

Appendix II
(Guideline For Bridging
Programme)

GUIDELINE FOR BRIDGING PROGRAMME (ACCELERATED OPTOMETRY BACHELOR PROGRAMME)

1.1 Introduction

This document, produced by The Ministry of Health Malaysia and Malaysian Optical Council in collaboration with Malaysian Qualifications Agency (MQA), makes explicit recommendations on standards that are in line with national and international practices. The document is aimed at facilitating Malaysian Higher Education Providers (HEPs) to attain minimum standard and to stimulate them to continuously improve their Optometry (Accelerated) Programme in support of the national aspiration of making Malaysia the regional centre for excellence in education.

This bridging course will provides the academic preparation required for admission into Accelerated Optometry Bachelor Programme. The course is taught to help students to gain the necessary skills and equipped with strong fundamental knowledge in basic science.

The guidelines of this bridging programme are divided into seven areas:

1. Programme Development and Delivery;
2. Assessment of students Learning;
3. Student selection and support services;
4. Academic Staff;
5. Educational Resources;
6. Programme Management;
7. Programme Monitoring, Review and Continual Quality Improvement.

AREA 1: PROGRAMME DEVELOPMENT AND DELIVERY

1.1 Statement of Programme Aims, Objectives and Learning Outcomes

Programme Aims:

Programme aim/s is a statement on the purpose, philosophy and rationale in offering bridging course, to equipped the students with necessary knowledge and skills in basic science.

This is to cater for three categories of students as follows :

- i. Students who has tertiary education such as diploma (Level 4 MQF) or bachelor degree (level 6 MQF) in any field other than Science
- ii. Students who has Sijil Pelajaran Malaysia (SPM) with 3 credits in any science subjects.
- iii. Students who has no academic qualification

1.2 Learning outcomes

At the completion of the course:

- a. Enable the graduates to have adequate knowledge and understand basic science
- b. Prepare the graduates in pursuing their studies to a higher level

1.3 Programme Design and Teaching-Learning Methods

While acknowledging that there is no one way of teaching and learning, there should be a variety of teaching-learning methods for the purpose of facilitating learning for mature and working students.

Mode of delivery is blended learning which include lectures, face to face tutorial and self directed learning.

1.4 Curriculum Content and Structure

Knowledge domain

General areas to be covered include:

- General Sciences
- Human biology
- Optics
- Occupational Vision
- Business Ethics

Credit hours

- i. Minimum graduating credits: 15 credits

Duration and structure of the course

The bridging course is taught over a minimum of 6 months full time in executive style. However, the course must be of sufficient duration to enable sequential learning and mastery of relevant basic science knowledge.

Area 2: ASSESSMENT OF STUDENTS LEARNING

There must be clear demonstration of the satisfactory achievement of the objectives of all components of the course by a variety of assessment methods and using a system of grading/marketing that is fair, valid, appropriate and acceptable.

Method of assessment

- i. Continuous assessment : 70%
- ii. Written examination : 30% (1 paper each for each subject)

Management of Student Assessment

Assessment should be systematically applied throughout the course with feedback to students on their progress or weaknesses. A student's academic record must be available for review by the student, and the student must have the right and be given the opportunity to challenge the accuracy of the record.

Student records must be confidential and kept in strict security and should be made available only to members of the faculty and administration with a need to know, unless released by student, or otherwise governed by laws concerning confidentiality.

AREA 3: STUDENT SELECTION AND SUPPORT SERVICES

Admission and Selection

Only Optician registered with Malaysian Optical Council are allow to undergo this bridging course.

Entry Requirement

Registered Optician with Malaysian Optical Council who has qualification as below:

- i. Diploma (Level 4 MQF) in any field other than science
- ii. Bachelor degree (level 6 MQF) in any field other than science
- iii. Sijil Pelajaran Malaysia (SPM) with 3 credits in any science subjects
- iv. No academic qualification

Students Support Services and Co-curricular Activities

The HEP is required to make available of the following for the students;

- Health services
- Counselling service
- Academic advisory board to cater for students who are in need of academic support

- Disciplinary and Appeal boards to handle students' disciplinary and appeal cases
- Amenities such as study areas and lounges, food service
- Co-curriculum and student physical activity services
- Appropriate security system for personnel and properties.

The HEP shall ensure that the physical facilities are accessible for student with disabilities.

AREA 4: ACADEMIC STAFF

Recruitment and Management

- i. Lecturers must have at least a Bachelor degree in a related field with relevant experience.
- ii. The higher education provider should not unduly rely on inexperienced staff but strike a balance between experienced and inexperienced lecturers.
- iii. Ratio of lecturer to students for the whole programme should be minimum 1:20 (theory).

AREA 5: EDUCATIONAL RESOURCES

Physical Facilities

Adequate educational resources are necessary to support the teaching and learning activities of the programme. These include all the required academic and instructional expertise, physical facilities, information and communication technologies, research facilities and finance. Relevant labs developed based on number of students.

HEP must have or be assured of the use of buildings that are quantitatively and qualitatively adequate to provide an environment conducive to students. The facilities must include lecture halls/auditorium, tutorial rooms, library, student lounges and student amenities (accommodation, food and study area).

Library and Information Centre

Appropriate collection of books, journals, audio visual and electronic resources in accordance to the listed references in the course outline. Recent and sufficient number of books must be made available for the use of academics and students.

Internet connection, databases and computers should be provided by the HEP. The relevant software should be made available for the students use.

AREA 6: PROGRAMME MANAGEMENT

6.1: Governance

This bridging course must be run by the Optometry Department that offer accelerated bachelor optometry programme.

6.2: Academic Leadership of the Programme

Administrative officers and members of an optometry school must be appointed by, or on authority of, the governing board of the optometry school, or its HEP.

6.3 Administrative and Management Staff

Administrative officers must be appointed and must have a clear responsibility with sufficient authority to direct resources with appropriate manner in operation of the programme.

6.4 Academic Records

The program must have appropriate policies and practices concerning the nature, content and security of student and academic staff records. The program must continuously review policies and security of the records.

AREA 7: PROGRAMME MONITORING, REVIEW AND CONTINUAL QUALITY IMPROVEMENT

Mechanism for Programme Monitoring and Review

There is clear mechanism as how the programme is monitor and review periodically by a review committee. Evaluation of programme using proper mechanism is done to analyze student performance and progression.

Quality Improvement

The HEP is expected to provide evidence or ability to keep pace with changes in the field and requirements of the stakeholders. These may be demonstrated by, but not limited to:

- i. Curriculum review, which shall be conducted at least once every 4 to 5 years.