



MAHSA
INTERNATIONAL COLLEGE
— PENANG —

Academic Regulations

Doctor of Dental Surgery (DDS) Program

MAHSA International College, Penang

1. Introduction

These academic regulations govern the Doctor of Dental Surgery (DDS) program at MAHSA International College, Penang (MICP) Malaysia. The document outlines the rules and procedures related to admissions, academic progression, assessments, professional conduct, graduation requirements, and appeals. All students enrolled in the DDS program must comply with these regulations, which are subject to periodic review and updates by the Academic Board.

2. Governance and Oversight

The DDS program is governed by the Academic Board of MICP, under the authority of the institution's Academic Board. All changes to the curriculum, assessment policies, and progression rules are reviewed and approved by the Academic Board in alignment with the Malaysian Qualifications Agency (MQA), the Malaysian Dental Council (MDC), and other relevant statutory bodies.

3. Program Structure and Duration

3.1 The DDS program is a 5-year full-time professional degree, comprising preclinical and clinical phases.

3.2 The structure includes:

- Year 1–2: Preclinical Sciences (Basic Medical & Dental Sciences)
- Year 3–5: Clinical Dentistry (Clinical practice and community-based training)

3.3 The program includes:

- Didactic lectures and tutorials
- Practical and clinical skills training
- Community dentistry outreach
- Research project
- Elective rotations (local/international optional placements)

3.4 The academic year is divided into two semesters, with scheduled breaks in between.

4. Admission Requirements

4.1 Candidates must meet the minimum entry requirements as stipulated by:

- MDC (Guidelines for Dental Undergraduate Education).

4.2 Typical minimum academic qualifications include: - Please refer:

https://study.micp.edu.my/pdf/MICP_StudentAdmission.pdf

4.3 Selection may also involve:

- An interview.
- Medical fitness clearance.

5. Academic Progression and Attendance

5.1 Minimum attendance of 80% is required for all academic and clinical sessions.

5.2 Students must pass all prescribed courses in a given year before progressing to the next academic year.

5.3 Students who fail a course are:

- Required to undertake supplementary examination, that is re-sit the examination.
- Referred to remedial instruction.
- Required to repeat the academic year (maximum of 1 repeat allowed in the program).

5.4 A student is allowed a maximum of 7 years to complete the DDS program.

6. Assessment and Examinations

6.1 The assessment strategy includes:

- Continuous assessments (50%) & Professional Year End Examination (50%)
- Written examinations (SRA, SBA, SAQ, SEQ, MEQ)
Competency Assessment.
- Practical/clinical exams (OSCE/OSPE, CBR).
- Research project evaluation.

6.2 Students must pass both the theory and practical components independently.

6.3 Student must pass all the continuous assessments to appear for the Professional

6.4 Year End Exam. If not has to take remedial instructions and appear for Viva-

Voce.

6.5 Re-sit examinations are permitted once per course. If failed again, the student may repeat the year subject to Academic Board approval.

6.6 Unethical behaviour (e.g., cheating, impersonation) in assessments will result in disciplinary action, including possible dismissal.

7. Clinical Competency and Logbook

7.1 Clinical competencies are assessed continuously and summatively.

7.2 Each student must maintain a clinical logbook/portfolio, recording clinical procedures under supervision.

7.3 Students must complete the minimum number of clinical procedures as stipulated in the clinical requirement guidelines.

7.4 Failure to complete clinical requirements may delay progression or graduation.

8. Professionalism and Conduct

8.1 Students must adhere to the Code of Professional Conduct as defined by the Malaysian Dental Council and MICP's Student Guidebook.

8.2 Any act of unprofessionalism, academic dishonesty, harassment, or misconduct will be investigated by the Disciplinary Committee.

8.3 Penalties include warnings, suspension, or termination from the program.

9. Leave of Absence and Withdrawal

9.1 Leave of absence for medical, personal, or other valid reasons must be approved by the Dean.

9.2 A student may apply for deferment or temporary withdrawal, not exceeding a cumulative total of 1 year.

9.3 Voluntary withdrawal from the program must be in writing and approved by the MICP Academic Board.

10. Graduation and Award of Degree

- 10.1 The DDS degree is awarded upon successful completion of:
 - All academic and clinical course requirements
 - Clinical logbook and final competency assessment
 - Research project and professional development modules
- 10.2 Graduating students must fulfill all financial obligations, return all college property, and complete the exit clearance process.
- 10.3 The award of the degree is subject to the endorsement of the MICP MAHSA Joint Faculty Board, Academic Board and MAHSA University Senate.

11. Appeals and Grievances

- 11.1 Students may appeal against assessment results or disciplinary decisions.
- 11.2 Appeals must be submitted in writing within 7 working days of the notification of the result.
- 11.3 The Appeals Committee will review the appeal and deliver a decision within a reasonable time frame.

12. Amendments and Interpretation

- 12.1 These regulations are subject to revision as deemed necessary by the MICP Academic Board.
- 12.2 The interpretation of these regulations' rests with the MICP Academic Board and, where necessary, the MAHSA University Senate.



Academic Regulations

School of Nursing

DIPLOMA IN NURSING

MAHSA International College, Penang

1. Introduction

These academic regulations govern the Diploma in Nursing program in Malaysia. The document outlines the rules and procedures related to admissions, academic progression, assessments, professional conduct, graduation requirements, and appeals. All students enrolled in the Diploma in Nursing must comply with these regulations, which are subject to periodic review and updates by the Malaysian Nursing Board.

2. Governance and Oversight

The Diploma in Nursing program is governed by the Malaysian Nursing Board under the authority of the respective academic institution. All curriculum changes, assessment policies, and progression rules are reviewed and approved by the Malaysian Nursing Board in alignment with the Malaysian Qualifications Agency (MQA).

3. Program Structure and Duration

3.1 The Diploma in Nursing program is a full-time 3-year program comprising foundational and clinical phases.

3.2 The program structure includes:

Basic medical Science, Nursing Sciences, Behavioral Sciences, and Practical Skills

3.3 The program incorporates:

- Lectures, tutorials, and skills laboratory sessions
- Clinical practice in hospital and community settings
- Community nursing outreach and health promotion

- Research and evidence-based practice project

3.4 The academic year is divided into two semesters with scheduled semester breaks.

4. Admission Requirements

4.1 Candidates must meet the minimum entry requirements as stipulated by:

- Malaysian Qualifications Agency (MQA)
- Malaysian Nursing Board

4.2 Typical minimum academic qualifications include SPM or equivalent with three credits in relevant subjects: Bahasa Malaysia, Mathematics, General science or pure science and pass in English

4.3 Selection may also include:

- An interview
- Medical fitness assessment

5. Academic Progression and Attendance

5.1 Minimum attendance of 80% in all theoretical and 100% is required for clinical sessions.

5.2 Students must pass all prescribed courses within a year to progress to the next academic year.

5.3 Students failing a course will:

- Undertaking supplementary examinations (re-sits)
- Attend remedial classes

5.4 A maximum duration of 3-6 years is allowed to complete the Diploma in Nursing program.

6. Assessment and Examinations

6.1 Assessment consists of:

- Continuous assessments (40%) and final examinations (50%)
- Written exams including MCQ, SAQ, MEQ
- Practical and clinical exams (OSCE, OSPE)
- Research and portfolio assessments

6.2 Students must pass theory and practical components independently.

6.3 Passing all continuous assessments is required to qualify for the final examination.

- 6.4 Re-sits are permitted twice per course; further failure may result in repeating the year with approval.

6.5 Academic dishonesty (e.g., cheating) will lead to disciplinary action, including possible dismissal.

7. Clinical Competency and Logbook

7.1 Clinical skills are assessed continuously and summative throughout clinical placements.

7.2 Students must maintain clinical logbook documenting procedures performed under supervision.

7.3 Completion of minimum clinical procedures is mandatory before progression or graduation.

7.4 Failure to meet clinical requirements may delay academic progression.

8. Professionalism and Conduct

8.1 Students must adhere to the Code of Professional Conduct established by the Malaysian Nursing Board.

8.2 Unprofessional behaviors, misconduct, or academic dishonesty will be investigated by the Disciplinary Committee.

8.3 Penalties may include warnings, suspension, or termination from the program.

9. Leave of Absence and Withdrawal

9.1 Leave of absence for valid reasons must be approved by the Program Director.

9.2 Deferment or temporary withdrawal is allowed up to a cumulative total of one year.

9.3 Voluntary withdrawal must be submitted in writing and approved by the academic authorities.

10. Graduation and Award of Diploma

10.1 The Diploma in Nursing is awarded upon:

- Successful completion of all academic and clinical courses
- Fulfilment of clinical logbook and competency assessments
- Completion of research/project requirements

10.2 Graduates must clear up all financial obligations and complete exit procedures.

10.3 The awarding of the diploma is subject to approval by the Nursing Academic Board and relevant university or institution Senate.

11. Appeals and Grievances

11.1 Students may appeal assessment results or disciplinary decisions.

11.2 Appeals must be submitted in writing within seven working days of receiving the notification.

11.3 The Appeals Committee will review and decide on appeals within a reasonable timeframe.

12. Amendments and Interpretation

12.1 These regulations are subject to revision by the Nursing Academic Board as necessary.

12.2 Interpretation of these regulations' rests with the Nursing Board and, where applicable, the institution's Academic Board.

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School of Business (SOB)

Academic Regulations

Diploma in Business Studies (DBS)

MAHSA International College, Penang (MICP)

1. Introduction

These academic regulations govern Diploma in Business Studies programme under the School of Business (SOB) at MICP. All enrolled students must comply with these regulations, established in accordance with the Malaysian Qualifications Agency (MQA) and the Ministry of Higher Education (MOHE) standards.

2. Governance and Oversight

The programmes are overseen by the Academic Board of MICP, ensuring adherence to national higher education standards. Any amendments to the curriculum, regulations, or policies require the approval of the Academic Board.

3. Programme Structure and Duration

- Generally, there are three (3) major intakes in a year which are in January, May and August.
- January is a short semester whilst May and August sessions are full semesters.
- The program duration is 2.5 years, and it consists of 5 long semesters and 2 short semesters.
- Each semester includes lectures, study week, mid semester exam as well as final examination or final project.
- Maximum period to be completed: 4 years (including deferments or repeats).

4. Admission Requirements

Diploma in Business Studies (DBS):

- Possesses SPM with at least credit in THREE subjects; OR
- Possesses SKM Level 3 in the related field, OR
- A Certificate (Level 3, MQF) in the related field with at least CGPA of 2.0.
- A Pass in Sijil Tinggi Pelajaran Malaysia (STPM) with at least Grade C (GP 2.0) in any subjects; OR
- A pass in Sijil Tinggi Agama Malaysia (STAM) with at least Grade Maqbul; OR
- Other equivalent qualifications recognised by the Malaysian Government.
- International students are required to achieve a minimum Band 3 in MUET OR equivalent to CEFR (HIGH B1).

5. Academic Progression and Attendance

5.1 Minimum Attendance Requirement

Students are required to attend classes and/or tutorials and complete all assignments stipulated in the subject regulations in order to qualify for formal assessments and to remain enrolled in their programme of study. A student may be prohibited from sitting for the examination and assigned an F grade if their attendance does not meet the minimum requirement of 85%.

5.2 Course Completion Requirement

Students must pass all prescribed courses in the academic year to progress to the next semester or academic level. The minimum passing grade for each course is C (2.00 GPA).

5.3 Failure in a Course

A student who fails a course may be subjected to one of the following actions depending on the circumstances and academic committee decision:

- Re-sit the examination (Additional examination)
- Repeat the course in the following semester
- Placed under Academic Observation if CGPA is below 2.00
- Terminated from programme if CGPA is below 1.00 for 2 consecutive semesters.

5.4 Duration of Study

- The minimum duration to complete Diploma in Business Studies is 2.5 years, while the maximum is 4 years.
- Students who do not complete the program within the stipulated time may be terminated, unless an extension is granted under special circumstances.

6. Assessment and Grading

- 6.1 Assessment consists of Continuous Assessment (60%) and Final Exam / Final Project (40%). Methods include assignments, presentations, projects and exams.
- 6.2 Students must pass both continuous assessment and final assessment of each course.
- 6.3 Failure in continuous assessment may require remedial work and viva-voce before final examination.
- 6.4 Students who cannot sit for the final examination due to valid medical reasons or other approved extenuating circumstances may request to take a Special Examination.
- 6.5 For examination-related matters, a medical report, medical certificate, or any relevant supporting document must be submitted to the Registrar's Office within forty-eight (48) hours of the missed examination. Failure to provide the required documentation within this timeframe will result in the student being considered absent without a valid reason and receiving an F grade for the affected course.
- 6.6 The Special Examination must be registered by the student in the following semester to ensure that the GPA and CGPA calculations are not affected.
- 6.7 Cheating or misconduct in exams leads to disciplinary action, including possible dismissal.

7. Professionalism & Conduct

- 7.1 Students must follow the MICP Student Code of Conduct and act with integrity and respect.
- 7.2 Misconduct such as cheating, harassment, or academic dishonesty will be investigated by the Disciplinary Committee.
- 7.3 Penalties include warning, suspension, or termination.

8. Leave of Absence & Withdrawal

- 8.1 Leave for valid medical or personal reasons must be approved by the Programme Director and supported with a formal written letter from the parent or guardian.
- 8.2 A deferment may be approved for a maximum of **one (1) semester** at a time. Students are not permitted to defer their studies for more than **two (2) consecutive semesters**. Failure to comply will result in automatic withdrawal from the programme. In such cases, any student wishing to return must reapply for admission as a new applicant.
- 8.3 Students may choose to withdraw from their studies at any time before completing the programme. All withdrawals must be in writing and require official approval.

9. Completion & Conferment of Diploma Certificate

- 9.1 Students are required to meet the following criteria before being awarded a Diploma in their programme of study:
- Fulfil the credit requirement.
 - Achieve minimum CGPA of 2.00.
 - Pass in all courses.
 - Fulfil all requirements of Academic Regulations.
- 9.2 Students must settle all fees, return college property and complete the exit survey process.
- 9.3 The certificate award is subject to endorsement by the Academic Committee.

10. Appeals & Grievances

- 10.1 Students may appeal assessment or disciplinary decisions.
- 10.2 All appeals must be submitted in writing within 7 working days and subject to approval by the Appeals Committee.

11. Amendments & Interpretation

- 11.1 Regulations may be revised by the MICP Academic Committee as needed.
- 11.2 Final interpretation rests with the Academic Committee.



Centre for Pre-University Studies (CPU)

Academic Regulations Foundation in Science (FIS) & Foundation in Arts (FIA)

MAHSA International College, Penang (MICP)

1. Introduction

These academic regulations govern the Foundation in Science (FIS) and Foundation in Arts (FIA) programmes under the Centre for Pre-University Studies (CPU) at MICP. All enrolled students must comply with these regulations, established in accordance with the Malaysian Qualifications Agency (MQA) and the Ministry of Higher Education (MOHE) standards.

2. Governance and Oversight

The programmes are overseen by the Academic Board of MICP, ensuring adherence to national higher education standards. Any amendments to the curriculum, regulations, or policies require the approval of the Academic Board.

3. Programme Structure and Duration

- Both FIS and FIA are 1-year, full-time foundation programmes, structured into 3 semesters.
- Each semester includes:
 - 12 weeks of lectures
 - 1 week of revision
 - 1 week of final examinations
- Maximum period to complete: 2 years (including deferments or repeats).

4. Admission Requirements

Foundation in Science (FIS):

- SPM/O-Level: Minimum 5 credits, including Mathematics and two Science subjects (Biology, Chemistry, Physics), and a pass in Bahasa Melayu and English.
- UEC: Minimum Grade B in Mathematics and 2 Science subjects, with a pass in Bahasa Melayu and English.

Foundation in Arts (FIA):

- SPM/O-Level: Minimum 5 credits in any subjects.
- UEC: Minimum Grade B in four subjects.
- Interview and medical clearance may be required.

5. Academic Progression and Attendance

5.1 Minimum Attendance Requirement

Students must maintain a minimum of 80% attendance in all scheduled academic activities including lectures, tutorials, labs, and co-curricular sessions. Students who fail to meet this requirement without valid reasons may be barred from final examinations.

5.2 Course Completion Requirement

Students must pass all prescribed courses in the academic year to progress to the next semester or academic level. The minimum passing grade for each course is C (2.00 GPA).

5.3 Failure in a Course

A student who fails a course may be subjected to one of the following actions depending on the circumstances and academic committee decision:

- Re-sit the examination (Additional examination)
- Repeat the course in the following semester
- Placed under Academic Observation if CGPA is below 1.50
- Terminated from programme if CGPA is <1.0 for 2 consecutive semesters or <1.5 for 3 consecutive semesters

5.4 Duration of Study

- The minimum duration to complete the Foundation in Science (FIS) or Foundation in Arts (FIA) is 1 year, while the maximum is 2 years.
- Students who do not complete the program within the stipulated time may be terminated, unless an extension is granted under special circumstances.

6. Assessment and Grading

6.1 Assessment consists of Continuous Assessments (50%) and Final Exams (50%).

Methods include written tests, assignments, presentations, and practicals.

6.2 Students must pass both theory and practical components separately.

6.3 Failure in continuous assessment may require remedial work and viva-voce before final exams.

6.4 Only one re-sit per failed course is allowed. A second failure may require repeating the course or year, with Academic Committee approval.

6.5 Cheating or misconduct in exams leads to disciplinary action, including possible dismissal.

7. Professionalism & Conduct

7.1 Students must follow the MICP Student Code of Conduct and act with integrity and respect.

7.2 Misconduct such as cheating, harassment, or academic dishonesty will be investigated by the Disciplinary Committee.

7.3 Penalties include warning, suspension, or termination.

8. Leave of Absence & Withdrawal

8.1 Leave for valid reasons (medical/personal) must be approved by the Programme Director.

8.2 Deferment or withdrawal is allowed for up to 1 year cumulative.

8.3 All withdrawals must be in writing and require official approval.

9. Completion & Conferment of Foundation Certificate

9.1 The FIS/FIA certificate is awarded upon successful completion of:

- All courses (minimum 50 credit hours)
- Minimum CGPA of 2.00
- All college and MQA requirements

9.2 Students must settle all fees, return college property, and complete the exit process.

9.3 The certificate award is subject to endorsement by the Academic Committee.

10. Appeals & Grievances

10.1 Students may appeal assessment or disciplinary decisions.

10.2 Appeals must be submitted in writing within 7 working days.

10.3 The Appeals Committee will review and decide fairly.

11. Amendments & Interpretation

11.1 Regulations may be revised by the MICP Academic Committee as needed.

11.2 Final interpretation rests with the Academic Committee.