



**UNIVERSITI KUALA LUMPUR  
ROYAL COLLEGE OF MEDICINE PERAK  
FACULTY OF MEDICINE**

**ACADEMIC YEAR CALENDAR**

Doc. No:	UniKL/RCMP/ FOM-06(WI)
Revision No:	01
Date	01 July 2017
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Prepared by:

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Academic Services Department  
Faculty of Medicine, UniKL RCMP  
Date : 22 June 2017

Approved by:

Name: Assoc. Prof. Dr. Syed Rahim bin  
Syed Hamid  
Position: Dean, Faculty of Medicine  
Date : 22 June 2017

**AMENDMENT RECORDS**

No.	Date	Remarks	Revision No.	Approved by
1	09/05/14	Establishment	00	Dean, FOM
2	01/07/17	Amendment	01	Dean, FOM



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**1.0 OBJECTIVE**

The objective of this procedure is to provide a guideline in the formulation of academic year calendar for MBBS Programme.

**2.0 SCOPE**

The scope of this procedures covers all Phase and Year Modules, Posting and Examination of FOM, UniKL RCMP

**3.0 REFERENCES**

3.1 Previous Academic Year Calendar

**4.0 DEFINITIONS/ABBREVIATIONS**

UniKL : Universiti Kuala Lumpur  
RCMP : Royal College of Medicine Perak  
FOM : Faculty of Medicine  
PDMC : Programme Development and Monitoring Committee

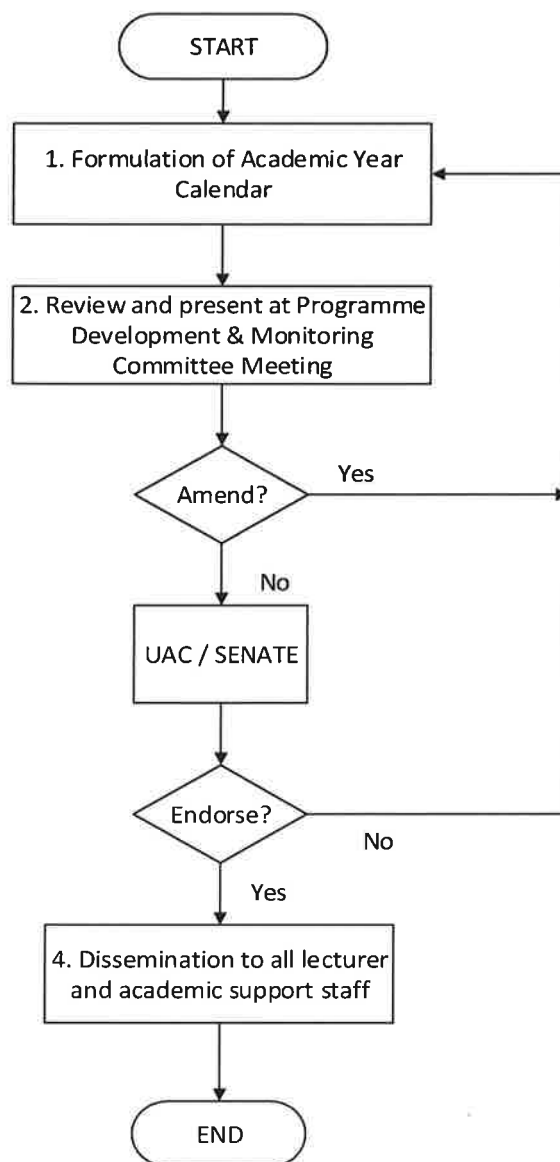
**5.0 RESPONSIBILITY**

- 5.1 Dean of FOM is responsible to ensure that this procedure is adhered to at Faculty level.
- 5.2 Deputy Dean (Academic) is responsible to ensure that this working instruction is adhered.



## 6.0 PROCEDURE

6.1 Refer to the process flow chart as in the next page.





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### 7.0 DESCRIPTION

No	Description	Person in Charge	Document	Duration
1	Preparation of Academic Year Calendar	Year Coordinator	Academic year calendar	3 months before commencement of respective academic year
2	Review by Deputy Dean and Medical Education and present to Program Development & Monitoring Committee meeting	Deputy Dean Academic Medical Education PDMC Members	As above	2 months before commencement of respective academic year
3	If need to be amend, go back at no 1.  If no amendment, Deputy Dean (Academic) will presented at UAC and Senate for endorsement.	Deputy Dean Academic	As above	2 months before commencement of respective academic year
4	Dissemination to faculty : <ul style="list-style-type: none"><li>- all lecturer</li><li>- academic support staff</li><li>- laboratory unit</li><li>- student development</li></ul>	Deputy Dean and Academic Department	As above	1 month before commencement of respective academic year



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**8.0 RECORDS**

<b>No</b>	<b>Titles/Records</b>	<b>Location/Responsibility</b>	<b>Retention Period</b>
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