

2019

# Examination Rules & Regulations



**Bachelor of Dental Surgery**  
DS 240



FACULTY OF DENTISTRY  
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FACULTY OF DENTISTRY



EXAMINATION  
RULES & REGULATIONS  
*for*  
**Bachelor of Dental Surgery**  
**DS 240**

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## PART I - GENERAL

### 1. CITATION

These regulations may be cited as the Examination Rules and Regulations for Bachelor of Dental Surgery (DS 240), Faculty of Dentistry, Universiti Teknologi MARA: 2017.

### 2. CANDIDATES

#### (1) Identity of Examination Candidates

A student shall only enter his student number and not his name on his answer scripts.

#### (2) Names of candidates

Names of students shall not be revealed to examiners except during clinical examination, *viva voce* and at the Board of Examiner's meetings or in special cases.

### 3. CONFIDENTIALITY OF EXAMINATION PAPERS, PROCEEDINGS AND MARKS

- (1) All examination papers, proceedings and marks shall be confidential and shall not be revealed to any candidate or unauthorized person except through permitted official processes.
- (2) Any breach of subsection (1) shall be a violation of section 33 of the Universiti Teknologi MARA Act 1976 [Act 173].

### 4. RELEASE OF EXAMINATION RESULTS

Students shall be notified of their examination results by the Dean's Office. Only GRADES and no numerical marks shall be released for the First (PRO1), Second (PRO2), Third (PRO3), Fourth (PRO4a) and (PRO4b) Professional Examinations. For the Final Professional Examination (PRO4b), the results shall be indicated as 'PASS WITH DISTINCTION', 'PASS' or 'FAIL'.

### 5. REPEATING THE COURSE

- (1) A student shall not be allowed to repeat the Professional Examination unless approved by the Senate based on the recommendation by the faculty.
- (2) A student who is not permitted to sit for an examination because he has not satisfactorily COMPLETED any portion of the course as determined by the Faculty of Dentistry, or whose attendance falls short of 80% (lectures) and 75% (practical / clinical) shall be deemed to have failed the examination and shall not be allowed to sit the Supplementary Examination.
- (3) A student who, for JUSTIFIABLE reason, as determined by the Faculty, is not able to take the examination or the whole of an examination during the main examination, may be permitted by the Faculty to take the said examination or the whole examination at the corresponding Supplementary Examination or re-examination.

## 6. DURATION OF STUDY

- (1) A student is given a maximum period of eight (8) years to complete the Bachelor of Dental Surgery programme which normally takes five (5) years.
- (2) A student who has not graduated after a total of eight (8) years shall be terminated.
- (3) Notwithstanding subsection (2) a student who has exhausted all other opportunities may appeal to the Faculty for another attempt. The Faculty may recommend such cases for approval by the Senate.

## 7. EXEMPTIONS FROM UNIVERSITY COURSES

- (1) Students with a diploma or degree from UiTM shall be eligible for exemption from those university courses that have already been completed during the diploma or degree programme.
- (2) For the purpose of subsection (1) only courses which have similar structure shall be taken into consideration.

# PART II - EXAMINATION

## 8. BARRING FROM EXAMINATION

- (1) Coursework not fulfilled

Any specific course or module requirement which has not been completed before the given date may disqualify the student from sitting the Professional Examination.

- (2) Attendance

Students who do not accomplish 80% or more of their attendance to lectures, seminars, tutorials or any formal academic didactic sessions without any valid reasons, may be barred from sitting the Professional Examination.

- (3) Clinical session

Students, who do not accomplish 75% or more of their attendance to clinical/laboratory/practical sessions without any valid reasons, may be barred from sitting the Professional Examination.

- (4) In all cases of coursework not fulfilled or attendance falling short, the student concerned shall be given an adequate written notice of the shortfall and allowed to offer any exculpatory evidence he may wish to present.

## 9. REPEATING OF EXAMINATION

- (1) Students may repeat the Professional Examination subject to the rules below:

Professional Examination	Maximum number of repeats allowed
Professional Examination 1	One
Professional Examination 2	Twice
Professional Examination 3	
Professional Examination 4a	
Professional Examination 4b	

- (2) Maximum Number of Repeats

In the entire programme, the student is allowed to repeat three times; once at the Professional Examination 1 and twice in the Professional Examinations of PRO2, PRO3, PRO4a or PRO4b.

- (3) Eligibility for sitting the examination after a bar or fail
  - (a) In case of a BAR the student shall be required to sit for the next Professional Examination.
  - (b) In case of a FAIL of any Professional Examination course the student shall be allowed to take a Supplementary Examination.
- (4) A student shall be barred only from the specific course for which the requirement is incomplete and shall be allowed to sit for other courses.
- (5) The course(s) that are barred shall be taken in the next professional exam.

**10. ELIGIBILITY FOR SUPPLEMENTARY EXAMINATION**

A student who has failed an individual subject of Professional Examination is eligible for a Supplementary Examination.

A student who did not sit the Professional Examination with justifiable reason(s) shall be allowed to sit the Supplementary Examination.

**11. EXAMINATION PROCESS**

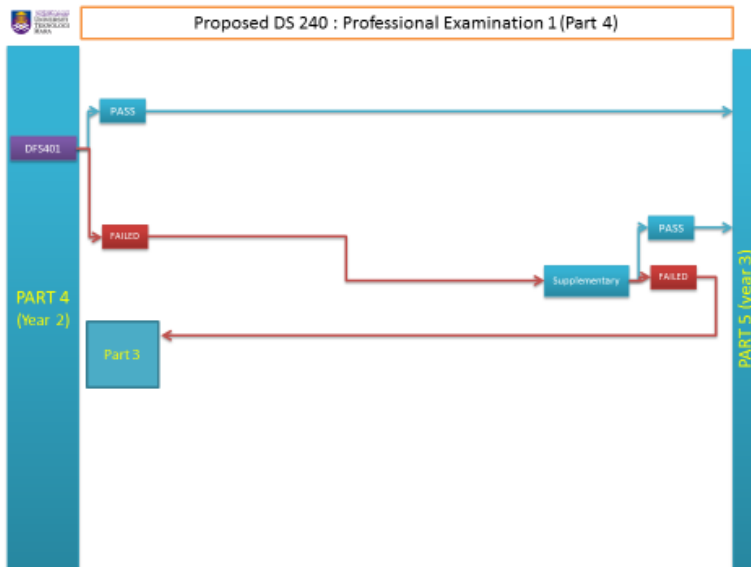
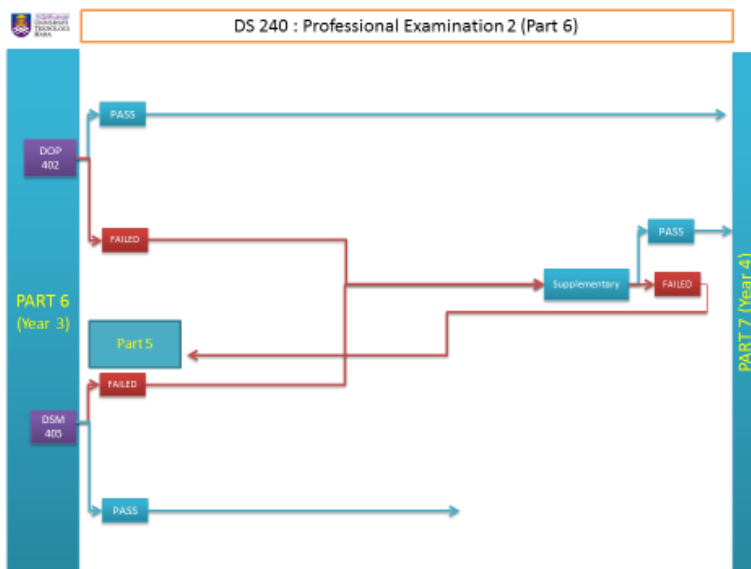
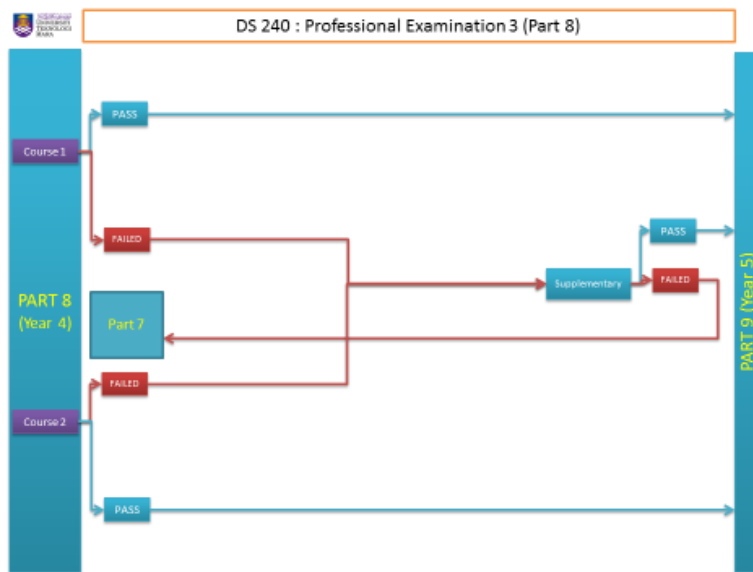


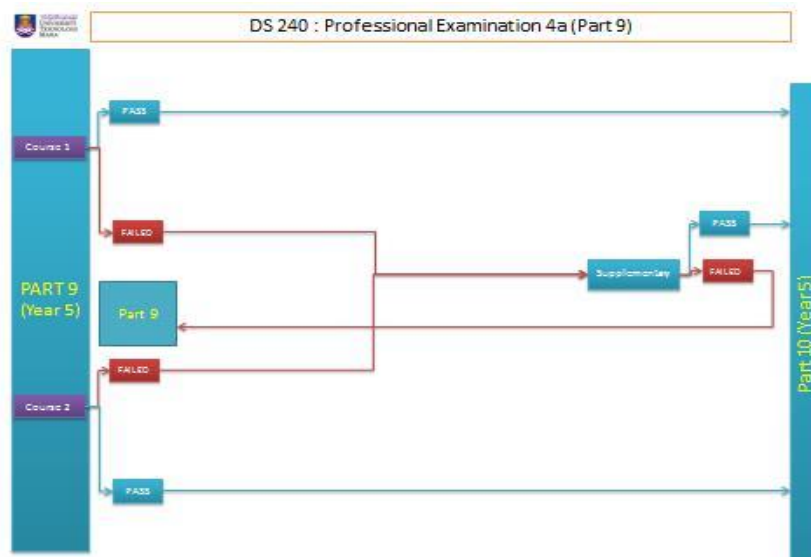
Diagram 1: Professional Examination 1 Pathway



**Diagram 2: Professional Examination 2 Pathway**



**Diagram 3: Professional Examination 3 Pathway**



**Diagram 4: Professional Examination 4a Pathway**

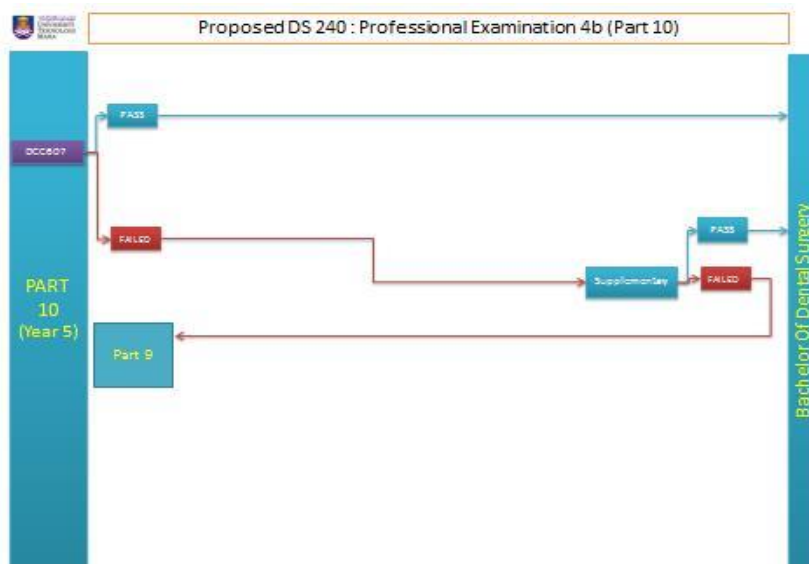


Diagram 5: Professional Examination 4b Pathway

## 12. INVIGILATION

- (1) The appointment of invigilators shall be in accordance with *Invigilation Regulations*.
- (2) The duties of the invigilators shall be as prescribed in *Invigilation Regulations*.

## 13. PROFESSIONAL EXAMINATION

- (1) A Professional Examination is an examination which is compulsory for all students who enroll in the *Bachelor of Dental Surgery DS240*. This examination will be held as scheduled and student should pass in all Professional Examinations in order to be considered for the degree award. This examination comprises of summative and formative components.
- (2) The Professional Examinations for the *Bachelor of Dental Surgery; DS 240* shall be as follows:
  - i. First Professional Examination (PRO1)
  - ii. Second Professional Examination (PRO2)
  - iii. Third Professional Examination (PRO3)
  - iv. Fourth Professional Examination (PRO4a)
  - v. Fourth Professional Examination (PRO4b)
- (3) Details of the Professional Examinations and other examinations for this programme are as follows:



Examination	Part (year)	course
<b>First Professional (PRO1)</b>	2 (4)	Foundation of Medical and Oral Sciences (DFS401)
<b>Second Professional (PRO2)</b>	3 (6)	Oral & Maxillofacial Pathology (DOP402)
		General Medicine And General Surgery (DSM405)
<b>Third Professional (PRO3)</b>	4 (8)	Oral & Maxillofacial Diagnostics & Medicine (DOM503)
		Pediatric Dentistry (DPD503)
		Orthodontics (DOR505)
		Community Oral Health (DCH503)
<b>Fourth Professional (PRO4a)</b>	5 (9)	Periodontology (DPE502)
		Oral & Maxillofacial Surgery (DOS603)
		Prosthodontics (DPR602)
		Operative Dentistry & Endodontics (DOE602)
<b>Fourth Professional (PRO4b)</b>	5 (10)	Comprehensive Care & Practice Management (DCC607)

- (4) Where a fraction remains in the calculation of a component or components and / or the total aggregate, the marks awarded shall be **rounded off** to the nearest integer.
- (5) Every subject examined shall be awarded a numerical mark and equivalent grade in accordance with the following scheme:

<b>Marks</b>	<b>Grade</b>	<b>Meaning</b>
85-100	A*	Distinction
75 – 84	A+	Excellent
70 – 74	A	Very Good
65 – 69	B+	Good
60 – 64	B	Satisfactory
55 – 59	C+	Pass
50 - 54	C	Pass
45 - 49	D	Redeemable Fail
30 – 44	E	Fail
29 and below	F	Bad Fail
0	XX	Absent with excuse
0	YY	Absent without excuse

- (6) No grade higher than an 'C' shall be awarded for student who has taken a Supplementary Examination or re-examination.
- (7) There shall be at least one External Examiner appointed at each Professional Examination.

#### 14. REVIEW OF RESULTS

- (1) A student has the right to request for a review of his results of a current examination.
- (2) Such a request must be made in writing within two weeks after the results have been announced.
- (3) The letter of request for a review needs to be addressed to the Dean of the Faculty, together with a fee of RM100 per paper or subject. This fee is not refundable.
- (4) The Dean shall appoint a review panel to study the request.
- (5) The Panel shall comprise of:
  - (a) The Deputy Dean (Academic) as Chairman

- (b) The Head of Centre of Studies / Coordinator
  - (c) Another examiner from the same field
- (6) If any member of the Panel was also the original examiner, he shall be disqualified from sitting on the panel and shall be substituted by another academic staff appointed by the Dean.
  - (7) The panel shall refer a student's request for review to the original examiner and require a written report on the candidate's performance.
  - (8) On receipt of the report and the review of examination script, the Panel shall proceed to determine the review of the result.

## 15. VIVA VOCE EXAMINATION FOR BORDER LINE AND DISTINCTION CANDIDATES

- (1) Any student who earns 85 mark and above shall be awarded **Pass with Distinction** automatically
- (2) A student who obtains marks of 75 - 84 shall be required to attend a **Distinction Viva-Voce**.
- (3) For the award of **Pass with Distinction** in any subject or paper in the Professional Examinations, a student shall be required to appear for a Distinction *Viva Voce*. The panel shall decide whether the student can be given a distinction award after the viva voce session.
- (4) A student who obtains a total mark of 45-49% in any paper will be called for a **Borderline Viva Voce**. Based on the performance during the *Viva Voce*, the student's marks can be upgraded to 50 for a **Pass (Grade C)** in the relevant paper.
- (5) The borderline Viva Voce is also applicable to a supplementary examination.

## 16. SUPPLEMENTARY EXAMINATIONS

- (1) A student who fails in one of the subjects or papers in the final Professional Examination but passes the other subjects or papers shall be given a provisional pass in the papers that he passes and shall be allowed to sit the supplementary of the paper that he has failed.
- (2) The Supplementary Examination shall consist of the written examination, practical and other tests as may be determined by the rules and regulations of the examination, the total marks of the examination will be consist of 60% professional examination and 40% continuous assesment.
- (3) A student shall be deemed to have passed the Professional Examination if he has passed the Supplementary Examination.
- (4) A student shall be deemed to have failed the examination if he has failed the Supplementary Examination. Based on the recommendation of the Faculty of Dentistry, a student may be permitted to repeat the year provided he has not exhausted his eligibility.
- (5) Where a student has not been able, for justifiable reason, to take the examination or part thereof at the time of the main examination, but is permitted to take the examination during the period of the Supplementary Examination, his case shall be dealt with as follows:
  - (a) in respect of the examination or part thereof which he has been permitted to take during the period of the Supplementary Examination, he shall not be permitted a further Supplementary Examination in the event he fails.
  - (b) If a student achieves grades of (F) for all courses in the Professional examination, he must repeat the year.
  - (c) If a student achieves the grade of (E) in any course he may be allowed to sit the Supplementary Examination.
  - (d) If a final year (year 5) student secures a grade of (F) for all courses in the Professional examination, he must repeat his studies for 6 months.
  - (e) A student is not allowed to sit for the Professional Examination 4b if he fails with a grade (F) for all courses in the Professional Examination 4a.

## PART III- AWARDS

### 17. AWARDS AND CRITERIA FOR NOMINATION

Awards and criteria for nomination for the academic excellence achievement are as follows:

#### (1) Book Prize Award

A student is eligible for this award if he has obtained highest mark in his class in each course of the Professional Examination and has not been subjected to any formal disciplinary action under the university's disciplinary or academic regulations.

#### (2) Best Student Award

A student is eligible for this award if he has obtained the highest cumulative marks in all papers in the particular Professional Examination and has not been subjected to any formal disciplinary action under University's disciplinary or academic regulations.

#### (3) Dean's List

A student is eligible for this award if he is within the top 5% of cumulative marks in the particular Professional Examination. He has obtained one 'A' in Professional Examination 1 and 4b, one 'A' and at least 'B+' in Professional Examination 2, one 'A' and at least 2B+ in Professional Examinations 3 and 4a. He has not been subjected to any formal disciplinary action under University's disciplinary or academic regulations.

#### (4) Vice-Chancellor's Award

A student is eligible for this award if he has completed the course in the minimum duration prescribed, excluding the duration of other extra programmes he may have enrolled in and has been in the Dean's List for at least THREE (3) out of FIVE (5) Professional Examinations and has not repeated any of the examinations and has not been subjected to any formal disciplinary action under University's disciplinary regulations.

#### (5) Best Graduate Programme Award

A student is eligible for this award if he has completed the course in the minimum duration prescribed, excluding the duration of other extra programmes he may have enrolled in, and has been awarded the highest number of 'Dean's List' for the Professional Examinations, and has not repeated any of the examinations and has obtained JAF endorsement for eligibility of the award nomination and has not been subjected to any formal disciplinary action under University's disciplinary or academic regulations.

#### (6) Best Graduate Faculty Award

A student is eligible for this award if he has completed the course in the minimum duration prescribed, excluding the duration of other extra programmes he may have enrolled in and has been awarded at least ONE (1) 'Dean's List' for a Professional Examination, and has received awards and recognition for his success in co-curriculum activities, and has not repeated any of the examinations, and has not been subjected to any formal disciplinary action under University's disciplinary or academic regulations.

#### (7) Leadership Award

A student is eligible for this award if he has completed the course in the minimum duration prescribed, excluding the duration of other extra programmes he may have enrolled in, and has demonstrated exemplary leadership qualities throughout the five years, and has not repeated any of the examinations and has not been subjected to any formal disciplinary action under the university's disciplinary or academic regulations.

#### (8) All awards are subject to terms and conditions laid down by the university from time to time.

*(Senate Bil. 221: 7<sup>th</sup> March 2017)*

## PART IV- EXTERNAL EXAMINER

18. The following rules shall apply to external examiners:

### (1) Appointment

An external examiner shall be appointed by the Deputy Vice Chancellor (Academic) after being nominated by the Faculty's Academic Board and approved by the UiTM Senate.

### (2) Duties of External Examiner

- (a) To evaluate examination questions and marking schemes for the relevant course to ensure that academic excellence is maintained.
- (b) Review, evaluate and advise on the relevant degree programme or course to ensure that it is in line with the needs of the industries and consistent with national goals.
- (c) Prepare a report which will be submitted to the University Vice Chancellor regarding the running, quality and steps to be taken to enhance the relevant degree programme.

### (3) Duration of Appointment

- (a) The duration of each appointment shall be for a period not exceeding ONE (1) year.
- (b) Either party may terminate this appointment by a written notice of ONE (1) month served to the other party.
- (c) An External Examiner may not be re-appointed by the Senate at the end of an appointment.

### (4) Number of External Examiners

- (a) A Professional Examination may have at least TWO (2) External Examiners except for the Professional examination 4b with one External Examiner.
- (b) The Dean, Deputy Dean (Academic) and Head of Centre of Studies can propose the number of External Examiners that should be approved by the Faculty's Examination Board and later by the Deputy Vice Chancellor (Academic).

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