

2019

Examination Rules & Regulations



**Master of Science in Dental
Public Health**

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



FACULTY OF DENTISTRY



EXAMINATION
RULES & REGULATIONS
for
Master of Science in Dental Public Health

1st Edition 20019

PART I - GENERAL

1. CITATION

These regulations may be cited as the Examination Rules and Regulations for Master of Science in Dental Public Health, 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 *Master of Science in Dental Public Health Professional Exam*. For the Dissertation the results shall also be indicated in the form of GRADES. Results for Multidisciplinary health science and Research Design and Biostatistics will 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 3 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 portion of the course as determined by the Faculty of Dentistry, or whose attendance falls short of 80% 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 a student has been barred twice, he will not be allowed to repeat the course.

6. DURATION OF STUDY

- (1) A candidate is given a maximum period of two (2) years to complete the Master of Science in Dental Public Health programme, with minimum duration of 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) 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) 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) Students may repeat the Professional Examination subject to the rules below:

Professional Examination	Maximum number of repeats allowed
Professional Examination	One

- (2) Maximum Number of Repeats

In the entire programme, the student is allowed to repeat once at the Professional Examination 1

Eligibility for sitting the examination after a bar or fail

- (a) In case of a BAR or FAIL of the Professional Examination course the student shall be allowed to take a Supplementary Examination.
- (3) A candidate who has failed the Professional Examination and Supplementary examination will have to repeat the academic year and will be eligible for re-examination at the end of the repeated academic year. A candidate who did not sit the Professional Examination with justifiable reason(s) may be permitted by the Faculty to take the supplementary examination at a time as determined by the Faculty.

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. EXAMINATION PROCESS

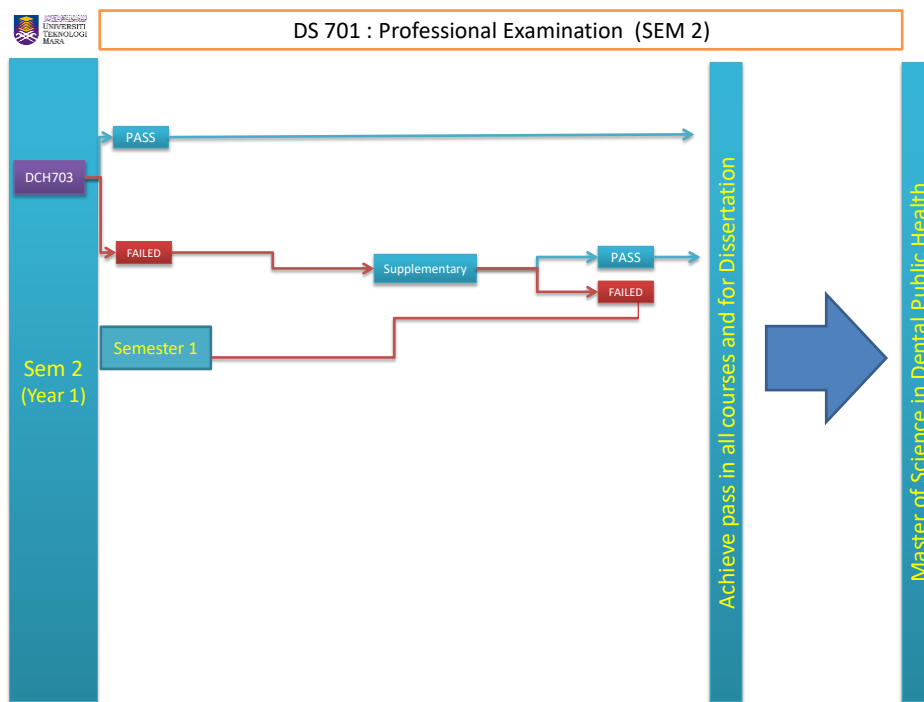


Diagram 1: Professional Examination Pathway

11. 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*.

12. PROFESSIONAL EXAMINATION

- (1) A Professional Examination is an examination which is compulsory for all students who enroll in the in *Master of Science in Dental Public Health*. This examination will be held as scheduled and student should pass in all components of the Professional Examinations in order to be considered for the degree award at the end of the programme provided that he has passed all other components..
 - a. The Professional Examinations for *Master of Science in Dental Public Health* shall be as follows:
 - i. Professional Examination
- (2) Details of the Professional Examinations and other examinations for this programme are as follows:

1. Summative Assessment

- a. **Multidisciplinary Health Science** – Assignments Pass/Fail
- b. **Research Design and Biostatistics** – Research Proposal

c. **Dental Public Health**

<i>Professional Examination (End of Sem 2)</i>	<i>60%</i>
<i>Continuous Assessments</i>	<i>40%</i>
Total	100%

d. **Research Dissertation**

<i>Dissertation and viva voce</i>	<i>100%</i>
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Professional Examination (End of semester 2)

<i>1. Paper 1 : Dental Public Health Theory (written essay)</i>	<i>25%</i>
<i>2. Paper 2 : Dental Public Health Theory (Written MEQ)</i>	<i>25%</i>
<i>3. Viva voce: Dental Public Health Theory viva voce (30 minutes)</i>	<i>10%</i>

- (3) 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.
- (4) 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*	Distinction
80 – 84	A	Very Good
70 – 79	B+	Good
60 – 69	B	Pass
55 – 59	C	Redeemable Fail
45 – 54	D	Fail
44 and below	F	Bad Fail
	XX	Absent with reason
0	YY	Absent without reason
0	ZZ	Barred from exam

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

13. 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 / Programme Director
 - (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.

14. 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.
- (3) A student who obtains a total mark of 55-59% 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 60 for a **Pass (Grade B)**.
- (4) Borderline viva is also applicable for the supplementary exam.

15. SUPPLEMENTARY EXAMINATIONS

- (1) The Supplementary Examination shall consist of the written examination, 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.
- (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. 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.

- (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- DISSERTATION

16. Guidelines for writing dissertations

- a. Students cannot propose dissertation 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. Students are encouraged to publish or present their research findings while undergoing the programme.
- d. The status of the writer as a graduate student of UiTM must be stated and the University duly acknowledged and credited.
- e. **Number of words:** The number of words for dissertations is not exceeding 30000 words excludes footnotes, quotations, appendices, tables and diagrams.
- f. Dissertation must be in English. Applications for an exemption can be made to the Senate.
- g. Guidelines for the format and writing of the dissertations can be found in the latest edition of ***Guidelines for Post Graduate Thesis*** published by IGS.
- h. Findings from the research will be the copyright of the University.

16.1 Requirement for graduation

- a. Student is required to provide the evidence of manuscript prepared for publication.
- b. A student will need to pass the professional examination, pass the dissertation and provide evidence of manuscript in order to graduate.

PART IV- AWARDS

17. 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 an 'A' in the Dissertation component and has not been subjected to any formal disciplinary action under the university's disciplinary or academic regulations.

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

PART IV- EXTERNAL EXAMINER

18. The following rules shall apply to external examiners:**(1) Appointment****i. Selection and Appointment of External Examiner**

The Programme Director (PD) may propose the External Examiner to the Faculty Examination Board two months prior to the examination date. The PD may propose more than intended required examiner for the selection by the Examination Board. The proposed examiners should be accompanied by their CV or Teaching Portfolio. Please be prepared for additional names of External Examiner in the event of cancellation by selected (appointed) examiner.

The External Examiner should be a well-known academician involved in the relevant area / discipline.

(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 and Programme Director 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).

(5) Briefing to the External Examiner

The External Examiner should be informed of the relevant curriculum and the *Viva Voce* procedure including the *Viva Voce* Evaluation Form. Head of Department or Programme Director should be responsible for any needs requested by the examiner if permitted by the University Examination Regulations.

External Examiners are only allowed to view the curriculum document when in the university campus area (room provided by Faculty ie. meeting room) only. The curriculum document shall not be given to an External Examiner in soft copy via email or any other methods.

(6) During Examination**a. Materials Provided for Candidates**

Candidates can be given some plain papers and writing materials for writing any thoughts or points for the *Viva Voce*. However, the examiner or Programme Director can supply any materials that relevant to the needs.

b. Timing (Duration)

For border line viva voce: up to 30 minutes.

For distinction: 30 minutes minimum and may exceed up to 60 minutes.

c. *Viva Voce* Evaluation Form

The department should use a generic evaluation form which has been endorsed by the Faculty Examination Board. This evaluation form should be made known to the examiner prior to the viva session.

(7) After Examination

d. Examination Board Meeting

The results of the *Viva Voce* should be given to the Dean prior to the meeting. The Examination Board meeting will endorse the outcome of the *Viva Voce* and also acknowledge students who had been given ***DISTINCTION*** or ***PASS*** status.

e. Final Report by External Examiner

The External Examiners will (MUST) submit their final reports which comprise of:

- a. Comments / recommendations for improvement on the curriculum
- b. Result of the *Viva Voce* and their general overview of the Professional Examination (questions, student answer & conducting the exam).