



# **POLICY ON OVERSEAS VISITS FOR RECOGNITION OF MEDICAL SCHOOLS FOR INCLUSION IN SECOND SCHEDULE**

Developed by:

Members of the Undergraduate Education Subcommittee,  
Medical Education Committee for Primary Medical Qualifications (MEC 1),  
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## **POLICY ON OVERSEAS VISITS FOR RECOGNITION OF MEDICAL SCHOOLS FOR INCLUSION IN SECOND SCHEDULE**

This policy applies to all Malaysian Medical Council (MMC) appointed Panel of Assessors (POA), and secretariat involved in the recognition process, for all official purposes. It applies to travel undertaken in connection with MMC recognition activities, including site visits.

It also provides guidance to a medical school when making arrangements for a site visit by the MMC team in the Recognition of the Medical School.

### **AIR AND RAILWAY TRAVEL**

The booking for flight and the railway travel will be based on Malaysia's Treasury Instructions and Treasury Circulars, in compliance with Malaysian government financial regulation. This will be arranged by MMC, and the invoice will be issued to the medical school.

### **LOCAL TRAVEL, SUBSISTENCE AND ACCOMMODATION**

Arrangements for this must be made locally by the medical school and paid for by the medical school. For airport transfers, the most cost-effective, acceptable method available locally should be used. If airport transfers are best made by car, provision of a luxury limousine would be inappropriate.

### **HOTEL ACCOMMODATION**

Hotels should provide a standard level of comfort, security and convenience.

Comfort includes en-suite bathing facilities for each bedroom, good quality wireless internet facilities, air conditioning or heating or both (where relevant), dining facilities, night portage.

Security includes security in the hotel and outside the hotel perimeter, to the highest available local standards. Security in the hotel must include night portage, and security screening of hotel visitors at an appropriate level.

Convenience includes proximity to the workplace, to transport (including transport to and from the airport) and to relevant outside facilities such as restaurants. Early check-in and late check-out should be available and are a permitted expense, where charged for.

### **DATE SELECTION**

It is a preference for the site visit to be at a time when the medical school is fully operational, meaning with students present.

## AGENDA OF THE SITE VISIT

MMC Recognition team will conduct the recognition process, following the general tentative as below:

TIME – DAY	ITINERARY	MEMBERS	VENUE
<b>Day 0-</b> 8.00pm – 11.00pm	Check in & Coordination Meeting		
<b>Day 1 –</b>	<b>Medical School</b>		
08.00am – 08.30am	Transfer of Panels and Secretariat to medical school		
09.00am – 09.15am	Welcome speech by VC @ President		
09.15am – 09.20am	Opening Remarks from Panel's Chairman		
09.30am – 10.45am	Overview of the FOM by Dean and Q&A session		
<b>10.45am – 11.00am</b>	<b>Tea Break</b>		
11.00am - 12.00pm	Meeting with Programme Coordinator / Year Coordinators		
12.00pm – 01.00pm	Meeting with the academic staff <ul style="list-style-type: none"> <li>• Clinical</li> <li>• Non-Clinical</li> </ul>		
<b>01.00 pm - 02.00 pm</b>	<b>Lunch</b>		
02.00 pm – 03.00 pm	Meeting with non-academic staff		
03.00pm - 04.00pm	<ul style="list-style-type: none"> <li>• Meeting with pre-clinical students</li> <li>• Meeting with Students Representative Council (SRC)</li> </ul>		
04.00pm – 05.00pm	Documents checking		
05.00pm	Transfer of Panels and Secretariat to Hotel		
08.00pm – 10.00pm	Coordination Meeting		
<b>Day 2 –</b>	<b>Medical School</b>		
08.00am – 08.45am	<ul style="list-style-type: none"> <li>• Transfer of Panels and Secretariat to medical school</li> <li>• Off to Hospital</li> </ul>		
09.00am – 10.00am	<ul style="list-style-type: none"> <li>• T&amp;L Facilities and Students Support</li> </ul>		

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	Services <ul style="list-style-type: none"> <li>• Documents checking</li> <li>• Briefing by hospital Director</li> <li>• Meeting with the Adjunct Staff</li> <li>• Touring Hospital and Clinic</li> <li>• Meet clinical students at hospital</li> <li>• Visit clinical campus</li> </ul>		
<b>10.00am – 10.15am</b>	<b>Tea Break</b>		
10.15am – 12.30pm	<ul style="list-style-type: none"> <li>• Checking documents</li> <li>• Visit Hospital</li> <li>• Visit Clinical Campus</li> </ul>		
<b>12.30pm – 02.00pm</b>	<b>Lunch at Medical School/ Lunch at Hospital</b>		
02.00pm – 05.00pm	<ul style="list-style-type: none"> <li>• Documents checking</li> <li>• Briefing by PIC</li> <li>• Meeting with the Adjunct Staff</li> <li>• Touring Clinic</li> <li>• Meet clinical students</li> <li>• Visit clinical campus</li> </ul>		
<b>05.00pm</b>	<b>Transfer of Panels and Secretariat to Hotel</b>		
08.00pm – 10.00pm	Coordination Meeting		
<b>Day 3 –</b>	<b>Medical School</b>		
08.00am – 09.00am	<ul style="list-style-type: none"> <li>• Hotel check-out</li> <li>• Transfer of Panels and Secretariat to medical school</li> </ul>	MMC Panels and Secretariat	
09.00am – 09.30am	Interview with QA Faculty & Medical Education Unit		
09.30am – 11.00am	Documents checking		
<b>11.00am – 11.15am</b>	<b>Tea Break</b>		
11.15am – 11.30am	Preparation of Exit Meeting		
11.30am – 12.00noon	Exit Meeting		
<b>12.00 noon – 2.00 pm</b>	<b>Lunch</b>		

This is a generic tentative to serve as a guide to the applicant school. The actual tentative for the visit can be discussed and slightly altered during the coordination meeting and actual visit (in the case of any issue arises).

## **TRANSLATION**

MMC team are all fluent in the English language. For site-visits to medical schools and faculties conducted in any other language, interpretation should be provided, normally by *chuchotage* or whispering interpretation. If the assessors are observing different activities at the same time, this may need an interpreter for each individual assessor. If the assessors are all together, simultaneous interpretation by one person with the team wearing headsets is also possible, if suitable facilities are available.

## **DECORUM OF MMC ASSESSORS**

To ensure impartiality, transparency, and professionalism, decorum is expected of the MMC assessors. All MMC assessors shall declare any potential conflict of interest, and if so, shall recuse himself. The MMC assessors shall be professional and cordial in its relationship with the academic staff and officers of the Medical School being surveyed. The MMC assessors shall also refrain from being openly critical or passing derogatory remarks during the survey and avoid expecting or accepting lavish hospitality or gifts from the Medical School. The MMC assessors shall not take advantage of the privileges of confidentiality accorded to them, like the gathering of staff/student information, canvassing for lecturers for their institutions, or financial data for their benefit. Unless otherwise arranged, all communication between the HEP/Medical School and MMC assessors must be via the MMC Secretariat.

## **CONFLICT OF INTEREST**

To avoid any possibility of conflict of interest, or perception of undue influence, MMC assessors may not accept any gifts, hospitality or other favours, such as invitations to parties or celebratory meals. In addition, MMC assessors may not accept any gifts from the medical school. If there is any spare time for sight-seeing during the assessment visit, MMC assessors may be offered advice on sight-seeing, but will make their own arrangements.