

**IMU DRESS CODE.**

As a multicultural institution, taking into consideration students come from various background and country, IMU acknowledges and takes into consideration cultural and religious differences or needs within an acceptable professional standard for the dress code.

**Professional Dress Code (PDC) – 8am to 6pm, Monday to Thursday and all days for CSSC and medical museum sessions.**

Refers to dress code expected by IMU to be adhered by students all time while in campus. The sessions are **Mass Lecture, PBL sessions, Medical Museum lectures, CSSC sessions, hospitals, examinations and other official learning sites. Clinical campus students who are required to go for rounds or attachment in any clinics and hospitals at any point of time are required to follow PDC (this includes rounds or attachments after office hours on weekday and weekend).**

**Smart Casual Dress Code (SCDC) – 6pm onwards – Monday to Thursday and Friday**

**\*Please take note that the smart casual dress code on Fridays are not applicable in the Clinical Campus**

Refers to dress code expected by IMU to be followed by students during **self-learning time, non-learning and teaching sessions and other allowed sessions** which will be detailed later in the guideline, within or out of campus. The dress code is expected to be smart, neat and presentable, yet relatively informal in style. Clinical campus students can be in SCDC after office hours (6.00pm) on weekdays and whole day on weekends. **Clinical campus students who are required to go for rounds or attachment in any clinics and hospitals at any point of time are required to follow PDC (this includes rounds or attachment after office hours on weekday and weekend).**

For laboratory and visiting any external office or agencies, the students are expected to follow the dress code stipulated by the respective laboratory, offices or agencies.

**RESPONSIBILITY FOR IMPLEMENTATION**

**Every individual** student is responsible to adhere and meet the required standard of the dress code.

**Every individual staff** is responsible in monitoring and ensuring students are following the required standard of the dress code and have the right to instruct them to remedy the situation if they do not.

**Security guards** are responsible to check and stop students who are not in approved dress code. Student found breaching the dress code will be referred to respective Deans for actions to be taken.

SESSIONS/VENUE	DRESS CODE	ACTIONS BY PIC
PBL	PDC – Monday to Thursday 8am to 6pm.  SCDC – Fridays and after office hours	Facilitators are expected to ask students who are not in the approved dress code to leave the session and submit the student’s details to School Administrator. Attendance to be considered as zero.

CSSC/OHC	PDC – all time	The nurses/PIC are expected to stop students who are not in the approved dress code from entering the CSSC/OHC and advise them accordingly. Student’s details to be submitted to the respective School Administrator. Attendance to be considered as zero.
Medical museum	PDC – all time	Staff in medical museum are expected to ask the students who are not in the approved dress code to leave the museum and advise them to dress up accordingly. The student’s details to be submitted to the School Administrator.
MDLs/DSL	Follow as stipulated	The lab staff are expected to ask the students who are not in the approved dress code to leave the lab and advise them accordingly. The student’s details to be submitted to the School Administrator. Attendance to be considered as zero.
Lecture hall	PDC – Monday to Thursday 8am to 6pm.  SCDC – Fridays and after office hours	Lecturers are expected to advise the students who are not in the approved dress code to leave the session and submit the student’s details to School Administrator. Attendance to be considered as zero (if applicable).
Library	PDC – Monday to Thursday 8am to 6pm.  SCDC – Fridays and after office hours	The librarians are expected to ask the students who are not in approved dress code to leave the library and advise them accordingly. Student’s details when possible to be submitted to the School Administrator.
CAL Lab	PDC – Monday to Thursday 8am to 6pm.  SCDC – Fridays and after office hours	Lecturers are expected to ask the students who are not in the approved dress code to leave the class, advise them accordingly and to submit the student’s details to School Administrator. Attendance to be considered as zero (if applicable).
Examination Halls	PDC – All the sessions	Invigilators may stop students who are not in approved dress code from taking the examination. Students are solely responsible for not being able to take the exam.
University offices e.g. Cashier, Academic Services, Student Services, FMA, corridors	PDC – Monday to Thursday 8am to 6pm.  SCDC – Fridays and after office hours	The staff on duty at the counters are expected not to serve the students who are not in the approved dress code and advise them to change accordingly before being served.

Main entrances e.g. GF entrance, LG entrance, GF Annex Block entrance	PDC – Monday to Thursday 8am to 6pm.  SCDC – Fridays and after office hours	Guards are expected to stop any student breaching the dress code from entering the campus.
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**PENALTIES FOR STUDENTS NOT COMPLYING WITH THE DRESS CODE**

Students who do not conform to the IMU dress code will be denied entry to respective teaching and learning activities, examination halls and/or library and will be subject to disciplinary action.

Students are required to wear lab coat or white coat for OSPE and OSCE. Students who are inappropriately dressed will not be allowed to sit for examinations.

Student who is found to have breached the policy will be asked to meet the Dean for disciplinary actions.

**GUIDELINE**

**Dress code description – Teaching and Learning activities**

**Acceptable Dress Code:**

Male	Professional Dress Code (Formal)	Smart Casual Dress Code
<b>Attire</b>	<ul style="list-style-type: none"> <li>Clean and well pressed attire</li> <li>Collared shirt, buttoned and tucked properly</li> <li>Long trousers/slacks</li> </ul>	<ul style="list-style-type: none"> <li>Clean and neat attire</li> <li>Khakis/slacks/ clean jeans</li> <li>Collared T-shirts</li> </ul>
<b>In Clinical settings (Clinical Campus, CSSC and Hospitals)</b>	<ul style="list-style-type: none"> <li>Clean and well pressed attire</li> <li>Short sleeve shirt is encouraged. If student decide to wear long sleeve shirt, it must be folded up to elbow level</li> <li>Long trousers/slacks</li> <li>Tie is optional. If student is required to wear tie, it MUST be clipped to the shirt.</li> <li>Students are required to observe the BARE BELOW ELBOW guidelines strictly.</li> </ul>	<p><b>CASUAL DRESS CODE IS NOT APPLICABLE IN CLINICAL CAMPUS DURING FORMAL TEACHING AND LEARNING SESSIONS.</b></p> <p><b>CASUAL DRESS CODE IS ACCEPTABLE IN CLINICAL CAMPUS FOR INFORMAL SESSIONS SUCH AS DISCUSSIONS AMONG STUDENTS AND STUDYING IN LIBRARY AFTER 6PM. ANY OTHER SESSIONS MUST BE</b></p>

	<ul style="list-style-type: none"> <li>• <i>Please refer to ** for more information</i></li> </ul>	<b>APPROVED BY RESPECTIVE LECTURERS OR DEAN.</b>
<b>Footwear</b>	<ul style="list-style-type: none"> <li>• Formal shoes and socks</li> <li>• Well-kept and clean</li> </ul>	<ul style="list-style-type: none"> <li>• Loafers</li> <li>• Sports shoes</li> </ul>
<b>ID</b>	<ul style="list-style-type: none"> <li>• Must be worn at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Must be worn at all times</li> </ul>

<b>Female</b>	<b>Professional Dress Code</b>	<b>Smart Casual Dress Code</b>
<b>General setting</b>	<ul style="list-style-type: none"> <li>• Clean and well pressed attire</li> <li>• Collared shirt or blouse</li> <li>• Knee-length skirt or dress. A student is allowed to dress in just above knee, knee, Midi, Maxi or floor length skirt. <b>MICRO MINI and MINI-MID-THIGH skirts are banned at IMU (Please refer to the poster).</b></li> <li>• Long trousers/slacks</li> </ul>	<ul style="list-style-type: none"> <li>• Clean and neat attire</li> <li>• Khakis/slacks/ clean jeans</li> <li>• Knee length skirts/dress. A student is allowed to dress in just above knee, knee, Midi, Maxi or floor length skirt. <b>MICRO MINI and MINI-MID-THIGH skirts are banned at IMU</b></li> <li>• Collared T-shirts.</li> </ul>
<b>In Clinical settings (Clinical Campus, CSSC and Hospitals)</b>	<ul style="list-style-type: none"> <li>• Short sleeve shirt is encouraged. If student decide to wear long sleeve shirt, it must be folded up to elbow level.</li> <li>• Clean and well pressed attire</li> <li>• Collared shirt or blouse</li> <li>• Knee-length skirt or dress <b>(MUST BE BELOW KNEE)</b></li> <li>• Long trousers/slacks</li> </ul>	<p><b>CASUAL DRESS CODE IS NOT APPLICABLE IN CLINICAL CAMPUS DURING FORMAL TEACHING AND LEARNING SESSIONS.</b></p> <p><b>CASUAL DRESS CODE IS ACCEPTABLE FOR INFORMAL SESSIONS SUCH AS DISCUSSIONS AMONG STUDENTS AND STUDYING IN LIBRARY AFTER 6PM. ANY OTHER SESSIONS MUST BE APPROVED BY RESPECTIVE LECTURERS OR DEAN.</b></p>
<b>Footwear</b>	<ul style="list-style-type: none"> <li>• Covered shoes</li> <li>• Well-kept and clean</li> </ul>	<ul style="list-style-type: none"> <li>• Loafers</li> <li>• Sports shoes</li> </ul>
<b>ID</b>	<ul style="list-style-type: none"> <li>• Must be worn at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Must be worn at all times</li> </ul>

**NON-ACCEPTABLE DRESSING**

	Male	Female
Attire	<ul style="list-style-type: none"> <li>• Hipster/trendy jeans with pictures, words, faded, studs, ripped, striking colours</li> <li>• Shorts and three quarter pants</li> <li>• Clothing with offensive symbols/pictures</li> <li>• Hoodies in formal environment</li> </ul>	<ul style="list-style-type: none"> <li>• Plunging neckline</li> <li>• Cold-Shoulder dress or tops</li> <li>• Spaghetti string blouses</li> <li>• Mid-riff tops</li> <li>• Hipster/Trendy jeans with pictures, words, faded, studs, ripped, striking colours</li> <li>• Micro mini and mini mid-high skirts or dresses</li> <li>• Clothing with offensive symbols/pictures</li> <li>• Shorts and three quarter pants, stretchable slim fit pants</li> <li>• Showing off belly-button</li> <li>• Hoodies in formal environment</li> <li>• Face veil - Niqab</li> </ul>
Footwear	<ul style="list-style-type: none"> <li>• Sandals, flip flops and sneakers</li> </ul>	<ul style="list-style-type: none"> <li>• Sandals, flip flops and sneakers</li> </ul>
Hair	<ul style="list-style-type: none"> <li>• Long Hair</li> <li>• Pony Tails</li> <li>• No bright highlights</li> <li>• Unconventional hairstyles</li> </ul>	<ul style="list-style-type: none"> <li>• No bright highlights</li> <li>• Unconventional hairstyles</li> </ul>
Jewelry	<ul style="list-style-type: none"> <li>• All type of jewelry (exceptions are to jewelry related to tradition/customs/wedding)</li> </ul>	<ul style="list-style-type: none"> <li>• No multiple earrings</li> <li>• No excessive jewelry</li> </ul>

**\*Students who are doing clinical postings, electives and teaching activities outside IMU are required to follow the above dress code regulations unless the hospitals or teaching and learning venue other than IMU have their own established dress code, in which case, the students are to adhere to the dress code at the institutions that they are attached to.**

**Some of the hospitals and health clinics under Ministry of Health enforces wearing of tie guidelines. Students are advised to bring along tie and tie clip.**

The above dress code may not apply for the following sports and co-curriculum activities:

1. IMU Cup activities,
2. IMU Orientation activities,
3. Cultural Festivals and events,
4. And any other activities approved by the Dean or the Management of IMU.

## **\*\*DRESS CODE FOR IMU STUDENTS INVOLVED IN DIRECT PATIENT CARE ACTIVITIES- CSSC AND HOSPITALS**

### **Best practices**

- Hand hygiene should be stressed at all times using the '5 – moments of hand hygiene'.
- Maintain a high level of personal hygiene.
- Dress neatly, tidily, decently and smartly.
- Change out of soiled attire into fresh ones immediately.
- Finger nails are to be kept short and clean.
- Pens, torches, and sharps are to be carried in inside pocket or in the hip pockets.

### **Tie**

- The wearing of neckties is optional only in Clinical setting. For all other formal settings, neckties are a must. The Malaysian Ministry of Health's position is that the wearing of neckties is permissible with the caveat that the necktie must be pinned to the shirt with a tie-pin. The wearing of bow ties is permissible.

### **Tops and Bottoms**

- Short sleeved tops shall be worn.
- If long sleeved tops are worn, the sleeves should be rolled up to above elbow level.
- All students should dress in smart and formal clothing.
- Jeans are not allowed.
- Clothing which may be considered as revealing, offensive or provocative to service users, carers, colleagues or members of public must be avoided.

### **White coat (short sleeve) and lab coat (long sleeve)**

- **White coat and lab coat should be worn only in teaching environment. It must not be worn out of the IMU, in eating places, in common areas and when travelling to and from IMU.**
- White coat should be worn in Skills Centre and hospitals only.
- Lab coat is to be worn in laboratories only where the students will be dealing with chemicals.
- Freshly laundered coats shall be worn during the required sessions.
- When wearing white coat (short sleeves) students must ensure their hands are visible up to the elbow level. The shirt or blouse sleeves must be rolled up.
- **White coat shall not be worn** when engaging in direct patient care activity **where there is a risk of infection transmission** (e.g. risk of blood splash, bodily fluid or potentially infectious material). This would include some activities in the wards, operating theatres, procedure rooms, etc.
- The **white coat should be worn during activity where there is no risk of infection transmission** (e.g. ward rounds, clerking of patients, skills unit, examination, Anatomy Museum, etc).

### **Wrist watches and jewellery**

- Wrist watches should be removed when engaging in direct patient care activity. Pendant type of watch is permissible.
- Earrings are only allowed for female. If worn, should be plain studs only.

- Jewellery may be worn at discretion, but should not be excessive or of a type which may cause damage to the wearer or others. Male students are prohibited from wearing any jewellery except for the one related to customs.
- The wearing of wedding band/ring is permitted.
- The wearing of visible body piercing jewellery other than earrings, except on cultural or religious grounds, is not permitted.

#### **Identity Card and holder**

- **The ID card shall be worn at all times.**
- The ID card holder shall be of the retractable type.
- Wearers are encouraged to clean the ID card holder with alcohol swab regularly.
- Lanyards are not to be used as ID card holders while attending to patients for safety and infection control purposes.

#### **Hair**

- Long hair is to be tied to the back off the collar for female students.
- Male students are not allowed to have long hair.

#### **Footwear**

- Soft-soled shoes, closed over the foot and toes are to be worn.
- Footwear other than the above may be worn when required in certain areas where direct patient care activity is engaged (e.g. the operation theatre, the labor room).
- The wearing of sandals, sneakers or sports footwear is prohibited.

#### **Badges and pins**

- The wearing of numerous badges and pins is discouraged as it will look unprofessional and may present safety hazard.
- However, one or two badges denoting professional qualifications or memberships may be acceptable.

#### **Tattoos and facial piercing**

- Facial piercings are strongly discouraged.
- The number, size, nature, location, prominence and appearance of tattoos are particularly important and tattoos that can cause offence and/or invite provocation from members of the public or colleagues are not permitted. In particular, tattoos on parts of the body which are more prominent, such as the hands and the face are not permitted.
- Tattoos on the lower arms are permissible but must remain covered at all times. However, during direct patient care activities, tattoos on arms/forearms may have to be uncovered to facilitate clinical procedures.

#### **Attire for Muslims**

- Shirts/Blouse/Dress may have full or three-quarter sleeves which may be rolled down when not engaging in direct patient care activity.

- Any full or three-quarter length sleeves must not be loose or dangling. They must be able to be rolled or pulled back and kept securely in place during hand-washing and direct patient care activity.
- Strict procedures for washing hands and wrists must still be observed.

**Face Veil (Niqab)**

- For the purposes of identification and security, every student is required to show their face at all times while on campus.
- In addition, leaving the face uncovered is vital for communication with patients and staff, particularly for those with hearing impairments as lip-reading and facial expressions facilitate interaction and understanding.
- Therefore, students are not permitted to wear the face veil (niqab).
- When students are posted to facilities outside of IMU, they are required to observe the rules and regulations (including the dress code) of the institution to which they are attached.