

Responsible Officer	The Dean, PIDC		
Contact Officer	Dr. Ajay Telang <a href="mailto:ajay@pidc.edu.my">ajay@pidc.edu.my</a>		
Associated Documents	DDS Course Curriculum – MAHSA University Student Code of Conduct ISO Documents		
Version	Authorization by	Approval Date	Effective Date
3.1	The CEO, PIDC	Dec 2023	Jan 2024

### Preamble

Academic Policy is the master document that governs all the teaching and learning, and assessments processes at the institutional level.

### Purpose & Scope

This policy informs all HODs and faculty 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 staff of Penang International Dental College (PIDC).

### Policy Statement

The conditions of use and breach of PIDC Academic Policy are stated below:

## RESPONSIBILITIES DUTIES OF THE FACULTY 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 faculty 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 faculty 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/clinical discussion/clinical chair-side teaching/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: Each department has to update their teaching schedule on the Academic Weekly Calendar and upload on the e- portal for all the batches before the start of their respective academic year. The teaching and clinical posting schedule has to be adhered by the department. If there are any changes in the schedule, it has to be brought to the notice of the Dean for approval filling up the prescribed Reschedule Form, as approved by the academic committee and implemented from February 2020. Changes in teaching or examination schedule should be communicated to the students well in advance. In an event, that a lecturer is not able to take his designated lecture, he/she has to inform the Dean and ensure that the teaching schedule is maintained and the lecture topic is covered by another lecturer.
- 1.2.2 Lectures: The lecture presentation must contain learning outcomes with the names of domains as per Bloom's Taxonomy. The lecture notes/presentation have to be uploaded on the e-portal not less than 24 hours before the day of scheduled lecture.
- 1.2.3 Clinical sessions: The clinical sessions have been organized as per Student Learning Time. Each department has to prepare a Weekly Clinical Teaching Schedule. This schedule should be maintained and followed by all the faculty. There should be fair distribution of the clinical teaching responsibilities among all the faculty members. All departments should also have a weekly faculty work distribution plan. Faculty should monitor the students' clinical work and ensure they complete their ECE, MCE and pass their competency tests. Student attendance at the clinical posting is compulsory, unless prior permission is taken from the department HOD. Students are not permitted to leave their clinical posting sessions mid-way. Student mobility between departments for case completion is encouraged.
- 1.2.4 Practical: The practical sessions are to be conducted as per the teaching plan for each batch of students. The attendance has to be recorded for each session.
- 1.2.5 Demonstration & Discussions: The schedule of clinical demonstrations and discussion has to be planned and displayed to the students as a Weekly Clinical Schedule. This schedule will communicate to the students their tasks, days of demonstrations & discussion and their duties during the posting. All departments are required to create demonstration videos to support flexible online learning for the students. These videos

will be uploaded and archived on the PIDC YouTube Channel. It is mandatory for each department to review and update the contents of the video periodically keeping in view changes in knowledge, techniques and technology.

- 1.2.6 PBL/ CBR: Problem based learning / Case based reasoning sessions are to be conducted as per the schedule prepared by the PBL working team. The PBL coordinator is responsible for uploading the PBL schedule and list of participating PBL facilitators and observers on the e-portal. It is mandatory for each faculty member to participate in the PBL session in any role assigned to him/her, on a rotational basis during the work tenure. Faculty should make necessary changes in their clinical duties and patient appointments well in advance of the scheduled PBL session.
- 1.2.7 Hospital posting: There are two hospital postings, during Year 4, namely Oral and Maxillofacial Surgery and Pediatric Dentistry. There will be one Hospital Posting Coordinators for each department. They will be responsible for preparing the posting schedule and obtaining the Dean's approval for it. This schedule has to be included in the academic plan before the beginning of the academic year. The Hospital Posting Coordinators are also responsible for implementation of the post schedule, communicating with the Year 4 students in this regard and liaison with their counterpart at the hospital.
- 1.2.8 Community outreach programs: The college conducts regular community outreach programs, for which different faculty members will be appointed for conducting the program and for student supervision. The faculty posted for such a program have to follow the instructions and procedures as given by the Dept. of Dental Public Health and also maintain infection control. They are further expected to maintain the dignity of the profession and pride of the college at all times.
- 1.2.9 Student Research: Each faculty during their work tenure will be allocated students for student research activity. The faculty has to maintain a consistent level of student research activity by guiding them, encouraging them and mentoring them. The faculty must adhere to the ethical guidelines for research established by the college's Institutional Review Board. The student research proposal has to be submitted and completed in the stipulated time period and the students should have the opportunity to present their research work in scientific meetings and other forums. Students should be encouraged to publish their work, appropriately indicating the affiliation with the College. Prior written permission should be obtained from the Dean before submitting an article for any type of publication or submitting an abstract for poster or research study presentation at any forum.
- 1.2.10 ISO: Implementation of ISO is the responsibility of each and every faculty member.

### 1.3 ASSESSMENT

- 1.3.1 Periodic formative and summative assessment has to be conducted as per the schedule prepared.
- 1.3.2 The continuous assessment of students has to be conducted and analyzed by each department. The HODs have the autonomy to plan and conduct these assessments with an observance that overall assessment of theoretical and clinical skills of the students

are considered. The respective HoDs/Incharge have to perform analysis of each continuous assessments as and when they are conducted during the academic year present their analysis at the scheduled next academic meeting.

- 1.3.3 Formative feedback is mandatory and each faculty 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 that have to be carried out:
  - a) Mini Test I (Written) and Mini Test II (OSCE)
  - b) End Semester of Term Exam (Written)
- 1.3.6 The results of the assessment exams should be uploaded on the e-portal no later than three weeks from the due date of the exam.
- 1.3.7 The documentation of the assessment has to be maintained and stored as per the ISO standards.
- 1.3.8 The question papers for all the assessment examinations along with the answer keys have to be prepared collectively by all the faculty members of the respective department. This is to be followed by a formal process of vetting and documentation of the same in the departmental minutes of meeting. The arrangements and execution of examinations is the responsibility of the respective heads of the departments.
- 1.3.9 Following documents have to be maintained in addition to the ones mentioned above:
  - a) Question papers with domains have to be maintained at the individual departmental level,
  - b) Marks list of students and analysis of the results.
  - c) Exam answer keys,
  - d) Minutes for vetting question papers,
  - e) Question paper alignment document for Professional Examination
  - f) Table of test specification (blueprint) for the continuous assessments and the Professional Examination including OSCEs.
  - g) Any other documents which supports the assessment activity

#### 1.4 STUDENT ATTENDANCE

- 1.4.1 Student attendance has to be recorded and maintained in the attendance record book, for each and every area/session of teaching and learning activities.
- 1.4.2 The attendance for the lecture session has to be recorded at the beginning of the session.
- 1.4.3 The attendance for the clinical posting has to be recorded at the beginning of the clinical session. Attendance has to be taken for each clinical session, i.e. once for the morning session and once for the afternoon session.
- 1.4.4 Students are required to achieve a minimum of 80% attendance to be eligible to appear for the Year End Professional Examination.
- 1.4.5 Planned absence for more than 3 days consecutively, from any teaching and learning activity, for any reasons has to be brought to the notice of the respective HOD and a written permission has to be taken from the Dean prior to being absent. This is compulsory, but in case of emergencies, due consideration will be given, depending on

the nature of the event.

- 1.4.6 For any unplanned absence for any duration of less than 3 days, it is the student's responsibility to inform the respective department HOD.
- 1.4.7 Absence of the students without permission, during surprise check by the faculty/HOD will be penalized by extending the absent attendance for a certain duration.
- 1.4.8 Changes in the attendance permissible only with the permission of the Dean.
- 1.4.9 The aggregate attendance for each student has to be calculated, prepared and maintained as the End of the Year attendance record and Mid-Semester Shortage of Attendance record by each department. Calculation of the attendance has to be done separately for the lecture sessions and the clinical postings.
- 1.4.10 The attendance reports have to be submitted to the Dean as per the instructions from the Dean's Office. Students failing to achieve the minimum attendance requirement have to be reported.

### 1.5 E-LEARNING

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

### 1.6 DEPARTMENTAL AUTONOMY

Each department has the autonomy to plan and deliver their curriculum and also conduct their continuous assessment of the students, within the agreed framework.

## 2. *Specific Responsibilities*

- 2.1.1 Educate and train the students to be knowledgeable, ethical, professional, compassionate, safe and competent dental practitioners.
- 2.2 Deliver effective and contemporary lectures / tutorials / discussions and demonstrations.
- 2.3 Supervise the students in the clinics / dental simulation 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 Dean.
- 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 HOD.
- 2.9 Ensure the adherence to course outlines, Course Specifications, and measurable Learning Outcomes (LO) are consistent with intended Learning Outcomes.
- 2.10 Report any lack of student progress, such as academic difficulties or absence, to the HOD.
- 2.11 Assist the HOD in the planning, organization and implementation of the educational

program and curriculum.

2.12 Perform any duties assigned by Dean or Deputy Deans.

### 3. QUALITY ASSURANCE ACTIVITIES

All faculty should:

3.1 Effectively contribute to the Quality Assurance Program and related areas of the Strategic Plan of the College.

3.2 Ensure compliance with all College policies and procedures in a logical manner.

3.3 Follow College / University guidelines regarding faculty 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 staff general body meetings and other meetings, as required.

3.6 Participate in the planning and implementation of department and College seminars or workshops.

3.7 Each faculty 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 faculty 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, PIDC	Oct 2013	Oct 2013	--
2.0	The CEO, PIDC	July 2017	July 2017	Restructuring of all policy statements as Clauses.
2.1	The CEO, PIDC	Feb 2020	Feb 2020	Addition of clause numbers. Addition of uploading demo videos on YT.
3.0	The CEO, PIDC	Dec 2021	Jan 2022	Document restructured to reflect the MAHSA University's DDS curriculum. E.g. Mini Tests and ESOT Appointment of new Deputy Deans

3.1	The CEO, PIDC	Dec 2023	Jan 2024	Community dentistry replaced with Dental Public Health
-----	---------------	----------	----------	---