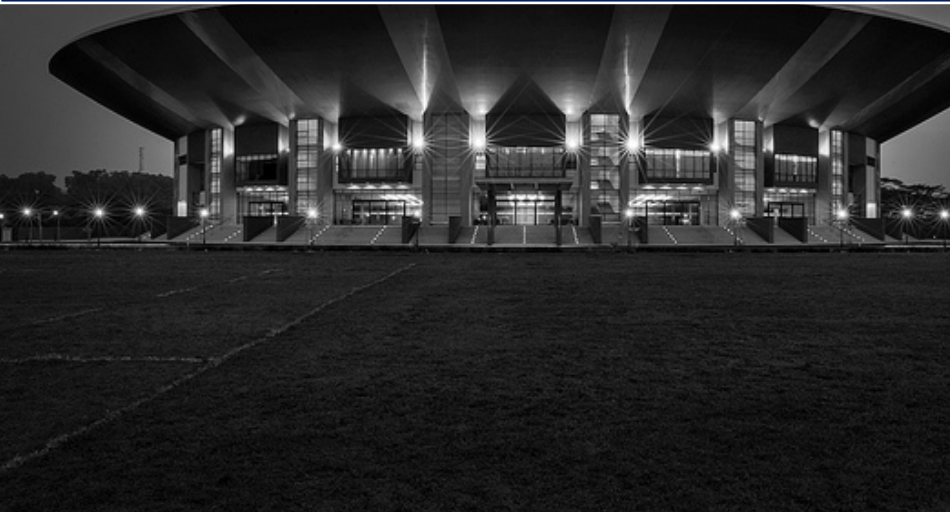


2019

Examination Rules & Regulations



Master of Science in Dentistry
DS 701



FACULTY OF DENTISTRY
www.dentistry.uitm.edu.my

FACULTY OF DENTISTRY



EXAMINATION
RULES & REGULATIONS
for
Master of Science in Dentistry
DS 701

1st Edition 2019/2020 (Senate....)

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PART I - GENERAL

1. CITATION

These regulations may be cited as the Examination Rules and Regulations for Master of Science in Dentistry, Faculty of Dentistry, Universiti Teknologi MARA: 2018.

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 Professional Examinations in end of semester. For the Multidisciplinary Health Sciences and Research Design & Biostatistics, the results shall be indicated as 'PASS' or 'FAIL'.

5. REPEATING THE COURSE

- (1) A student shall not be allowed to repeat the Professional Examination more than a total of 4 times including supplementary 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 component of the course as determined by the Faculty of Dentistry, or whose attendance falls short of 80% (didactic teaching) 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.
- (4) If the student has been barred twice, he will not be allowed to repeat the course.

6. DURATION OF STUDY

- (1) A student is given a maximum period of two (2) years to complete the Master of Science in Dentistry programme which normally takes one (1) year.
- (2) A student who has not graduated after a total of two (2) 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.

PART II - EXAMINATION

7. BARRING FROM EXAMINATION

- (1) Attendance

Students who do not accomplish 80% or more of their attendance to lectures, seminars, practical or any formal academic didactic sessions without any permission from Faculty or Institute of Graduate Studies (IGS) or without any valid reasons, may be barred from sitting the Professional Examination.

- (2) 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.

8. REPEATING OF EXAMINATION

- (1) Maximum Number of Repeats

In the entire programme, the student is allowed to repeat once at the Professional Examination.

- (2) Eligibility for sitting the examination after a bar or fail

(a) In case of a BAR or FAIL of any Professional Examination 1 the student shall be allowed to take a Supplementary Examination.

9. ELIGIBILITY FOR SUPPLEMENTARY EXAMINATION

A student who has failed the 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.

10. EXEMPTION FROM EXAMINATION

(1) Students will be exempted from Part 1 examination if they have acquired full paper for Membership of Joint Dental Faculties (MJDF) and Membership of the Faculty of Dental Surgery (MFDS) examination Part 1 & Part 2 and other equivalent qualification considered by Academic Committee of Faculty of Dentistry and approved by Senate.

(2) Student(s) will be considered as credit exemption for DCM701 course code.

11. EXAMINATION PROCESS

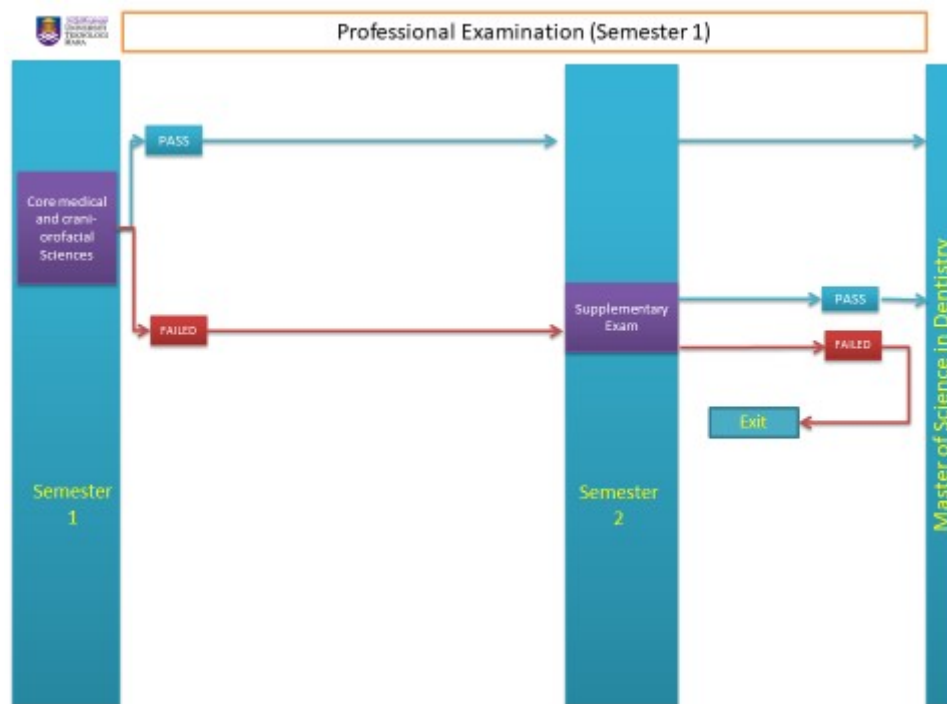


Figure 1: Professional Examination 1 Pathway

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 *Master of Science in Dentistry*. This examination will be held as scheduled and student should pass in Professional Examination 1 in order to be considered for the degree award at the end of the programme provided that he has passed all other components.

The Professional Examination for the *Master of Science in Dentistry* is Core medical and Cranio-orofacial Sciences course in the end of semester 1.

(2) Details of the examinations for this programme:

Subject		Formative assessment	Summative assessment		Total (%)
Semester 1	Core Medical and Oral Sciences		Continuous Assessment (40%) -Seminar (10%) -Cluster exam (30%)	Professional Exam (60%) -written exam (30%) -viva voce (30%)	100
	Multidisciplinary Health Sciences	Assignment Pass/Fail			
	Research Design and Biostatistics	Assignment Pass/Fail			
	Clinical Elective	Other mode of formative assessment	Preclinical projects 20%	Written assignment/ Module Test 30%	* 50
Semester 2	Multidisciplinary Health Sciences	Assignment Pass/Fail			
	Research Design and Biostatistics	Research Proposal submission /defense			
	Clinical Elective	Competency test (Pass/Fail)	Preclinical projects 20%	Written assignment/ Module Test 30%	* 50

Description of assesment	<p>Written Assignment</p> <ul style="list-style-type: none"> • Assignments are limited to 2000-2500 words (excluding references). • Candidates must submit the assignment given with satisfactory grades <p>Formative Assessment</p> <ul style="list-style-type: none"> • Reflective session after each clinical session. • Mock Viva-voce session. • Journal Club and Case Presentation • Portfolios <p>Journal Club and Case Presentation</p> <ul style="list-style-type: none"> • Journal club presentations and case presentations once a month • Students should consult with a tutor/lecturer on paper selection and distribute to all academic staff involve a week before their case presentation/paper review session.
Course Prerequisites	<ul style="list-style-type: none"> • Candidates must fulfil a minimum attendance of 80% for lectures, seminars and clinical sessions to be eligible to sit for professional examination. • *Candidate have to pass clinical elective component for every semester (>30% minimum).

- (3) Every subject examined shall be awarded a numerical mark and equivalent grade in accordance with the following scheme:

<u>Marks</u>	<u>Grade</u>	<u>Meaning</u>
85 – 100	A*	<i>Distinction</i>
80 – 84	A	<i>Very Good</i>
70 – 79	B+	<i>Good</i>
60 – 69	B	<i>Pass</i>
55 – 59	C	<i>Redeemable Fail</i>
45 – 54	D	<i>Fail</i>
44 and below	F	<i>Bad Fail</i>
	XX	<i>Absent with reason</i>
0	YY	<i>Absent without reason</i>
0	ZZ	<i>Barred from examination</i>

- (4) No grade higher than an 'B' shall be awarded for student who has taken a Supplementary Examination or re-examination.
- (5) There shall be at least one External Examiner appointed for 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:
- The Deputy Dean (Academic) as Chairman
 - The Head of Centre of Studies / Coordinator
 - 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 80 - 84 shall be invited to attend a **Distinction Viva-Voce**. The panel shall decide whether the student can be given a distinction award after the viva voce session. Based on the performance during the *Viva Voce*, the student's marks can be upgraded to 85 for a **Pass with Distinction**.
- (3) A student who obtains a total mark of 55-59 will be called for a **Borderline Viva Voce**. Based on the performance during the *Viva Voce*, the student's marks can be upgraded to 60 for a **Pass (Grade B)**.

- (4) The borderline Viva Voce is also applicable to a supplementary examination.

16. SUPPLEMENTARY EXAMINATIONS

- (1) 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 including the continuous assessment components.
- (2) A student shall be deemed to have passed the Professional Examination if he has passed the Supplementary Examination.
- (3) A student shall be deemed to have failed the examination if he has failed the Supplementary Examination. A student may be permitted to repeat the year provided he has not exhausted his eligibility.
- (4) Where a student has not been able, for justifiable reason, to take the examination or part thereof at the time of the main examination, is permitted to take the examination during the period of the Supplementary Examination.

PART III- RESEARCH PROPOSAL

16. GUIDELINES FOR WRITING RESEARCH PROPOSAL

- a. Students cannot propose research proposal that have been submitted to the University.
- b. Plagiarising other people's work is strictly prohibited and students are subjected to UiTM Plagiarism Policy.
- c. Research proposal must be in English. Applications for an exemption can be made to the Senate.
- d. Guidelines for the format and writing of the research proposal can be found in the latest edition of guideline published by IGS.
- e. The research proposal will be the copyright of the University.

17. Requirement for graduation

- a. The research proposal must be approved by the faculty.

PART IV- AWARDS

18. AWARDS AND CRITERIA FOR NOMINATION

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

1. Faculty Post-Graduate Award (APF)

A student is eligible for this award if he has obtained at least an "A" in the Professional examination and in the clinical elective course and passed the research proposal and has not been subjected to any formal disciplinary action under the university's disciplinary or academic regulations.

19. The award is subject to terms and conditions laid down by the university from time to time.

PART V- EXTERNAL EXAMINER

20. The following rules shall apply to external examiners:

(1) Appointment

An external examiner shall be appointed by the Dean after being nominated by the Faculty's Academic Board.

(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 Dean 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 be re-appointed by the Dean at the end of an appointment.

(4) Number of External Examiners

- (a) A Professional Examination may have at least ONE (1) 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.