payment for the amount of RM200.00 to the office charged with the financial responsibility of the University for each copy of the certificate.

Fee Payment

79. (1) A student shall pay the Doctor of Medicine Programme tuition fee prescribed by the University, fees for any facilities related to the management of academic affairs of the student and any other fees for any services provided by the University.

(2) Subject to the decision of the officer charged with financial responsibility of the University from time to time, the fees in subrule (1) shall be paid during the student's registration in accordance with Rule 3 of this Rules.

Discretion for Allowing Deferment of Studies Exceeding the Prescribed Period

80. (1) The Senate may allow any deferment of studies which exceeds the prescribed period of study deferment under rule 71 on grounds of severe health and medical reasons. Reasons for deferment under this rule shall be recorded by the Senate.

(2) The Senate may allow, in unusual and special circumstances, a student who has been removed from the registration or who has not continuously registered to reregister as a University student. Reasons for the given permission of the reregistration shall be recorded by the Senate.

PART K – CESSATION OF APPLICATION, SAVING

AND TRANSITIONAL PROVISIONS

Interpretation

81. In this Part, unless the context otherwise requires—

“Rules which the application has ceased” means the Universiti Putra Malaysia (Academic Matters for Undergraduates) Rules 2014 which has ceased to apply under Rule 82 of this Rules;

“appointed date” means the date on which this Rules shall have effect.

Cessation of Application of the Universiti Putra Malaysia (Academic Matters for Undergraduate) Rules 2014

82. The Universiti Putra Malaysia (Academic Matters for Undergraduate) Rules 2014 has ceased to apply to the Doctor of Medicine Programme commencing from the appointed date.

Validity of Actions by the University, Faculty, etc.

83. Any offer of admission and acceptance to the University, results of examination, the conferment of the Doctor of Medicine degree, execution of instruments, documents or any arrangement made by the University or Faculty under the Rules which the application has ceased, shall on the appointed date be deemed to have been made under this Rules and continue to be in force and have effect.

Delegated powers

84. All powers delegated under the Rules which the application has ceased, shall on the appointed date, in so far as the delegation is consistent with this Rules, be deemed to have been delegated under this Rules.

Saving of notice, form, authorization letter etc.

85. All notices, forms, authorization letters or directions issued or made by the University or Faculty before the appointed date shall remain in force, in so far as the notices, forms, authorization letters or directions are consistent with, or until replaced or revoked by the provision of this Rules.

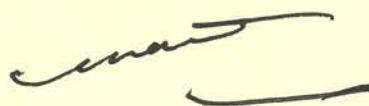
Students of the Doctor of Medicine Programme

86. All students of the Doctor of Medicine Programme who on the appointed date have been accepted and enrolled in the programme under the Rules which the application has ceased, and on the appointed date are still enrolled in the programme shall be deemed to have been accepted under this Rules.

Made 10 December 2019

[Minutes of Board Meeting -138/20]

[UPM/PPUU/600-1/3/6/PerkaraAkademik (Doktor Perubatan)]



TAN SRI DR. GHAUTH JASMON

*Chairman of Board of Director
Universiti Putra Malaysia*

First Schedule

(Rule 5)

[Course Registration]

A student must perform the Course Registration in the *Sistem Maklumat Pelajar* as follows:

- (a) register courses of the programme of study in accordance with the package, module and posting or otherwise, as prescribed by the Senate from time to time;
- (b) the registration in paragraph (a) shall be in accordance with the Year of Study and Phases.

Second Schedule

[Rule 6]

[Course Registration only through *Sistem Maklumat Pelajar*]

Components of Programme of Study

1. The curriculum for the Doctor of Medicine Programme shall comprise the following components:
 - (a) university courses;
 - (b) core courses; and
 - (c) any other courses;

as prescribed by the Senate from time to time.

In addition to paragraph 1, the above components of courses shall be in compliance with any guidelines or components set by the Malaysian Medical Council or any body charged with the responsibility for the medical affairs in Malaysia.

Requirements for Course Registration for Each Component

2. (1) A student is required to enroll and pass the courses of the study programme for the prescribed components in accordance with the curriculum of Doctor of Medicine Programme. A student who fails any University or core courses or any other courses specified in paragraph 1 shall repeat until he passes the course.

(2) A student who takes any language proficiency course within the component of University courses, and fails that course, may repeat the course according to the prescribed package under paragraph 5 of this Schedule.

Cocurriculum with Credit Courses

3. For cocurriculum with credit courses, its registration shall be performed within the period of course registration and the teacher shall enter the grade within the prescribed period from the date of assessment of the cocurriculum with credit course.

The credits for the cocurriculum courses shall be calculated in the total credit hours for graduation.

Audit Courses

4. (1) A few courses of the programme of study may be registered as audit courses with permission from the teacher of the course and approval of the Dean and Dean of the Faculty which offers the courses. The student shall take part in at least 80% of the academic activities of the audit courses and is required to sit for examinations as required by the courses. The credit hours for the audit courses shall not be calculated in the registration or the calculation of the Cumulative Grade Point Average. The grade obtained shall be recorded as M or TM. The student need not repeat the audit courses if he obtains a TM grade.

Proficiency Courses

5. (1) A student is required to register for the proficiency courses and shall achieve the level set specified for such proficiency courses throughout the duration of his programme of study at the University as prescribed by the Senat.

(2) Proficiency courses which are required to be registered and the proficiency level which must be met as prescribed by the Senate shall be notified by the Registrar to the students.

Registration of Similar Courses at other Higher Learning Institutions

6. A student may apply to register a course offered by other higher learning institutions which are recognized by the Senate, which is similar or related to any course offered by the Doctor of Medicine Programme. The application shall be made and approved by the Dean at least one semester before the course is registered at the said higher learning institution. The application for the registration shall be made in the form prescribed by the University and shall be in accordance to the guidelines of the credit hours stated in the Fourth Schedule.

Programme Register Code

7. A student shall register a course of the programme of study in accordance with the level of the programme, which is indicated by the first number of the course code as prescribed below:

Level of Programme Course Code (first digit)

- | | | |
|---|---|--|
| 0 | = | Introduction Course |
| 1 | = | Diploma Programme |
| 2 | = | Diploma and Bachelor Programme |
| 3 | = | Bachelor Programme |
| 4 | = | Bachelor and Advanced Degree Programme |
| 5 | = | Master and Ph.D Programme |
| 6 | = | Ph.D. Programme |

Course Status

(8) A student shall select the correct symbol of a course status when registering a course in accordance with the curriculum structure of the Doctor of Medicine Programme as specified in the following table:

Symbol	Meaning
AU	Audit This symbol indicates a non-compulsory course which is not considered in the calculation of the Cumulative Grade Point Average.
AW	Mandatory Pass Audit This symbol indicates a course that has a mandatory pass requirement but is not considered in the

calculation of the Cumulative Grade Point Average.

AP	Posting Audit This symbol indicates a posting which is repeated and requires full attendance and completion of all assignments and log books as prescribed by the concerned curriculum. However, in cases where a student has passed the posting examination in the previous year, he need not resit the examination in the repeated year.
YW	Compulsory Course This symbol indicates a compulsory course taken either as a Core Course or University course.
EL	Elective Course This symbol indicates a course taken according to the interest of a student as prescribed by the curriculum structure of the Doctor of Medicine Programme.

Credit Transfer

9. (1) Application for the credit transfer of courses of the programme of study shall be made to the Dean at the beginning of the first semester of his studies by submitting the form prescribed by the Registrar. If the credit transfer involves courses from other higher learning institutions, the application shall be made to the Dean of Faculty which offers the courses.

(2) Credit transfer shall only be considered for courses which are similar or equivalent subject to the following conditions:

- (i) for equivalent core courses, a student must obtain at least a pass;
- (ii) for equivalent University courses, a student must obtain at least a grade of C+; and

(iii) the total credit transfer shall not exceed 40% of the total credit hours for graduation of the programme of study and is subject to the approval of the Malaysian Medical Board, or any body charged with the responsibility of medical affairs in Malaysia, from time to time.

(3) All applications for credit transfer shall be resolved as soon as possible.

(4) The credit transfer shall be based on a course by course basis. The credit transfer for courses of the programme of study shall be allowed only once for the whole duration of a student's programme of study.

(5) A course of the programme of study which has been given credit transfer shall not be reregistered by the student for the purpose of improving his cumulative grade point average. The course may however be reregistered as an audit course.

Third Schedule

(Rule 26)

[Classification of students according to the year of study]

- (1) A student of the Doctor of Medicine Programme shall be classified according to the year of study as follows:

Phase	Year of Study
Pre-clinical	Year 1; and Year 2
Clinical	Year 3; Year 4; and Year 5

- (2) A student shall complete the pre-clinical phase within a period of 3 years and a clinical phase within a period of 5 years; provided always the student shall pass all clinical postings for each year of study within a period of 2 years.

Fourth Schedule

(Rule 43)

[Time table]

Lecture Hours

1. (1) A period for a lecture is limited to 1 hour per lecture.
- (2) A lecture shall start at the assigned time and shall end 10 minutes before the next lecture.
- (3) A lecture on Friday afternoon shall start at 3.00pm.

Time table

2. (1) The time table for lectures is developed for the purpose of planning examination schedule and the time table is based on time combinations.
- (2) For courses which are not part of any time combination or courses with various lecture groups, or any other courses shall be included in the group "to be arranged later" (ADK).

Time Table Combination

3. Example of time combinations are as follows:

Day	8.00	9.00	10.00	11.00	12.00	1.00	2.00	3.00	4.00	5.00	6.00
Time	9.00	10.00	11.00	12.00	1.00	2.00	3.00	4.00	5.00	6.00	7.00
Monday	SBP3 202 (K)	SBP 3403 (K)	SBP 3505 (K)	SBP 4108 (K)	BBI 2425 (K)		SBP 3502 (A)	SBP 3502 (A)	SBP 3502 (A)	SKP2 101 (K)	SKP21 01 (K)
Tuesday	SBP3 114 (K)	SBP 3303 (K)	CEL 2102 (K)	CEL 2102 (K)	SBP 3507 (K)		SBP31 14 (A)	SBP31 14 (A)	SBP31 14 (A)	SKP2 203 (K)	SKP22 03 (K)
Wednesday	SBP3 202	SBP 3403	SBP 3505	SBP 4108	BBI 2425		SBP 3507	SBP 3507	SBP 3507	SKP2 101	

	(K)	(K)	(K)	(K)	(K)		(A)	(A)	(A)	(K)	
Thursday	SBP3 114 (K)	SBP 3303 (K)	SBP 3502 (K)	SBP 3502 (K)	SBP 3507 (K)		SBP 3303 (A)	SBP 3303 (A)	SBP 3303 (A)	SKP2 204 (K)	SKP22 04 (K)
Friday	SBP3 202 (K)	SBP 3403 (K)	BBI 2425 (K)	SBP 4108 (K)				SBP 3505 (A)	SBP 3505 (A)	SBP 3505 (A)	

Combination According to Time and Day

4. Examples of time table combinations according to time and day for courses with different credit hours are as follows:-

TIME COMBINATION SCHEDULE LECTURE HOURS		EXAMINATION GROUP SCHEDULE
COURSE CREDITS (3+0) OR (3+1)		
IRJ 08 - 09		1
IRJ 09 - 10		2
IRJ 10 - 11		3
IRJ 11 - 12		4
IRJ 02 - 03		5
IRJ 03 - 04		6
IRJ 04 - 05		7
COURSE CREDITS (2+0) OR (2+1)	COURSE CREDITS (3+0) OR (3+1)	
I 05 - 07	I 05 - 07 , S 05 - 06	8
R 05 - 07	S 06 - 07 , R 05 - 07	9
K 05 - 07	K 05 - 07 , J 05 - 06	10
SS02 - 04	S 02 - 04 , K04 - 05	11
K 02 - 04	S 04 - 05 , K02 - 04	12
COURSE CREDITS (2+0) OR (2+1)	COURSE CREDITS (4+0) /(3+0)/(3+1)	
SK 08 - 09	[SK 08 - 10] / [S8-10,K8/9] / [K8-10,S8/9]	13
SK 09 - 10	[SK 09 - 11] / [S9-11,K10/11] / [K9-11,S9/10]	14
SK 10 - 11	[SK 10 - 12] / [S10-12,K10/11] / [K10-12,S10/11]	15
SK 11 - 12		16
IR 12 - 01	IRJ 12 - 01	17
SK 12 - 01 ATAU S 12 - 02 IR 01-02	[SK 12 - 02] / [S12-2,K12/1] / [K12-2,S12/1]	18
IR 01 - 02	IRJ 01-02	19
SK 01 - 02		20

*I : Isnin (Monday)

S: Selasa (Tuesday)

R: Rabu (Wednesday)

K: Khamis (Thursday)

J: Jumaat (Friday)

Fifth Schedule

(Rule 59)

[Examination, Marking and Grading]

Types of Examinations and Examination Requirements

1. (1) Generally, there are three types of examinations which must be taken by the students under subrule 59(2) of this Rules-

- (i) End of semester examination;
- (ii) Professional Examination; and
- (iii) End of posting examination.

(2) To enable a student to take any professional examination, the student shall fulfill the following conditions—

- (i) pass all packages and modules taken during his first and second years of study; a student who has failed any packages and modules in the first and second years of his study shall complete any academic assignment and achieve at least a satisfactory level for the academic assignment;
- (ii) pass any pre-requisites prescribed by the Faculty which includes any examinations or preliminary tests to prove the student's eligibility to take the Professional Examination;
- (iii) a student who fails to fulfill the prescribed prerequisites is prevented from sitting the Professional Examination and is automatically deemed to have failed the Professional Examination which he should have sat for;
- (iv) for the purpose of the Final Professional Examination, a student shall pass all the prescribed postings provided that, if the student fails any one of the postings during his fifth year of study, the student shall undergo a rehabilitation class during the semester

break and repeat the end of posting evaluation before the student sits for the Final Professional Examination. If within this period, the student still fails to obtain a satisfactory level, the student shall undergo a six (6) month rehabilitation class before the student may sit for the Special Examination or may repeat the Final Professional Examination.

Provided further, if a student fails any two or more major postings in his fifth year of study, the student shall undergo a six (6) month rehabilitation classes before he can sit for the Special Examination or repeat the Final Professional Examination.

(3) Subject to subparagraph 1(2) above, the student is given three opportunities to sit for the Professional Examination. For the avoidance of doubt, the Special Examination or such repeat shall be taken as the student's second attempt of the three opportunities stated in this paragraph.

(4) Subject to subparagraph 1(3) above, the student shall fulfill Rule 38 of this Rules. A student who fails to fulfill the provision of Rule 38 of this Rules shall be deemed to have failed the End of Posting Examination for Major Postings. Any students who has failed the examination, shall attend rehabilitation classes satisfactorily before the students can sit for the Special Examination or repeat the examination.

(5) For the purpose of paragraph 4 of this Schedule—

(a) Major Posting means posting exceeding the period of 6 weeks.

(b) Minor Posting means posting which is 6 weeks or less.

Examination Time table

2. Generally, the Examination Time table shall be based on the following example:

WEEK	DAY	TIME			
		8.30-10.30AM	11.00AM-1.00PM	2.00-4.00 PM	5.00-7.00 PM
O N E	MONDAY	SKP2101			
	TUESDAY	SKP2201			
	WEDNESDAY	11	PRT2008	5	BBI2409
	THURSDAY	SKP2202			BBI 2412
	FRIDAY	16		MTH 3003	
	SATURDAY	3	19	MGM 2111	BBM 2405
	SUNDAY				
T W O	DAY	TIME			
		8.30-10.30 AM	11.00AM-1.00 PM	2.00-4.00 PM	5.00-7.00 PM
	MONDAY	9	SAK 3002	PRT2008	BBI 2410
	TUESDAY	7	PRT 2008	PRT 2008	BBA 2401
	WEDNESDAY	PRT 2008	20	12	BBI 2414
	THURSDAY	8	PRT 2008	13	EDU 3616
	FRIDAY	PRT 2008		ACT 2112	BBC 2401
	SATURDAY	10	18	PRT 2008	KOM 2231
	SUNDAY				
T H R E E	DAY	TIME			
		8.30-10.30AM	11.00AM-1.00 PM	2.00-4.00 PM	5.00-7.00 PM
	MONDAY	2	PRT 2008	1	EDU 3617
	TUESDAY	PRT 2008	PRT 2008	PRT 2008	BBI 2411
	WEDNESDAY	14	PRT 2008	6	MGM 3351
	THURSDAY	4	PRT 2008	17	SAK 3100
	FRIDAY	PRT 2008		PRT 2008	MGM 4104
	SATURDAY	15	PRT 2008	PRT 2008	
	SUNDAY				

Examination Time

3. (1) An assessment or a test shall be held during lecture hours, and a final examination shall be held at the assigned time and generally, is limited to two hours, except for the programme of study which must comply with the accreditation requirements of professional bodies or for a certain programme of study prescribed by the Senate, the examination time is limited to three hours.

(2) The Deputy Vice Chancellor charged with the responsibility of academic matters of the University may allow the assessment or test which exceeds two or three hours, as the case may be.

(3) For the avoidance of doubt, "lecture hours" means a period between 8.00am until 11.00pm, from Monday till Sunday, and includes public holidays.

Examination Venue

4. Venues of lectures shall also be venues of examinations for concerned courses. In some situations, examination venues may be arranged at other places.

Grade

5. (1) For the Doctor of Medicine Programme, the marking scheme, alphabetical grades for all Final and Professional Examinations shall be in accordance with the following list:

(a) Marking scheme and alphabetical grades

<u>Marks</u>	<u>Alphabetical Grades</u>	<u>Grade Point</u>
80 - 100	A	4.000
75 - 79	A-	3.750
70 - 74	B+	3.500
65 - 69	B	3.000
60 - 64	B-	2.750
55 - 59	C+	2.500
50 - 54	C	2.000
0 - 49	F (fail)	

(b) The prescribed passing marks for courses of the Doctor of Medicine Programme offered by the Faculty is 50%.

(2) The marking scheme, alphabetical grades and grade points for the general courses and cocurriculum in the Doctor of Medicine Programme shall be as follows:

<u>Marks</u>	<u>Alphabetical Grades</u>	<u>Grade Point</u>
80 - 100	A	4.000
75 - 79	A-	3.750
70 - 74	B+	3.500
65 - 69	B	3.000
60 - 64	B-	2.750
55 - 59	C+	2.500
50 - 54	C	2.000
47 - 49	C-	1.750
44 - 46	D+	1.500
40 - 43	D	1.000
39 or less	F	0

(3) The marking scheme and the grade symbols for the BBM1401 course (Basic Malay Language 1) shall be as follows:

Marks	Grade Symbol	Meaning
≥65 - 100	M	Satisfactory
64 or less	TM	Unsatisfactory

(4) Each alphabet used to state the assessed grade of a student and used in the transcript to indicate the standing of the student in a particular course shall follow the grades, symbols and meanings specified below:

Grade/ Symbol	Meaning
A	Excellent
A-	Very good
B+	Very good
B	Good
B-	Good
C+	Satisfactory
C	Satisfactory
C-	Weak
D+	Weak
D	Very weak
F	Fail
M	<p>Satisfactory</p> <p>This symbol indicates that a course enrolled by the student is not being graded but the student receives a pass remark.</p>
TM	<p>Unsatisfactory</p> <p>This symbol indicates that a course enrolled by the student, including an audit course, is not being graded but the student receives a fail remark.</p>
S	<p>Continue</p> <p>This symbol indicates that the completion of a coursework or project requires more than one semester. The coursework or project which is given the "S" symbol is not given a grade point but the credit hours for the coursework or project is only calculated for</p>

the determination of the minimum credit hours and not for the requirement of graduation. Credit hours and a grade point for the coursework or project shall only be calculated for the purpose of calculation of the total credit hours for graduation and the average grade point once the "S" symbol is replaced by an alphabetical grade.

Sixth Schedule

(Rule 60 and 61(k))

[Senate Review Committee]

1. (1) It is hereby established that the Senate Review Committee consists of:-
 - (a) the Deputy Vice Chancellor charged with the responsibility of academic matters of the University as the Chairman, or his representatives from among members of the Senate authorised in writing by him;
 - (b) the Dean of the Faculty of the course registered by the student who requests for a grade review;
 - (c) Four members of the Senate appointed by the Senate;
 - (d) the Registrar or his representative as Secretary.
- (2) The Committee shall have the following powers:
 - (a) to consider all applications for review of grades;
 - (b) to make a final decision on all applications for review of grades under its consideration;
 - (c) to report its decision on all applications for review of grades under its consideration for the endorsement of the Senate; and
 - (d) to direct any academic officer to appear before the committee to assist the committee in making its decision.
- (3) The quorum for a meeting is the chairman and two members of the committee.

2. A student who obtains the status "failed and terminated" on the reason of failure to meet the conditions to pursue his programme of study may submit the application for reviewing the examination result in accordance with the following procedures:

- (a) each application for grade review shall be submitted to the Registrar within two weeks after the result of the examination is announced by the Registrar; and
- (b) each application for the grade review shall be accompanied by a payment of fee amounting RM50.00.

3. Each application for the grade review which is received by the Registrar shall be forwarded, as soon as practical, within the third week after the beginning of a semester, to the Senate Review Committee for consideration.

4. The Senate Review Committee shall, upon receiving the application for the grade review, meet and make its decision latest by the end of the third week of a semester.

Seventh Schedule

(Rule 68)

[Class of Degree]

The class of degree for the Doctor of Medicine Programme is as follows:

Degree	Class of Degree
Doctor of Medicine	Pass