

TERMS OF REFERENCE

GUIDELINES FOR STUDENTS/ TRAINEES COMPLETING THE EXAMINATION APPLICATION FORM

1	Students/ trainees must complete the Application Form for the Malaysia Nursing Board (MNB) or Midwives Board Malaysia (MMB) examinations with accurate information.	
2	Ensure that the spelling of the NAME and IDENTITY CARD/ PASSPORT NUMBER is ACCURATE and MATCHES the identification document exactly. All information must be written in BLOCK LETTERS .	
3	If there are discrepancies in spelling or names compared to the identity card/passport, students/ trainees must include a Statutory Declaration as supporting evidence.	
4	Please include a copy of the identity card/ passport and all relevant documents and certificates that have been certified according to the requirements of the respective program.	
5	Student/ trainees must refer to the MNB examination eligibility criteria, specifically the Requirements for Entry into the General Part of the Register for Nurses.	
6	Individual examination fees according to the program must be submitted directly to the principal or responsible Tutor	
7	For Malaysian Trained Overseas (MTO) candidates, verification of eligibility is subject to compliance with academic, clinical, and behavioral criteria through the following procedures:	
	7.1	Nurses must be submitted through the Temporary Practicing Certificate (TPC)/ Globalisation Unit ;
	7.2	Completed forms must be sent to the TPC/ Globalisation Unit with the required program fee and copies of relevant supporting documents;
	7.3	The TPC/ Globalisation Unit will notify the applicant regarding the MNB Examination session and the assigned examination center; and
	7.4	The TPC/ Globalisation Unit will provide feedback to the applicant regarding application status, examination dates, centre location, and examination results.
8	Students/ trainees to sit for the MNB/ MMB examinations may be rejected if the information is incomplete or if the examination fee is not included.	
9	Examination fees are non refundable if the candidate fails to attend the examination on the scheduled date.	

10	Students/ trainees who defer the examination after registration must submit a letter of explanation or show-cause letter through their Higher Education Provider (HEP).			
11	Students/trainees who have registered and been issued an index number but fail to attend without a valid reason will lose one (1) examination attempt. A formal letter of explanation/ show-cause must be submitted through their respective HEP			
12	The duration for examination resit and the maximum study period (including resit) are as follows:			
Program		Duration of Study	Reseat Limit	Total Duration (Including Reseat)
Certificate for Assistant Nurses		2 years	3 attempts	5 years
Diploma in Nursing		3 years	3 attempts	6 years
Diploma in Nursing (Conversion Program)		1 year	3 attempts	4 years
Bachelor of Nursing		4 years	3 attempts	7 years
Bachelor of Nursing (Public Health)		4 years	3 attempts	7 years
Post Basic in Public Health Nursing		1 year	3 attempts	4 years
Advanced Diploma in Midwifery		1 year	3 attempts	4 years