



MMC GUIDELINES

Document Title: GUIDANCE FOR EVIDENCES TO BE SUBMITTED FOR ACCREDITATION OF MEDICAL SPECIALIST TRAINING PROGRAMME

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1 BACKGROUND

1.1 Objective

- i. This document serves as reference for
 - the Educational Training Provider (ETP) in preparation for submission of evidence
 - Panel of Assessors for evaluation of the programme.
- ii. The list is not intended to be prescriptive or exhaustive, but only for use as a guide for supporting documents.
- iii. The list of suggested evidence is available in the Evaluation Instrument for Malaysian Standards for Medical Specialist Training, MMC.

2 AREAS, STANDARDS AND SOURCES OF EVIDENCE

2.1 Area 1 : Programme Development and Delivery

2.1.1. (Area 1.1) Statement of Educational Objectives of Academic Programme and Learning Outcomes

- i. Statements of vision, mission and educational goals e.g. in prospectus, brochures, programme, annual report and websites
- ii. Documents on the procedure and processes taken by the faculty/school to relate vision, mission and educational goal of institution with the aims, objectives and learning outcomes of the programme (PEOs and PLOs)
- iii. Healthcare manpower reports from Ministry of Health
- iv. Healthcare services planning from Ministry of Health
- v. Population demographics, national health surveys
- vi. Market survey, needs analysis, programme benchmarking report, survey questionnaire and/or any documents that report feedback from stakeholders or interested parties
- vii. Needs analysis, programme benchmarking report, survey questionnaire and/or any documents that report feedback from stakeholders or interested parties

2.1.2. (Area 1.2) Programme Development: Process, Content, Structure and Teaching-Learning Methods (SSR)

- i. Minutes and membership of curriculum development committee meetings.
- ii. Appointment letters and TOR of external advisors/advisory

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- committee and meeting minutes.
- iii. Departmental/Faculty meeting minutes/ Board of Studies report.
- iv. Meeting minutes with programme head/ course coordinator
- v. Approval letters from new programme committee, Board of Studies, Senate
- vi. Course outline, course material, curriculum mapping, teaching and course files
- vii. Minutes of meetings with programme head/ course coordinators
- viii. Minutes of meetings with academic staff of the programme
- ix. Minutes of meetings with external stakeholders/evidence of consultation with stakeholders in the development of the curriculum including educational experts
- x. Documents on the analysis from the feedback of external sources
- xi. Programme handbook
- xii. Policies, processes, and procedures on programme/curriculum design and delivery
- xiii. Policy and procedure of private practice
- xiv. Working paper of curriculum development or curriculum review approved by the ETP's Senate or Academic Board, supported by the departmental meeting minutes
- xv. Programme documentation with curriculum structure and content that consider programme standards, professional and industry requirements
- xvi. Benchmarking reports on good practices in curriculum design delivery.

2.1.3. (Area 1.3) Programme Delivery

- i. Minutes of meetings with academic staff of the programme
- ii. Minutes of curriculum committee meeting/ Board of Studies report
- iii. Minutes of meetings with trainees of the programme and academic staff
- iv. Trainees timetable
- v. Trainee handbook, study guide and research project handbook
- vi. Evidence of mentoring system/mentoring
- vii. Documents on the review and evaluation processes of programme and the utilisation of the results
- viii. External examiner - CV, report
- ix. Records of involvement of external stakeholders eg. trainers - meeting minutes, reports
- x. Employer feedback, survey through alumni
- xi. Policies, processes, and procedures on programme/curriculum design and delivery

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- xii. Programme handbook
- xiii. Course outline, course material, curriculum mapping, teaching files

2.2 Area 2 : Assessment of Trainee Learning

2.2.1. (Area 2.1) Relationship between Assessment and Learning Outcomes

- i. Examination blueprints, course assessment plan that is constructively aligned to learning outcomes.
- ii. Examination papers, tests, project report template, etc
- iii. Examination regulations and procedures - flowchart, vetting committee, second examiner, meeting minutes
- iv. Examination section/unit - academic staff, administrative staff
- v. Curriculum mapping (learning outcomes vs assessment)
- vi. Exam Board minutes/ curriculum committee minutes
- vii. Evidence on compliance with the Malaysian Qualifications Framework (MQF)
- viii. Policies, guidelines or university circulars on assessment principles, methods and practices

2.2.2. (Area 2.2) Assessment Methods

- i. Academic/exam calendar
- ii. Examination papers, tests, project, etc
- iii. Examination formats and distribution of marks, marking scheme rubrics
- iv. Examination regulations/policy/procedures
- v. Internal and external vetting processes and forms
- vi. Appointments of external examiners and CV
- vii. Meetings with academic staff/examiners
- viii. Meetings with trainees
- ix. Trainee handbook, training portfolios
- x. External examiner reports
- xi. Letters of appointment and TOR of vetting committee, exam coordinator.
- xii. Policies, guideline or university circulars on credibility, validity, reliability, consistency, currency and fairness of the assessment tools

2.2.3. (Area 2.3) Management of Trainee Assessment

- i. Minutes of meetings with Programme Head/ Course Coordinator
- ii. Curriculum committee reports/minutes

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- iii. Policies, guidelines or university circulars on students' assessment criteria, grading system, appeal, frequency and methods of assessment, passing mark.
- iv. Communication plan or policies on the dissemination of assessment results
- v. Policy and processes for review of assessment methods, examples of review conducted and action taken.
- vi. Processes and procedures in ensuring the security of assessment documents and records.
- vii. Standard Operating Procedures (SOP) on handling assessment documents and records
- viii. Appeal procedures and records

2.3 Area 3 : Trainee Selection and Support Services

2.3.1. (Area 3.1) Trainee Selection

- i. Trainee admission policy
- ii. Certificates of full registration, annual practice certificates, temporary practice certificates
- iii. Mechanism or criteria for trainee with other equivalent qualifications
- iv. Trainee admission records
- v. Individual trainee files
- vi. Interview procedures, if applicable
- vii. Statements of entry requirement - website, brochures, banners
- viii. Sample of interview assessment
- ix. Appeal procedures and records
- x. Evidence of consideration for special trainees needs including international trainees
- xi. Minutes of meetings on trainee admission
- xii. Minutes of meeting with persons in-charge of admission and selection
- xiii. Minutes of meeting involving stakeholders

2.3.2. (Area 3.2) Articulation and Transfer

- i. Records of articulation, credit transfer and credit exemptions of trainees
- ii. Records of review of those processes
- iii. Criteria and mechanisms for transfer of trainees
- iv. Implementation of ETP credit transfer scheme
- v. Document on policies and mechanism on student mobility and transfer within and between institutions

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2.3.3. (Area 3.3) Trainee Support Services

- i. Orientation programme – University/ETP and Faculty/Department level
- ii. Evidence of loan offer by ETP (if applicable)
- iii. Minutes of meeting about trainee support service - financial, facilities etc
- iv. Sample of evaluation trainee support services/ data
- v. Form and data on trainee complaints on trainee support services - evidence action that been taken
- vi. Guidelines on Mentoring and guidelines on trainee conduct/ professionalism
- vii. Meeting with trainees and trainee representative
- viii. Data on counselling and mentorship that has been provided to trainees
- ix. Documents on support services, such as physical, social, financial, recreational and online facilities, academic and non-academic counselling, and health services.
- x. Organisation chart of the unit that is responsible to provide student support services
- xi. Document on processes and procedures in handling student disciplinary cases

2.3.4. (Area 3.4) Trainee Representation and Participation

- i. Minutes of meetings between ETP and trainee representatives
- ii. Policies on trainee/student representation and participation

2.3.5. (Area 3.3) Professional Bodies and Societies

- i. Minutes of meeting with alumni (where applicable)
- ii. Minutes of meeting in curriculum development (where applicable)
- iii. Other contributions of alumni to trainee development

2.4 Area 4 : Trainers

2.4.1. (Area 4.1) Recruitment and Management

- i. Documents on policy, procedure and process of recruitment and selection
- ii. Terms of reference of employment and benefits
- iii. Appointment letters and job description
- iv. Evidence of trainer-to-trainee ratios
- v. Policy on workload of academic staff and trainers
- vi. Policy or guidelines on staff promotion
- vii. Guidelines on staff appraisal
- viii. Policy on conflict of interest
- ix. Guidelines on code of conduct and disciplinary procedures

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- x. List of academic staff, trainers and CV
- xi. Certificates of full registration, annual practice certificate, specialist registration
- xii. Individual academic staff files
- xiii. Teaching portfolio
- xiv. Minutes of meetings/engagements with Dean, head of programme and course coordinator
- xv. Academic/trainer manpower plan

2.4.2. (Area 4.2) Service and Development

- i. Training roadmap for academic staff
- ii. Policy on trainer development and examples
- iii. Staff development programme records
- iv. Attendance of train-the-trainer workshops
- v. Policies on conflict of interest and professional conduct, including procedures for handling disciplinary cases
- vi. Records of staff participation in conferences and scholarly activities
- vii. Sample of evaluation for academic staff
- viii. Policy and support for staff - research, publications, conferences, sabbatical
- ix. Examples of trainer community and professional engagements

2.5 Area 5 : Educational Resources

2.5.1. (Area 5.1) Physical Facilities (SSR)

- i. Confirmation on the physical facilities, services and equipment related to the programme are adequate for trainees and academic staff/trainers for teaching and learning
- ii. Hospital annual reports, evidence of case mix and case load relevant to discipline
- iii. Information on utilisation of hospital/health facilities by other universities
- iv. Trainee logbooks
- v. Evidence of persons in-charge of specific physical facilities such as lab technicians, librarians, and IT staff
- vi. Documents on policy, procedures and guidelines on the use of the various physical facilities
- vii. Minutes of recent meeting concerning facilities
- viii. Evidence that facilities are safe, well-maintained and up to date, e.g. building maintenance reports, Bomba certificate
- ix. Documents on the reviewing and planning of learning environment in the faculty/school

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2.5.2. (Area 5.2) Research and Development

- i. Policy document and processes for research and development
- ii. List of activities which involve research, scholarly activity and education
- iii. List of facilities for research and development
- iv. List of research and development activities that trainees and academic staff participated
- v. Minutes of recent meeting regarding research and development
- vi. Evidence on the action taken to enhance research activities in the faculty/ school
- vii. Documents on the policy of educational expertise
- viii. Evidence of activities which involves educational expertise
- ix. Documents on the policy and process of budgeting and resource allocation

2.5.3. (Area 5.3) Financial Resources

- i. Evidence on the budgetary system of faculty/school, eg allocation of funds for training and education activities
- ii. Minutes of recent meetings regarding budgeting and resource allocation
- iii. Audited financial statements or certified supporting documents for the last three consecutive years.

2.6 Area 6 : Programme Management

2.6.1. (Area 6.1) Programme Management

- i. Documents or policies on ETP's governance and quality management systems.
- ii. Document or faculty/school strategic plan
- iii. Organisational charts and functional charts
- iv. Minutes of recent faculty/school meetings
- v. Evidence on the process of relevant decision-making in the faculty/school/organisation with examples
- vi. Term of reference for appointment of academic leadership
- vii. Letters of appointments and terms of reference for curriculum committee, exam committee, vetting committee
- viii. Minutes of recent heads of department, programme committees meeting
- ix. Evidence of faculty/school was given adequate autonomy in terms of policymaking

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- x. Terms of reference of governance between main campus/training site and branch campuses/training sites
- xi. List of stakeholders involved in programme management and their roles
- xii. Minutes of recent programme committee meeting with relevant stakeholders
- xiii. Meeting of with Dean/head of faculty/school and programme coordinator with relevant stakeholders

2.6.2. (Area 6.2) Programme Leadership (SSR)

- i. List of criteria for appointment of academic leadership
- ii. Evidence on selection, appointment and evaluation of academic leadership
- iii. Document on job description and CV of academic leadership
- iv. List of responsibilities and roles of academic leadership in terms of recruitment and training, trainee admission and allocation of resources and decision-making processes
- v. Meetings of meeting with programme leaders and academic staff
- vi. Records of appraisal for programme leaders
- vii. List of criteria for appraisal
- viii. Evidence of innovation and creativity in faculty/school

2.6.3. (Area 6.3) Administrative Staff

- i. List of administrative staff
- ii. Terms of reference for appointment of administrative staff
- iii. List of roles and responsibilities of administrative staff
- iv. Records of appraisal for administrative staff
- v. Records of training and performance review of administrative staff
- vi. Meeting with administrative staff
- vii. List of training provided for administrative staff
- viii. Documents on human resources development plans
- ix. Evidence of training need identification and training need analysis

2.6.4. (Area 6.4) Academic Records

- i. Documents on procedures and processes for security of academic records
- ii. Sample of/ access to academic records and the system used by faculty/school
- iii. Minutes of recent meetings regarding the academic records
- iv. Policies on data security and cybersecurity including individual information and confidential records
- v. List of the relevant persons-in charge of academic records

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- vi. ETP/department's risk assessment and treatment plans for information systems and data security including examination security matters
- vii. ETP's quality management or quality assurance systems (manuals and/or selected documented procedures).

2.7 Area 7 : Programme Monitoring, Review and Continual Quality Improvement

- 2.7.1. (Area 7.1) Mechanisms for Programme Monitoring, Review and Continual Quality Improvement
 - i. Documents on the policies and processes/mechanisms for monitoring of programme
 - ii. Documents on the policies and processes/mechanisms reviewing the programme
 - iii. List of internal and external stakeholders involved in programme monitoring and review
 - iv. Appointment letters and terms of reference of principal stakeholders in programme review
 - v. Meeting minutes of programme monitoring and review committee
 - vi. Reports of programme monitoring and review eg. report from Industrial Advisory Panel (IAP) / External Examiner (EE)
 - vii. Report on action taken on recommendations of external stakeholders, advisors, examiners (where applicable)
 - viii. Organisational structure and links between ETP quality centre and school/faculty eg. ETP's organisation chart showing the position of its QA unit, Department's organisation chart showing the position of its QA unit/personnel.
 - ix. Example of services offered by quality management centre/unit
 - x. Meeting minutes of the department's QA unit. ETP's and/or Department's QA or quality reports
 - xi. Documents on the processes of internal quality management system and parties involved
 - xii. Appointment letters of members of programme advisory panel (PAP) from among external experts, alumni, employers and/or from industry/stakeholder representatives
 - xiii. Evidence on the implementation of quality assurance process of the programme, eg. minutes of meetings between the ETP/department and the PAP
 - xiv. Letters of appointment and job descriptions of PIC for quality at the faculty/school
 - xv. Documents on the qualification and experience of persons in-charge of quality assurance

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- xvi. Evidence of the implementation of quality assurance culture in the faculty/school
- xvii. Memorandum of Understandings or Agreement in collaborative arrangements
- xviii. Course evaluation by trainees
- xix. Working paper of the curriculum review and approval by HEP's Senate/Academic Board.

3 REFERENCES

3.1 MMC Meeting No.452/2025 dated 20th March 2025

4 AMENDMENT RECORDS

REVISION NO.	DATE	DESCRIPTION	AMENDED BY
1	26 February 2026	First edition of MMC Guidelines released	Datuk Dr. Rohaizat bin Yon (C)