

**ACCREDITATION AND RECOGNITION OF VETERINARY SCHOOL
QUALIFICATIONS & ACCREDITATIONS COMMITTEE
MALAYSIAN VETERINARY COUNCIL
2013**

A. INTRODUCTION

In the year 2012, the Malaysian Veterinary Council has formalized the prerequisite need for any institution seeking the Council's recognition for its veterinary school to undergo a formal quality accreditation procedure by the Qualifications and Accreditation Committee of the Council. Achieving this status of recognition will allow the qualification and the name of the said institution to be listed and gazetted in Schedule 2 of the Veterinary Surgeons Act 1974, and thus the veterinarians graduating from the institution will be allowed to practice in Malaysia formally as doctors of veterinary medicine (subjected to compliance to other Malaysian laws).

With increased requests from international veterinary schools seeking recognition from the Council and the influx of Malaysians studying abroad in such institutions, the accreditation of veterinary schools are of high importance and as well as the need to uphold such high quality of standards set by the accreditation body. The acceptance of Malaysian veterinary graduates into post graduate studies and veterinary practice is an international recognition that requires a highly strengthened and standardization in accreditation procedures.

This quality assurance and quality improvement accreditation process of the educational institutions by the Council is implemented in order to enable an objective and standardized procedure to be incorporated into the regular audit and reassessment needs in line with international performance veterinary standards and values.

1. SCOPE AND PROCEDURE

- 1.1. Malaysian Veterinary Council will only register Malaysian citizens that are graduates from the accredited schools listed in Schedule 2 of the Veterinary Surgeons Act 1974.
- 1.2. The Accreditation process is done via written self-assessment reports and physical audits.
- 1.3. The veterinary schools themselves are held responsible to seek for its own accreditation by the Council.
- 1.4. The Accreditation exercise will be conducted by the members of the Council's Qualifications and Accreditations Committee.
- 1.5. The first audit is conducted through adequacy audit of the written self-assessment reports, and commencing of physical audits 3 months later.

- 1.6. Accredited schools will be re-evaluated (via surveillance audit) through submission of written self-assessment reports every 3 years with physical audit every 5 years.

2. FORM

The application form is available for download in the Malaysian Veterinary Council's official website (<http://www.mvc.gov.my>).

3. FEE

3.1 Self-Assessment Reports

- 3.1.1 Every self-assessment report submitted is to be accompanied by a fee of RM1000.00. Fees paid are not refundable.

3.2 Physical Audit

- 3.2.1 RM 1000.00 application fee. Fees paid are not refundable.
- 3.2.2 Honorarium of RM 1000.00 per auditor (max 5 persons)
- 3.2.3 Air fare for the auditors (Max 5 auditors)
- 3.2.4 Accommodation for the auditors throughout the duration of the audit which may take up to 5 days
- 3.2.5. Arranged transportation, meals and logistics during the audit

4. PAYMENT

Payment may be by the following means:

Money order / bank draft / banker's cheque / telegraphic transfer made payable in Ringgit Malaysia (RM) to the "**Malaysian Veterinary Council**".

The banking details are as follows:

Recipient	: Malaysian Veterinary Council
Bank	: CIMB Islamic Bank Berhad
Account Number	: 8600302922
Address	: Malaysian Veterinary Council Department of Veterinary Services Wisma Tani, Blok Podium 4G1, Presint 4, 62630 Putrajaya, MALAYSIA.
Swift code	: CTBBMYKL

B. GUIDELINES TO ACCREDITATION AND RECOGNITION OF VETERINARY SCHOOL (Self-Assessment Report)

1. Organization

1.1 Mission:

Clear statement in training broad-based veterinary surgeon to enter all common branches of veterinary profession

1.2 Institution:

Faculty of veterinary medicine must be a part of an institution of higher learning (University) accredited by the Malaysian veterinary Council (MVC).

1.3 Governance:

The dean or chief executive officer, head of clinical department and director of veterinary teaching hospital must be a veterinarian.

1.4 Services:

Clinical services, field services, and teaching hospitals must function as instructional resources

1.5 Staff:

There must be sufficient administrative staff to adequately manage the affairs of the faculty as appropriate to the enrollment and operation.

1.6 Changes:

Changes in administration, organization, association with the parent institution, and major changes in the curriculum, faculty, or stated objectives must be reported to MVC within sixty (60) days of implementation with justification of how the program will continue to comply with accreditation.

1.7 Advisory:

The program must have an advisory committee that meets at least annually to provide counsel regarding equipment, curriculum, demographic trends and other matters pertaining to the veterinary profession. The committee members must include veterinarians with diverse professional interests, representatives from related government agencies, industry and the public.

1.8 Joint Program:

Joint programs with agreements between two or more institutions are recognized through accredited institution by MVC and the accredited institution granting the degree or certificate.

1.9 Communication:

Communication and interactions with veterinary-related associations should be maintained.

2.0 Finances

2.1 Funds:

Finances must be adequate to sustain the educational programs (education, research, training, clinical services, and societal programs) and mission of the University/college.

2.2 Non-Veterinary Program:

Faculty with non-DVM undergraduate degree programs must clearly report finances (expenditures and revenues) specific to those programs separately from finances (expenditures and revenues) dedicated to the DVM program.

2.3 Activity:

Clinical services, field services, and teaching hospitals must function as instructional resources. Instructional integrity of these resources must take priority over financial self-sufficiency of clinical services operations.

2.4 Budget:

The budget should be allocated to include:

2.4.1 Teaching

2.4.2 Research

2.4.3 Professional services

2.4.4 Retaining highly qualified academic and support staff to reach the required ratios Academic-to-Student ratio of 1:≤8 (Ideal 6) and Support-to-Academic of 1:≤1

2.4.5 Provision for and renewal of up-to-date teaching facilities (including IT), laboratory, clinical equipment and ambulatory clinics vehicles,

2.4.6 Provision for teaching and clinical training in premises with adequate hygiene and safety standards,

2.4.7 Adequate clinical training by securing adequate case-load, including emergencies, across animal species and

2.4.8 Adequate provision of stationary and ambulatory (mobile) clinical services, according to the most recent advances in veterinary medicine.

3.0 Facilities and Equipment

3.1 Physical Facilities:

All aspects of the physical facilities must provide an appropriate environment conducive to learning and the achievement of the educational goals.

3.2 Academic Space:

Classrooms, teaching laboratories, teaching hospitals, which may include but are not limited to ambulatory/field services vehicles, seminar rooms, and other teaching spaces shall be clean, maintained in good repair, and adequate in number, size, and equipment for the instructional purposes intended for the number of students enrolled.

3.3 Administrative and Research Space:

Administrative and faculty offices, and research laboratories must be sufficient for the needs of the faculty, staff and program.

3.4 Teaching Hospital:

Faculty must maintain on-campus veterinary teaching hospital(s) or have formal affiliation with one or more off-campus veterinary hospitals used for teaching. Appropriate diagnostic and therapeutic service components, including but not limited to pharmacy, diagnostic imaging, diagnostic support services, dedicated isolation facilities, intensive/critical care, ambulatory/field service vehicles, and necropsy facilities must be provided to support the teaching hospital(s) or facilities.

3.5 Animal Housing:

Facilities for the housing of animals used for teaching and research shall be sufficient in number, properly constructed, and maintained in a manner consistent with accepted animal welfare standards.

3.6 Equipments:

Adequate equipment for teaching, laboratory, research, and clinical services must be available for examination, diagnosis, and treatment of all animals used by the faculty. Safety of personnel and animals must be assured.

3.7 Facilities Upgrade:

The faculty must have strategy and program for maintaining and upgrading its buildings, facilities and equipment.

4.0 Animal and Clinical Resources

4.1 Animal Resource:

Normal and diseased animals of various domestic and exotic species must be available for instructional purposes, either as clinical patients or provided by the institution. While precise numbers are not specified, in-hospital patients and outpatients including field service/ambulatory and herd health/production medicine programs are required to provide the necessary quantity and quality for clinical instruction.

4.2 Clinical Resource:

Diverse and sufficient number of surgical and medical patients shall be available during an on-campus clinical activity for the students' clinical educational experience. Experience can also include exposure to clinical education at off-campus sites, provided the university/college reviews these clinical experiences and educational outcomes. These clinical experiences should be with access to subject matter experts, reference resources, modern and complete clinical laboratories, advanced diagnostic instrumentation and ready diagnosis and confirmation including necropsy. Such off-campus facilities require contractual arrangement and practitioners who serve as adjunct faculty members.

4.3 Off Campus Exposure:

A supervised field service and/or ambulatory program must be maintained in which students are offered multiple opportunities to obtain clinical experience under field conditions. Under all situations students must be active participants in the workup of the patient, including physical diagnosis and diagnostic problem-oriented decision making.

4.4 Medical Records:

Medical records must be comprehensive and maintained in an effective retrieval system to efficiently support the teaching, research, and service programs of the faculty.

4.5. Animal Facilities:

Animal facilities must be well-built, maintained and designed, taking into account the safety of students, staff and animals.

4.6. Animal Models:

Models and other alternate methods of teaching that are consistent with the goals of the curriculum must be considered to replace, reduce or refine animal use.

5.0 Library and Information Resources

5.1 Information Resources:

Libraries and information retrievals are available to support veterinary medical education, research, postgraduate studies, public service, and continuing education programs. Timely access to information resources, whether through print, electronic media, or other means, must be available to students and faculty.

5.2 Staff:

The faculty or institution shall have access to the human and physical resources necessary for development of instructional materials.

5.3 Information technology: Adequate computer hardware, information technology support services, software and electronic media, to support education program. These resources must be shown to be used effectively in the curriculum for the development of learning.

5.4 Librarian: The library shall be administered by a qualified librarian.

6.0 Admission

6.1 Policy:

The faculty shall have a well-defined and officially stated admission policy.

6.2. Qualification:

Applicants must have a minimum high school certificate (HSC), matriculation, related diploma (e.g. Animal Health) or its equivalent.

6.3 Selection Committee:

There should be an Admissions Committee, the majority of whom shall be full-time faculty members. The Committee shall make recommendations regarding the students to be admitted to the professional curriculum upon consideration of applications of candidates who meet the academic and other requirements as defined in the faculty's formal admission policy.

6.4 Subject Requirement:

Subject requirement for admission shall include those courses prerequisite to the professional program in veterinary medicine, as well as courses that contribute to a broad general education. The goal of pre-veterinary education shall be to provide a broad-based knowledge upon which professional education may be built, leading to lifelong learning with continuous professional and personal development.

6.5 Selection:

Admission must be non-discriminatory and in accordance with national statutes, rules, and regulations.

6.6 Other Requirement:

Experience and factors other than academic achievement may be considered for admission criteria.

6.7 Selection Committee:

The dean or dean's representative should participate in the deliberations of the admissions committee and selection of students.

7.0 Students

7.1 Numbers:

The number of students must be consistent with the mission of the program and must not exceed the available resources or the number of faculty and support staff needed to meet the educational goals of the curriculum. Appropriate lecturer-to-student ratio and support staff-to-student ratio must be maintained to ensure adequate delivery of instruction in a variety of teaching environments.

7.2 Higher Degree:

Faculty should establish post-DVM programs such as internships, residencies and advanced degrees (e.g., MS, PhD), that complement and strengthen the professional program.

7.3 Support Services:

Student support services must be available within the college or university.

7.4 Communication:

Interactions between students and faculty/staff must be sufficient to communicate expectations for successful academic performance, provide feedback for improvement of skills or knowledge, and encourage professional growth and development.

7.5 Association:

Students should form a student society or association or organization.

8.0 Faculty and Staff

8.1 Staff Number:

Staff numbers and qualifications must be sufficient to deliver the educational program and fulfill the mission of the program and university /college.

8.2 Activity:

Participation in scholarly activities is an important criterion in the evaluation of the faculty. The faculty shall give evidence that it utilizes a well-defined and comprehensive program for the evaluation of professional growth, development, and scholarly activities of the faculty.

8.3 Staff Securities:

Academic positions must offer the security and benefits necessary to maintain stability, continuity, and competence of the faculty. Part-time faculty members, residents, and graduate students may supplement the teaching efforts of the full-time permanent faculty members.

8.4 Expertise:

Lecturers in the program must have knowledge and expertise in the topics they teach and promote the appropriate role of the veterinarian in veterinary medicine

8.5 Academic Performance Indicators:

Academic staff should have evidence of a balanced program of teaching, research and professional services.

9.0 Curriculum

9.1 Duration:

The curriculum shall extend over a period equivalent to a minimum of five academic years, including a minimum of one academic year of hands-on clinical education. The curriculum and educational process should initiate and promote lifelong learning.

9.2 Ownership:

The curriculum in veterinary medicine is the purview of the faculty, and managed centrally based upon the mission and resources of the faculty. There must be sufficient flexibility in curriculum planning and management to facilitate timely revisions in response to emerging issues, and advancements in knowledge and technology.

9.3 Review:

The curriculum must be regularly reviewed and managed by a faculty curriculum committee.

9.4 Curriculum Committee:

The majority of the members of the curriculum committee must be full-time faculty members.

9.5 Evaluation:

Curriculum evaluations should include the gathering of sufficient qualitative and quantitative information to ensure the curriculum content provides current concepts and principles as well as instructional quality and effectiveness.

9.6 Content:

The curriculum shall provide:

- a. An understanding of the central biological principles and mechanisms that underlie animal health and disease from the molecular and cellular level to organism and population manifestations.
- b. scientific, discipline-based instruction in an orderly and concise manner so that students gain an understanding of normal function, homeostasis, pathophysiology, mechanisms of health and disease, and the natural history and manifestations of important animal diseases, both domestic and foreign.
- c. Instruction in both the theory and practice of medicine and surgery applicable to a broad range of species. The instruction must include principles and hands-on experiences in physical and laboratory diagnostic methods and interpretation (including diagnostic imaging, diagnostic pathology, and necropsy), disease prevention, biosecurity, therapeutic intervention (including surgery), and patient management and care (including intensive care, emergency medicine and isolation procedures) involving clinical diseases of individual animals and populations. Instruction should emphasize problem-solving that results in making and applying medical judgments.
- d. Instruction in the principles of epidemiology, zoonoses, food safety, the interrelationship of animals and the environment, and the contribution of the veterinarian to the overall public and professional healthcare teams.
- e. Opportunities for students to learn how to acquire information from clients (e.g. history) and about patients (e.g. medical records), to obtain, store and retrieve such information, and to communicate effectively with clients and colleagues.

- f. opportunities throughout the curriculum for students to gain an understanding of professional ethics, delivery of professional services to the public, personal and business finance and management skills; and gain an understanding of the breadth of veterinary medicine, career opportunities and other information about the profession.
- g. Knowledge, skills, values, attitudes, aptitude and behaviors necessary to address responsibly the health and well-being of animals in the context of ever-changing societal expectations.
- h. Fair and equitable assessment of student progress. The grading system for the university/college must be relevant and applied to all students in a fair and uniform manner.

10.0 Research Programs

The faculty shall demonstrate substantial research activities of high quality that integrate with and strengthen the professional program.

11.0 Outcomes Assessment

Outcomes assessment measures that address the faculty mission must be developed and implemented. Outcomes assessment results must be used to improve the university/college programs.