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MAHSA
INTERNATIONAL COLLEGE
PENANG
(FORMERLY KNOWN AS PENANG INTERNATIONAL DENTAL COLLEGE)

Academic Regulations – 2026

MAHSA International College, Penang

(MICP) Malaysia

1. Introduction

These academic regulations govern programs 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 into the program must comply with these regulations, which are subject to periodic review and updates by the Academic Board.

2. Governance and Oversight

The 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

Faculty of Dentistry

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.

School of Nursing

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

3.6 The program structure includes:

Basic medical Science, Nursing Sciences, Behavioural sciences, and Practical Skills

3.7 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

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

School of Business

3.9. Generally, there are three (3) major intakes in a year which are in January, May and August.

3.10 January is a short semester whilst May and August sessions are full semesters.

3.11 The program duration is 2.5 years and it consists of 5 long semesters and 2 short semesters.

3.12 Each semester includes the lectures, study week, mid semester exam as well as final examination or final project.

3.13 Maximum period to complete: 4 years (including deferments or repeats).

Centre of Pre-University Studies

3.1 4 Both FIS and FIA are 1-year, full-time foundation programmes, structured into 3 semesters.

3.15 Each semester includes:

- 12 weeks of lectures
- 1 week of revision
- 1 week of final examinations

3.1 6 Maximum period to complete: 2 years (including deferments or repeats).

4 Admission Requirements

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

4.1.1 MDC (Guidelines for Dental Undergraduate Education)

4.1.2 Malaysian Nursing Board

4.2 Typical minimum academic qualification

4.3 Selection may also involve:

4.3.1 An interview

4.3.2 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 semester/year.

5.3 Students who fail a course are:

5.3.1 Required to undertake supplementary examination, that is re-sit the examination.

5.3.2 Referred to remedial instruction

5.3.3 Required to repeat the academic year (maximum of 1 repeats allowed in the program)

5.4 A student is allowed a maximum of 7 years to complete the DDS program, 2 years for CPU's programmes, 2-4 years (School of Business) & 6 years (School of Nursing)

6 Assessment and Examinations

Faculty of Dentistry

6.1 The assessment strategy includes:

6.1.1 Continuous assessments (50%) & Professional Year End Examination (50%)

6.1.2 Written examinations (SRA, SBA, SAQ, SEQ, MEQ) Competency Assessment

6.1.3 Practical/clinical exams (OSCE/OSPE, CBR)

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

School of Nursing

6.4 Continuous assessments (40%) and final examinations (50%)

6.5 Written exams including MCQ, SAQ, MEQ

6.6 Practical and clinical exams (OSCE, OSPE)

6.7 Research and portfolio assessments

6.8 Students must pass theory and practical components independently.

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

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

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

School of Business

6.12 Assessment consists of Continuous Assessment (60%) and Final Exam / Final Project (40%). Methods include assignments, presentations, projects and exams.

6.13 Students must pass both continuous assessment and final assessment of each course.

6.14 Failure in continuous assessment may require remedial work and viva-voce before final examination.

6.15 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.

6.16 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.

6.1.8 The Special Examination must be registered by the student in the following semester to ensure that the GPA and CGPA calculations are not affected

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

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

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

Centre of Pre-University Studies

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

Methods include written tests, assignments, presentations, and practical's.

6.22 Students must pass both theory and practical components separately.

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

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

6.25 Cheating or misconduct in exams leads to 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 & Malaysian Nursing Board and MICP's Student Guidebook & MAHSA University.
- 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/Programme Director.
- 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 certificate, diploma and degree is awarded upon successful completion of:
 - 10.1.1 All academic and clinical course requirements
 - 10.1.2 Clinical logbook and final competency assessment
 - 10.1.3 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 Certificate, Diploma & Degree are subject to the endorsement of the MICP School Board, 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.
