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GLOSSARY OF TERMS

No.	Terms	Description
1.	Academic Staff	<p>Personnel engaged by Higher Education Providers who are involved in teaching and supervision.</p> <p>Full time academic staff refers to personnel employed by an institution of higher education/faculty for teaching, supervision, patient care, research, publication and community engagement. He/she is expected to work the full number of hours according to policies adopted by the institution (minimum 35 hours per week). Full time employment comes with benefits such as annual leave, health insurance and salary progression subject to an annual assessment of performance that are not typically offered to a part time or contractual appointment.</p> <p>Part time academic staff refers to personnel employed by an institution of higher education/faculty and are expected to undertake the duties and responsibilities of a full-time academic staff but with a reduced load. A part time academic staff is expected to work not less than 5 hours per week on a regular basis. A part timer is only allowed to offer his services in only 1 institution at any one time. Three (3) part-time staff are considered as equivalent to 1 full-time staff.</p> <p>Pre-clinical academic staff refers to academic staff teaching Basic Medical Science and Oral Biology course.</p> <p>Clinical academic staff refers to academic staff teaching General Medicine and General Surgery, Operative Technique and Dental Technology as well as other dental clinical courses which includes Conservative, Prosthetic, Periodontics, Paediatric Dentistry, Orthodontics, Oral Maxillofacial Surgery, Oral</p>

No.	Terms	Description
		Medicine & Oral Pathology and Dental Public Health.
2.	Administrative Staff	Non-academic personnel engaged by Higher Education Providers.
3.	Alumni	Graduates of the programme.
4.	Assessment	<p>A systematic mechanism to measure the student's attainment of programme learning outcomes.</p> <p>Formative Assessment refers to the assessment of student progress throughout a course, in which the feedback from the learning activities are used to improve attainment of student learning.</p> <p>Continuous Assessment refers to regular assessment of learning performance related to a course and is separate from examinations.</p> <p>Summative Assessment refers to the assessment of learning, which summarises the progress of the learner at a particular time and is used to assign the learner a course grade.</p>
5.	Community Services	Services volunteered by individuals or organisation to benefit a community.
6.	Competency	A student's knowledge, skills and abilities which enable him to successfully and meaningfully complete a given task or role.
7.	Coordinator	The person responsible for providing organisation for different groups to work together to achieve the goals of the programme.
8.	Department	The area of the Higher Education Providers responsible for the programme. Examples are a college, faculty, school, institute, department, centre and unit.
9.	Dental Degree Programme	It refers to Bachelor of Dental Surgery (BDS) programme or equivalent

No.	Terms	Description
10.	External Assessor	An acknowledged expert in the relevant field of study external to the Higher Education Providers tasked to assist in reviewing the programme.
11.	External Examiner	An acknowledged expert in the relevant field of study external to the Higher Education Providers tasked to evaluate the assessment system and the candidates.
12.	External Stakeholders	Parties external to the HEP who have interest in the programme. Examples are alumni, industry, parents, collaborators, fund providers and professional associations.
13.	Formative Guidance	Continuous guidance which has an important influence on the development of a person.
14.	Full-time Staff	Staff with permanent appointment or contract appointment (minimum one year) who works exclusively for a Higher Education Provider
15.	Good Practices	A set of internationally accepted norms which is expected to be fulfilled to maintain high quality practices
16.	Governance	Describes the organisational structure used to ensure that its constituent parts follow established policies, processes and procedures.
17.	Higher Education Provider (HEP)	A body corporate, organisation or other body of persons which conducts higher education or training programmes leading to the award of a higher education qualification.
18.	Institutional Audit	An external evaluation of an institution to determine whether it is achieving its mission and goals, to identify strengths and areas of concern, and to enhance quality.
19.	Internal Quality Audit	A self-review exercise conducted internally by a higher education provider to determine whether it is achieving its goals; to identify strengths and areas of concern, and to enhance quality. The internal quality audit generates a Self-Review Report.

No.	Terms	Description
20.	Learning Outcomes	Statements on what a learner should know, understand and can do upon the completion of a period of study.
21.	Malaysian Qualifications Framework (MQF)	An instrument that classifies qualifications based on a set of criteria that are approved nationally and benchmarked against international best practices.
22.	Modules	Components of a programme. The term modules are used interchangeably with subjects, units, or courses.
23.	MQF Level	A qualification level described with generic learning outcomes and descriptors.
24.	Need Analysis	An analysis carried out for identifying needs. (e.g. the training needs of staff and the market demand of a programme)
25.	Professional Body	A body established under a written law (or any other body recognised by the Government) for purposes of registration and regulating a profession.
26.	Programme	An arrangement of modules that are structured for a specified duration and learning volume to achieve the stated learning outcomes, which usually leads to an award of a qualification.
27.	Programme Accreditation	<p>Programme Accreditation is an exercise to determine whether a programme has met the quality standards set and is in compliance with the Standards and Criteria for Undergraduate Dental Degree Programme.</p> <p>Provisional Accreditation is an accreditation exercise to determine whether a programme has met the minimum quality requirements for purposes of offering a programme.</p> <p>Full Accreditation is an accreditation exercise to ascertain that the teaching, learning and all other related activities of a programme provided by a higher</p>

No.	Terms	Description
		education provider has met the quality standards set and is in compliance with the Standards and Criteria for Undergraduate Dental Degree Programme.
28.	Programme Educational Objectives (PEO)	Broad statements that describe the career and professional accomplishments that the programme is preparing graduates to achieve after they have graduated.
29.	Qualification	An affirmation of achievement which is awarded by a higher education provider or any party that is authorised to confer it.
30.	Quality Enhancement	Steps taken to bring about continual improvement in quality.
31.	Relevant Stakeholders	The parties (individuals and organisations) involved in assisting and complementing the development and improvement of the programme. The key relevant stakeholders are parents, support staff, the government and funding agencies, and civil society organisations.
32.	Scholarly Activities	Activities that apply systematic approaches to the development of knowledge through intellectual inquiry and scholarly communication. (e.g., teaching and learning, research, publications, and creative and innovative products).
33.	Self-Review Report	A report submitted by a higher education provider to demonstrate whether it has achieved the quality standards for purposes of a full programme accreditation exercise.
34.	Student Learning Experience	An experience comprises the entire educational experience of a student whilst studying for a programme.
35.	Student Learning Time	The amount of time that a student is expected to spend on the learning-teaching activities, including assessment to achieve specified learning outcomes.

ABBREVIATIONS

APC	Annual Practicing Certificate
BDS	Bachelor of Dental Surgery
COPPA	Code of Practice for Programme Accreditation
CSSD	Central Sterile Supply Department
DDS	Doctor of Dental Surgery
ECE	Expected Clinical Experience
GDC	General Dental Council
HEP	Higher Education Provider
LAN	<i>Lembaga Akreditasi Negara</i>
MCE	Minimum Clinical Experience
MDA	Malaysian Dental Association
MDC	Malaysian Dental Council
MoHE	Ministry of Education (Higher Education)
MOH	Ministry of Health
MQA	Malaysian Qualifications Agency
MQF	Malaysian Qualifications Framework
JTAC	Joint Technical Accreditation Committee
PEO	Programme Educational Objective
PLO	Programme Learning Outcome
POA	Panel of Assessors
QA	Quality Assurance
SLT	Student Learning Time
TPC	Temporary Practicing Certificate