



PERDANA UNIVERSITY

SCHOOL OF OCCUPATIONAL THERAPY (PUScOT)

STUDENT GUIDE

**BACHELOR OF SCIENCE (HONOURS)
IN OCCUPATIONAL THERAPY**



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1. INTRODUCTION

1.1. Welcome Message from the Dean



We are glad that you have made the decision to take advantage of the excellent educational opportunities available here at this University. I extend a warm welcome. We want your transition to the programme to be as smooth as possible. Do not hesitate to ask questions. You have much ahead of you as you delve further to experience academic areas totally new to you. Although you may still be new to the course, you will have both academic and administrative staff to help you in your academic and co-curricular affairs.

As a student you will be equipped with both the theoretical and practical knowledge in occupational therapy. Besides that, your soft skills will be honed throughout your whole study years in order to enable lifelong learning and be a more holistic graduate. While you are here, make the most of the opportunities afforded you. Meet other students. Get involved in University life. Visit the faculty and seek their counsel. The school is blessed with academicians who have their own strengths in terms of experience, ability, and skills. Above all else, make a difference in and out of the classroom as future occupational therapists.

The faculty and staff join me in wishing you the best during this academic year.

1.2. About Perdana University

Perdana University is a private university established under the Private Higher Educational Institutional Act 1996 (Act 555). Perdana University was established in 2011 as a project under the Public-Private Partnership Unit in the Prime Minister's Department (UKAS). Its establishment is in line with the National Higher Education Strategic Plan of the Ministry of Higher Education (MOHE) on the development of first-class human capital in an environment that results in individuals finding and fully achieving their personal potential. Perdana University will work towards providing world class education for all qualified students through efforts of international benchmarking and collaboration with professional bodies and industry. Perdana University's vision, mission and objectives as stated below are aimed at contributing to MOHE's efforts of establishing Malaysia as an international hub for education by attracting students from all over the world.

2. THE PERDANA UNIVERSITY SCHOOL OF OCCUPATIONAL THERAPY

2.1. The Faculty:

	<p>PROF. NATHAN VYTIALINGAM Dean, Perdana University School of Occupational Therapy (PUScOT) nathanv@perdanauniversity.edu.my</p>
	<p>MS. AIFAH JAMALUDIN Lecturer / BSc & MSc Programme Coordinator aifah.jamaludin@perdanauniversity.edu.my</p>
	<p>MS. SITI FAIRUZ ISMAIL Lecturer / BSc (Degree Conversion) & MPU Programme Coordinator siti.fairuz@perdanauniversity.edu.my</p>
	<p>MR. MATTHEW TEO YONG CHANG Lecturer / Research Coordinator matthew.teo@perdanauniversity.edu.my</p>
	<p>MS. NURUL AFIQ'AH AMAN Lecturer / Examination Coordinator nurul.afiqah@perdanauniversity.edu.my</p>
	<p>MR. ZAHEER FIRDAUS ZAKARIA Tutor / Clinical Instructor / Examination Coordinator zaheer.firdaus@perdanauniversity.edu.my</p>
	<p>MS. DHASHMINI THANGAVELU Tutor / Clinical Instructor / Clinical Coordinator dhashmini.thangavelu@perdanauniversity.edu.my</p>
	<p>MS. SHASVINE VIKNESH SUGUMARAN Tutor / Clinical Instructor / Student Affairs Coordinator shasvine.viknesh@perdanauniversity.edu.my</p>
	<p>MS. DHARSHINI NAVANETHAN Tutor / Clinical Instructor / Laboratory Coordinator dharshini.navanethan@perdanauniversity.edu.my</p>



MS. NORMALA SHAHIDAN

Administration Executive of PUScOT

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2.2. Supporting Teaching Staff

- Prof. Dr. Vijayalakshmi Sitanadhi Bhojaraja, *Perdana University-Royal College Surgeon of Ireland (PU-RCSI) School of Medicine*
- Assoc. Prof. Dr. Nazmul Hasan Maziz, *Perdana University Graduate School of Medicine (PUGSOM)*
- Assoc. Prof. Dr. Amuthaganesh Mathialagan, *Perdana University-Royal College Surgeon of Ireland (PU-RCSI) School of Medicine*
- Assoc. Prof. Dr. Teguh Haryo Sasongko, *Perdana University-Royal College Surgeon of Ireland (PU-RCSI) School of Medicine*
- Dr. Vishnumukkala Thirupathirao, *Lecturer, Perdana University-Royal College Surgeon of Ireland (PU-RCSI) School of Medicine*
- Dr. Kaleramma Pratharna, *Lecturer, Perdana University Graduate School of Medicine (PUGSOM)*
- Dr. Kanakeswary Krishnan, *Lecturer, Perdana University-Royal College Surgeon of Ireland (PU-RCSI) School of Medicine*
- Dr. Barani Karikalan, *Lecturer, Perdana University-Royal College Surgeon of Ireland (PU-RCSI) School of Medicine*
- Dr. Reefa Alina De Souza, *Lecturer, Perdana University Graduate School of Medicine (PUGSOM)*
- Dr. Shane Varman a/l Pannir Selvam, *Lecturer, International Medical University*
- Dr. Lee Fatt Soon, *Consultant Geriatrician, Hospital Kuala Lumpur*
- Dr. Lim Poh Hin, *Neurologist, KPJ Ampang Puteri Specialist Hospital*
- Dr. Ng Ooi Chuan, *Senior Lecturer, Universiti Putra Malaysia*
- Dr. Lee Yee Lin, *Senior Lecturer, Universiti Putra Malaysia*
- Dr. Hasrul Hosshan, *Senior Lecturer, Universiti Pendidikan Sultan Idris*

- Dr Ahmad Ghazali Mansuri, *Senior Lecturer, Universiti Teknologi Mara*
- Ms. Darlina Hani Fadil Azim, *Lecturer, Perdana University-Royal College Surgeon of Ireland (PU-RCSI) School of Medicine*
- Ms. Nur Arfah Zaini, *Lecturer, Perdana University-Royal College Surgeon of Ireland (PU-RCSI) School of Medicine*
- Ms. Ranuga Devy M Packirisamy, *Advocate & Solicitor, Ranuga and Co.*
- Ms. Syaquina Shamsudin, *Human Resource Manager, Asia Aerotechnic Sdn. Bhd.*
- Mr. Santosh Kumar Prasad, *Consultant of Central Limb Sdn. Bhd*
- Mr. Thillainathan a/l Krishnan, *Occupational Therapist, Bahagian Sains Kesihatan Bersekutu*

3. PROGRAMME STRUCTURE

The Perdana University School of Occupational Therapy runs the following programme:

3.1. Bachelor of Science (Honours) Occupational Therapy

The program aims to produce high quality graduates in the professional field of occupational therapy who are competent and able to contribute to the community and the profession.

3.1.1. Programme Objectives

The objectives of the program include ensuring comprehensive education provision of occupational therapy, to develop graduates with practical and theoretical skills, to develop a sense of humane characteristics in the diverse fields of occupational therapy. The program would also develop graduates who have a sense of safety, creativity, innovation, sensitive, positive, competent, responsible as well as being able to work in teams.

3.1.2. Programme Learning Outcomes

- i. Empowerment of knowledge.
- ii. Empowerment of technical skills in implementing competent, effective and safe treatments; as well as incorporating a sense of empathy, caring and professionalism in the provision of services.
- iii. Demonstration of critical and scientific thinking skills in research, quality assurance and academic aspects of occupational therapy.
- iv. Demonstration of teamwork abilities, as well as being able to communicate effectively with clients, professional health providers and related parties in healthcare management.
- v. Demonstration on the ability to provide necessary advice related to health and healthcare as part of social responsibility.
- vi. Demonstration of professional attitudes and positive values based on the ethical codes of occupational therapy.
- vii. Demonstration of the ability to apply the principles of information technology to evaluate, plan and execute lifelong learning.
- viii. Demonstration of the skills in the management of occupational therapy services, as well as healthcare in hospitals and community.

- ix. Demonstration of leadership skills when heading an organization.

YEAR 1

3.1.3. Transferable Skills

Students completing the Bachelor of Science (Honours) Occupational Therapy will be given the opportunity to develop transferable skills that include but not limited to:

- Self-Management
- Learning Skills
- Communication
- Teamwork
- Problem-Solving
- Information Technology

3.2. Successful Completion of Programme

3.2.1. Course Details: Bachelor of Science (Honours) in Occupational Therapy

To obtain the Bachelor of Science (Honours) in Occupational Therapy, a student shall within the minimum of 4 years and the maximum of 6 years, pass all the required courses in the programme.

This award carries a total of 138 credits. These 138 credits comprise Major and Elective courses as well as 'Mata Pelajaran Pengajian Umum'.

Course details are as follows:

SEMESTER 1			SEMESTER 2		
CODE	COURSE	CREDIT	CODE	COURSE	CREDIT
OT 6101	Basic Anatomy	3	OT 6106	General Medicine	3
OT 6102	Human Physiology	3	OT 6107	Orthopaedic and Surgical Conditions	3
OT 6103	Introduction to Psychology	3	OT 6108	Introduction to Neuropsychology	3
OT 6104	Introduction to Occupational Therapy	3	OT 6109	Occupational Analysis	2
OT 6105	Basic Pathology	2	OT 6216	Foundations of Occupational Therapy	2
MPU3113/ MPU 3143	Hubungan Etnik/ Bahasa Malaysia Komunikasi 2	3	OT 6111	Introduction to OT Clinical Practice (Clinical Visit)	3
			MPU3123 / MPU3173	Tamadun Islam & Tamadun Asia/ Pengajian Malaysia	3
TOTAL		17	TOTAL		19

YEAR 2					
SEMESTER 3			SEMESTER 4		
CODE	COURSE	CREDIT	CODE	COURSE	CREDIT
OT 6112	Neurological Conditions	3	OT 6118	Paediatric Conditions	3
OT 6213	Occupational Therapy for Orthopaedic and Surgical Conditions	4	OT 6219	Occupational Therapy for Medical and Neurological Conditions	4
OT 6214	Occupational Therapy for Orthotics and Prosthetics	3	OT 6321	Occupational Therapy for Medical and Neurological Conditions (Clinical Placement)	5
OT 6220	Applied Kinesiology and Biomechanics in Occupational Therapy	3	MPU3343	Entrepreneurship	3
OT 6317	Occupational Therapy for Orthopaedic and Surgical Conditions (Clinical Placement)	5	MPU3223/ MPU3213	Skills for Success/ Bahasa Kebangsaan A	3
MPU3412	Co-curriculum	2			
TOTAL		20	TOTAL		18

YEAR 3					
SEMESTER 5			SEMESTER 6		
CODE	COURSE	CREDIT	CODE	COURSE	CREDIT

OT 6222	Occupational Therapy for Paediatric Conditions	4	OT 6229	Research Methodology	3
OT 6123	Psychiatric Conditions	3	OT 6230	Occupational Therapy for Psychiatric Conditions	4
OT 6224	Ergonomics in Occupational Therapy	2	OT 6231	Biostatistics	3
OT 6225	Aged Care in Occupational Therapy	3	OT 6233	Enterpreneurship and Management in Occupational Therapy	3
OT 6328	Occupational Therapy for Paediatric Conditions (Clinical Placement)	5	OT 6232	Critical Review of Journals	2
			OT 6334	Occupational Therapy for Psychiatric Conditions (Clinical Placement)	5
TOTAL		17	TOTAL		20

YEAR 4					
SEMESTER 7			SEMESTER 8		
CODE	COURSE	CREDIT	CODE	COURSE	CREDIT
OT 6235	Contemporary Issues: Community Based Rehabilitation	3	OT 6340	Research Project	7
OT 6236	Contemporary Issues: Health Promotion and Education	3	OT 6341	Clinical Placement Final Year	8
OT 6237	Contemporary Issues: Work and Driving Rehabilitation	3			
OT 6239	Contemporary Issues: Sexuality and Disability	3			
TOTAL		12	TOTAL		15
			TOTAL CREDIT HOURS		138

3.2.2. Mata Pelajaran Pengajian Umum

The 'Akta Institusi Pendidikan Tinggi Swasta', 1996 makes it compulsory for all Malaysians to take and pass the 'Mata Pelajaran Pengajian Umum' (MPU) as a precondition for the conferment of an academic award.

Mata Pelajaran Pengajian Umum	
Course Title	Credit
Hubungan Etnik/ Bahasa Malaysia Komunikasi 2	3

Co-curriculum	2
Tamadun Islam & Tamadun Asia/ Pengajian Malaysia	3
Skills for Success/ Bahasa Kebangsaan A	3
Entrepreneurship	3

3.2.3. Clinical Placement

Students must complete 1320 of clinical hours as required by the programme and fulfil the minimum of 1000 clinical hours as required by World Federation of Occupational Therapist (WFOT). The projection of clinical practice is shown below:

Semester	Clinical Subjects/Code	Credit Hours	Clinical Hours (days)
2	OT6111 - Introduction to OT Clinical Practice (Clinical Visit)	3	120 (15 days)
3	OT6317 - Occupational Therapy in Orthopaedic and Surgical Conditions (Clinical Placement)	5	200 (25 days)
4	OT6321 - Occupational Therapy in Medical and Neurological Conditions (Clinical Placement)	5	200 (25 days)
5	OT6328 - Occupational Therapy in Paediatric Conditions (Clinical Placement)	5	200 (25 days)
6	OT6334 - Occupational Therapy in Psychiatric Conditions (Clinical Placement)	5	200 (25 days)
7	OT6235 - Contemporary Issues: Community Based Rehabilitation	2	80 (10 days)
8	OT6341 - Clinical Placement (Final Year)	8	320 (40 days)
TOTAL		33	1320

Each student will be provided a clinical logbook during the clinical placement. The logbook contains the students' duty during clinical, assessment criteria, and mark sheets. All students are expected to evaluate and treat patients, as well as presenting case study at the hospital. Once returned from the clinical placement sites, students are required to submit case studies, as well as the clinical logbook for marking purposes by the school.

The clinical placement sites* are as follows:

i. Hospital Tengku Ampuan Rahimah, Klang	v. Hospital Rehabilitasi Cheras
ii. Hospital Sultanah Bahiyah, Alor Setar	vi. Hospital Bahagia Ulu Kinta, Perak
iii. Hospital Sultanah Aminah, Johor Bahru	vii. Hospital Permai, Johor Bahru

iv. Pusat Perubatan Universiti Malaya, Petaling Jaya	viii. Hospital Raja Permaisuri Bainun, Ipoh
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*Subjected to change

3.3. Teaching and Learning Methods



The programme prides itself on the quality of its teaching and learning processes and has in place rigorous procedures for ensuring their continuing high standards. As one would expect in a modern academic institution, a wide variety of new teaching aids are employed and there is also a corresponding range of learning aids for use by students. Various audio-visuals aids are used during lectures and laboratory demonstrations.

3.4. Course Information and Assessments



Assessment methods are specified in each syllabus together with the learning outcomes being assessed. In most cases the assessment is a combination of examination and coursework, with the weightage of each element varying from course to course depending on the requirements of the course.

3.4.1. Assignments and Coursework

All assignments are expected to be the original work of students. Each assignment should give details of references used and all quotations stated should be clearly acknowledged by the source of reference. Although group work is encouraged it should be noted that collusion and plagiarism are not tolerated. If an allegation of either is proved, a penalty, such as the deduction of marks or failure of a module will be imposed. Severe penalties, such as suspension or expulsion, can be imposed in appropriate cases.

Because of the complexity of the modular programme, it is important to familiarize yourself with the regulations that apply to the programme. **It is your own responsibility to do so.**

3.4.1.1. Submission of Work

Coursework is an integral part of the assessment system to the programmes offered at Perdana University. The term coursework refers to continuous assessment in the form of assignment tasks given to students during the course. This forms an important component of the overall assessment of student's performance on the course.

All coursework must be submitted before the specified deadline given by the lecturer in-charge of the course.

From time to time you will be required to submit an electronic copy of your assignment. This enables the administrative team to sample check the electronic versions of assignments for plagiarism or syndication (cheating). It is **essential**, and your **responsibility**, to always keep an electronic copy of any assignment as a backup copy.

3.4.1.2. Late Submission of Work

Permission for late submission of assignment can only be granted by the module leader concerned. Permission is not automatic. It is dependent upon valid reasons (for example, an extended illness or unforeseen personal difficulties) and may be refused. If late submission is approved you will then be given an alternative submission date in writing.

Permission for late submission must be sought in advance before the deadline unless the nature of the reason renders this impossible. Please note that if late submission is requested on medical grounds, then a medical certificate must be provided.

Late submission of assignment can only be given up to a maximum of 5 working days after the initial deadline or upon the discretion of lecturer in-charge, based on concrete reasons. Any coursework received after the 5-day period will not be marked at all and the coursework will be awarded with a fail grade. Failure to get 50% of the total marks OR unsatisfactory performance DOES NOT LEAD to a reassessment.

3.4.1.3. Return of Marked Coursework

Examination and assignment marks will normally be provided to students within 21 to 28 working days after the submission deadline. The lecturer in-charge of the subject who marks the assignment will provide written feedback. Marked assignments and feedback shall be given to you before your exams but marks are subject to change at the discretion of the examination board.

3.4.1.4. Referencing

It is very important to reference all sources of information that you have used in your assignments. Referencing is a standard way of acknowledging information and ideas that you have discovered or taken from other peoples' work. A citation or reference provides the details necessary to identify a work. By correctly referencing or citing these sources of information, your lecturers will be able to follow up on references of interest. Using correct referencing technique is your insurance policy against plagiarism.

There are many systems for the citation of references. The School expects its students to use the American Psychological Association (APA) referencing.

3.4.1.5. Word Count

A written assignment must not exceed the maximum word limit set for that assignment. You are required to enter an accurate word count at the end of your assignment. An assignment that does not contain an accurate word count will not be accepted.

3.4.1.6. Presenting Coursework for Assessment

Assignments must be presented in the following format:

- Assignments must be word-processed in Times New Roman font type, font size 12 and double-spaced.
- All pages must be numbered.
- The assignment must have a standard coursework coversheet stating:
 - Course code
 - Course name

- Your individual name/ group members' names
- Your student ID number (For group assignments, all student ID numbers must be stated)
- Submission date
- ❑ Margins must be as follows: Top and Bottom 2.5 cm, Left and Right: 3.2 cm.
- ❑ Headers and footers may be outside these margins. Footnotes should be included within the margins.
- ❑ Assignments must be either spiral or ring bound, and should not be submitted in plastic wallets. It is your interest to make your presentation as professional as possible.
- ❑ Graphs and other diagrams must be generated in MS ExcelTM or other relevant software tools.
- ❑ The word count does not include the assignment title, executive summary, contents pages and appendices.
- ❑ Assignments not complying with this format will be returned to students unmarked. If in any doubt you should discuss this with your course leaders **before** submission.

3.4.1.7. Appendices

Appendices themselves will not be marked. However, inappropriate use of appendices will be taken into consideration when awarding the final mark. If in doubt you should discuss this with your lecturer **before** submission.

3.4.2. Viva on Coursework

The lecturer in-charge reserves the right to conduct a viva on coursework before a mark is awarded.

3.4.3. Examination

Mid-term examination:

Format (may vary from one course to another):

- Written
- Objective Structured Clinical Examination (OSCE)
- Project based and/or

- other relevant assessment methods

Failure to get 50% of the total marks OR unsatisfactory performance DOES NOT LEAD to a resit examination. Students are responsible to seek necessary help from the respective lecturer/ student mentor/ semester coordinator to improve academic performance.

In the case of absenteeism due to documented valid reasons, students will be allowed to sit for the exam within TWO (2) weeks after the examination week. Special circumstances will be considered upon judiciary by the School. Total marks will remain as in first sitting.

Final Examination:

Format (may vary from one course to another):

- Written
- Viva
- Project based and/or
- other relevant assessment methods

Failure to get at least 50% of the total marks OR unsatisfactory performance leads to a RESIT EXAMINATION as stipulated in the academic regulations.

3.4.4. Attendance

As a student, you will benefit from a variety of teaching methods ranging from lectures, tutorials, case studies, discussions, video demonstrations and computer aided learning sessions in class, following which you are trained to be independent, self-motivated and active learners.

Class attendance, therefore, has to be regular. Students are required to attend class, arrive on time and participate in all courses that they are enrolled. Perdana University reserves the right to bar students from the professional examinations whose attendance falls below the minimum percentage of 80%.

3.5. Grading System

The courses run by the Perdana University School of Occupational Therapy (PUScOT) are graded based on the following:

Marks	Grade	Point	Class award		
			For degree courses		For Non degree courses
			Description	Class	
90-100	A	4.0	High Distinction	1 st Class	Distinction
80-89	A-	3.7	Distinction		
70-79	B+	3.4	High Merit	2 nd Class (Upper)	Merit
65-69	B	3.1	Merit	2 nd Class (Lower)	
60-64	B-	2.7	Low Merit		
55-59	C+	2.4	Pass	3 rd Class	Pass
51-54	C	2.1	Pass		
50	C-	2.0	Pass		
45-49	D+	1.7	Fail with point award	Fail	Fail
40-44	D	1.4			
35-39	D-	1.0			
0-34	F	0.0	Fail		

3.6. Types of Award

On the successful completion of the programme of study, a student will be presented with one of the following types of award which would be determined by the overall academic performance, of the student based on the Cumulative Grade Point Average (CGPA).

Category	Class Award	CGPA
H1	First Class	3.70 – 4.00
2.1	Second Class (Upper)	3.40 – 3.69
2.2	Second Class (Lower)	2.70 – 3.39
P	Third Class	2.00 – 2.69
F	Fail	0.00 – 1.99

4. DRESS CODE

- Clothing :

At all times, in both the Perdana University campus and clinical placements, all PUScOT students are expected to wear decent clothing, and the following must be adhered to:

- you shall not wear any clothing that exposes midriff, chest, upper thigh or show visible cleavage or undergarment
- you shall not wear clothes that are transparent or see through
- you shall not wear clothing that bears any vulgar, offensive or obscene prints or wordings
- sportswear may be required in laboratory activities, and the need to wear it shall be announced by the lecturer in-charge
- you are allowed to wear denim-based clothing for classes, but **NOT** during the clinical placements. Please use formal clothing (office wear) when at clinical placements.
- Students are not allowed to wear slippers in both campus and clinical placements.

5. CONTACT DETAILS

Perdana University School of Occupational Therapy (PUScOT)

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All information given above is correct at the time of printing. The University reserves the right to amend information contained herein without prior notice.