

Responsible Officer	The Programme Director, School of Business, MAHSA International College, Penang
Contact Officer	Mr Vijayendiran Subramanian <a href="mailto:vijay@micp.edu.my">vijay@micp.edu.my</a>

### **Preamble**

Academic Policy is the master document that governs all the teaching and learning, and assessment processes of School of Business at MAHSA International College, Penang

### **Purpose & Scope**

This policy informs School of their responsibilities and requirements towards conforming and implementing the curriculum, teaching and learning methods and assessment methods. The policy supports the service rules of the staff of MAHSA International College, Penang

### **Policy Statement**

The conditions of use and breach of MAHSA International College, Penang Academic Policy are stated below:

### **Responsibilities Duties of The School Members Towards Teaching and Learning Activities**

#### ***1. General Responsibilities:***

#### **1.1 CODE OF CONDUCT & PROFESSIONALISM**

- 1.1.1 Demonstrate commitment, professionalism, and good conduct, and adhere to all College rules and regulations.
- 1.1.2 Update their skill and knowledge of the latest developments in dental education and contribute to the advancement through continual professional development.
- 1.1.3 Participate actively in the duties of the department, of the College and participate in community service activities of the department and college.
- 1.1.4 No member of the School is allowed to work outside the College.
- 1.1.5 Report to the HOD/ Dean any incident of gross misconduct by a student in his/her class for investigation and disciplinary action.
- 1.1.6 Ensure a positive learning environment for students.
- 1.1.7 Serve on College and University committees as assigned.
- 1.1.8 Actively participate in School meetings and or any other such meetings, as appropriate.
- 1.1.9 Participate in national and international academic education conferences, skill development programs and symposia.
- 1.1.10 Participate in the planning and implementation of department and College seminars or workshops.
- 1.1.11 Organize, conduct and actively participate in Continuing Professional Development (CPD) programs and activities.
- 1.1.12 Maintain punctuality and accountability in the teaching-learning activities.
- 1.1.13 Maintain confidentiality of all records and information related to the academic, clinical, patient, assessments and teaching and learning activities of the college.

1.1.14 Attend to and participate in all the teaching and learning activities including but not restricted to lectures/ practical/ demonstrations/tutorials/ community outreach programs/student research and e-portal.

1.1.15 Be self- aware and follow the rules and regulations of the institution at all times.

### 1.2 DELIVERY OF CURRICULUM

1.2.1 Teaching schedule: The Programme Coordinator/Director will upload their teaching schedule on the e-portal for all the batches before the start of their academic semester. The teaching schedule has to be adhered to by the lecturers. If there are any changes in the schedule, it has to be brought to the notice of the Programme Coordinator/Director for permission by filling up the prescribed Class Replacement Form. Changes in teaching or examination schedules should be communicated to the students well in advance. In the event that a lecturer is not able to take his designated lecture, he/she has to inform the Programme Coordinator/Director and ensure that the teaching schedule is maintained and the lecture topic is covered by another lecturer.

1.2.2 Lectures and Tutorials: The lecture presentation must contain learning outcomes with the names of domains as per Bloom's Taxonomy. The lecture notes/presentations/tutorials must be uploaded on the e-portal before the day of the scheduled lecture.

1.2.3 Practical: The practical sessions are to be conducted as per the teaching plan for each batch of students. Attendance must be recorded for each session.

### 1.3 ASSESSMENT

1.3.1 Periodic formative and summative assessment must be conducted as per the schedule prepared.

1.3.2 The continuous assessment of students must be conducted and analyzed by lecturers.

1.3.3 Formative feedback is mandatory and each School in the department should have sufficient opportunity to interact, teach, assess and give feedback to all the students at various points in the academic year.

1.3.4 Student's work done has to be monitored, evaluated and formative feedback should be given at regular intervals.

1.3.5 The following are the various assessments to be carried out:

- a) Quiz
- b) Lab Practical
- c) Test/Mid-Semester Examinations
- d) Final Examination
- e) Any other relevant assessments.

1.3.6 The results of the assessment exams should be made known to the students.

1.3.7 The question papers for all the assessment examinations, along with the answer keys, have to be prepared by all the school members of the respective courses. This is to be followed by a formal process of vetting and documentation.

### 1.4 STUDENT ATTENDANCE

1.4.1 Student attendance has to be recorded and maintained in the attendance record.

1.4.2 The attendance for the lecture session has to be recorded at the beginning of the session.

1.4.3 Students are required to achieve a minimum of 80% attendance to be eligible to appear for the college examination.

1.4.4 Planned absence for more than 3 days consecutively from any teaching and learning activity for any reason has to be brought to the notice of the Programme Coordinator, and written permission has to be taken from the Programme Director prior to being absent. This is compulsory, but due consideration will be given in case of emergencies, depending on the event's nature.

1.4.5 For any unplanned absence for any duration of less than 3 days, it is the student's responsibility to inform the Programme Coordinator/Director.

1.4.6 The aggregate attendance for each student has to be calculated, prepared and maintained for attendance record by the school members.

1.4.7 The attendance reports have to be submitted to the Programme Director's Office. Students failing to achieve the minimum attendance requirement have to be reported.

### 1.5 E-LEARNING

School should use the e-portal as the medium of communication with students and as a repository for teaching and learning resources. All circulars and notices will be made accessible on the e-portal. School should interact and participate actively with students on the e-portal to support student learning.

## 2. *Specific Responsibilities*

2.1.1 Educate and train the students to be knowledgeable, ethical, professional, compassionate, safe and competent students.

2.2 Deliver effective and contemporary lectures / tutorials / discussions and demonstrations.

2.3 Supervise the students in the lab practical session.

2.4 Maintain fair and clear standards for student assessment which reflect the actual academic progress of the student.

2.5 Report any lack of student progress, such as academic difficulties or absence, to the Programme Director.

2.6 Comply with the evaluation schedule and all regulations pertaining to the examination/evaluation process.

2.7 Continually assess and improve the knowledge and skills in teaching and assessment methodologies.

2.8 Accept the teaching responsibilities specified by the Programme Coordinator.

2.9 Ensure the adherence to course outlines, Course Specifications, and measurable Learning Outcomes (LO) are consistent with intended Learning Outcomes.

- 2.10 Assist the Programme Coordinator/Director in the planning, organization and implementation of the educational programme and curriculum.
- 2.11 Perform any duties assigned by Programme Coordinator/Director, Deputy CEO or CEO.

**3. QUALITY ASSURANCE ACTIVITIES**

All School should:

- 3.1 Effectively contribute to the Quality Assurance Program and related areas of the College's Strategic Plan.
- 3.2 Ensure compliance with all College policies and procedures in a logical manner.
- 3.3 Follow College guidelines regarding School duties and requirements and the effective use of teaching resources.
- 3.4 Participate and assist in the review and evaluation of the curriculum as assigned;
- 3.5 Actively participate in School assembly and other meetings, as appropriate.
- 3.6 Participate in the planning and implementation of department and College seminars or workshops.
- 3.7 Each School will undergo evaluation by students and peers. This assessment is mandatory and will assess the effectiveness of teaching methods as well as student satisfaction of curriculum delivery and other components. The scores of these quality assessments will be made known to the school periodically and will be evaluated during the annual appraisal interview.

**BREACH OF POLICY**

Failure to comply with the policy will be considered as breach of policy and will be liable for disciplinary action.

**REVIEW**

This policy will be reviewed and updated as and when required.

**HISTORY**

Approvals

Version	Authorized by	Approval Date	Effective Date	Sections modified
1.0	The CEO, MAHSA International College, Penang	Nov 2024	Nov 2024	--