



ACADEMIC GUIDEBOOK

THE MEDICAL DOCTOR PROGRAM (2021-2025)

**FACULTY OF MEDICINE
UNIVERSITAS SYIAH KUALA**

APPROVAL PAGE

**ACADEMIC GUIDE
THE MEDICAL DOCTOR PROGRAM
FACULTY OF MEDICINE
UNIVERSITAS SYIAH KUALA**



Banda Aceh, January 17, 2022

The Dean,



**Prof. Dr.dr. Maimun Syukri, Sp.PD-KGH., FINASIM NIP.
19612251990021001**

**ACADEMIC GUIDEBOOK THE MEDICAL DOCTOR PROGRAM
FACULTY OF MEDICINE
UNIVERSITAS SYIAH KUALA**

EDITORS

Prof. Dr. dr. Maimun Syukri, Sp.PD-KGH., FINASIM

Dr. dr. Safrizal Rahman, M.Kes, Sp.OT

dr. Roziana, M.Ked , SpOG-K UroginRE

dr. Syamsul Rizal, SpBP-RE

dr. Rima Novirianthy, Sp.Onk. Rad

Sulistina Widyastuti, SE

Cut Nurnajmi, SKM

Nurfaizah, A.Md

PREFACE

Based on the 2021 Curriculum Guide, students in Medical Doctor (MD) Program should study for four semesters with a study load of 43 credits. The 41 credits are for compulsory courses and 2 credits for elective courses.

This MD Program academic guide is a guide toward the learning activities during those four semesters. In addition, this guidebook also includes general rules, teaching evaluation, and assessment methods used in the particular program that were designed based on the 2019 National Standards of Medical Doctor Competencies.

We would like to express our gratitude to everyone for assisting in the revision process of this book. The educational process of the MD program continues to develop; thus, we ask for your input and suggestions for improvement in the future.

We hope this guidebook may be useful in supporting the success of the MD program. May this guide contribute to the medical education development in Indonesia and beyond.

Banda Aceh, January 2022

Editor

THE DEAN PREFACE

Assalamualaikum Wr. Wb.

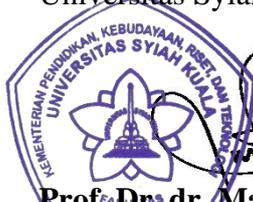
Alhamdulillah, thanks to the mercy and blessings of Allah SWT. Finally, the revision of the Academic Guidebook for the Medical Doctor (MD) program at the Faculty of Medicine (FoM) Universitas Syiah Kuala (USK) for the 2021/2022 Academic Year can be completed with content that has been adapted to the new curriculum. Therefore, we credit all the contributors and the editorial team who have assisted in completing this book.

This guidebook is the basis for implementing teaching and learning activities for teachers and staff the in the MD program at the FoM. It also serves as a guideline for implementing academic activities for students in the academic year 2021/2022 and beyond.

All teaching staff, educators, and academic advisors are expected to best utilize this guidebook. We hope students can carefully understand the rules in this guidebook so that the clerkship stage can be completed on time with good results.

Banda Aceh, January 2022

Dean of Faculty of Medicine
Universitas Syiah Kuala



Prof. Dr. dr. Maimun Syukri, Sp.PD-KGH
NIP 196112251990021001

TABLE OF CONTENT

PREFACE.....	i
THE DEAN PREFACE	ii
TABLE OF CONTENT	ii
CHAPTER 1 INTRODUCTION	1
THE HISTORY OF THE MD PROGRAM FOM USK.....	1
MISSION AND GOALS OF THE MD PROGRAM	4
CHAPTER 2 AIMS, STAGES, AND ILO	5
AIMS OF MEDICAL DOCTOR PROGRAM.....	5
EDUCATIONAL ORIENTATION	5
STAGES OF THE MD PROGRAM	6
THE MD PROGRAM INTENDED LEARNING OUTCOMES	6
CHAPTER 3 GENERAL RULES	10
ELIGIBILITY	10
STUDY LOAD	10
REGISTRATION	10
THE MACRO CURRICULUM	11
THE GENERAL ATTENDANCE RULES OF THE MD PROGRAM:	14
LEARNING METHODS AT THE MD PROGRAM	14
STUDENT EVALUATION	15
EVALUATION SCHEDULES	16
GRADES.....	16
REQUIREMENTS FOR GRADUATION FROM THE MD PROGRAM.....	17
REMEDIAL GUIDELINES	17
NATIONAL BOARD EXAMINATION	18
TERMINATION OF THE MD PROGRAM.....	19

ACADEMIC LEAVES	19
ACADEMIC WARNING, SANCTIONS, AND TERMINATION	20
AFTER THE NATIONAL BOARD EXAMINATION	21
STUDENT TRANSFER	21
ADDITIONAL TERMS	21
CHAPTER 4 CONCLUSION.....	22

CHAPTER 1 INTRODUCTION

THE HISTORY OF THE MD PROGRAM FOM USK

In the early 1960s, the people of Aceh expressed their desire for a medical education program in Aceh due to the shortage of medical doctors in the province. This desire was responded to by the head of the presidium of Universitas Syiah Kuala (USK), Drs. Marzuki Nyakman, by initiating the preparation steps to establish a Faculty of Medicine (FoM) within the USK. He published a Decree No. 2411 / Unsyiah / UP-1964 concerning forming a preparatory committee for establishing a faculty of medicine within the USK.

Mr. Nyakman appointed the Mayor of Banda Aceh City, T. Osman Jacob, to be the chairman of the committee and the Regent of Aceh Besar, H. Zaini Bakri, as the deputy chairman of the committee. However, due to several political obstacles at that time, this committee could not implement the decree.

Further attention came from the Minister of Health of the Republic of Indonesia to encourage the establishment of the FoM USK by sending a letter to the Commander of the Inter-Regional Command (KOANDA) of Sumatra in Medan, dated October 3, 1967, No. Kab / BCH / 249/67. He asked KOANDA to assist in preparation for the establishment of Banda Aceh Hospital, which will function as a teaching hospital. However, due to the inconducive political situation and other supporting factors, the committee has not been able to complete the task.

Responding to the slow process, the Minister of Education and Culture encouraged to enhance the establishment process. The Governor of Aceh, Prof. A. Majid Ibrahim, produced a decree numbered 412.5/321/1979 dated June 23, 1979, to reactivate another preparatory board to establish the FoM USK. The results of the work of this agency were conveyed in the preparatory report for establishing the FoM in Banda Aceh in 1979.

This report was submitted to the Minister of Education and Culture in Jakarta in August 1979. Afterward, the Directorate General of Education and Culture formed an evaluation team to launch the FoM with Decree No. 028/ Dj / Kep / 79 dated October 2, 1979. Supported by this team's work, the report was submitted to the Directorate General of Higher Education in November 1979.

In the initial stage in the academic years 1980/1981, 1981/1982, and 1982/1983, Universitas Syiah Kuala collaborated with several other public universities: the University of North Sumatra, Andalas University, Sriwijaya University, Padjajaran University, Diponegoro University, Gadjah Mada University, Brawijaya University, Airlangga University, Udayana University, and Hasanuddin University. The collaboration manifested in the form of educating prospective medical teachers and the selection process for prospective students to take part in education at the Faculty of Medicine at the University mentioned above with the status of study entrustment. They are expected to become prospective teaching staff in the FoM USK after graduating.

As a realization of Decree No. 0217/0/1980, on the XIX anniversary of USK on September 2, 1980, at the Aceh Special Region Provincial Parliament Building, the Minister of Education and Culture, Prof. Dr. Daoed Joesoef signed the Charter of the inauguration of the establishment of FoM USK. At the same time, the Preparatory Board for the Opening of the FoM handed over the FoM to USK.

Based on the aforementioned Decree No. 0217/O/1980, the Rector of USK formed a Preparatory Committee for the opening of the FoM USK through Decree No. 05 of 1981 dated February 19, 1981, along with the revocation of the USK Presidium Decree No. 2411/Unsyiah/Up/1964, dated November 10, 1964, and Rector's Decree No. 20 of 1980, dated May 14, 1980. On April 1, 1982, the Minister of Education and Culture, Prof. Dr. Daoed Joesoef, conveyed the Presidential Decree of the Republic of Indonesia No. 16 of 1982 concerning the Organizational Structure of USK, among others, stated that the FoM is part of USK. Since 1988 the FoM USK has had a building covering an area of 4389 m² located on the Darussalam - Banda Aceh campus, built on an area of 61,650 m²; besides that, there is also an academic activity building in the RSU dr. Zainoel Abidin complex of around 725 m². Along with its development, FoM USK currently has 16 study programs, two of which are the Bachelor of Medicine (BM) Program and the Medical Doctor (MD) Program. In 2016, BM and MD programs obtained an A accreditation from the Indonesian Health Higher Education Independent Accreditation Institute (LAM-PTKes). This achievement is the capital of FoM USK to maintain and improve the quality of its medical education.

In January 2003, the Faculty of Medicine began to pioneer the Specialist Program - I (PPDS-I) opening at the Faculty of Medicine, Syiah Kuala University. Some of these fields of science are internal medicine, pediatric health sciences, neuroscience, obstetrics and gynecological diseases, surgical sciences, orthopedic surgery, and anesthesiology under the supervision of the FoM of the University of North Sumatera, FoM of the University of Indonesia, and FoM of Hasanuddin University.

The FoM USK obtained Accreditation B in September 2005, with the Decree of the National Accreditation Board for Higher Education (BAN-PT) of the Ministry of National Education of the Republic of Indonesia Number 016 / BAN-PT / AK-IX / S I / IX / 2005, concerning the results and ranking of accreditation of study programs for the Bachelor of Medicine program of FoM USK. With this accreditation, it is expected that the FoM USK may compete globally.

Starting September 4, 2006, the Bachelor of Medicine Program, FoM, USK implemented a new curriculum for students of the 2006/2007 academic year, the Competency-Based Curriculum (KIPDI III). To implement this new curriculum, a curriculum was prepared and approved by the Senate of the FoM USK. The length of study in the curriculum was shortened to 11 semesters (5.5 years) consisting of a BM program of 7 semesters (3.5 years) and an MD program of 4 semesters (2 years). The learning approach used was Problem-Based Learning. Starting in July 2013, the curriculum underwent revision, and a new curriculum was implemented after being reviewed by the Senate of the FoM USK. From there, the curriculum will be continuously revised every four years to improve graduate quality.

As a form of implementation of the Law of the Republic of Indonesia, Number 29 of 2004 concerning the Practice of Medicine, Law of the Republic of Indonesia Number 44 of 2009 concerning Hospitals, and Law of the Republic of Indonesia Number 20 of 2013 concerning Medical Education, FoM USK implement a major revision on its BM and MD programs curriculum in 2021. The revision referred to recommendations from the Indonesian Medical Council (Konsil Kedokteran Indonesia/KKI). After a 3-year-long discussion, KKI has finally ratified the new Doctor Competency Standards and Medical Professional Education Standards, combined in one document, the Indonesian National Standard for Medical Education (SNPDI). There have been some fundamental changes from the earlier curriculum, SKDI 2013. The first is the redefinition of doctor graduates who are more 'multi potent stem cell' in accordance with the World Federation of Medical Education Guidelines for Quality Improvement in Basic Medical Education.

The competency area was expanded, including the literacy competency in several areas, including information and communication technology. With the concept of 'internship,' doctor graduates are doctors who are ready to continue their internships and are ready to continue their careers in various related fields. The professional stage is taken in 4 semesters with a total of 43 credits spread across 41 credits of compulsory courses and 2 credits of elective courses.

MISSION AND GOALS OF THE MD PROGRAM

According to the mission of FoM USK, which is “to become an excellent, competitive and innovative Faculty of Medicine at the national and global level by 2025”, the MD program formulated its mission as "to produce medical doctors graduates who are competitive, innovative and have the excellence in the field of disaster management and family medicine at the national and international levels by 2025".

To achieve the mission above, several goals have been determined, which are:

1. Organizing an integrated medical and professional education.
2. Conducting innovative research in medicine and health to support the development of education and benefit the community.
3. Conducting various forms of community service in medical technology and humanities.
4. Organizing good faculty governance that orienting to quality.
5. Strengthen and expand institutional networking both at the national and international levels in the context of developing and developed countries.

CHAPTER 2 AIMS, STAGES, AND ILO

AIMS OF THE MEDICAL DOCTOR PROGRAM

The MD program FoM USK aims to produce medical doctors who have competencies according to the National Standards for Indonesian Medical Professional Education.

The specific purpose of the MD program is to produce doctors who have the ability to:

1. Communicate actively and exchange information verbally and non-verbally with patients of all ages, family members, society, colleagues, and other professions
2. Carry out clinical procedures according to the problem, the needs of the patient, and according to his authority
3. Identify, explain and design the scientific solution to health problems according to the latest medical science to obtain optimum results
4. Manage health problems in individuals, families, or communities in a comprehensive, holistic, sustainable, coordinative, and collaborative manner in the context of primary health services
5. Access, manage, critically assess, validity, and be able to apply information to explain and solve problems or make decisions concerning health services at the primary level.
6. Practice medicine with full awareness of its abilities and limitations.
7. Produce medical doctors who have a professional attitude, understand the medicolegal aspects, and are able to apply aspects of patient safety in practice

EDUCATIONAL ORIENTATION

To anticipate the rapid development of medical science and technology as well as the development of demands for community needs and health development in the future. The educational orientation needed in health services has the following characteristics:

- a. Healthcare with a holistic approach
- b. Continued/ongoing service
- c. Prioritizing prevention
- d. Coordinative and collaborative service.
- e. Personal care of the patient as an integral part of the family.

- f. Take into account family factors, work environment, and living environment.
- g. Upholds ethics and law.
- h. Cost-conscious service and quality standards
- i. Healthcare that can be audited and accounted
- j. Complete and accurate medical records that others can read
- k. Uphold the standards of medical services
- l. Use of evidence-based medicine for decision-making.
- m. Aware of limited ability and authority to keep up with knowledge development through lifelong learning and continuous professional development.

STAGES OF THE MD PROGRAM

The MD program consists of two stages: 1st and second cycle.

THE MD PROGRAM INTENDED LEARNING OUTCOMES

The intended learning outcomes of the MD program were determined from the graduate profiles mentioned earlier. The outcomes can be found in the table below:

Graduate Profile	Elements of Learning Outcomes	Intended Learning Outcome
Medical Doctor	Knowledge	Mastering the biomedical, clinical, preventive medicine, social and humanities, disaster management, and entrepreneurship principles to manage health problems at the individual, family, community, and community levels holistically and comprehensively.
	Attitude	Fear of God Almighty , demonstrate honesty and religious attitudes, uphold human values in carrying out duties based on morals, views, the opinions or original findings of others, and internalize academic values, norms, and ethics.
	Skills	Be able to communicate with patients and families, work independently and collaborate with

		multidisciplinary partners, communities, and stakeholders based on ethics, and then make decisions appropriately and accurately in the context of solving problems in their area of expertise based on the results of information and data analysis.
	Competence	Be able to carry out clinical procedures related to health problems by applying patient safety principles and the safety of oneself and others.
Researchers	Knowledge	Conduct and develop research in the field of medicine, health, and medical education by using the principles of research methodology to solve health problems in society and able to publish it in the scientific community.
	Attitude	Demonstrates an attitude of being responsible for independent work in his field of expertise, practicing lifelong learning, developing knowledge, and behaving professionally with an optimistic, high curiosity, willingness to learn, and introspective attitude.
	Skills	Be able to document, store, secure, and retrieve data to ensure validity and prevent plagiarism; study the implications of the development to prepare a thesis and project report , and upload it on the University's website;
	Competence	Be able to utilize information communication technology and health information in medical practice.
Community activists	Knowledge	Mastering the biomedical, clinical, preventive medicine, social and humanities, disaster management, and entrepreneurship principles to manage health problems at the individual, family, community, and community levels holistically and comprehensively.
	Attitude	Contribute to improving the quality of life in society, nation, state, and the progress of civilization based on Pancasila (the foundational philosophical theory of Indonesia), play a role as a proud citizen, demonstrate nationalism and a sense of responsibility to the country and nation, as well as obey the law and discipline in social and state life.
	Skill	Be able to communicate with patients and families, work independently and collaborate with multidisciplinary partners, communities, and stakeholders based on ethics, and then make decisions appropriately and accurately in the context of solving problems in their area of

		expertise based on the results of information and data analysis.
	Competence	Be able to manage individual, family, and community health problems in a comprehensive, holistic, integrated, and sustainable manner in the context of primary healthcare.
Academic educator	Knowledge	Mastering the biomedical, clinical, preventive medicine, social and humanities, disaster management, and entrepreneurship principles to manage health problems at the individual, family, community, and community levels holistically and comprehensively.
	Attitude	Demonstrates an attitude of being responsible for work in his field of expertise independently, practicing lifelong learning, developing knowledge, and behaving professionally with an optimistic, high curiosity, willingness to learn, and introspective attitude.
	Skill	Be able to apply the principles of health profession education, disaster management, and entrepreneurship in medicine and health.
	Competence	Be able to explore and exchange information verbally and non-verbally with patients of all ages, family members, communities, colleagues, and other professionals.
Entrepreneur	Knowledge	Mastering the biomedical, clinical, preventive medicine, social and humanities, disaster management, and entrepreneurship principles to manage health problems at the individual, family, community, and community levels holistically and comprehensively.
	Attitude	Demonstrates an attitude of being responsible for independent work in his field of expertise, practicing lifelong learning, developing knowledge, and behaving professionally with an optimistic, high curiosity, willingness to learn, and introspective attitude.
	Skill	Be able to apply the principles of health profession education, disaster management, and entrepreneurship in medicine and health.
	Competence	Be able to explore and exchange information verbally and non-verbally with patients of all ages, family members, communities, colleagues, and other professionals.
Disaster manager	Knowledge	Mastering the biomedical, clinical, preventive medicine, social and humanities, disaster management, and entrepreneurship principles to manage health problems at the individual,

		family, community, and community levels holistically and comprehensively.
	Attitude	Collaborate and have social sensitivity and concern for society and the environment and a broad view, open, positive thinking, and socio-cultural insights
	Skill	Be able to apply the principles of health profession education, disaster management, and entrepreneurship in medicine and health.
	Competence	Be able to manage individual, family, and community health problems in a comprehensive, holistic, integrated, and sustainable manner in the context of primary healthcare.

CHAPTER 3 GENERAL RULES

ELIGIBILITY

A medical student qualifies to enroll in the MD program if he/she:

- a. Has completed the Bachelor of Medicine (BM) Program (has attended the judiciary held at the end of the program)
- b. Has recited the Oath of the Young Doctor.

Medical students may enroll in the MD program in the first or second semester of an academic year. The students who enroll in the first semester are the ones who graduate in May and August of that year. They should participate in the matriculation program before the clerkship starts. This matriculation takes place approximately one month after the graduation from the BM program, in June/July and September/October.

Students who graduated from the BM program in November and February will enroll in the MD program in 2nd semester. Students who graduated in November should participate in the matriculation program in December, while students who graduated in February should participate in the matriculation program in March.

STUDY LOAD

The MD program has three stages, which was carried out during 80 weeks or 1.5 years:

- a. Preparation training organized by the Education and Coordination Committee of the Zainoel Abidin Hospital for two weeks
- b. 1st stage, with a study load of 20 credits (42 ECTS)
- c. 2nd stage, with a study load of 23 credits (49 ECTS)

REGISTRATION

- a. Each student is required to complete the re-registration provisions, as well as the tuition fee, according to the rules and schedules stipulated by the Universitas Syiah Kuala
- b. The Students are not allowed to participate in the MD Program if they have not completed the provisions of the tuition fee in accordance with the schedule set out in the academic calendar

- c. Students who are late in carrying out various types of registration according to the schedule set out in the academic calendar are required to take academic leave according to the academic calendar
- d. Students who do not register in a certain semester without applying for academic leave, then the semester is still taken into account in the study period of him/her
- e. Students who do not register for administration for 2 (two) consecutive semesters are considered to resign from USK.

Every student who starts the MD Program will get a new registration number. The MD program is carried out at the main teaching hospitals of FoM USK, namely the Regional General Hospital dr. Zainoel Abidin, Prince Nayef hospital, and if deemed necessary, at the network hospital and other educational facilities regulated by the MD Program.

THE MACRO CURRICULUM

The micro-curriculum of the MD program FOM USK can be seen in the table below:

**CURRICULUM MAP 2021-2024
MEDICAL DOCTOR PROGRAM
FACULTY OF MEDICINE UNIVERSITAS SYIAH KUALA**

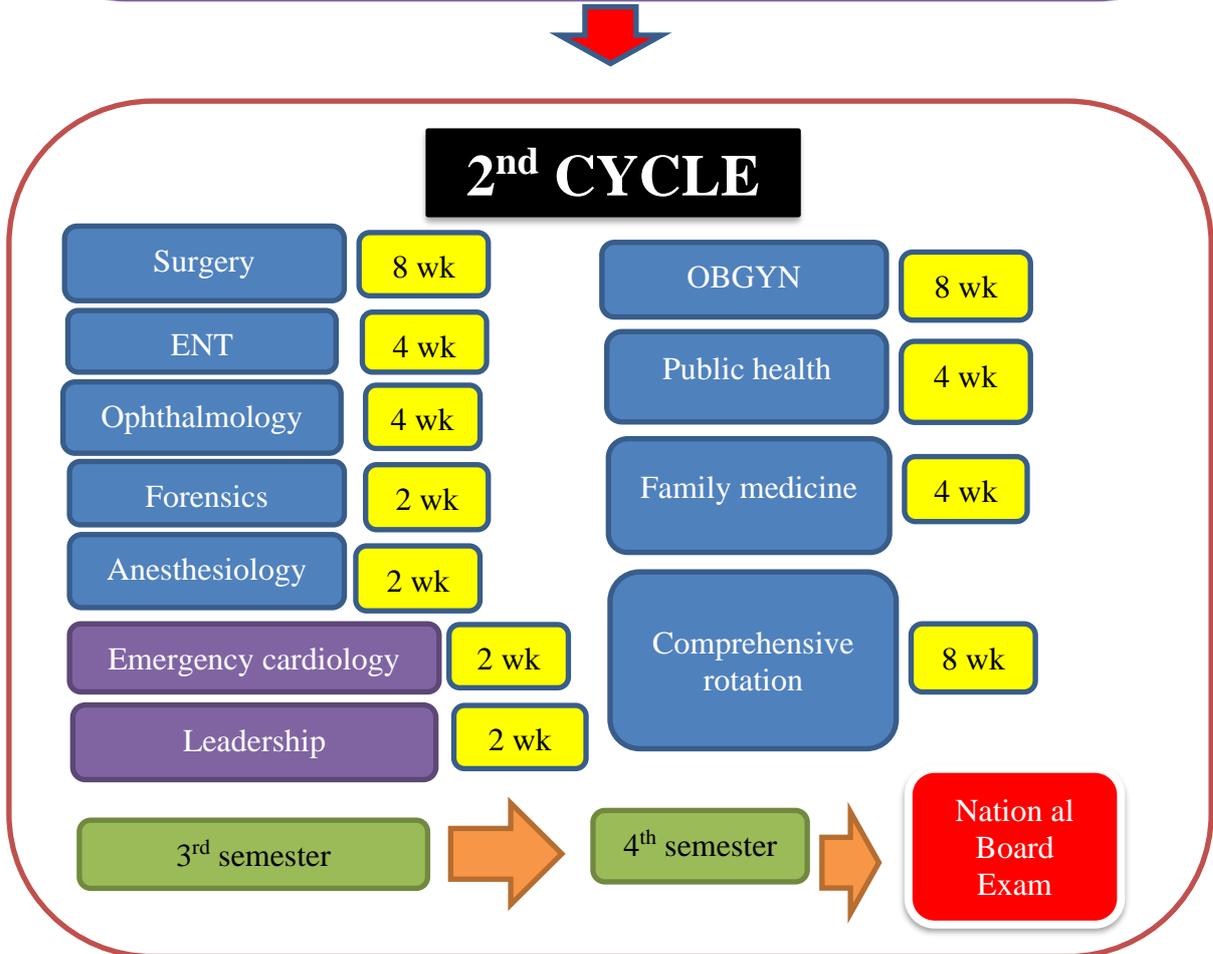
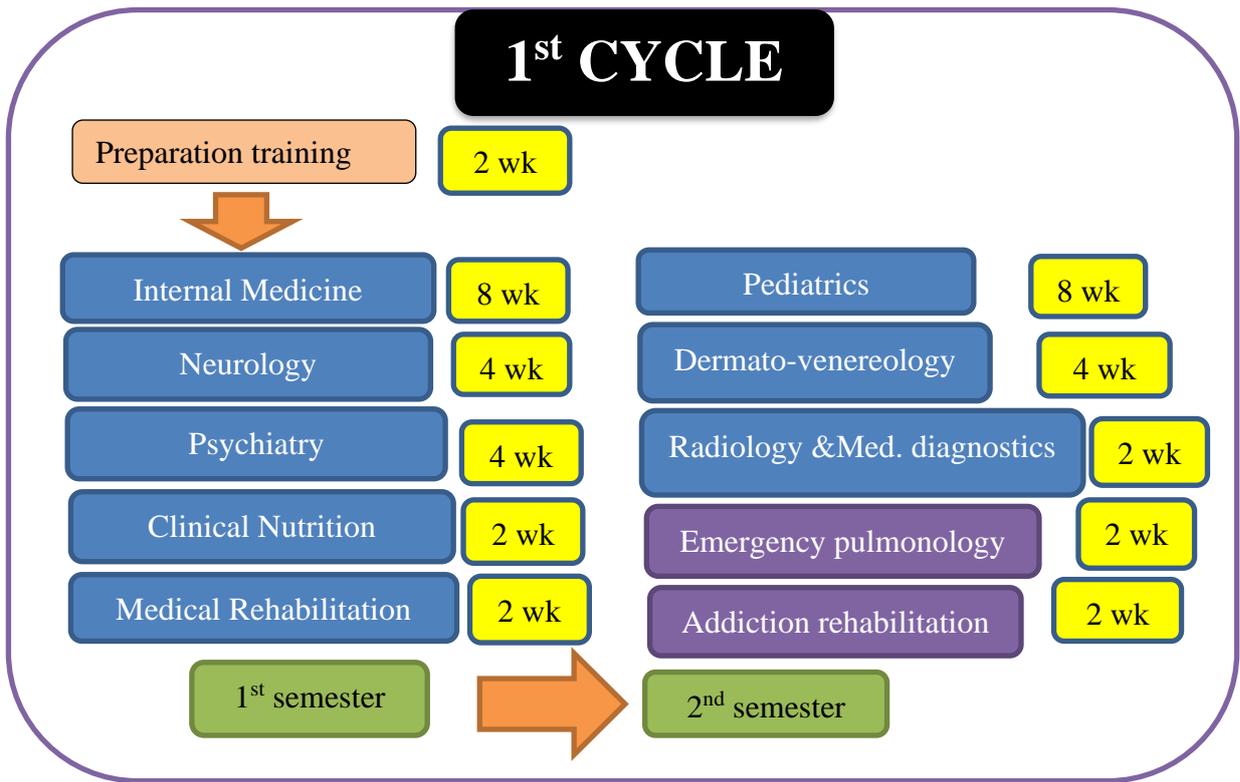
1st Year

SEMESTER I					
No	Codes	Course Name	Credit Point (practice-FW)	ECTS	Course Category
1	DOK101	Internal Medicine	4 (3-1)	9	Compulsory
2	DOK103	Neurology	2 (1-1)	4	Compulsory
3	DOK105	Psychiatry	2 (1-1)	4	Compulsory
4	DOK107	Clinical Nutrition	1 (0.5-0.5)	2	Compulsory
5	DOK109	Physical Medicine and Rehabilitation	1 (0.5-0.5)	2	Compulsory
			10	21	
SEMESTER 2					
No	Codes	Course Name	Credit Point (theory-practice)	ECTS	Course Category
1	DOK102	Pediatrics	4 (3-1)	9	Compulsory
2	DOK104	Dermatovenereology	2 (1-1)	4	Compulsory
3	DOK106	Radiology and medical diagnostics	3 (2-1)	6	Compulsory
4	DOK710/ DOK712	Emergency Pulmonology	1 (0.5-0.5)	2	Elective
5		Medical Rehabilitation	1 (0.5-0.5)		
			10	21	

2nd Year:					
SEMESTER 3					
No	Codes	Course Name	Credit Point (theory-practice)	ECTS	Course Category
1	DOK201	Surgery	4 (3-1)	9	Compulsory
2	DOK203	Otorhinolaryngology	2 (1-1)	4	Compulsory
3	DOK205	Ophthalmology	2 (1-1)	4	Compulsory
4	DOK207	Forensic Medicine	1 (0.5-0.5)	2	Compulsory
5	DOK209	Anesthesiology	1 (0.5-0.5)	2	Compulsory
6	DOK709/ DOK711	Emergency Cardiology/ Leadership and Development of Health Organization	1 (0.5-0.5)	2	Elective
Semester credit points			11	23	
SEMESTER 4					
No	Codes	Course Name	Credit Point (theory-practice)	ECTS	Course Category
1	DOK202	Obstetrics and Gynecology	4 (3-1)	9	Compulsory
2	DOK204	Public Health and Community Medicine	2 (1-1)	4	Compulsory
3	DOK206	Family Medicine	2 (1-1)	4	Compulsory
5	DOK208	Comprehensive rotation	4 (2-2)	9	Compulsory
Semester credit points			12	26	
Total credit points/ECTS			43	92	

The students enrolled in the MD program undergo two cycles of clerkship, each year-long clinical rotation. There are 41 credits of compulsory courses and 4 elective courses (2 credits) in semesters II and III. In those semesters, the students must choose one of the elective courses to be taken based on their requirements. Then, the Department responsible for the rotation organizes and provides explanations for the implementation of educational activities.

The MD Program academic activities are regulated in a structured and scheduled manner in a system by the departments. Those who meet the requirements of the department would be able to undergo the final examination for that particular department. Student evaluation of the MD programs includes written tests and performance examinations. The content of these evaluations refers to the National Standards for Medical competence of 2012.



THE GENERAL ATTENDANCE RULES OF THE MD PROGRAM:

1. Each student should follow the established cycle of the MD Program.
2. Students should be at their assigned department at ZA hospital during office hours, Monday to Friday, from 08.00 to 16.30 Western Indonesian Time.
3. Outside of working hours, each student should follow the guard schedule as regulated by each relevant Section / Department that is being carried out.
4. Students should prepare physical examination tools according to the department they enrolled in. Please refer to the department's requirements.
5. At the time of the night shift, each student is required to wear a uniform as regulated by the department. They cannot wear t-shirts, jeans, or tights during shifts.
6. Violation and or non-compliance to the rules promote administrative sanctions and or academic sanctions from the relevant section.

LEARNING METHODS AT THE MD PROGRAM

There are several learning methods utilized in the MD program, FoM USK, including:

- a. Bed side teaching: Learning with patient participation with guidance from lecturers in accordance with the ILO of each course
- b. Lectures or clinical tutorials conducted by experts with teaching materials according to ILO in each course
- c. Scientific discussion in various forms, such as seminars, article appraisal, case reports, or morning reports. They can be in the form of scheduled group discussions facilitated by medical teachers and organized by a particular clinical department. Sometimes a department uses a 'morning report' where the students are required to write a report on admitted patients. The report is presented briefly, explaining the process of medical encounters from history-taking to management. Students are supervised by assigned medical teachers, residents, and other healthcare providers.
- d. Patient management guidance. This activity takes place in outpatient and inpatient. Students learn in community health centers, where they must combine knowledge from theory and practice. The cases include managing healthcare for patients with mental illness.
- e. Self-study, which is also scheduled by the department they are enrolled in.

STUDENT EVALUATION

There are several methods of evaluation utilized, including:

- a. Mini-Clinical Evaluation Exercise (Mini-CEX) is an assessment method based on the results of direct observation of the performance of students when interacting with patients in a real clinical setting. Students perform clinical skills such as anamnesis, examination of clinics relevant to patient complaints, establishing a diagnosis, and making a patient management plan. The time required for assessment with this method is relatively short; namely, observation when interacting with patients is about 15 minutes, followed by giving feedback of about 5-10 minutes. The content assessed is 7 items, including anamnesis skills, physical examination, professionalism, clinical judgment (clinical reasoning in establishing clinical diagnosis), counseling / patient education, timing, and overall competence. The assessment scale uses a Likert scale of 1 – 9, with 1 – 3 far below the expected competency, 4 – 5 close to the expected competency, 6-7 as per the expected competency, and 8 – 9 exceeding the competency. Assessment using this method can be carried out in polyclinics, wards, and emergency rooms.
- b. Direct Observation of Procedural Skills (DOPS) aims to assess the procedural skills performed by young doctors based on direct observation by the clinic's supervisor in a real setting (a place where the procedure is possible with real patients). The time required to conduct an assessment with this method is 15 minutes for observation and 5 minutes for giving feedback. Assessment scale; 1 – 3: far below the expected level of competence 4 – 5: close to the expected level of competence 8– 7: competence as expected 8 – 9: competence exceeds expected
- c. Case-Based Discussion (CBD) is a method of assessment based on case discussion and not based on direct observation. The young doctor selects two existing patient cases and makes a case report to be submitted to the supervisor / clinical examiner; then the supervisor/examiner chooses one case to discuss and explore more in one or several aspects of the case: clinical examination, supporting and referral examinations, therapy, follow-up, management plan, and professionalism. The purpose of this method is to assess clinical reasoning skills. Time required: 20 minutes (including feedback)
- d. Objective Structured Clinical Examination (OSCE) is an assessment method to assess clinical skills using multiple stations. Each examinee goes through all the same stations by moving from one station to the next according to the predetermined time.

Clinical competencies that can be tested through the OSCE include anamnesis skills, physical examination, procedural skills, diagnosis skills, interpretation skills of supporting examination results, patient education, and others.

- e. CBT/PBT in the form of a written exam more aimed at assessing clinical reasoning skills. The recommended question types are MCQ (multiple choice) with case scenarios, MEQ (Modified Essay Questions), and PMPs (Patient Management Problems).

EVALUATION SCHEDULES

1. The time for the student evaluation is scheduled in the first and last week of a clinical rotation by the department administrator.
2. The initial test (pretest) is carried out in the first week
3. The final exam (posttest) was given in the last week, consisting of two forms of examination: first is a theoretical examination using a computer-based test or a paper-based test (CBT/PBT), and second, a clinical skill test in the form of Objective Structured Clinical Examination (OSCE)
4. The nature and form of assessment consist of periodic assessments, which are formative and summative.

The medical professional education program examination is carried out at the facilities around the main teaching hospital, network hospital, or campus, the FoM USK. It is not allowed that the exam is carried out outside the facilities mentioned.

GRADES

The grades of each clinical rotation are obtained from different methods of assessment.

No	Evaluation methods	Percentage
1.	Pretest	5
2.	Mini Cex	5
3.	DOPS	5
4.	CBD	5
5.	OSCE	45
6.	CBT/PBT	25
7	Attitude	10

The components of the final grades are:

1. Pretest
2. Presence (night shifts, *follow-up*, outpatient clinics, case presentation)
3. Final examination score (CBT/PBT, OSCE)
4. Attitude
5. Clinical Skills

REQUIREMENTS FOR GRADUATION FROM THE MD PROGRAM

An MD student is declared passed in a department if it has been declared passed with the results of:

1. Minimum CBT score equal to the National Board Examination standard passing score (minimum 60), and
2. Pass the OSCE organized by all departments.

Assessment guidelines on the Medical Profession Education Program refer to the Guide USK academics are based on the Benchmark Reference Guidelines (PAP).

$A \geq 87$
$78 \leq AB < 87$
$69 \leq B < 78$
$60 \leq BC < 69$
$51 \leq C < 60$
$41 \leq D < 51$
$E < 41$

REMEDIAL GUIDELINES

- Students may take a remedial test to improve their scores when they have a score lower than BC.
- Students who have a D from a course (organized by a department) must follow half of the clinical rotation at that particular department.
- Students who have an E grade follow the entire total time of the course

- Departments may arrange additional exams to ensure the achievement of competencies in accordance with the material concerned
- Students who fail the third remedial examination are subjected to special guidance appointed by the head of the department, and the examination is carried out by the commission examination team appointed by the Dean
- Every student who fails a course and wants to do remediation should follow the schedule organized by the head of the MD Program
- Each student must have received a final grade according to the schedule set by the head of the MD program.
- The final grades from a course should be handed over to the head of the MD Program with a copy forwarded to the vice dean of academic affairs no later than 1-2 weeks after the student completes the rotation and undergoes an exam in the department.
- Students are declared to have completed the MD Program if they have completed a minimum credit load of 41 mandatory credits and 2 credits, a GPA ≥ 3.0 , and have no D and E grades.

NATIONAL BOARD EXAMINATION

NBE is a test for graduating medical students organized by Indonesian Medical Council to assess the students' competencies. It is specifically aimed to:

1. Ensure the MD programs in Indonesia produce competent and nationally standardized medical doctors
2. Assess attitudes, knowledge, and skills as a basis for conducting the practice of medicine;
3. Provide feedback on the educational process at the Faculty of Medicines
4. Monitor the quality of the Medical graduates in the context of policy-making by the government

This NBE is held four times in 1 year, namely in February, May, August, and November. All local students of Indonesian nationality must participate in this test. Foreign students who take part in the MD program at FoM USK are not required to take the test.

To participate in NBE, students should register themselves on the Higher Education Database website. The students forward the registration evidence to the committee in the MD program to be able to participate in an online NBE set in USK.

TERMINATION OF THE MD PROGRAM

- a. The MD Program should be completed no later than eight active semesters
- b. If students fail to complete the program within eight semesters, students should seek approval from the FoM Senate and receive permission from the Chancellor of USK to continue their study
- c. If the students were allowed to continue for several extra semesters but failed to complete the MD program within the extra semester, their statuses are determined by the Rector of USK after previously being conveyed in the senate meeting of the FoM USK.

ACADEMIC LEAVES

Matters related to applying for academic leaves in the MD program:

- a. The students or their parents, biological children, siblings, grandmothers, grandfathers, wives, or husbands are seriously ill or have died. This should be supported by a letter from the attending physician stating the situation.
- b. Carry out certain duties for the benefit of the government with the permission of the Dean / Rector
- c. Marriage situations
- d. Childbirth

Upon receiving the approval from the Dean of FoM and the Rector, the following provisions apply:

1. Leaving the MD Program ≤ 2 days may participate in the final examination without any conditions
2. If the leave takes more than two days to half the rotation in a department, it is required to repeat half the rotation in that particular department.
3. If the leave takes more than half the period of a department, students are required to fully repeat the section.

- e. The repetition is carried out at the end of the MD program following a new schedule set by the program administration.
- f. The maximum length of academic leave allowed (with permission) is two semesters and not consecutively.
- g. Academic leave is considered valid if it has fulfilled the procedures set by the USK.
- h. Leaving activities during professional education **without permission** will be taken into account in the study period of the MD Program and will be sanctioned in the form of suspension.

ACADEMIC WARNING, SANCTIONS, AND TERMINATION

Matters relating to academic sanctions are as follows:

1. Warnings

- Students who leave study during the MD Program **without permission** will be given a warning.
- Students who behave inconsistently with the ethics of the MD Program will be given a warning.

2. Academic sanctions

- Students who are subjected to ethical violation, the academic will be sanctioned, starting with a warning, suspension, and termination.
- The kind of sanctions is in accordance with the decision and results of the FoM USK senate meeting.

3. Termination of study.

The dismissal of a student from the MD program students are discussed in the senate meeting and was carried out based on the following:

- Own request
- Unable to complete education within a predetermined time limit
- The existence of personality and psychiatric issues based on the results of physical and psychological evaluations and personality carried out by a team of designated experts
- The provisions and rules of the FoM USK regarding ethics
- Found guilty of criminal activity by a court where the decision has permanent legal force

The dismissal of the student was decided by the Chancellor of USK and set out in a decree. Students who have been expelled from the FoM USK can no longer be accepted as students within the USK.

AFTER THE NATIONAL BOARD EXAMINATION

- Students are declared to complete the MD program if they are declared passed at the NBE by IMC and the Director General of Higher Education of the Ministry of Education and Culture of the Republic of Indonesia.
- They recite the medical doctor's oath.
- Medical Doctor diplomas are given to students who have completed the NBE and oath recitation.

In the MD diploma, students who have fulfilled all the requirements for the completion of the MD Program will be given a commendable such as Cum Laude, very satisfactory, and satisfactory, with the following conditions:

- a. Cum Laude: GPA 3.75-4.00 and completed within four semesters of study
- b. Very satisfactory: GPA 3.51-3.74 and completed within 4-6 semesters of study
- c. Satisfactory: GPA 3.00-3.50 and completed within more than six semesters of study

STUDENT TRANSFER

The transfer of MD program students from FoM USK to another university or from another faculty to FoM USK after completing the BM program will be treated according to the terms applicable to the USK student guide.

ADDITIONAL TERMS

If there are changes or things that have not been stated in the instructions/regulations above, the decision is taken with reference to the provisions of the higher regulations or will be taken at the discretion of the Head of the USK Faculty of Medicine/USK Leader.

CHAPTER 4 CONCLUSION

This Academic Guide contains a general explanation of the implementation of academic activities in the Medical Doctor program at the Faculty of Medicine of USK. If there are changes or things that have not been stated in the instructions/regulations in this guide, the decision is taken with reference to the higher regulatory provisions or will be taken at the discretion of the Dean of the Faculty of Medicine or USK leaders.