

**SISTEM PENGURUSAN KUALITI MS ISO 9001: 2008
PUSAT PENGAJIAN SAINS PERUBATAN**

4. Senarai Dokumen Rekod di Jabatan/ Unit/ PTJ.

1.7 Pejabat Akademik

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/MD/CP1	Sistem maklumat pelajar Pra Siswazah (UGIS) Fail peribadi pelajar Fail peribadi pelajar Fail peribadi pelajar Senarai nama pelajar mengikut kumpulan Senarai nama pelajar mengikut kumpulan Senarai nama pelajar mengikut kumpulan	PPSP/MD/CP1/F1/R1 PPSP/MD/CP1/F1/R2 PPSP/MD/CP1/F2/R2 PPSP/MD/CP1/F3/R2 PPSP/MD/CP1/F1/R3 PPSP/MD/CP1/F2/R3 PPSP/MD/CP1/F3/R3
b) PPSP/MD/CP2	Rekod kehadiran pelajar Salinan jadual waktu pengajaran dan pembelajaran Rekod edaran jadual waktu kepada staf Rekod edaran bahan bercetak kepada pelajar Laporan analisa maklumbalas Fail mesyuarat jawatankuasa Fasa 1 Fail mesyuarat jawatankuasa Kurikulum Jadual waktu pengajaran dan pembelajaran sidang akademik yang lalu Senarai induk bahan pembelajaran bercetak Rekod kehadiran mesyuarat & vetting JF1 Rekod kehadiran pelajar Salinan jadual waktu pengajaran dan pembelajaran Rekod edaran jadual waktu kepada staf Rekod edaran bahan bercetak kpd pelajar Laporan analisa maklumbalas Fail mesyuarat jawatankuasa Fasa 2 Fail mesyuarat jawatankuasa kurikulum Rekod kehadiran pelajar Salinan jadual waktu pengajaran dan pembelajaran	PPSP/MD/CP2/F1/R1 PPSP/MD/CP2/F1/R2 PPSP/MD/CP2/F1/R3 PPSP/MD/CP2/F1/R4 PPSP/MD/CP2/F1/R5 PPSP/MD/CP2/F1/R6 PPSP/MD/CP2/F1/R7 PPSP/MD/CP2/F1/R8 PPSP/MD/CP2/F1/R9 PPSP/MD/CP2/F1/R10 PPSP/MD/CP2/F2/R1 PPSP/MD/CP2/F2/R2 PPSP/MD/CP2/F2/R3 PPSP/MD/CP2/F2/R4 PPSP/MD/CP2/F2/R5 PPSP/MD/CP2/F2/R7 PPSP/MD/CP2/F2/R9 PPSP/MD/CP2/F3/R1 PPSP/MD/CP2/F3/R2

	Rekod edaran jadual waktu kepada staf	PPSP/MD/CP2/F3/R3
	Rekod edaran bahan bercetak kpd pelajar	PPSP/MD/CP2/F3/R4
	Laporan analisa maklumbalas	PPSP/MD/CP2/F3/R5
	Fail mesyuarat jawatankuasa Fasa 3	PPSP/MD/CP2/F3/R6
	Fail mesyuarat jawatankuasa kurikulum	PPSP/MD/CP2/F3/R7
c) PPSP/MD/CP3	Jadual peperiksaan	PPSP/MD/CP3/F1/R1
	Senarai nama calon yang menduduki peperiksaan	PPSP/MD/CP3/F1/R2
	Sistem maklumat pelajar Prasiswazah – Program Pemarkahan	PPSP/MD/CP1/F1/R1
	Rekod pengambilan dan penyerahan skrip jawapan oleh pemeriksa	PPSP/MD/CP3/F1/R3
	Rekod keputusan peperiksaan	PPSP/MD/CP3/F1/R4
	Rekod kehadiran mesyuarat & vetting JF1	PPSP/MD/CP2/F1/R10
	Jadual peperiksaan	PPSP/MD/CP3/F2/R1
	Senarai nama calon yang menduduki peperiksaan	PPSP/MD/CP3/F2/R2
	Sistem maklumat pelajar (SIS)-Program pemarkahan	PPSP/MD/CP3/F2/R3
	Rekod pengambilan dan penyerahan skrip jawapan oleh pemeriksa	PPSP/MD/CP3/F2/R4
	Rekod keputusan peperiksaan	PPSP/MD/CP3/F2/R5
	Jadual peperiksaan	PPSP/MD/CP3/F3/R1

1.8 Pejabat Siswazah

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/PG/CP1	Fail Peribadi	P-UM 0000
	Permohonan baru M.Med	PPSP/PG/CP1/R1-00(Thn.)Jld.
	Permohonan baru melalui Uiniversiti	PPSP/PG/CP1/R2-00(Thn.)Jld.
	Keputusan temuduga	PPSP/PG/CP1/R3-00(Thn.)Jld.
	Surat mesyuarat KKM	PPSP/PG/CP1/R4-00(Thn.)Jld.
	Hospital KKM yang diiktiraf	PPSP/PG/CP1/R5-00(Thn.)Jld.
	Clinical attachment (Umum)	PPSP/PG/CP1/R6-00(Thn.)Jld.
	Clinical attachment (G to G)	PPSP/PG/CP1/R7-00(Thn.)Jld.
	Urusan imigresen calon luar Negara	PPSP/PG/CP1/R8-00(Thn.)Jld.
	Peraturan imigresen	PPSP/PG/CP1/R9-00(Thn.)Jld.

b) PPSP/PG/CP2	<p>Orientasi</p> <p>Kursus intensif</p> <p>Kehadiran kursus intensif</p> <p>Perancangan CPC</p> <p>Poster CPC</p> <p>Kehadiran CPC</p> <p>Telesidang</p> <p>Kehadiran telesidang</p> <p>Bio-Ethics & Comm. Skills</p> <p>Research methodology</p> <p>GCP</p> <p>Penilaian berterusan</p> <p>Kriteria kemajuan naik fasa</p> <p>Projek penyelidikan sains sukan</p> <p>Membaharui pendaftaran</p>	<p>PPSP/PG/CP2/R1-00(Thn.)Jld.</p> <p>PPSP/PG/CP2/R2-00(Thn.)Jld.</p> <p>PPSP/PG/CP2/R3-00(Thn.)Jld.</p> <p>PPSP/PG/CP2/R4-00(Thn.)Jld.</p> <p>PPSP/PG/CP2/R5-00(Thn.)Jld.</p> <p>PPSP/PG/CP2/R6-00(Thn.)Jld.</p> <p>PPSP/PG/CP2/R7-00(Thn.)Jld.</p> <p>PPSP/PG/CP2/R8-00(Thn.)Jld.</p> <p>PPSP/PG/CP2/R9-00(Thn.)Jld.</p> <p>PPSP/PG/CP2/R10-00(Thn.)Jld.</p> <p>PPSP/PG/CP2/R11-00(Thn.)Jld.</p> <p>PPSP/PG/CP2/R12-00(Thn.)Jld.</p> <p>PPSP/PG/CP2/R13-00(Thn.)Jld.</p> <p>PPSP/PG/CP2/R14-00(Thn.)Jld.</p> <p>PPSP/PG/CP2/R15-00(Thn.)Jld.</p>
c) PPSP/PG/CP3	<p>Disertasi</p> <p>Pencalonan pemeriksa dalam</p> <p>Pemeriksa dalam disertasi</p> <p>Odit penyerahan disertasi</p> <p>Laporan kemajuan disertasi</p> <p>Disertasi dari Majlis</p>	<p>PPSP/PG/CP3/R1-00(Thn.)Jld.</p> <p>PPSP/PG/CP3/R2-00(Thn.)Jld.</p> <p>PPSP/PG/CP3/R3-00(Thn.)Jld.</p> <p>PPSP/PG/CP3/R4-00(Thn.)Jld.</p> <p>PPSP/PG/CP3/R5-00(Thn.)Jld.</p> <p>PPSP/PG/CP3/R6-00(Thn.)Jld.</p>
d) PPSP/PG/CP4	<p>Peperiksaan – Jadual</p> <p>Pep.M.Med – Umum</p> <p>Pep. Sains Sukan – Umum</p> <p>Central vetting</p> <p>Perakuan MPSU – Keputusan Pep.</p> <p>PNGK</p> <p>Rayuan semak semula</p> <p>Peraturan Pep.</p> <p>Analisa Keputusan Pep.</p> <p>Pep. Mod campuran-Umum</p>	<p>PPSP/PG/CP4/R1-00(Thn.)Jld.</p> <p>PPSP/PG/CP4/R2-00(Thn.)Jld.</p> <p>PPSP/PG/CP4/R3-00(Thn.)Jld.</p> <p>PPSP/PG/CP4/R4-00(Thn.)Jld.</p> <p>PPSP/PG/CP4/R5-00(Thn.)Jld.</p> <p>PPSP/PG/CP4/R6-00(Thn.)Jld.</p> <p>PPSP/PG/CP4/R7-00(Thn.)Jld.</p> <p>PPSP/PG/CP4/R8-00(Thn.)Jld.</p> <p>PPSP/PG/CP4/R9-00(Thn.)Jld.</p> <p>PPSP/PG/CP4/R10-00(Thn.)Jld.</p>

	Penyerahan kertas soalan	PPSP/PG/CP4/R11-00(Thn.)Jld
	Rekod penerimaan soalan	PPSP/PG/CP4/R12-00(Thn.)Jld
e) PPSP/PG/CP5	PL M.Med	PPSP/PG/CP5/R1-00(Thn.)Jld.
	PL Sains Sukan	PPSP/PG/CP5/R2-00(Thn.)Jld.
	PL Sarjana Sains	PPSP/PG/CP5/R3-00(Thn.)Jld.
	Perlantikan PL	PPSP/PG/CP5/R4-00(Thn.)Jld.
	Laporan PL	PPSP/PG/CP5/R5-00(Thn.)Jld.
	Senarai POOL Pemeriksa Luar	PPSP/PG/CP5/R6-00(Thn.)Jld.
	CV pemeriksa luar	PPSP/PG/CP5/R7-00(Thn.)Jld.
	Data lantikan pemeriksa luar	PPSP/PG/CP5/R8-00(Thn.)Jld

1.9 Pejabat Pentadbiran

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/Pent/CP1	Borang penyediaan & penyerahan kertas soalan Peperiksaan Kursus Doktor Perubatan	PPSP/Pent/CP1/R01
	Borang penyediaan & penyerahan kertas soalan Peperiksaan Kursus Sarjana Perubatan	PPSP/Pent/CP1/R02
	Borang rekod kehadiran Pengawas & Pembantu Peperiksaan Kursus Doktor Perubatan & Sarjana Perubatan	PPSP/Pent/CP1/R03
	Arahan Am	PPSP/Pent/CP1/R04
	Arahan peperiksaan OSPE/OSCE	PPSP/Pent/CP1/R05
	Arahan kepada calon serta petugas setelah selesai peperiksaan OSPE/OSCE	PPSP/Pent/CP1/R06
	Borang laporan Ketua Pengawas Peperiksaan Kursus Doktor Perubatan	PPSP/Pent/CP1/R07
	Borang laporan Ketua Pengawas Peperiksaan Kursus Sarjana Perubatan	PPSP/Pent/CP1/R08
b) PPSP/Pent/CP2	Borang penyediaan & penyerahan kertas soalan Peperiksaan Kursus Doktor Perubatan	PPSP/Pent/UP/R01
	Borang penyediaan & penyerahan kertas soalan Peperiksaan Kursus Sarjana Perubatan	PPSP/Pent/UP/R02
	Borang rekod kehadiran Pengawas & Pembantu Peperiksaan Kursus Doktor Perubatan & Sarjana Perubatan	PPSP/Pent/UP/R03
	Arahan Am	PPSP/Pent/UP/R04
	Arahan peperiksaan OSPE/OSCE	PPSP/Pent/UP/R05

	Arahan kepada calon serta petugas setelah selesai peperiksaan OSPE/OSCE	PPSP/Pent/UP/R06
	Borang laporan Ketua Pengawas Peperiksaan Kursus Doktor Perubatan	PPSP/Pent/UP/R07
	Borang laporan Ketua Pengawas Peperiksaan Kursus Sarjana Perubatan	PPSP/Pent/UP/R08
	Slip Kehadiran Peperiksaan Kursus Doktor Perubatan	PPSP/Pent/UP/R11
	Slip Kehadiran Peperiksaan Sarjana Perubatan	PPSP/Pent/UP/R12
c) PPSP/Pent/CP3	Borang rekod kehadiran Pengawas & Pembantu Peperiksaan Kursus Doktor Perubatan & Sarjana Perubatan	PPSP/Pent/UP/R03
	Borang rekod kehadiran Pembantu Peperiksaan Peperiksaan Klinikal	PPSP/Pent/UP/R09
	Borang Rekod Kehadiran Penyelaras & Pen. Penyelaras Klinikal	PPSP/Pent/UP/R10
d) PPSP/Pent/CP4	Buku Vot 35000	PPSP/Kew/V35/R1
	AMS	File Maker Pro (Online)
	Sistem FIS	File Maker Pro (Online)
	Fail (Salinan Dokumen Vot 35000)	PPSP/Kew/F35/R2
	Rekod Penghantaran Invois, DO, PO	PPSP/Kew/R35/R3
	Pelawaan Sebutharga	PPSP/Kew/S35/R4
	Borang Daftar Harta	PPSP/Kew/D35/R5
	Pemilihan Peralatan Untuk Pembelian Sebara Terus	PPSP/Kew/PT35/R6
e) PPSP/Pent/CP5	Sistem FIS (Financial Information System)	
	Fail (Salinan Dokumen Vot 27000)	
	Rekod Penghantaran Vot 27000	

1. 10 Bahagian Penyelidikan (R&D)

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/R&D/CP1	Buku Rekod permohonan geran Penyelidikan PPSP Minit Mesyuarat JKP, PPSP Surat sedutan Minit Mesyuarat JKP, PPSP Surat Peringatan Kepada Pemohon Surat perakuan menjalankan penyelidikan Surat menolak / tidak memperakukan permohonan menjalankan penyelidikan	PPSP/R&D/CP1/R1 PPSP/R&D/CP1/R2 PPSP/R&D/CP1/R3 PPSP/R&D/CP1/R4 PPSP/R&D/CP1/R5 PPSP/R&D/CP1/R6
b)PPSP/R&D/CP2	Buku Rekod Daftar Masuk / Keluar PO Rekod sistem daftar bil Salinan PO kuning Salinan PO hijau Salinan dokumen pembayaran (Invois, DO, PO) Buku folio	PPSP/R&D/CP2/R1 PPSP/R&D/CP2/R2 PPSP/R&D/CP2/R3 PPSP/R&D/CP2/R4 PPSP/R&D/CP2/R5 PPSP/R&D/CP2/R6
c)PPSP/R&D/CP3	Buku daftar permohonan dan PO keluar Fail (salinan PO kuning) Fail (salinan PO hijau) Buku folio Fail (salinan dokumen pembayaran invois, DO, PO) Fail rekod daftar bil ke pejabat bendahari dan sistem daftar bil Borang daftar harta dan sistem AMS	PPSP/R&D/CP3/R1 PPSP/R&D/CP3/R2 PPSP/R&D/CP3/R3 PPSP/R&D/CP3/R4 PPSP/R&D/CP3/R5 PPSP/R&D/CP3/R6 PPSP/R&D/CP3/R7

2.1 Jabatan Anatomi

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/MD/Anat/CP1	Copies of all communications	PPSP/MD/Anat/CP1/R1
	Copies of all teaching/ learning timetables	PPSP/MD/Anat/CP1/R2
	Student feedback	PPSP/MD/Anat/CP1/R3
	Records of all vetting sessions	PPSP/MD/Anat/CP1/R4
	Invigilation duties	PPSP/MD/Anat/CP1/R5
	Feedback on examination result	PPSP/MD/Anat/CP1/R6
b) PPSP/PG/Anat/CP1	Copies of all communications	PPSP/PG/Anat/CP1/R1
	Candidates application forms	PPSP/PG/Anat/CP1/R2
	Teaching schedules and timetables	PPSP/PG/Anat/CP1/R3
	Attendance lists for all teaching activities	PPSP/PG/Anat/CP1/R4
	Progress reports of students	PPSP/PG/Anat/CP1/R5
	Student Feedback Form For MSc (Clinical Anatomy)	PPSP/PG/Anat/CP1/R6
	Planning of vetting session and attendance list of vetting sessions	PPSP/PG/Anat/CP1/R7
	Invigilation duties	PPSP/PG/Anat/CP1/R8
	List of examination results marks	PPSP/PG/Anat/CP1/R9
	Examination results analysis (Students' performance feedback)	PPSP/PG/Anat/CP1/R10

2.2 Jabatan Anesthesiologi

PPSP/MD/Anes/CP1	Senarai pelajar	PPSP/MD/Anes/CP1/R1
	Rekod kehadiran	PPSP/MD/Anes/CP1/R2
	Buku log	PPSP/MD/Anes/CP1/R3
	Keputusan peperiksaan	PPSP/MD/Anes/CP1/R4
	Maklumbalas pelajar	PPSP/MD/Anes/CP1/R5
PPSP/PG/Anaes/CP1	Result of interview	PPSP/PG/Anaes/CP1/R1
	List of Students	PPSP/PG/Anaes/CP1/R2
	Monthly roster	PPSP/PG/Anaes/CP1/R3
	CME roster	PPSP/PG/Anaes/CP1/R4
	Attachment roster	PPSP/PG/Anaes/CP1/R5
	Log book report	PPSP/PG/Anaes/CP1/R6

	Attendance lists of all teaching sessions	PPSP/PG/Anaes/CP1/R7
	Academic supervisor report	PPSP/PG/Anaes/CP1/R8
	Dissertation report	PPSP/PG/Anaes/CP1/R9
	Continuous assessment result	PPSP/PG/Anaes/CP1/R10
	Attendance list of vetting sessions	PPSP/PG/Anaes/CP1/R11
	Internal communications	PPSP/PG/Anaes/CP1/R12
	External communications	PPSP/PG/Anaes/CP1/R13
	List of exam candidate	PPSP/PG/Anaes/CP1/R14
	Examiner report	PPSP/PG/Anaes/CP1/R15

2.3 Jabatan Farmakologi

PPSP/MD/JF/CP1	Pencalonan PBL	PPSP/MD/JF/CP1-R1
	Phase I	PPSP/MD/JF/CP1-R2
	Phase II	PPSP/MD/JF/CP1-R3
	Buku rekod surat keluar masuk jabatan	PPSP/MD/JF/CP1-R4
PPSP/PG/JF/CP2	Fail edaran pensyarah	PPSP/PG/JF/CP2-R1
	Fail permohonan calon MSc & PhD	PPSP/PG/JF/CP2-R2
	Buku rekod surat keluar masuk jabatan	PPSP/PG/JF/CP2-R3

2.4 Jabatan Fisiologi

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/MD/PHYSIOL/CP1	Record of all teaching/ learning request.	PPSP/MD/PHYSIOL/CP1/R1
	Record of all teaching/ learning sessions (conducted, rescheduled and replaced) and timetables.	PPSP/MD/PHYSIOL/CP1/R2
	Record of exam question request, vetting, invigilating and exam script marking.	PPSP/MD/PHYSIOL/CP1/R3
b) PPSP/PG/PHYSIOL/CP2	Record of Application and Meeting between Supervisor and Student	PPSP/PG/PHYSIOL/CP2/R1
	Record of Student Progress and Outcome	PPSP/PG/PHYSIOL/CP2/R2

2.5 Jabatan Hematologi

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/MD/Haem/CP2	<p>Jadual waktu Pengajaran dan Pembelajaran Blok Haemopoietik dan Limfoid serta kalendar struktur penggal akademik</p> <p>Laporan Analisa Maklumbalas (pensyarah dan pelajar)</p> <p>Senarai bahan pembelajaran bercetak (Objektif mingguan, 'trigger materials, tutor guide, E-learning, senarai pengajaran FLM, dan lain-lain)</p> <p>Senarai bahan pembelajaran dalam bentuk peralatan, model atau spesimen, slaid, manikin dan lain-lain</p> <p>Internal communications</p> <p>Tindakan penambahanbaikan</p> <p>Soft copy & hard copy soalan peperiksaan yang telah divetkan di peringkat jabatan</p> <p>Senarai kedatangan pensyarah ke sesi vetting</p>	<p>PPSP/MD/Haem/CP2/R1</p> <p>PPSP/MD/Haem/CP2/R2</p> <p>PPSP/MD/Haem/CP2/R3</p> <p>PPSP/MD/Haem/CP2/R4</p> <p>PPSP/MD/Haem/CP2/R5</p> <p>PPSP/MD/Haem/CP2/R6</p> <p>PPSP/MD/Haem/CP2/R7</p> <p>PPSP/MD/Haem/CP2/R8</p>
b) PPSP/PG/Haem/CP1	<p>List of new students</p> <p>Posting schedules and letters to respective HODs</p> <p>Evaluation of students – Supervisor's report form & continuous assessment forms (PG office)</p> <p>Records Assessment and results</p> <p>Log books</p> <p>Case report</p> <p>Feedback forms and documents</p> <p>Internal documents (e.g. programme book, time table)</p> <p>Seminar and journal club presentation</p> <p>Records of attendance (students)</p> <p>Dissertation continuous assessment forms (PG office)</p> <p>Records of dissertations</p> <p>Copies of communications (T&L)</p> <p>Soft and hard copy of questions</p> <p>Attendance lists of vetting sessions</p>	<p>PPSP/PG/Haem/CP1/R1</p> <p>PPSP/PG/Haem/CP1/R2</p> <p>PPSP/PG/Haem/CP1/R3</p> <p>PPSP/PG/Haem/CP1/R4</p> <p>PPSP/PG/Haem/CP1/R5</p> <p>PPSP/PG/Haem/CP1/R6</p> <p>PPSP/PG/Haem/CP1/R7</p> <p>PPSP/PG/Haem/CP1/R8</p> <p>PPSP/PG/Haem/CP1/R9</p> <p>PPSP/PG/Haem/CP1/R10</p> <p>PPSP/PG/Haem/CP1/R11</p> <p>PPSP/PG/Haem/CP1/R12</p> <p>PPSP/PG/Haem/CP1/R13</p> <p>PPSP/PG/Haem/CP1/R14</p> <p>PPSP/PG/Haem/CP1/R15</p>

	Copies of communication (Exam)	PPSP/PG/Haem/CP1/R16
	Copies of communication with external examiner	PPSP/PG/Haem/CP1/R17
	Exam time table	PPSP/PG/Haem/CP1/R18
	Report from external examiner	PPSP/PG/Haem/CP1/R19

2.6 Jabatan Immunologi

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/PG/IMMUNO/CP1	List of new students	PPSP/PG/IMMUNO/CP1/R1
	Posting schedules and letter replies	PPSP/PG/IMMUNO/CP1/R2
	Log books	PPSP/PG/IMMUNO/CP1/R3
	Case reports	PPSP/PG/IMMUNO/CP1/R4
	Student Feedback forms (questionnaires)	PPSP/PG/IMMUNO/CP1/R5
	T & L Time Tables	PPSP/PG/IMMUNO/CP1/R6
	Seminar and JC (presentation)	PPSP/PG/IMMUNO/CP1/R7
	Records of attendance (students)	PPSP/PG/IMMUNO/CP1/R8
	Copies of communication with external examiner	PPSP/PG/IMMUNO/CP1/R9
	Records assessment and exam results	PPSP/PG/IMMUNO/CP1/R10
	Records of Dissertations	PPSP/PG/IMMUNO/CP1/R11
	Supervisor Report Form (PG Office)	PPSP/PG/IMMUNO/CP1/R12
	Continuous assessment form (PG Office)	PPSP/PG/IMMUNO/CP1/R13
	Dissertation continuous assessment forms (PG office)	PPSP/PG/IMMUNO/CP1/R14
	Soft and hard copies of questions	PPSP/PG/IMMUNO/CP1/R15
	Attendance lists of vetting sessions	PPSP/PG/IMMUNO/CP1/R16
	Copies of communication with post-graduate office	PPSP/PG/IMMUNO/CP1/R17
	Examination time-table	PPSP/PG/IMMUNO/CP1/R18

2.7 Jabatan Mikrobiologi

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/PG/Micro/CP1	List of M.Path students	PPSP/PG/Micro/CP1/R1
	M.Path 2: Clinical Peripheral and Elective Posting	PPSP/PG/Micro/CP1/R2
	M.Path 2: Student's personal record and Dissertation Progress	PPSP/PG/Micro/CP1/R3
	M.Path: Students feedback Analysis	PPSP/PG/Micro/CP1/R4
	M.Path 1: Teaching and Learning and Attendance	PPSP/PG/Micro/CP1/R5
	M.Path 2: Teaching & Learning schedule and attendance	PPSP/PG/Micro/CP1/R6
	Pembelian Vot 27000	PPSP/PG/Micro/CP1/R7A
	Pembelian Vot 35000 PPSP	PPSP/PG/Micro/CP1/R7B
	M.Path communication	PPSP/PG/Micro/CP1/R8
b) PPSP/PG/Micro/CP1	Attendance list of department vetting sessions	PPSP/PG/Micro/CP1/R9
	M.Path 1: continuous assessment	PPSP/PG/Micro/CP1/R10
	M.Path 2: Continuous assessment	PPSP/PG/Micro/CP1/R11
	M.Path External examiner's report	PPSP/PG/Micro/CP1/R12

2.8 Jabatan Neurosains

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/MD/NS/CP1	Timetables	PPSP/MD/NS/CP1/R1
	Attendance	PPSP/MD/NS/CP1/R2
	Results	PPSP/MD/NS/CP1/R3
	Feedback	PPSP/MD/NS/CP1/R4
	Analysis	PPSP/MD/NS/CP1/R5
b) PPSP/PG/NS/CP2	Record of applicants	PPSP/PG/NS/CP2/R1
	List of accepted and declined for interview	PPSP/PG/NS/CP2/R2
	Results of interview	PPSP/PG/NS/CP2/R3
	Lists of students	PPSP/PG/NS/CP2/R4
	Teaching schedules	PPSP/PG/NS/CP2/R5
	Assessment forms and records of results	PPSP/PG/NS/CP2/R6
	Feedback forms	PPSP/PG/NS/CP2/R7

	<p>Interview progress</p> <p>Attendance lists for teaching sessions</p> <p>Analysis</p> <p>Attendance lists of Dept vetting sessions</p> <p>Copies of all communication with Post Graduate office for vetting\</p>	<p>PPSP/PG/NS/CP2/R8</p> <p>PPSP/PG/NS/CP2/R9</p> <p>PPSP/PG/NS/CP2/R10</p> <p>PPSP/PG/NS/CP2/R11</p> <p>PPSP/PG/NS/CP2//R12</p>
c) PPSP/PG/NS/CP3	<p>Master of sciences (MSc)</p> <p>Lists of students</p> <p>Teaching schedules</p> <p>Assessment forms</p> <p>Feedback forms</p> <p>Attendance for teaching sessions</p> <p>Analysis</p> <p>Doctor of Philosophy(PhD)</p> <p>Lists of students</p> <p>Teaching schedules</p> <p>Assessment forms</p> <p>Feedback forms</p> <p>Attendance for teaching sessions</p> <p>Analysis</p>	<p>PPSP/PG/NS/CP3/R1</p> <p>PPSP/PG/NS/CP3/R2</p> <p>PPSP/PG/NS/CP3/R3</p> <p>PPSP/PG/NS/CP3/R4</p> <p>PPSP/PG/NS/CP3/R5</p> <p>PPSP/PG/NS/CP3/R6</p> <p>PPSP/PG/NS/CP3/R1</p> <p>PPSP/PG/NS/CP3/R2</p> <p>PPSP/PG/NS/CP3/R3</p> <p>PPSP/PG/NS/CP3/R4</p> <p>PPSP/PG/NS/CP3/R5</p> <p>PPSP/PG/NS/CP3/R6</p>
d)PPSP/PG/NS/CP4	<p>Record of applicants</p> <p>List of accepted and declined candidates</p> <p>Lists of students</p> <p>Teaching schedules</p> <p>Assessment forms and record of results</p> <p>Feedback forms</p> <p>Attendance for teaching sessions</p> <p>Analysis</p> <p>Attendance lists of Dept vetting sessions</p> <p>Copies of communication with post-graduate office</p>	<p>PPSP/PG/NS/CP4/R1</p> <p>PPSP/PG/NS/CP4/R2</p> <p>PPSP/PG/NS/CP4/R3</p> <p>PPSP/PG/NS/CP4/R4</p> <p>PPSP/PG/NS/CP4/R5</p> <p>PPSP/PG/NS/CP4/R6</p> <p>PPSP/PG/NS/CP4/R7</p> <p>PPSP/PG/NS/CP4/R8</p> <p>PPSP/PG/NS/CP4/R9</p> <p>PPSP/PG/NS/CP4/R10</p>

2. 9 Jabatan Ophthalmology

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/MD/OPH/CP1	Time-table List of students Attendance lists CES program Log Book End of posting result Students Feedback	PPSP/MD/OPH/CP1/R1 PPSP/MD/OPH/CP1/R2 PPSP/MD/OPH/CP1/R3 PPSP/MD/OPH/CP1/R4 PPSP/MD/OPH/CP1/R5 PPSP/MD/OPH/CP1/R6 PPSP/MD/OPH/CP1/R7
b) PPSP/PG/OPH/CP1	Records of Communication Regarding Interview Sesi Temuduga Masters Intake Structured Interview Score Sheet Borang Penilaian Kemasukan Temuduga Lists of students and supervisors Ophthalmology posting schedule Teaching schedules Attendance Lists (Teaching Activities) Supervisors Report Log book Fail cuti pelajar sarjana Intensive course phase I Records of continuous assessment Master copy M.Med Records of communication regarding dissertations Final protocol after ethics committee approval Laporan kemajuan penyediaan disertasi M.Med courses Feedback Vetting records Communication regarding exam	PPSP/PG/OPH/CP1/R1 PPSP/PG/OPH/CP1/R2 PPSP/PG/OPH/CP1/R3 PPSP/PG/OPH/CP1/R4 PPSP/PG/OPH/CP1/R5 PPSP/PG/OPH/CP1/R6 PPSP/PG/OPH/CP1/R7 PPSP/PG/OPH/CP1/R8 PPSP/PG/OPH/CP1/R9 PPSP/PG/OPH/CP1/R10 PPSP/PG/OPH/CP1/R11 PPSP/PG/OPH/CP1/R12 PPSP/PG/OPH/CP1/R13 PPSP/PG/OPH/CP1/R14 PPSP/PG/OPH/CP1/R15 PPSP/PG/OPH/CP1/R16 PPSP/PG/OPH/CP1/R17 PPSP/PG/OPH/CP1/R18 PPSP/PG/OPH/CP1/R19 PPSP/PG/OPH/CP1/R20 PPSP/PG/OPH/CP1/R21

	Clinical case summaries	PPSP/PG/OPH/CP1/R22
	Penyediaan peralatan peperiksaan klinikal	PPSP/PG/OPH/CP1/R23
	Examiners and exam schedules	PPSP/PG/OPH/CP1/R24
	Examination marks	PPSP/PG/OPH/CP1/R25
	Examination feedback	PPSP/PG/OPH/CP1/R26

2.10 Jabatan Ortopedik

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/PG/Ortho/CP1	<ul style="list-style-type: none"> i) List of applicants ii) Listing accepted and declined candidates iii) Letters send to panel members and replies received iv) Interview v) Results of interview 	<ul style="list-style-type: none"> PPSP/PG/Ortho/CP1/R1 PPSP/PG/Ortho/CP1/R2 PPSP/PG/Ortho/CP1/R3 PPSP/PG/Ortho/CP1/R4 PPSP/PG/Ortho/CP1/R5
b) PPSP/PG/Ortho/CP2	<ul style="list-style-type: none"> i) List of students ii) Teaching schedules and replies of involved lecturers iii) Continous assessment forms records of results iv) Feedback forms and documents v) Attendance lists for all teaching sessions vi) Log book template 	<ul style="list-style-type: none"> PPSP/PG/Ortho/CP2/R1 PPSP/PG/Ortho/CP2/R2 PPSP/PG/Ortho/CP2/R3 PPSP/PG/Ortho/CP2/R4 PPSP/PG/Ortho/CP2/R5 PPSP/PG/Ortho/CP2/R6
c) PPSP/PG/Ortho/CP3	<ul style="list-style-type: none"> i) Communication with post-graduate office ii) Preparation of exam questions iii) Planning of vetting and formal replies iv) Attendance lists of vetting sessions v) Examination Questions and structures vi) Examination Time Table 	<ul style="list-style-type: none"> PPSP/PG/Ortho/CP3/R1 PPSP/PG/Ortho/CP3/R2 PPSP/PG/Ortho/CP3/R3 PPSP/PG/Ortho/CP3/R4 PPSP/PG/Ortho/CP3/R5 PPSP/PG/Ortho/CP3/R6
d) PPSP/MD/ORTHO/CP1	<ul style="list-style-type: none"> i) Struktur penggal Fasa III ii) Students' briefing iii) Distribution of students into teams iv) Students' time table v) Attendance of students Ward rounds, Clinics, On-calls, Seminar, Clinic teaching vi) Continuous assessment result vii) Examination for clinical exam viii) Result of end of posting exam ix) Posting Feedback x) Lecturer attendance for vetting 	<ul style="list-style-type: none"> USM/PPSP/A/56 MD/B/04/TH.4(2006) MD/B/04/TH.5(2006) PPPSP/MD/ORTHO/CP1/2 PPPSP/MD/ORTHO/CP1/3 MD/BK4/1(2006) MD/BK5/1(2006) PPPSP/MD/ORTHO/CP1/4 PPPSP/MD/ORTHO/CP1/5 PPPSP/MD/ORTHO/CP1/6 PPSP/MD/CP2/F3/L3 PPPSP/MD/ORTHO/CP1/7

2.11 Jabatan Obstetrik & Ginekologi

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/MD/ O&G/CP1	i) Students' time table ii) Attendance students	PPSP/MD/O&G/CP1/R1. PPSP/MD/O&G/CP1/R2
b) PPSP/PG/ O&G/CP1	i) List of applicant and result of short list ii) Record of interview Panel Members iii) Results of interview	PPSP/PG/O&G/CP1/R10 PPSP/PG/O&G/CP1/R11 PPSP/PG/O&G/CP1/R12
c) PPSP/PG/ O&G/CP2	i) Attendance M.Med ii) Distribution M.Med (O&G) student iii) Continuous assessment M.Med iv) M.Med (O&G) Dissertation	PPSP/PG/O&G/CP2/R18 PPSP/PG/O&G/CP2/R13 PPSP/PG/O&G/CP2/R14 PPSP/PG/O&G/CP2/R15
d) PPSP/PG/ O&G/CP3	i) Vetting (M.Med) ii) Request of questions (M.Med) iii) List of examiners (M. Med)	PPSP/PG/O&G/CP3/R19 PPSP/PG/O&G/CP3/R20 PPSP/PG/O&G/CP3/R21

2.12 Jabatan Otorinolaringologi

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/MD/ORL-HNS/CP1	Jadual waktu pengajaran dan pembelajaran Borang kehadiran pelajar Buku log Keputusan peperiksaan Laporan analisa maklumbalas Minit mesyuarat jabatan	PPSP/MD/ORL-HNS/CP1/R1 PPSP/MD/ORL-HNS/CP1/R2 PPSP/MD/ORL-HNS/CP1/R3 PPSP/MD/ORL-HNS/CP1/R4 PPSP/MD/ORL-HNS/CP1/R5 PPSP/MD/ORL-HNS/CP1/R6
b) PPSP/PG/ORL-HNS/CP1	Records of communication regarding interview Interview results List of students Teaching schedules Continuous assessment records Supervisors report Attendance lists for all teaching sessions Student feedback records Examination time-table All records regarding exam and vetting sessions	PPSP/PG/ORL-HNS/CP1/R1 PPSP/PG/ORL-HNS/CP1/R2 PPSP/PG/ORL-HNS/CP1/R3 PPSP/PG/ORL-HNS/CP1/R4 PPSP/PG/ORL-HNS/CP1/R5 PPSP/PG/ORL-HNS/CP1/R6 PPSP/PG/ORL-HNS/CP1/R7 PPSP/PG/ORL-HNS/CP1/R8 PPSP/PG/ORL-HNS/CP1/R9 PPSP/PG/ORL-HNS/CP1/R10

2.13 Jabatan Patologi

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/PG/Path/CP1	Record of teaching and learning activities (M. Path Phase 1)	PPSP/PG/Path/CP1/R001
	Record of teaching and learning activities (M. Path Phase 2)	PPSP/PG/Path/CP1/R002
	Attendance lists for CPC sessions	PPSP/PG/Path/CP1/CPC/R003
	Attendance lists for Journal Club	PPSP/PG/Path/CP1/JC/R004
	Attendance lists for Black box session	PPSP/PG/Path/CP1/BB/R005
	Jadual Tugas Bulanan Jabatan Patologi	PPSP/PG/Path/Pentd/R011
	M. Med Phase I	PPSP/PG/Path/Pentd/R022
	M. Med Phase II	PPSP/PG/Path/Pentd/R023
	Penyelidikan	PPSP/PG/Path/Pentd/R033
	Rekod cuti students M. Path	PPSP/PG/Path/Pentd/R041
	Rekod Laporan Patologi Biopsi Ginjal	HUSM/MPT/BG/301
	Rekod Laporan Rectal Suction Biopsi (ACH)	HUSM/MPT/ACH/401
	Rekod Laporan Sitologi	HUSM/MPT/CYTO/222
	Rekod Laporan Fine Needle Aspiration Biopsi	HUSM/MPT/CYTO/224
	Rekod Laporan Histopathology	HUSM/MPT/HEP/139
	Pathologists and Trainees Log for Histopathology Cases	PPSP/PG/Path/CP1/LOG/R006
Record of M. Path 1 and M. Med Student reporting to the department of Pathology	PPSP/PG/Path/CP1/R007	
Master of Pathology Log Book Part 1	PPSP/PG/Path/CP1/R008	
Anatomic Pathology Log Book	PPSP/PG/Path/CP1/R009	
b) PPSP/PG/Path/CP2	Record of Department Vetting (M. Path 1&2)	PPSP/PG/Path/CP2/R001
	Record of Teaching and learning activities (M. Path. Phase 1)	PPSP/PG/Path/CP1/R001
	Record of Teaching and learning activities (M. Path. Phase2)	PPSP/PG/Path/T&L/R002

2.14 Jabatan Patologi Kimia

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/PG/Cpath	List of new students	PPSP/PG/CPath/R1
	Posting Schedules	PPSP/PG/CPath/R2
	T&L Time Tables	PPSP/PG/CPath/R3
	Records of attendance (students)	PPSP/PG/CPath/R4
	Records of vetting attendance (lecturers)	PPSP/PG/CPath/R5
	Record of meeting attendance (lecturers)	PPSP/PG/CPath/R6
	Exam results (Part I & II)	PPSP/PG/CPath/R7
	Continuous Assessment Part I	PPSP/PG/CPath/R8
	Continuous Assessment Part II	PPSP/PG/CPath/R9
	Supervisor's Report Forms (Part I & II)	PPSP/PG/CPath/R10
	Student Feedback Forms	PPSP/PG/CPath/R11
	Records of Dissertations	PPSP/PG/CPath/R12
	List of Lectures	PPSP/PG/CPath/R13
	Student Registration & Orientation	PPSP/PG/CPath/R14
	Acknowledgement Form	PPSP/PG/CPath/R15
b) PPSP/PG/Cpath/CP2	Soft and hard copies of questions	PPSP/PG/Cpath/R16
	Examination Timetables	PPSP/PG/Cpath/R17
	Copies of all relevant communication	PPSP/PG/Cpath/R18
	Schedule of Conjoint Vetting	PPSP/PG/Cpath/R19

2. 15 Jabatan Pediatrik

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/MD/PAED/CP1	Senarai nama pelajar/ penyelia	PPSP/MD/PAED/CP1/R1
	Jadual waktu pengajaran dan pembelajaran	PPSP/MD/PAED/CP1/R2
	Rekod Kehadiran pelajar	PPSP/MD/PAED/CP1/R3
	Rekod kehadiran sesi vetting	PPSP/MD/PAED/CP1/R4
	Komunikasi internal	PPSP/MD/PAED/CP1/R5
	Fail 'General Block Lecture' & IDA	PPSP/MD/PAED/CP1/R6
	Maklumbalas Akhir Posting	PPSP/MD/PAED/CP1/R7
	Penilaian akhir posting	PPSP/MD/PAED/CP1/R8

	Minit Mesyuarat Jabatan Rekod edaran bahan bercetak	PPSP/PAED/ Minit Mesyuarat PPSP/PAED/Edaran Bercetak
b) PPSP/PG/PAED/CP2	Interview of new M. Med List of students/supervisor Teaching/ CME activities Attendance for all teaching session Supervisor report Feedback documents Dissertation progress Vetting session attendance book List of exam candidates Internal communications External communications	PPSP/PG/PAED/CP2/R1 PPSP/PG/PAED/CP2/R2 PPSP/PG/PAED/CP2/R3 PPSP/PG/PAED/CP2/R4 PPSP/PG/PAED/CP2/R5 PPSP/PG/PAED/CP2/R6 PPSP/PG/PAED/CP2/R7 PPSP/PG/PAED/CP2/R8 PPSP/PG/PAED/CP2/R9 PPSP/PG/PAED/CP2/R10 PPSP/PG/PAED/CP2/R11

2. 16 Jabatan Perubatan Penyakit Dalam

No. CP	Jenis Dokumen	No. Rujukan
PPSP/MD/MED/CP1	Jadual posting medikal dan Senarai nama pelajar/penyelia (Tahun 4/ 5) Fasa III	PPSP/MD/MED/CP1/R1
	Rekod ringkasan kehadiran pelajar tahun 5	PPSP/MD/MED/CP1/R2
	Rekod ringkasan kehadiran pelajar tahun 4	PPSP/MD/MED/CP1/R3
	Analisa maklumbalas akhir posting tahun 5	PPSP/MD/MED/CP1/R4
	Analisa maklumbalas akhir posting tahun 4	PPSP/MD/MED/CP1/R5
PPSP/PG/MED/CP2	List of applicants	PPSP/PG/MED/CP2/R1
	List of panelist	PPSP/PG/MED/CP2/R2
	Results of Interview	PPSP/PG/MED/CP2/R3
	Candidate ward allocation rosters	PPSP/PG/MED/CP2/R4
	Candidate subspecialty posting rosters	PPSP/PG/MED/CP2/R5
	Intensive course rosters	PPSP/PG/MED/CP2/R6
	Feedback documents	PPSP/PG/MED/CP2/R7
	End of package assessment results	PPSP/PG/MED/CP2/R8
	Supervisors report	PPSP/PG/MED/CP2/R9
	Record of Department CME activities	PPSP/PG/MED/CP2/R10

	Attendance for CME activities	PPSP/PG/MED/CP2/R11
	List of dissertation titles and supervisors	PPSP/PG/MED/CP2/R12
	Protocol presentation panel report	PPSP/PG/MED/CP2/R13
	Candidate Dissertation Progress	PPSP/PG/MED/CP2/R14
	List of examiners submitted to PGO for exam	PPSP/PG/MED/CP2/R15
	Exam Rosters	PPSP/PG/MED/CP2/R16
	Internal & external communication	PPSP/PG/MED/CP2/R17
	Vetting activities	PPSP/PG/MED/CP2/R18

2. 17 Jabatan Psikiatri

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/MD/PSY/CP1	Jadual Waktu Pengajaran dan Pembelajaran Blok Perubatan Psikologi	PPSP/MD/PSY/CP1/R1
	Laporan Analisa Maklumbalas (pensyarah dan pelajar)	PPSP/MD/PSY/CP1/R2
	PBL ('trigger materials' tutor guide dan lain-lain)	PPSP/MD/PSY/CP1/R3
	Senarai bahan pembelajaran dalam bentuk video dan cakera padat	PPSP/MD/PSY/CP1/R4
	Internal communication	PPSP/MD/PSY/CP1/R5
	Tindakan penambahanbaikan	PPSP/MD/PSY/CP1/R6
b) PPSP/MD/PSY/CP2	List of students	PPSP/MD/PSY/CP2/R1
	Log book	PPSP/MD/PSY/CP2/R2
	Attendance lists	PPSP/MD/PSY/CP2/R3
	EOP results	PPSP/MD/PSY/CP2/R4
	Feedback form	PPSP/MD/PSY/CP2/R5
	Corrective action	PPSP/MD/PSY/CP2/R6
c) PPSP/PG/PSY/CP1	List of accepted and rejected candidates	PPSP/PG/PSY/CP1/R1
	Results of interview	PPSP/PG/PSY/CP1/R2

d) PPSP/PG/PSY/CP2	List of students	PPSP/PG/PSY/CP2/R1
	Teaching schedules	PPSP/PG/PSY/CP2/R2
	Attendance lists	PPSP/PG/PSY/CP2/R3
	Continuous assessment forms	PPSP/PG/PSY/CP2/R4
	Feedback forms	PPSP/PG/PSY/CP2/R5
e) PPSP/PG/PSY/CP3	Department vetting attendance	PPSP/PG/PSY/CP3/R1
	Communication with PG office	PPSP/PG/PSY/CP3/R2

2.18 Jabatan Pendidikan Perubatan

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/FDP/JPP/CP1	Program Perkembangan Fakulti (Planner)	PPSP/FDP/JPP/CP1/R1
	Permohonan dan kelulusan aktiviti dan peruntukan	PPSP/FDP/JPP/CP1/R2
	Pencalonan peserta (Awal)	PPSP/FDP/JPP/CP1/R3
	Aktiviti Program Perkembangan Fakulti	PPSP/FDP/JPP/CP1/R4
	Laporan bengkel	PPSP/FDP/JPP/CP1/R5
b) PPSP/PG/JPP/CP2	List of candidates	PPSP/PG/JPP/CP2/R1
	Candidates Application	PPSP/PG/JPP/CP2/R2
	Mesyuarat Pasca Siswazah (Pendidikan Perubatan)	PPSP/PG/JPP/CP2/R3
	Mesyuarat Khas Pasca Siswazah (Pendidikan Perubatan)	PPSP/PG/JPP/CP2/R4
	Candidate interview record	PPSP/PG/JPP/CP2/R5
	Orientation Programme	PPSP/PG/JPP/CP2/R6
	Correspondence regarding semester schedule	PPSP/PG/JPP/CP2/R7
	Rekod Kehadiran Pelajar Sarjana Sains (Pendidikan Perubatan)	PPSP/PG/JPP/CP2/R8
	Student's program folder	PPSP/PG/JPP/CP2/R9
	Schedule for Semester I	PPSP/PG/JPP/CP2/R10
	Schedule for Semester II	PPSP/PG/JPP/CP2/R11
	Weekly Schedules	PPSP/PG/JPP/CP2/R12
	Attendance of teaching records	PPSP/PG/JPP/CP2/R13
	Module Folder	PPSP/PG/JPP/CP2/R14

	Nomination Letter as Project Supervisor	PPSP/PG/JPP/CP2/R15
	Major Project Progress Report	PPSP/PG/JPP/CP2/R16
	Student's feedback	PPSP/PG/JPP/CP2/R17
	Vetting: Schedule and attendance	PPSP/PG/JPP/CP2/R18
	Examination	PPSP/PG/JPP/CP2/R19
	Checklist for Marking on Triple Jump Examination	PPSP/PG/JPP/CP2/R20
	Checklist for Evaluation of Contract Learning	PPSP/PG/JPP/CP2/R21
	Continuous assessment score sheet	PPSP/PG/JPP/CP2/R22
	Correspondence regarding examiners	PPSP/PG/JPP/CP2/R23
	Examiner's Report on Assessment of Major Report and Score Sheet	PPSP/PG/JPP/CP2/R24

2.19 Jabatan Perubatan Kecemasan

No. CP	Jenis Dokumen	No. Rujukan
PPSP/PG/EM	Communication with Postgraduate Office	PPSP/PG/EM/R1
	Result of Interview	PPSP/PG/EM/R2
	List of Students	PPSP/PG/EM/R3
	Teaching and Schedules and Replies of Involved lectures	PPSP/PG/EM/R4
	Continuous Assessment Forms Records of Documents	PPSP/PG/EM/R5
	Feedback forms and documents	PPSP/PG/EM/R6
	Attendance list for all teaching session	PPSP/PG/EM/R7
	Log book of master medicine (emergency medicine)	PPSP/PG/EM/R8
	All records of planning of vetting session and formal replies	PPSP/PG/EM/R9
	Attendance lists vetting session	PPSP/PG/EM/R10
	Copies of all communication with postgraduate	PPSP/PG/EM/R11
PPSP/UG/EM	Introduction session attendance	PPSP/UG/EM/R1
	Attendance to teaching session	PPSP/UG/EM/R2
	Log book	PPSP/UG/EM/R3
	End-of-posting assessment attendance	PPSP/UG/EM/R4
	End-of-posting assessment results	PPSP/UG/EM/R5
	Students feedback	PPSP/UG/EM/R6

2. 20 Jabatan Perubatan Keluarga

PPSP/MD/F.Med/ CP2	<p>Senarai nama pelajar</p> <p>Borang kehadiran pelajar</p> <p>Salina jadual waktu pengajaran dan pembelajaran</p> <p>Senarai supervisor</p> <p>Keputusan peperiksaan akhir posting</p> <p>Maklumbalas akhir posting</p> <p>Laporan maklumbalas akhir posting</p> <p>Salinan kerja kursus penempatan pelajar perubatan</p>	<p>PPSP/MD/F.MED/ CP1/R1</p> <p>PPSP/MD/F.MED/ CP1/R2</p> <p>PPSP/MD/F.MED/ CP1/R3</p> <p>PPSP/MD/F.MED/ CP1/R4</p> <p>PPSP/MD/F.MED/ CP1/R5</p> <p>PPSP/MD/F.MED/ CP1/R6</p> <p>PPSP/MD/F.MED/ CP1/R7</p> <p>PPSP/MD/F.MED/ CP1/R8</p>
PPSP/PG/F.Med/ CP1	<p>Listing of new candidates</p> <p>Results of interview</p>	<p>PPSP/PG/F.Med/ CP1/R1</p> <p>PPSP/PG/F.Med/ CP1/R2</p>
PPSP/PG/F.Med/ CP1	<p>List of students</p> <p>Teaching schedules</p> <p>Continuous assessment results</p> <p>Feedback forms and documents</p> <p>Attendance lists for all teaching sessions</p> <p>Family case studies</p> <p>Viva assessment form Year 2 M.Med</p> <p>Corrective action for teaching and learning</p> <p>Preventive action for teaching and learning</p>	<p>PPSP/PG/F.Med/ CP1/R3</p> <p>PPSP/PG/F.Med/ CP1/R4</p> <p>PPSP/PG/F.Med/ CP1/R5</p> <p>PPSP/PG/F.Med/ CP1/R6</p> <p>PPSP/PG/F.Med/ CP1/R7</p> <p>PPSP/PG/F.Med/ CP1/R8</p> <p>PPSP/PG/F.Med/ CP1/R9</p> <p>PPSP/PG/F.Med/ CP1/R10</p> <p>PPSP/PG/F.Med/ CP1/R11</p>
PPSP/PG/F.Med/ CP1	<p>Timetable of vetting session</p> <p>List of exam candidates</p> <p>Attendance list of vetting session</p> <p>Internal communication</p> <p>External communication</p> <p>Student feedback form</p> <p>Examiner report</p>	<p>PPSP/PG/F.Med/ CP1/R12</p> <p>PPSP/PG/F.Med/ CP1/R13</p> <p>PPSP/PG/F.Med/ CP1/R14</p> <p>PPSP/PG/F.Med/ CP1/R15</p> <p>PPSP/PG/F.Med/ CP1/R16</p> <p>PPSP/PG/F.Med/ CP1/R17</p> <p>PPSP/PG/F.Med/ CP1/R18</p>

2. 21 Jabatan Perubatan Masyarakat

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/MD/CM/CP1	Records of List of MD Year 5 Students Records of Preventive Medicine Posting Schedules Records of Communication Records of Attendance Records of Assessment Records of Students' Feedback	PPSP/MD/CM/CP1/R1 PPSP/MD/CM/CP1/R2 PPSP/MD/CM/CP1/R3 PPSP/MD/CM/CP1/R4 PPSP/MD/CM/CP1/R5 PPSP/MD/CM/CP1/R6
b) PPSP/PG/CM/CP2	Records of Interview Records of MPH Candidates Reception Records of Teaching Schedules Records of Attendance Lists for Teaching Sessions Records of Formative Assessment Result Records of Research Projects Records of Examination Records of Students Feedback Records of Academic Meetings Minutes Records of Communication	PPSP/PG/CM/CP2/R1 PPSP/PG/CM/CP2/R2 PPSP/PG/CM/CP2/R3 PPSP/PG/CM/CP2/R4 PPSP/PG/CM/CP2/R5 PPSP/PG/CM/CP2/R6 PPSP/PG/CM/CP2/R7 PPSP/PG/CM/CP2/R8 PPSP/PG/CM/CP2/R9 PPSP/PG/CM/CP2/R10
c) PPSP/PG/CM/CP3	Records of Interview Records of Candidates Reception Records of Teaching Schedules Records of Attendance for Teaching Sessions Records of Formative Assessment Result Records of Dissertation Proposal presentation Records of Examination Records of Student Feedback Records of Academic Meetings' Minutes Records of Communication	PPSP/PG/CM/CP3/R1 PPSP/PG/CM/CP3/R2 PPSP/PG/CM/CP3/R3 PPSP/PG/CM/CP3/R4 PPSP/PG/CM/CP3/R5 PPSP/PG/CM/CP3/R6 PPSP/PG/CM/CP3/R7 PPSP/PG/CM/CP3/R8 PPSP/PG/CM/CP3/R9 PPSP/PG/CM/CP3/R10

2. 22 Jabatan Radiologi

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/MD/RAD/CP1	Academic Schedule	PPSP/MD/RAD/CP1/1.01
	Teaching Attendance	PPSP/MD/RAD/CP1/1.02
	Question Distribution	PPSP/MD/RAD/CP1/1.03a
	Examination Timetable	PPSP/PG/RAD/CP1/1.03b
	Examination Results	PPSP/PG/RAD/CP1/1.03c
b) PPSP/PG/RAD/CP2	Academic Schedule	PPSP/PG/RAD/CP2/1.01
	Journal Club Attendance	PPSP/PG/RAD/CP2/1.02a
	Phase I Teaching Attendance	PPSP/PG/RAD/CP2/1.02b
	Phase II Teaching Attendance	PPSP/PG/RAD/CP2/1.02c
	Phase III Teaching Attendance	PPSP/PG/RAD/CP2/1.02d
	Supervisor's Report Form	PPSP/PG/RAD/CP2/1.03a
	Continuous Assessment	PPSP/PG/RAD/CP2/1.03b
	Question Distribution	PPSP/PG/RAD/CP2/1.04a
	Vetting	PPSP/PG/RAD/CP2/1.04b
	Examination Timetable	PPSP/PG/RAD/CP2/1.05a
	Examination Meeting Attendance	PPSP/PG/RAD/CP2/1.05b

2. 23 Jabatan Surgeri

PPSP/MD/SURG/CP1	Struktur penggal Fasa III	PPSP/MD/SURGERI/CP1/R1
	Students's briefing and time table Yr.4	PPSP/MD/SURGERI/CP1/R1(a)
	Students's briefing and time table Yr 5	PPSP/MD/SURGERI/CP1/R1(b)
	Students's time table Yr.4 & 5 for remedial	PPSP/MD/SURGERI/CP1/R1(c)
	Attendance log	PPSP/MD/SURGERI/CP1/R2
	Pengajaran penggantian (replaced classes)	PPSP/MD/SURGERI/CP1/R2
	Pemantauan logbook (logbook checking)	PPSP/MD/SURGERI/CP1/R3
	Pemantauan laporan kes (case write ups book log)	PPSP/MD/SURGERI/CP1/R3
	End of posting examination results Yr. 4	PPSP/MD/SURGERI/CP1/R4(a)
	End of posting examination results Yr. 5	PPSP/MD/SURGERI/CP1/R4(b)
Feedback	PPSP/MD/SURGERI/CP1/R5	

	Feedback analysis Vetting file Yr 4 Vetting file Yr 5, Phase III exam Pelajar yang gagal	PPSP/MD/SURGERI/CP1/R6 PPSP/MD/SURGERI/CP1/R7a PPSP/MD/SURGERI/CP1/R7b PPSP/MD/SURGERI/CP1/R8
PPSP/PG/SURGERY/CP1	List of applicants, result of short list and result of interview Interview panel (M.Med) Team rotations for students M.Med (SURGERY) Teaching schedule, attendance of students in teaching and learning activities Topics of dissertation and supervisors M.Med (SURGERY) Course feedback Continuous assessment (M.Med) & Year III continuous assessment Progress of dissertation Request for exam questions (M.Med) Attendance for vetting of questions List of examiners (M.Med)	PPSP/PG/SURG/CP1/R1a PPSP/PG/SURG/CP1/R1b PPSP/PG/SURG/CP1/R2a PPSP/PG/SURG/CP1/R3a PPSP/PG/SURG/CP1/R3b PPSP/PG/SURG/CP1/R3c PPSP/PG/SURG/CP1/R4a PPSP/PG/SURG/CP1/R4b PPSP/PG/SURG/CP1/R5a PPSP/PG/SURG/CP1/R5b PPSP/PG/SURG/CP1/R5c

2. 24 Pusat Genom Manusia

No. CP	Jenis Dokumen	No. Rujukan
PPSP/PG/PGM/CP1	List of student	PPSP/PG/PGM/R1
	Teaching and CME schedule	PPSP/PG/PGM/R2
	Continuous assessment result	PPSP/PG/PGM/R3
	Feedback form and result	PPSP/PG/PGM/R4
	Attendance list	PPSP/PG/PGM/R5
	Floating file	PPSP/PG/PGM/R6
	Log book	PPSP/PG/PGM/R7
PPSP/PG/PGM/CP2	List of student	PPSP/PG/PGM/R1
	Teaching and CME schedule	PPSP/PG/PGM/R2
	Attendance list	PPSP/PG/PGM/R5
	Supervisor student meeting (Research in Progress (RIP) meeting)	PPSP/PG/PGM/R8

2. 25 Pusat Kemahiran Klinikal

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/ MD/ CSC/ CP1	Timetable T&L	PPSP/ MD/ CSC/ CP1/ R1
	Handout and teaching materials	PPSP/ MD/ CSC/ CP1/ R2
	Students attendance and evaluation	PPSP/ MD/ CSC/ CP1/ R3
	Log-book evaluation	PPSP/ MD/ CSC/ CP1/ R4
	Human simulator	PPSP/ MD/ CSC/ CP1/ R5
	Clinical skill tutors	PPSP/ MD/ CSC/ CP1/ R6
	Student feedback and evaluation	PPSP/ MD/ CSC/ CP1/ R7
	Student feedback and evaluation (Analysis)	PPSP/ MD/ CSC/ CP1/ R8
	Record of log-book	PPSP/ MD/ CSC/ CP1/ R9
	Copies of all relevant communication	PPSP/ MD/ CSC/ CP1/ R10
	Term examination	PPSP/ MD/ CSC/ CP1/ R11
	Pro II examination	PPSP/ MD/ CSC/ CP1/ R12
	List of examiners	PPSP/ MD/ CSC/ CP1/ R13

2. 26 Unit Epidemiologi & Biostatistik

PPSP/PG/UB/CP1	Applicants for MSc Medical Statistics program	PPSP/PG/UB/CP1/R1
	Interview panel for MSc medical Statistic candidates	PPSP/PG/UB/CP1/R2
	Results of interview	PPSP/PG/UB/CP1/R3
	Attendance for orientation & acceptance of document	PPSP/PG/UB/CP1/R4
	Timetable	PPSP/PG/UB/CP1/R5
	Attendance for teaching	PPSP/PG/UB/CP1/R6
	Continuous assessment	PPSP/PG/UB/CP1/R7
	Appointment of supervisors	PPSP/PG/UB/CP1/R8
	Exam schedules	PPSP/PG/UB/CP1/R9
	Vetting panels and schedules	PPSP/PG/UB/CP1/R10
	Invigilators and examiners	PPSP/PG/UB/CP1/R11
	Final exam results	PPSP/PG/UB/CP1/R12
	Titles of proposals, supervisors & co-supervisors	PPSP/PG/UB/CP1/R13
	Dissertation submission (mutakhir)	PPSP/PG/UB/CP1/R14
	Thesis marking	PPSP/PG/UB/CP1/R15

	Viva panels	PPSP/PG/UB/CP1/R16
	Customer satisfaction	PPSP/PG/UB/CP1/R17

2. 27 Unit Sains Rekonstruktif

PPSP/PG/USR/CP1	Academic schedule	PPSP/PG/USR/CP1/01
	Journal club and teaching attendance	PPSP/PG/USR/CP1/02
	Supervisor's report form	PPSP/PG/USR/CP1/03
	Continuous assessment	PPSP/PG/USR/CP1/04
	Question distribution	PPSP/PG/USR/CP1/05
	Vetting attendance	PPSP/PG/USR/CP1/06
	Examination timetable	PPSP/PG/USR/CP1/07

2. 28 Unit Sains Sukan

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/PG/SSU/CP1	Application for MSc (Sport Science) Course Work	PPSP/PG/SSU/CP1/R1
	MSc Timetable	PPSP/PG/SSU/CP1/R2
	Course schedule	PPSP/PG/SSU/CP1/R3
	List of MSc (course work) students	PPSP/PG/SSU/CP1/R4
	Exam schedule(Sem I,II & III)	PPSP/PG/SSU/CP1/R5
	Module continuous assessment form	PPSP/PG/SSU/CP1/R6
	MSC Research Project Proposals	PPSP/PG/SSU/CP1/R7
	Record of Ethical meetings	PPSP/PG/SSU/CP1/R8
	Nomination of CME assessors and MSC Research project Examiners	PPSP/PG/SSU/CP1/R9
	CME schedule and attendance	PPSP/PG/SSU/CP1/R10
	Weekly meeting minutes and attendance	PPSP/PG/SSU/CP1/R11
	Record of conferences, presentations and publications	PPSP/PG/SSU/CP1/R12
	Research bound Reports/Theses	PPSP/PG/SSU/CP1/R13
	Analysis of MSc course Evaluation	PPSP/PG/SSU/CP1/R14

b) PPSP/MDBSc/SSU/CP2	Teaching requests (MD phase I ,II)	PPSP/MDBSc/SSU/CP2/R1
	Teaching requests (PPSK)	PPSP/MDBSc/SSU/CP2/R2
	Teaching requests (Ad hoc)	PPSP/MDBSc/SSU/CP2/R3
c) PPSP/PG/SSU/CP3	Request and submission of exam Questions	PPSP/PG/SSU/CP3/R1
d) PPSP/PG/SSU/CP4	Application for MSC & PhD (Research Mode)	PPSP/PG/SSU/CP4/R1
	List of Postgraduate students (research mode)	PPSP/PG/SSU/CP4/R2
	Course attendance by postgraduate students	PPSP/PG/SSU/CP4/R3
	Record of ethical meeting	PPSP/PG/SSU/CP1/R8
	CME schedule and attendance	PPSP/PG/SSU/CP1/R10
	Records of conferences, presentations and publications	PPSP/PG/SSU/CP1/R12
	Research bound reports/theses	PPSP/PG/SSU/CP1/R13

2. 29 Unit Kemudahan Pusat (AVA)

No. CP	Jenis Dokumen	No. Rujukan
PPSP/UKP/AVA/CP1	Jadual Tahun 1 Dewan Kuliah 4	PPSP/UKP/AVA/CP1/R1
	Jadual Tahun 2 Dewan Kuliah 3	PPSP/UKP/AVA/CP1/R2
	Jadual Tahun 3 Dewan Kuliah 2	PPSP/UKP/AVA/CP1/R3
	Jadual pembahagian tugas staf	PPSP/UKP/AVA/CP1/R4
	Senarai peralatan dan rekod servis Dewan Kuliah 1	PPSP/UKP/AVA/CP1/R5
	Senarai peralatan dan rekod servis Dewan Kuliah 2	PPSP/UKP/AVA/CP1/R6
	Senarai peralatan dan rekod servis Dewan Kuliah 3	PPSP/UKP/AVA/CP1/R7
	Senarai peralatan dan rekod servis Dewan Kuliah 4	PPSP/UKP/AVA/CP1/R8
	Senarai peralatan dan rekod servis Dewan Kuliah 5	PPSP/UKP/AVA/CP1/R9
	Laporan harian keselamatan Peralatan Dewan Kuliah 1 hingga 5	PPSP/UKP/AVA/CP1/R10
	Laporan Aduan Kerosakan Peralatan Dewan Kuliah 1 hingga 5	PPSP/UKP/AVA/CP1/R11
	Rekod latihan staf dan rekod penilaian keberkesanan staf	PPSP/UKP/AVA/CP1/R12
	Rekod kelayakan staf	PPSP/UKP/AVA/CP1/R13

2. 30 Unit Makmal Infomatik Perubatan (MIP)

No. CP	Jenis Dokumen	No. Rujukan
PPSP/MIP/CP1	Rekod Tempahan Makmal MIP	PPSP/ MIP/ CP1/ R1
	Rekod Pinjaman Peralatan MIP	PPSP/ MIP/ CP1/ R2
	Rekod Permonohan Kerja MIP	PPSP/ MIP/ CP2/ R3

2.31 Unit Makmal Akademik (MPG)

No. CP	Jenis Dokumen	No. Rujukan
a) PPSP/MD/MPG/CP1	Borang PPSP/MPG/AMALI/07-2007/01	PPSP/MD/MPG/CP1/R1
	Borang PPSP/MPG/BIOHAZARD/07-2007/02	PPSP/MD/MPG/CP1/R2
	Jadual waktu	PPSP/MD/MPG/CP1/R3
b) PPSP/MD/MPG/CP2	Borang PPSP/MPG/PEPERIKSAAN/07-2007/02	PPSP/MD/MPG/CP2/R4
	Borang PPSP/MPG/PLAN MPG1 MPG2/01-2007/02	PPSP/MD/MPG/CP2/R5
	Borang PPSP/MPG/PLAN MPG3 MPG4/01-2007/02	PPSP/MD/MPG/CP2/R6
	Senarai kumpulan kedudukan pelajar tidak lengkap	PPSP/MD/MPG/CP2/R7
	Senarai kumpulan kedudukan pelajar lengkap	PPSP/MD/MPG/CP2/R8
	Senarai Susun Atur Kedudukan Pelajar	PPSP/MD/MPG/CP2/R9

2.32 Program Ko-K

PPSP/MD/Ko-K/CP1	Taklimat dan pendaftaran	PPSP/MD/KO-K/CP1/R1
	Pelantikan pengajar	PPSP/MD/KO-K/CP1/R2
	Pelaksanaan	PPSP/MD/KO-K/CP1/R3
	Rekod ketidakhadiran	PPSP/MD/KO-K/CP1/R4
	Penilaian	PPSP/MD/KO-K/CP1/R5
	Bajet dan peralatan	PPSP/MD/KO-K/CP1/R6
	Tuntutan pengajar	PPSP/MD/KO-K/CP1/R7
	Maklumbalas	PPSP/MD/KO-K/CP1/R8

2. 33 Program Kajian Komuniti dan Kes Keluarga (K444)

No. CP	Jenis Dokumen	No. Rujukan
PPSP/MD/CFCS/CP1	Basic Data of Operational Area (BD)	PPSP/MD/CFCS/CP1/R1/BD/PH2
	Teaching curriculum(TC)	PPSP/MD/CFCS/CP1/R2/TC/PH2
	Academic Supervisors (AS)	PPSP/MD/CFCS/CP1/R3/AS/PH2
	Handbook Phase II (HB)	PPSP/MD/CFCS/CP1/R4/HB/PH2
	Group supervisors	PPSP/MD/CFCS/CP1/R5/GS/PH3
	Workshop for Group Supervisors (WGS)	PPSP/MD/CFCS/CP1/R6/WGS/PH3
	Handbook Phase III (HB)	PPSP/MD/CFCS/CP1/R7/HB/PH3
	Student Groups Phase II (SG)	PPSP/MD/CFCS/CP1/R8/SG/PH2
	Operational area (OA)	PPSP/MD/CFCS/CP1/R9/OA/PH2
	Student Groups Phase III(SG)	PPSP/MD/CFCS/CP1/R10/SG/PH3
	Student orientation Phase II (SO)	PPSP/MD/CFCS/CP1/R11/SO/PH2 (1-3)
	Student orientation Phase III (SO)	PPSP/MD/CFCS/CP1/R12/SO/PH3 (1-2)
	Time table (TT)	PPSP/MD/CFCS/CP1/R13/TT/PH2
	Lectures (L)	PPSP/MD/CFCS/CP1/R14/L/PH2
	Student Feedback (SF)	PPSP/MD/CFCS/CP1/R15/SF/PH2
	Community Residency (CR)	PPSP/MD/CFCS/CP1/R16/CR/PH2 (1-5)
	Kad Penyeliaan Phase II (KP)	PPSP/MD/CFCS/CP1/R17/KP/PH2
	Learning Contracts (LC)	PPSP/MD/CFCS/CP1/R18/LC/PH3
	Evidence (EVD)	PPSP/MD/CFCS/CP1/R19/EVD/PH3
	Kad Penyeliaan Phase III (KP)	PPSP/MD/CFCS/CP1/R20/KP/PH3
	Panel of Assessors (PA)	PPSP/MD/CFCS/CP1/R21/PA/PH2
	Individual Evaluation Phase II (IE)	PPSP/MD/CFCS/CP1/R22/IE/PH2
	Examination Phase II (EX)	PPSP/MD/CFCS/CP1/R23/EX/PH2 (1-2)
	Examination Results Phase II (EXR)	PPSP/MD/CFCS/CP1/R24/EXR/PH2
	Assessment Results Phase III (AR)	PPSP/MD/CFCS/CP1/R25/AR/PH3 (1-2)

2. 34 Unit Kemudahan Pusat (Fotografi)


No. CP	Jenis Dokumen	No. Rujukan
PPSP/UKP/FOTO/CP1	Terima boring kerja	PPSP/UKP/FOTO/CP1/L1
	Buku Kerja Fotografi	PPSP/UKP/FOTO/CP1/R1


2.35 Unit Kemudahan Pusat (Grafik)

PPSP/GU/CP1	Borang permohonan kerja	PPSP/GU/CP1/R1
	Senarai kerja agihan staf	PPSP/GU/CP1/R2.1
	Senarai kerja agihan pelanggan	PPSP/GU/CP1/R2.2
	Senarai semakan draft pelanggan	PPSP/GU/CP1/R3

2. 36 Program Elektif

PPSP/MD/ELEKTIF/CP1	Perlaksanaan Program Elektif Fasa 2	PPSP/MD/ELEKTIF/CP1/R1
	Perlaksanaan Program Elektif Fasa 3	PPSP/MD/ELEKTIF/CP1/R2/1
	Surat kepada Pengarah Perkembangan Perubatan KKM	PPSP/MD/ELEKTIF/CP1/R2/2
	Permohonan Insuran	PPSP/MD/ELEKTIF/CP1/R2/3
	Penilaian elektif Fasa 2	PPSP/MD/ELEKTIF/CP1/R3
	Penilaian elektif Fasa 3	PPSP/MD/ELEKTIF/CP1/R4
	Pengesahan pelajar elektif	PPSP/MD/ELEKTIF/CP1/R5
	Pelantikan AJKE	PPSP/MD/ELEKTIF/CP1/R6/1
	Hadir Mesyuarat	PPSP/MD/ELEKTIF/CP1/R6/2
	Kelulusan elektif	PPSP/MD/ELEKTIF/CP1/R6/3
	Maklumbalas Program Elektif Pelajar Fasa 2	PPSP/MD/ELEKTIF/CP1/R7/1
	Maklumbalas Program Elektif Pelajar Fasa 3	PPSP/MD/ELEKTIF/CP1/R7/2

Disediakan oleh: 
(Puan Rusidah Mat Yatim)

Disahkan oleh: 
(Profesor Mustaffa Musa)

Tarikh: 6hb Disember 2009

Kemaskini pada: 6hb Disember 2009