



# **King Faisal University College of Dentistry**

## **Manual of Policies and Procedures**

**In the Name of Allah, the Most Beneficent, the Most Merciful**

## A Message from the President of KFU

**Dr. Mohammad A. Al-Ohali**

In the name of Allah, the most merciful, the most compassionate. Praise be to Allah alone; peace and blessings of Allah be upon His messenger, his household, and companions. On behalf of your fellow faculty members and other employees at King Faisal University, I would like to welcome you. We are delighted to see you joining our teamwork-managed university to participate in its scientific and research mission and to provide our students with precious knowledge, experiences, and efforts. Welcome to our team.

I know the immense responsibility on your shoulders and the many duties you are expected to do. We trust your distinguished qualifications, the role model you represent, your honesty, your good manners, and your diligence in following up on what is new in your specialization. We believe in your continuous efforts to develop yourselves, your dedication to conveying the latest scientific findings to your students, and your efforts to establish and strengthen students' knowledge and rational scientific thinking. We trust that you will participate actively in the boards of your academic departments and committees and enrich them with initiatives related to the improvement and development of the university. You are expected to have an essential role in activating the events and activities targeting the students and the community in your departments and colleges.

The University also hopes that you will have a significant contribution in supporting its academic tracks and research groups whose main strength stems from your knowledge and ability to conduct innovative scientific research in your field, your commitment to academic integrity and the ethics of scientific research, and from your ability to work in a specialized research team and to publish your research in specialized international journals that have a high impact factor.

Your qualitative participation in conferences and seminars in your respective academic fields will significantly support your research efforts. One final point I would like to refer to is that your job is a great mission entrusted to you and is an honorable message you are asked to convey. We have entrusted to you the most precious assets of our kingdom, our sons and daughters.

This blessed country has provided you with an educational environment that is conducive to educational and research production; because we believe that you are up to the responsibility entrusted to you, your fruitful efforts will be expected every year; these efforts will be proudly recorded by the university and will be added to the previous excellent efforts exerted by other fellow faculty members. The university takes pride and cherishes all its loyal faculty members who generously provide the university with their knowledge, thoughts, and efforts. We pray to Allah to grant you the best reward.

Yours Sincerely,

## A Message from the Dean of Faculty Affairs

**Dr. Mohammed S. Alzahrani**

Dear Respected Faculty Members, Peace, and Allah's mercy and blessings are upon you. We welcome you to King Faisal University (KFU) as a shining example of science and knowledge among your students and colleagues. We wish you a good stay; we are quite confident that you will be an essential addition to the university; your effective participation in academic activities and positive initiatives can develop the university's message of improving the outputs of education. To enhance the outcomes of the university, and ending in your commitment to the regulations and bylaws, your adherence to rules of conduct, and your attention to your public appearance, we always seek to recruit better academic, administrative, and technical competencies that form the basis of excellence and distinction in any educational institutions.

There is no doubt that the university is going through qualitative changes represented by the pioneering plans and programs related to health, science, and humanities; the serious endeavors to achieve the requirements of quality and academic accreditation in this university reflect the university's willingness and good management to translate the aspirations of its supreme leadership into actual reality; this can contribute to the advancement of our homeland and to the building of the human beings who are the basis and the main initiator of development.

Our ambitions require that the values of commitment, professionalism, responsibility, accountability, and the sense of belonging to the institution be encouraged; this can, by Allah's will, motivate more giving and dedication.

This introductory handbook presented by King Faisal University is a brief guide for the newly-recruited faculty

members; we ask Allah to grant us success and accomplishment.

Yours Sincerely,

## A Message from the Dean of the College of Dentistry

**Dr. Mohammed F. Alfarhan**

We congratulate you, dear student, on choosing the College of Dentistry of King Faisal University. We offer you this guide here, which aims to introduce you to the Bachelor of Dental Surgery (B.D.S.) program offered at this newly established college. The guide is also intended to clarify the rights and duties of the university student. Also, the College academic Departments and Faculty, the procedures related to course distribution and registration, and regulations about examinations and various academic issues, which the students must be oriented about at the start of their university education. Therefore, studying this guide will save you time and energy and "guide" you to avoid errors and mistakes and concentrate on your academic performance and extracurricular activities.

For its various faculties, KFU attracts many faculty members, including those who return to KFU after completing their Ph.D. studies abroad and those coming from within the Kingdom to add their efforts to the current outstanding efforts of the current faculty members. They come from other countries to contribute to the University's excellence and mission performance. New faculty members have many questions about the region, the university, and how to create a safe and reassuring life for themselves and their families. For all these faculty members, the Deanship of Faculty Affairs opens its arms wide with all love and greetings, saying to them you are most welcome.

Yours Sincerely,

## Brief on the Kingdom of Saudi Arabia, the Land of the Two Holy Masjids

The Kingdom of Saudi Arabia lies in the furthestmost part of southwestern Asia. The Arabian Gulf borders it, with the United Arab Emirates and Qatar in the east, the Red Sea in the west, Kuwait, Iraq, and Jordan in the north, and Yemen and Oman in the south. In the north, it is bordered by Kuwait, Iraq, and Jordan, while in the south by Yemen and Oman. KSA occupies four-fifths of the Arabian Peninsula with an area of more than 2,250,000 square kilometers. The climate of the Kingdom differs from one region to another due to the difference in the Kingdom's topography. The kingdom is located under the influence of the tropical atmosphere, and it generally has a continental climate that is hot in summer and cold in winter. The weather is moderate in the western and southwestern highlands. In the central areas, summer is hot and dry, and winter is cold and dry too. Temperature and humidity rise on the coasts, and rain falls in winter and spring. Rainfalls are limited in most of the Kingdom except the southwestern highlands, where seasonal rain is more abundant than in other areas.

Saudi Arabia occupies the most significant part of the Arabian Peninsula. It consists of narrow plains on the Red Sea coast (Tihama plains), followed in the East by mountain chains extending along the country (the mountains of Hejaz and Asir, whose maximum height exceeds 2000 m). The desert and rocky hills in the center represent 90% of the total area. The largest desert is in the north, and the Empty Quarter is in the south. In the east, extensive coastal plains extend along the coast of the Arabian Gulf.

The Kingdom of Saudi Arabia celebrates its national day on the 23rd of September (which corresponds to the first day of the Libra sign in the zodiacal constellation). The national Day commemorates the unification of the Kingdom and its establishment by His Majesty King Abdul Aziz bin Abdul Rahman Al Saud, may Allah have mercy on him; King Abdul Aziz announced the establishment of the Kingdom of Saudi Arabia in (1351 H, which corresponds to 1932). The regions of the country are Riyadh, Makkah, Madinah, Eastern Province, Northern Borders, Asir, Baha, Jouf, Hail, Qassim, Najran, Tabuk and Jizan.

The Constitution of KSA is the Holy Quran and Sunnah; all the legislative systems are derived from these two sources. The system of government in KSA is the monarchy; the Council of Ministers, with the king, forms the executive and legislative authority of the Kingdom. The Shura Council shall give its view on the Kingdom's general policies referred to it by the Prime Minister. The basic unit of the Kingdom's currency is the Saudi Riyal, which is backed by gold and is convertible into foreign currencies. One

Saudi Riyal is subdivided into 100 halalas. The US dollar equals 3.75 Riyals (three riyals and seventy-five halalas).

In its official history, KSA relies on the Islamic calendar, which is based upon the migration of the Prophet Mohammed (peace and blessings of Allah be upon him) from Mecca to Madinah. The Hijra Lunar year comprises 354 days and twelve lunar months. The legal holidays include Weekends: Friday and Saturday - Eid Al-Fitr holiday - Eid Al-Adha holiday - National Day holiday (23rd September).

KSA's most extensive road networks in the Middle East; vary between land, air, and sea routes. Roads differ from one region to another. There is also a railway connecting the city of Dammam to Riyadh through Al-Ahsa and Abqaiq. Paved roads in KSA extend a very long distance, the most important of which are: Dammam-Riyadh Highway, which is 375 km long. Riyadh - Hijaz Express Highway passes through Mecca and extends 1000 km afterward. In addition to many airports and ports, long roads that extend to the north and south of the Kingdom are all paved and link the different cities of the Kingdom.

The Kingdom's education system is based on five primary educational stages. Public schools provide free of charge education to all citizens and residents. There are also private schools as well as many international schools that teach their entire curriculum in English.

The flag of Saudi Arabia is rectangular; its width equals two-thirds of its length. The flag's background is green in color, and the Muslim creed "shahada" (There is no god but Allah, Muhammad is the Messenger of Allah) is written on it using the Duluth font type in white font color. Beneath the shahada is an Arab sword whose handle is directed toward the flagpole. As a sign of respecting the Muslim shahada written on the flag, it is not permissible to lower the flag to touch the ground. The emblem of the Kingdom of Saudi Arabia consists of two Arab swords with a palm tree; the two swords symbolize strength, fortification, and sacrifice, while the palm tree symbolizes vitality, growth, and prosperity.

### **Al-Ahsa City at a Glance**

The name "Al-Ahsa" has an indicative meaning where historians agree that the word "Al-Ahsa" is the plural form of the singular form "Hisi," which refers to a rocky ground covered with a sand layer that can store rainwater; this water can be obtained pure and fresh with a simple depth drill. Because of the abundance of these stored rainwaters in this site, it was named "Al-Ahsa." In the year 314 H., a city known today as Al-Ahsa, was established. Some historians have mentioned that the history of Al-Ahsa dates back to more than 4000 BC. The town of Hofuf was the center of Al-Ahsa; Al-Ahsa was the place of the Emirate of the Eastern Province.



Dammam city has later become the capital of the Eastern Province. It was in the town of Al-Ahsa that the first Police College was established in the KSA. More than 10 thousand hectares of agricultural land belonging to more than 30 thousand farmers constitute the actual agricultural land in Al-Ahsa; this area has a long history. Al-Ahsa is an agricultural oasis embodied by the nature of the place and the abundance of water symbolized by its name, as explained above.

There are more than two million palm trees in Al-Ahsa; these trees produce the best types of dates in the world, such as salsa, raziz, shishi, Algeria, khenizi, zamali, and others. There is also the production of nutritious rice and many fruits and vegetables. Al-Ahsa is a city with fertile land that gained its name from its geographical nature, where water is abundant and pure. There are more than 30 natural springs. The latter provided the agricultural oasis with water through a group of water streams that formed the traditional irrigation system in Al-Ahsa before the establishment of the irrigation and drainage project. Archaeological and Touristic Sites in Al-Ahsa include The Al-Gara Mountain, the Qaysariyyah market, the National Park, the Al-araba mountains, the Joatha mosque, the Palace of Ibrahim bin Afisan, the Palace of Sahoud and the Al Ahsa National Museum. Other areas of interest include the: Al-Taraf Zoo, Khuzam Palace, The Palm Oasis, and Al-Gharash (Pottery Factory).

### The King Faisal University



The rulers of KSA have paid great attention to education in all its stages, realizing that any nation seeking prosperity, progress, and success must start by taking good care of education. In keeping with the Kingdom's wise education policy, the idea of establishing King Faisal University began to materialize. King Faisal – may Allah have mercy on him- decided that the eastern region, a precious part of the Saudi Kingdom,



needs a great establishment that meets the educational needs of its people for specialized higher education and training. The University is an academic tower that responds to the hopes and aspirations of its people. The university can develop the national human wealth and its mental and physical development based on ethical, scientific, cultural, and intellectual principles. It also strengthens the foundations of national development and keeps pace with the progress of civilization in all aspects of life.

The university has selected some unique scientific disciplines through which it has begun its mission, including agricultural sciences, food, veterinary medicine, and animal resources. The choice of Hofuf in Al-Ahsa Oasis as the headquarters for KFU is a clear indication of the State's keenness to give this university a quality status in its ability to respond to the distinctive nature of the Al-Ahsa region and its needs; the university will be the starting point for the optimal development and investment of Al-Ahsa's natural resources and unique geographical location. KFU opened its doors in 1395 H. when King Faisal passed away. Therefore, the university carried King Faisal's name to honor his excellent memory and acknowledge his outstanding support for consolidating higher education in KSA.

### **The Location of King Faisal University**

When the Royal Decree was issued to establish KFU in its headquarters in Hofuf, the university did not have a site or land on which to build its buildings or to implement its activities; therefore, the university started its mission in Dammam and Al-Ahsa in various rented buildings. Then, the university has become increasingly in need of a suitable location to set up its facilities, start its activities and take its fundamental role in developing society. In coordination with the Ministry of Education, the university began to seek permanent headquarters in Dammam and Al-Ahsa.

The efforts of the university were fruitful: His Highness the Minister of Defense and Aviation decided to grant the university the land of the former Armed Forces Hospital in the Al-Qashla area where the hospital and its buildings will be the headquarters of KFU in Dammam; the site is located on the coastal road between the two cities (Dammam and Khobar). The land is 525 hectares (5.25 square kilometers). Academic buildings and facilities were quickly established as soon as the university had access to the granted land.

After establishing its location in Dammam, the university began looking for another site in Hofuf to set up its facilities and start its educational mission, as in its headquarters in Dammam. After several requests made by the university to obtain

the land of the old airport in Hofuf to be the headquarters of KFU, the initial approval was given at the end of 1395 H.

The Council of Ministers issued resolution number 1273 on 18/11/1397 H., which approved granting the land of the old airport in Hofuf to establish KFU buildings. The choice of the old airport was a good one because the land donated is a large land of 480 hectares. It represents the gateway to the southern city of Hofuf and overlooks the road leading to three Gulf States: Qatar, United Arab Emirates, and Oman. The main buildings of the airport were left untouched, and the university benefited from them at the beginning of its mission. Some buildings were used for the Faculty of Veterinary Medicine and Animal Resources laboratories. Because there was no official site for the university in Hofuf, studying at the university began in two colleges: the College of Veterinary Medicine & Animal Resources and the College of Agricultural Sciences & Food in the academic year 1395/1396 H in Dammam.

However, after the initial approval was issued to grant the land of the old airport to the university, these two colleges were moved to Al-Ahsa in the next year, 1396/1397 H, because two buildings were prepared in the university's new headquarters.

Not only did the university establish its facilities on the land of the Al-Hofuf old airport, but it has also set up its primary facilities (the College of Agricultural and Food Sciences, the College of Veterinary Medicine and Animal Resources, and the administration offices) on the adjacent land in the north. The university began to expand, where its buildings were annexed to the land located on the east side of the university, namely between the Al-Muthalath and the Al-Mazro'ia areas; the land the university extended its building to was later granted to the University by the Ministry of Public Works and Housing in 1404 H.

The university's administration felt the need for land that could be used for agricultural research and studies in agriculture and veterinary. After a series of correspondences between the university and the Ministry of Agriculture & Water during 1396 H., KFU managed to obtain agricultural land from the Ministry of Agriculture & Water under the Royal Decree No. 3 / A / 3283 dated 17/2 / 1397 H. The land acquired by the university is about 600 hectares (six square kilometers) and is located on Qatar road, near the farm of Al-Diligia, in the Al-Goeiba area; this land is about 15 kilometers away from the university headquarters. This land was the first starting point for the Agricultural and Veterinary Research and the Training Station (established in 1397 H). The same land was also used for the Veterinary Educational Hospital established (in 1399 H) and for many other agricultural and veterinary facilities.

## University Logo

The university logo was adopted when KFU started its academic mission in 1395 H. The idea of the university's logo came from the emphasis on the importance of religion, the abode of the Revelation, and the prophet's message as a permanent source of guidance. The use of the map of Saudi Arabia map in the university logo represents this. As a strong symbolism representing Islam and Muslims, the logo contains a dignified verse from the Quran urging the demand for knowledge.

The logo's center also includes a symbolic book which can be a symbol referring to the source of science and the distribution of knowledge and different arts. These signs and symbols were formulated in progressive and consistent proportions and included within a circle that embodies the continuity of knowledge radiation.

## The Official Opening of the University

King Khalid Bin Abdul Aziz Al Saud officially inaugurated KFU. May Allah have mercy on him on Tuesday, 5 Jumada II 1397 H., at the university headquarters in Hofuf. The opening occurred during his visit to the region after returning home from his therapeutic journey. This was almost a year and a half since the university commenced its academic mission.

## The Basic Objectives of KFU

The role played by the university in an Islamic country growing as fast as Saudi Arabia is to prepare the pioneers and leaders who will take various positions in government agencies and private sectors and those who will defend religious and Islamic behavior. Therefore, the leading role KFU plays is to prepare qualified citizens to actively and effectively contribute to the development of the Kingdom within a framework of religious values that affirm their Islamic identity. In addition, the University contributes to the provision of knowledge through higher education and the promotion of prominent research and studies. Following the university's basic system of education, research, and community service, the objectives of the University have been defined as follows: Activating the partnership between the university and society to achieve mutual enrichment.

1. Offering outstanding education in a variety of academic disciplines.
2. Conducting outstanding scientific research related to community issues.
3. Providing opportunities for continuing education.
4. Achieving effective and influential leadership.
5. Activating the partnership of KFU and society to achieve mutual enrichment.

King Faisal University was officially established by Royal Decree No. 67 on 28/7 / 1395 H., following Decree No. 1964 on 20/11 / 1394H by the Council of Ministers. This decree included many things, including the university's name, headquarters setting, and the system's approval.

Several recommendations and decisions were issued to support the establishment of the university and its objectives in serving this country and the people of the eastern region.

### **Colleges in KFU**

The university has fifteen colleges and supporting Deanships for teaching and learning, research, and development. The colleges are the College of Agriculture and Food Sciences, College of Dentistry, College of Veterinary Medicine, College of Medicine, College of Clinical Pharmacy, College of Engineering, College of Computer Science & Information Technology, College of Science, College of Education, College of Business Administration, College of Applied Studies & Community Service, Collage of Arts, College of Applied Medical Sciences, College of Law and the Community College in Baqiq.

### **Supporting Deanships**

The supporting deanships of the university aimed at enhancing and supporting the work of the colleges include the Deanship of Faculty Affairs, Deanship of Postgraduate Studies, Deanship of Scientific Research, Deanship of Library Affairs, Deanship of Development and Quality Assurance, Deanship of Admission and Registration, Deanship of Student Affairs, Deanship of Preparatory Year, Deanship of E-learning and Distance Education, Deanship of Information Technology and King Faisal Institute for Research and Consulting.

### **Scientific and Research Centers**

In addition to the supporting Deanship, the university has various scientific and research centers of excellence, which include the following: Center for Documentation and Administrative Communication, Palms and Dates Research Center, Water Studies Center, University Center for Communication and Information, Translation, Authoring, and Publishing Center, Camel Research Center, National Center for Talent and Creativity Research, Fisheries Research Center, Avian Research Center, Supporting Studies Center, and Assessment and Evaluation Center.

## University Facilities

### Deanship of Information Technology:

The Deanship of Information Technology automates all procedures and services provided by all units in the university; automation of services will benefit students, faculty members, employees, and external bodies, including government agencies, the private sector, and the general public.

### The Medical Polyclinics Complex

The complex plays a vital role in health care and raising people's awareness about health issues; it provides medical care for all university employees, their families, and students. The complex operates from Sunday to Thursday (7:30 am to 5:00 pm).

### The Dental Clinics Complex

The dental complex plays a vital role in health care and raising people's awareness about dental health issues; it provides dental care for all university employees and their families, as well as for students and the general public. The complex operates from Sunday to Thursday (7:30 am to 5:00 pm). To further the university's goals, the complex hosts the University dental Business center, which operates daily from Sundays to Thursdays in the evenings

### The Post Office

The university has a branch for the central post office; it provides services to faculty members who can subscribe to a post-box service; the post office is located in the Deanship of Student Affairs.

### The Central Library

The Library is one of the pillars of the educational process in the university; it is the primary source of information for researchers and students. Knowledge represented by books, periodicals, and CDs is one of the three pillars on which the educational process depends, in addition to students and professors. In keeping with the development of the university and the increase of its colleges and departments, the university was keen to consolidate the knowledge pillar by establishing a central library from the beginning.

To develop the library, the university has established an independent deanship for managing and improving its central library: it provided the library with modern systems, computers, several encyclopedias, and periodicals with an annual subscription, and has also made these resources electronically accessible to faculty members.

### Education Expenses for Kids of Faculty Members

The university can pay the education expenses for the kids of non-Arabic speaking faculty members, as well as the kids of Arab expatriate faculty members who study in non-Arabic schools and who do not speak Arabic as a language in which they can continue their studies in governmental school; the following conditions should be met for the university to pay faculty members the education expenses of their kids:

- When kids cannot be admitted to public schools.
- When kids are not less than six years and not more than eighteen years.
- When kids' education takes place within the Kingdom, education expenses cannot be paid for kids who study outside the Kingdom.
- The maximum number of kids whose education is paid for is 4.

The money paid for education expenses shall not exceed twenty-five thousand Riyals per academic year.

### Participating in Conferences, Workshops, and Training Courses

Expenses of participation in scientific conferences, seminars, workshops, and training courses To encourage and urge its faculty members to participate in scientific conferences, workshops, and training courses, KFU will pay the financial expenses per the regulations approved by the University Council.

### Salaries and Allowances

According to their academic rank and following the salary scale decreed by the kingdom, faculty members and Saudis having similar status receive a monthly salary in addition to some other allowances. Faculty members, Saudis, and non-Saudis having equal status also receive monthly compensation and other allowances as stipulated in their contracts.

### Deanship of Faculty Affairs

To develop its employees at the academic, administrative, cultural, and social levels, KFU established the Deanship of Faculty Affairs on 21/6/1418 H to achieve this goal. The Deanship of Faculty Affairs provides many services to the faculty members and tries to facilitate many of the procedures related to faculty members through its six main sections:

- The Section on forming Admin staff
- Section of Academics
- Area of Payroll and Salaries
- Contracting Section
- Faculty and Staff Services Section
- Employees Section

### The Expected Duties of Faculty Members

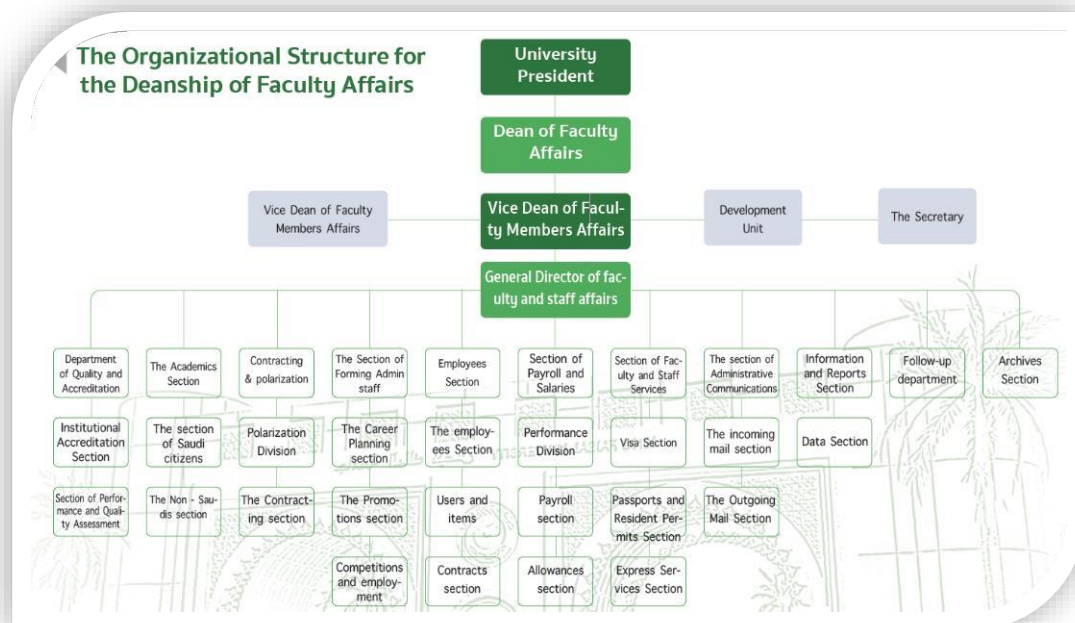
The faculty member is expected to have the following characteristics:

The faculty member must be honest and truthful and abide by regulations and rules of ethics. They should refrain from all that is contrary to their job's honor and have to take care of their general appearance by living in a respectable place that suits their position. The faculty member must follow up on what is new in their specialization and contribute to developing their discipline through scientific activities.

Faculty members should convey to their students the latest scientific knowledge in their specialization and encourage them to like science, expertise, and sound scientific thinking. The faculty member must actively participate in the meetings of their department council and other councils or committees they are a member of either on the level of the college or the university.

They are also expected to actively participate in the department, college and university activities, and community services (extracurricular activities). A faculty member must devote their time to work at the university. They should not have a job outside the university unless they have obtained prior approval following the university's regulations and bylaws.

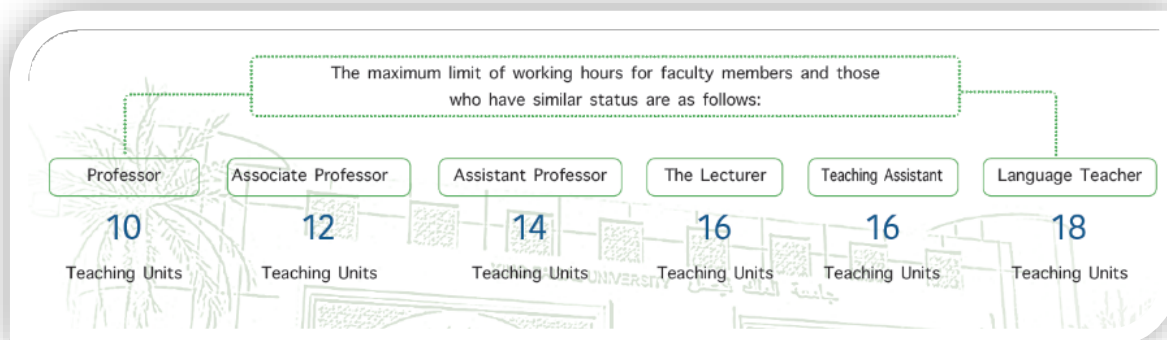
### The Organizational Structure for the Deanship of Faculty Affairs





### Some Important Regulations

Faculty members and those with similar status shall work forty hours per week in teaching, scientific research, student counseling, and other tasks entrusted to them by the relevant administration in the university.



### Some Important Regulations - Non-Saudi Faculty Members.

1. The contractor should meet the following conditions:

The contractor has to be between the age of 20 and 60, and the University Council may extend the maximum age limit to 10 years for Professors and Associate Professors and five years for Assistant professors; extension of the maximum age limit is based on the recommendation of the Department or College concerned.

- According to a recent medical certificate from a medical institution approved by the university, the contractor should be medically fit for the job.
- The contractor must be of good conduct and reputation.
- The contractor must hold the academic qualifications required for the job.
- The contractor must not enter into another contract with another body in KSA.
- The contractor should be ready for a full-time job at the University.

2. The period of the contract starts from the date of the contractor's departure from their country heading to their place of work in Saudi Arabia using the shortest way, provided that the period between departure and arrival does not exceed three days and does not precede the start of the contract date specified by the university. Suppose the contractor is a resident of the country where the job is located, and the contract is signed. In that case, the contract period shall commence from the day the contractor begins their employment following the university's instructions.

3. When the university approves the staff member's promotion from another university, the staff member may be given the salary assigned for the upgraded rank when renewing the contract.

Suppose the salary before promotion exceeds or equals the beginning of the upgrade. In that case, they may be given the compensation of the rank next to that of the previous position in addition to the annual increment of the level to which they have been promoted. However, faculty members the university promotes obtain a salary immediately next to the salary received in the previous rank in addition to the annual increment of the rank to which they have been enabled upon renewing the contract.

4. The University Council may increase the specified salaries stated in the payroll scale up to 50% for contractors coming from Europe, the United States of America, or any advanced country indicated by the University Council. With a maximum increase of 100% of the specified salary, the University Council can approve the contracts signed with faculty members and physicians with rare specialties, academic reputation, experience, or excellent qualifications acquired by well-known universities.

Upon agreement with the Civil Services Office's Chairman, the University Council head may apply this article's provisions to others.

With the University Council's approval and upon the Scientific Council's recommendation, it is permissible to contract with experienced faculty members or have distinguished scientific reputations regardless of the specified academic requirements for recruitment.

## About The College



There is a substantial unmet oral healthcare need in the Saudi population, specifically in the Al-Ahsa region. While the global recommendation is one dentist per 1700 inhabitants, the current ratio in the Kingdom of Saudi Arabia is one dentist for every 7,690 people. This region's number of Saudi dentists is limited, and most dental clinics rely on expatriate dentists. It would be advantageous for Saudi dentists to provide oral health care to the local population. More Saudi dentists will also improve the dentist population ratio favorably. The students in this region aspire to obtain a professional qualification to earn a respectable living through government jobs or private practice. Dentistry is one such profession that many of them are seeking.

The circumstances, thus, strongly support a need for establishing a dental college under the auspices of King Faisal University. Our dental college is in an excellent position to fulfill the unmet oral healthcare needs of the population and the aspirations of the youth for professional qualifications. The establishment of the college also lays the ground for starting specialty courses in dentistry and providing advanced oral healthcare to society. Moreover, a platform would be created to carry out locally relevant research.

## Academic Degree Awarded at Graduation

K.F.U. College of Dentistry students who demonstrate the capacity to independently perform all curriculum competencies and meet all other program requirements are awarded the ***Bachelor of Dental Surgery (B.D.S.)*** degree.

## The Program

The competency-based curriculum design and intended outcomes of the B.D.S. program in five learning domains align well with the K.F.U.'s mission and values. The program aims to prepare dentists to fulfill the community's oral health needs. A KFU graduate with B.D.S. is trained to be a good clinician, a lifelong learner, a researcher, a health team member, and a community leader.

## Program Mission Statement

The educational mission of the K.F.U. College of Dentistry is to educate general dentists who can serve the oral health care needs of the Kingdom of Saudi Arabia, advance the dental profession through service, scholarship, and leadership, and enhance the oral health knowledge and capabilities of the communities in which our graduates practice.

## Goals and Objectives

1. To foster an educational environment that maximizes students' opportunities to learn to the full extent of their potential to graduate competent entry-level dentists.
2. To foster humanistic culture and learning environment.
3. To foster a non-competitive, collaborative educational experience.
4. To instill a culture that values scientific inquiry.
5. To fulfill community and public health responsibilities.

## About the Departments of the College

The College of Dentistry is comprised of six departments, as follows:

1. Biomedical Sciences
2. Preventive Dental Sciences
3. Oral and Maxillofacial Surgery and Diagnostic Sciences
4. Restorative Dental Sciences
5. Prosthodontics and Implant Dentistry
6. Dental Education

### Departmental Faculty Distribution in the College of Dentistry

The college has the table below that shows the departmental faculty distribution by rank from teaching assistants, Lecturers, Assistant professors, Associate Professors, and Professors.

SN	Departments	No. of Teaching Assistants	No. of Lecturers	No. of Assistant Professors	No. of Associate Professors	No. of Professors	Total (Dept)
1	Biomedical Sciences	0	1	4	2	0	7
2	Oral & Maxillofacial Surgery and Diagnostic Sciences	0	0	2	2	0	4
3	Prosthodontics and Implantology	0	1	3	0	0	4
4	Restorative Dental Sciences	0	1	4	1	0	6
5	Preventive Dental Sciences	0	4	8	0	0	13
6	Dental Education	0	0	0	1	1	2
	<b>Total (College)</b>	<b>0</b>	<b>6</b>	<b>21</b>	<b>6</b>	<b>1</b>	<b>36</b>

### Department of Biomedical Sciences

The Department of Biomedical Sciences of the College of Dentistry at King Faisal University is responsible for teaching the fundamental medical sciences part of the bachelor of dental surgery course at King Faisal University.

The Department delivers teaching of biomedical sciences such as Gross Anatomy for Dentist, Histology (Microscopic Anatomy) for Dentist, Microbiology, and Immunology. Physiology, Biochemistry, Systemic Pathology, Dental Neuroscience, and Pharmacology for Dentists. Other courses include Dental Anatomy and Occlusion, Clinical Pharmacology, and Craniofacial Growth and Development

In addition to teaching the basic medical sciences, the department is dedicated to developing research in the biomedical sciences, applied or translational research, and medical/dental education.

## MISSION:

The mission of the Department is to be an excellent reference center for teaching and research in the Biomedical Sciences through active collaboration with other departments in the college and other colleges of King Faisal University.

In addition to this, the preparation of dental graduates committed to lifelong learning has the required primary and applied knowledge for the development of excellent diagnostics and therapeutics for the preventive and curative aspects of the dental health care program of the Kingdom of Saudi Arabia

## Goals and Objectives:

Provide excellent course instruction in the field of biomedical sciences to equip the students to be committed to the dental profession and lifelong learning while maintaining the highest ethical and professional standards throughout their careers. This is through the development of integrated courses; students centered learning, library projects, and intense practical experience.

Collaboration with other departments within the College and the University and international centers of excellence in research and teaching. The department aimed to contribute actively to developing research and teaching excellence goals of king Faisal University.

## Staff Profile

**Department Coordinator:** Dr. Ahmed Hashim

### Members:

#### 1. Dr. Ahmed Hashim

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*Associate Professor in Microbiology*

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#### 2. Dr. Sanusi Mohammad Bello

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#### 3. Dr. Husameldin Elnour

*MD, PhD*

*Assistant Professor*

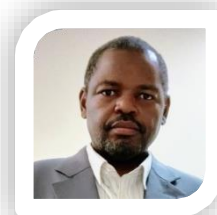
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E-Mail:[helnour@kfu.edu.sa](mailto:helnour@kfu.edu.sa)



**4. Dr. Nuraddeen Ibrahim Jaafar***MBBS., F.W.A.C.S., M.Sc.**Assistant Professor in Anatomy*

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Email: [njaafar@kfu.edu.sa](mailto:njaafar@kfu.edu.sa)**5. Dr. Anil Bangalore Shivappa***BDS, MDS,**Lecturer in Oral Pathology and Microbiology*

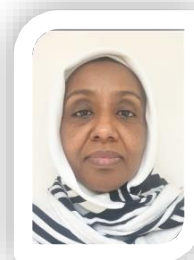
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E-Mail: [abangalore@kfu.edu.sa](mailto:abangalore@kfu.edu.sa)**6. Dr. Tarig Hussein Abdelrahman Bilal***MSc, PhD**Assistant Professor**Clinical Biochemistry and Molecular Biology*

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E-Mail: [tabdelrahman@kfu.edu.sa](mailto:tabdelrahman@kfu.edu.sa)**7. Dr. Nada Mohamed Ahmed Suliman***BDS, PhD**Assistant Professor in Oral Pathology*

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E-Mail: [esuliman@kfu.edu.sa](mailto:esuliman@kfu.edu.sa)**Courses and Description**

#	Course Code	Course Title	Credit Hours	Year	Sem
1	3401103	Biochemistry and Nutrition for Dentists	4	2	1
2	3401104	Gross Anatomy for Dentists	7	2	1
3	3401105	Microscopic Anatomy (Histology) for Dentists	5	2	1
4	3401106	Dental Anatomy and Occlusion	6	2	1
5	3401110	Physiology of the Human Organ System	5	2	1
6	3401111	Dental Neuroscience	1	2	2
7	3401112	Dental Microbiology and Immunology	4	2	2
8	3401207	Craniofacial Growth and Development	1.5	3	1
9	3401203	Systemic Pathology	5	3	1
10	3401402	Clinical Pharmacology	4	5	1&2
11					
12					



## Department of Preventive Dental Sciences:

### Divisions

This department includes the following divisions:

- **Orthodontic Division:** This division teaches students the basics of orthodontics, including diagnosis and concepts of treatment planning and management of simple and complex cases. The emphasis of orthodontic teaching is on conducting an orthodontic assessment, recognizing all types of malocclusion and dentofacial deformities, and knowing when and how to refer potential orthodontic patients to the specialist.
- **Pediatric Dentistry Division:** It teaches students the normal growth and development of the teeth and oral structures and their pathological disorders. It also provides theoretical and clinical training for students to carry out preventive and therapeutic techniques for children's inherited and acquired dental problems.
- **Dental Public Health and Community Dentistry Division:**  
It teaches students about the oral health-related community's social and cultural issues and measures that need to be taken to address the community's needs. It also allows students to learn about critical oral health care systems elements. Students learn how oral health care and medical care systems are organized and health service planners' methods to develop, implement and evaluate community health programs. Strategies for promoting access to oral health care are a focus of the teaching of this section. Students also examine factors influencing the supply, geographic distribution, and practice setting of the oral health care workforce, use of oral health care services by the public, including types of dentists visited and types of dental care received, and the formulation of dental health policies. Students analyze trends in the types, training, and distribution of dental personnel in Saudi Arabia.
- **Periodontics Division:** It teaches students the supporting structures of the teeth (periodontium), the recognition of pathological changes resulting from local and systemic causes, and the effect of periodontitis on systemic health. Students should learn to diagnose various types of periodontal diseases and how to treat or manage the basic and common periodontal conditions and recognize and subsequently refer complex cases to a specialist

## Staff Profile

**1. Department Coordinator: Dr. Yousef Majed Almugla, Members:**

**2. Prof. Syed Akhtar Hussain Bokhari**

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*Professor of Dental Public Health*

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**5. Dr. Sajith Abraham**

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*Assistant Professor of Periodontology*

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**6. Dr. Yousef Majed Almugla,**

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*Orthodontics and Dentofacial Orthopedic*

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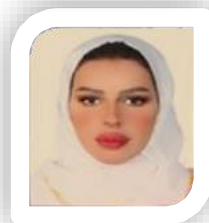
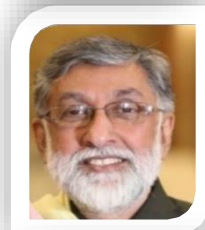
**7. Dr. Reham Saad Alsajjah**

*BDS, MSc*

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**8. Dr Guna Shekar Madiraju**

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*Assistant Professor**Special Care Dentistry*

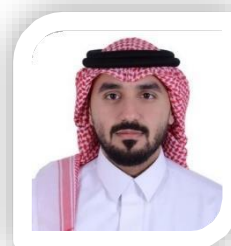
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Email: [mumer@kfu.edu.sa](mailto:mumer@kfu.edu.sa)**10. Dr. Mohammad Hamidaddin**

BDS, MS, ABO Diplomate

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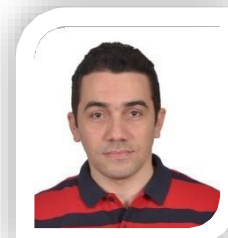
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Email: [mhamidaddin@kfu.edu.sa](mailto:mhamidaddin@kfu.edu.sa)**11. Dr. Hazem Tarek Aly Rashed**

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*Assistant Professor of Periodontics*

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**14. Dr. Mohamed Magdi Hassan**

B.D.S, M.S., Board Certified

*Assistant Professor**Pedodontics & Preventive Dentistry*

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#	Course Code	Course Title	Year	Semester
1	3401101	Introduction to Oral Health and the Dental Profession	2	1
2	3401109	Dental Public Health: Oral Health Promotion & Risk Assessment	2	2
3	3401201	Dental Public Health: Epidemiology & Biostatistics	3	1
4	3401206	Gingival and Periodontal Disease	3	1
5	3401217	Clinical Specialties in Dentistry (C.S.D.): i. Orthodontics ii. Pediatric Dentistry iii. Non-surgical Periodontics	3	2
6	3401301	Orthodontic Treatment Planning	4	1
7	3401307	Clinical Pediatric Dentistry	4	1 or 2
8	3401308	Clinical Periodontics (one-week equivalent)	4	1 or 2
9	3401313	Preventive Dentistry Clinical Rotation	4	1 or 2
10	3401401	Clinical Practice of Dentistry (Modules): • Occlusion and Sleep Disorders	5	1
11	3401405	Dental Public Health: Oral Health Care Systems	5	2
12	3401407	Pediatric Dentistry Clinical Rotation	5	1 or 2
13	3401408	Special Patient Care	5	1 or 2
14	3401409	Comprehensive Care at Community Clinics	5	1 or 2
15	3401503	Community Oral Health Service Learning Project	6	2
16	3401504	Comprehensive Care at Community Clinics	6	1 or 2

## Department of Restorative Dental Sciences

The Department of Restorative Dental Sciences includes three divisions: Operative Dentistry, Endodontics, and Dental Materials.

### Division of Operative Dentistry

Operative Dentistry deals with the art and science of assessing, preventing, and treating diseases and defects of the hard tissues of teeth to restore proper tooth morphology, function, esthetics, and harmonious relationship with the surrounding tissues. The common problems, for instance, dental caries, and malformed, discolored, or fractured teeth, are addressed in this discipline.

The mission of the Division of Operative Dentistry is to achieve the academic goals of the University through excellent teaching, quality patient care, and research. Our primary goal is to enrich the preclinical operative experience of our students and provide up-to-date knowledge and clinical training to undergraduate students in the discipline of Operative Dentistry.

### Division of Endodontics

Endodontics deals with the morphology, physiology, and pathology of the human dental pulp and per-radicular tissues. The objective of the endodontic division is to facilitate dental students to learn the basic principles of endodontics and their clinical application to diagnose and treat most pulpally and per-radicular involved teeth with self-confidence and a high success rate.

### Division of Dental Materials

The primary purpose of this division is to provide the students with basic knowledge of Dental Materials regarding their structure, behavior, manipulation, and applications. Moreover, students are given hands-on training in all materials in the preclinical laboratories, ultimately delivering quality dental treatment in a community.

## Staff Profile

**Department Coordinator:** Dr. Muhammad Adeel Ahmed

### Members:

#### 1. Dr. Muhammad Adeel Ahmed

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**3. Dr. Rizwan Jouhar**

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**4. Dr. Ahmed Khalid Elhag**

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**5. Dr. Amir Isam Omer Ibrahim**

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## Courses and Description

#	Course Code	Course Title	Year	Semester
1	3401115	Foundations of Restorative Dentistry (2-semester continuum: Cariology & Biomaterials integrated)	2	2
2	3401209	Foundations of Restorative Dentistry (Cariology & Biomaterials integrated)	3	1
3	3401217	Clinical Specialties in Dentistry (C.S.D.): i. Endodontics ii. 4 C.S.D. multi-disciplinary case conferences	3	2
4	3401310	Clinical Endodontics	4	1 or 2
5	3401311	Clinical Restorative Dentistry	4	1 or 2
6	3401314	Treatment Planning Case Conference	4	1 & 2
7	3401401	Clinical Practice of Dentistry (Modules): • Endodontics	5	1
8	3401406	Esthetic Dentistry Rotation	5	1
9	3401410	Comprehensive Patient Care Clinic	5	1 & 2
10	3401506	Comprehensive Patient Care Clinic	6	1 & 2

## Department of Prosthodontics and Implantology

The main goal of this department is to educate and train dental students in the various prosthodontics aspects to replace missing teeth and associated structures to achieve function and esthetics. This is accomplished by teaching and practicing the clinical techniques of modern prosthodontics, including implant dentistry, based on current evidence in the related sciences. Our curriculum is structured to deliver information through lectures, seminars, laboratory steps, and clinical oversight of patient care.

The treatment concepts taught in simulated patient care and our clinics include conventional and implant-retained fixed partial dentures and traditional and implant-retained complete and partial removable dentures.



## Staff profile

### Coordinator:

Dr. Binoy Mathews Nedumgottil

### Members:

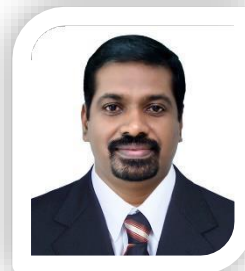
#### 1. Dr. Binoy Mathews Nedumgottil

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#### 2. Dr. M Faheemuddin M. Naseem

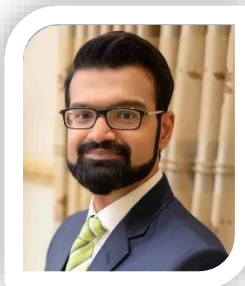
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#### 3. Dr. Zohaib Khurshid

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#### 4. Dr. Ramy Moustafa El Sherbiny

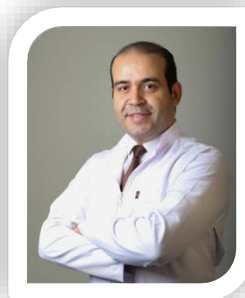
BDS, MDS, PHD

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## Courses and Description

#	Course Code	Course Title	Credit Hours	Year	Semester
1	3401116	Foundations of Prosthodontic Treatment: Removable Partial Dentures (Biomaterials integrated)	4	2	2
2	3401210	Foundations of Prosthodontic Treatment: Fixed Partial Dentures (Biomaterials integrated)	4.5	3	1
3	3401215	Foundations of Prosthodontic Treatment: Complete Dentures (Biomaterials integrated)	3	3	2
4	3401303	Dental Implantology	2	4	1
5	3401305	Dental Care for Elderly and Vulnerable Patients	2	4	2
6	3401312	Clinical Prosthodontics (Removable, Fixed, Complete)	4.5	4	1 & 2
7	3401401	Clinical Practice of Dentistry (Modules): Prosthodontics, Dental Implants	1	5	1

## Department of Dental Education

### Vision

Excellence and Leadership in Dental Education towards Improved Patient Care.

### Mission

To nurture faculty through training and mentoring and inspire and support research and innovation in the educational process towards sustaining a learner-centric, competency-based, outcome-driven dynamic dental curriculum.

### Aims

- To promote and support a humanistic and compassionate learning environment that facilitates an ethical, respectful, and culturally aligned approach to patient care and working with other health care providers.
- To advance dental education at the College of Dentistry toward improved patient care. To nurture professionalism in dental education.

- To align curricula with evolving community needs, practice philosophies, and scientific/technological advancements through ongoing monitoring, evaluation, and recommendations.
- To consult and collaborate with educational experts to achieve departmental aims.

### Activities

- To impart training in educational technology to the faculty of the College of Dentistry and other dental colleges in the province and the country.
- To develop the expertise required for performing the role of a competent and effective teacher, administrator, researcher, and mentor.
- To update knowledge using current information and research methodology tools.
- Sustain a learner-centric, competency-based, and outcome-driven dynamic dental curriculum. Conduct training programs in research methodology, statistics, and evidence-based methods.
- Develop a resource collection consisting of books, journals and journal articles, monographs, computer media, curricula, syllabi, course modules, question banks, quality standards, etc., relevant to educational science, technology, and research.
- Organize academic meetings to promote networking and exchange of ideas.
- Establish linkages with units, organizations, associations, and entities that promote health professionals' education and research.
- Inspire and support research and innovations by faculty through assistance in developing implementable proposals and financial and administrative support.
- Other suitable activities for realizing the department's vision, mission, and aims.

### Staff profile

**Coordinator:** Prof. Syed Akhtar Hussain Bokhari

#### Members:

**1. Prof. Syed Akhtar Hussain Bokhari**

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**2. Dr. Elwalid Fadul Nasir,**

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## Courses and Description

#	Course Code	Course Title	Credit Hours	Year	Semester
1	3401102	Ethical & Professional Practice: Foundations of Ethical Decision-Making	1	2	1
2	3401108	Professional Development & Practice Management: Career Planning	1.5	2	2
3	3401202	Evidence-Based Practice	1	3	1
4	3401208	Ethical and Professional Practice: Doctor-Patient Relationship	1	3	1
5	3401404	Professional Development & Practice Management: Basic Business Skills	2	5	2
6	3401502	Ethical & Professional Practice: Professionalism Issues in Contemporary Dental Practice	1	6	2

## Department of Oral and Maxillofacial Surgery & Diagnostic Sciences

The Department of Oral and Maxillofacial Surgery and Diagnostic Sciences is organized into the following disciplines:

### Division of Oral Medicine

Oral medicine is the specialty of dentistry concerned with the oral health care of patients with chronic, recurrent, and medically related disorders of the oral and maxillofacial region and their diagnosis and non-surgical management. Oral medicine sits at the interface between dentistry and medicine.

### Division of Oral and Maxillofacial Radiology

Oral and maxillofacial radiology is the specialty of dentistry and the discipline of radiology concerned with the production and interpretation of images and data produced by all modalities of radiant energy that are used for the diagnosis and management of diseases, disorders, and conditions of the oral and maxillofacial region.

### Division of Oral and Maxillofacial Surgery

Oral-Maxillofacial surgery is a surgical specialty involving the diagnosis, surgery, and adjunctive treatment of diseases, injuries, and defects involving both the functional and aesthetic aspects of the hard and soft tissues of the oral and maxillofacial region. The subject deals with treating diseases, injuries, tumors, and deformities of the face and jaws that may require surgery or tooth extraction.

### Division of Oral and Maxillofacial Pathology

Oral and Maxillofacial Pathology is the specialty of dentistry and discipline of pathology that deals with the nature, identification, and management of diseases affecting the oral and maxillofacial regions. It is a science that investigates these diseases' causes, processes, and effects. The practice of oral pathology includes research and diagnosis of diseases using clinical, radiographic, microscopic, biochemical, or other examinations.

### Staff profile

**Coordinator:** Dr. Hatim Mohammed Yagoub

#### Members:

#### 1. Dr. Hatim Mohammed Yagoub

*BDS, MFD RCSI, MSc, PhD*

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#### 2. Dr. Nazargi Mahabob,

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#### 3. Dr. Veeriah Chowdary Jasthi

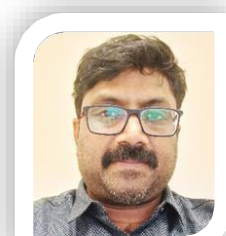
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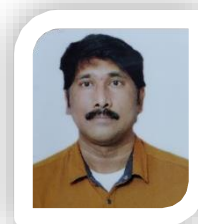


**4. Dr. Murali Venkata Rama Mohan Kodali**

B.D.S., M.D.S.

Associate Professor Oral &amp; Maxillofacial Surgery

I.P. Phone No:

Email: [mkodali@kfu.edu.sa](mailto:mkodali@kfu.edu.sa)**Courses and Description**

#	Course Code	Course Title	Credit Hours	Year	Sem
1	3401107	Introduction to Patient Care (I.P.C.): Basic Clinical Skills	2	2	1
2	3401113	Introduction To Patient Care (I.P.C.): Basic Patient Examination	2	2	2
3	3401114	Radiological Technique	1.5	2	2
4	3401204	Radiological Interpretation	1.5	3	1
5	3401205	Introduction to Patient Care (I.P.C.): Advanced Patient Examination & Clinic Assisting	3	3	1
6	3401212	Pathology of the Head & Neck	4	3	2
7	3401213	Introduction to Patient Care (I.P.C.): Behavioral Dentistry & Clinic Assisting	3	3	2
8	3401214	Diagnosis and Treatment Planning	2	3	2
9	3401216	Management of Pain and Anxiety: Local Anesthesia & Nitrous Oxide	1.5	3	2
10	3401217	Clinical Specialties in Dentistry (C.S.D.): Oral & Maxillofacial Surgery	1.25	3	2
11	3401302	Clinical Medicine for Dentists (includes Management of Medical Emergencies)	2	4	1
12	3401304	Management of Temporomandibular Disorders	1.5	4	2
13	3401306	General Surgery and E.N.T. (Ear, Nose & Throat)	2.5	4	2
14	3401309	Clinical Oral and Maxillofacial Surgery	3	4	1 or 2
15	3401401	Clinical Practice of Dentistry (Modules): Oral and Maxillofacial Surgery	0.5	5	1
16	3401403	Oral Medicine and Oral Oncology	2	5	2
17	3401501	Advanced Concepts in Oral Health Care (modules): Management of Orofacial Pain, Genetic Basis of Oral Disease, Advanced Diagnosis of Oral Diseases	3	6	1
18	3401505	Hospital Dentistry		6	1 or 2

## University Services: University Library

### About the Deanship of Library

The Deanship of Library Affairs provides different knowledge materials to university members, including students and teaching staff. Furthermore, the library serves its society and participates in local, national, and international occasions, especially those related to information and book exhibitions. Our Libraries follow the 'Library of Congress Classification Scheme, which divides human knowledge into 21 divisions as follows:

Letter	Subject area	Letter	Subject area
A	General	N	Fine Arts
B - B.J.	Religion, Philosophy	P	Languages
C, D, E, F	History	Q	Pure Sciences
G	Geography, Maps, and Anthropology	R	Medical Sciences
H	Social Sciences	S	Agricultural Sciences
J	Political Sciences	T	Technology
K	Law	U	Military Sciences
L	Education	V	Navel Sciences
M	Music	Z	Bibliography and Library Science

### Circulation Services

Faculty members, Students, Staff, and local community members can borrow books from the University Library.

Borrowers	No. of Books	Loan Period
Faculty Members	10	One month
Lecturers, Demonstrators, and Graduate students.	7	One month
Students (Males & Females)	5	15 days
Staff/Employees	3	15 days

### Terms & Conditions for Non-KFU borrowers

Don't hesitate to get in touch with the circulation department for details.

### Renewals

Books may be renewed for three consecutive periods unless a borrower requires the material. All books should be returned by the designated date unless a renewal



privilege has been given. Books may be renewed by telephone or through the library website.

### **Non-Circulating Materials**

- Reference materials, Dictionaries, Encyclopedias, etc.
- Manuscripts
- Audiovisual materials, Filmstrips, slides, etc.
- Reserve Books
- Single copy (Arabic only)
- Copy one (Arabic only)
- Periodicals (English or Arabic)

### **Computer services**

The Libraries at K.F.U. Provide computers for student use. A university I.D. is required to use this service. Printing services are provided in the computer lab located on the main floor.

### **Research help and consultation:**

The Library at K.F.U. Offers expert guidance in all departments, such as the research through the index (Horizon®), E. Library, media resources, and databases on compact C.D.s.

### **Inter-library loan**

The Central Library at K.F.U. can obtain books and other materials not available at K.F.U. Libraries by borrowing from other library collections. We can also borrow copies of books currently used by another patron. Current students, faculty members, and staff are eligible for this service free of charge.

### **Vision**

We strive to make our Library a unique center to offer all kinds of information sources in every field. This will foster education and Scientific Research. We are also trying to reach an unprecedented level of expertise in library work to meet the needs of our employees and meet the standards put forth by the University.

### **Goals**

The direct responsibilities which lie on the shoulder of the Deanship of the Libraries are as follows:

- Provide information sources required for educational and research purposes to fulfill the University's mission. This is further accomplished by organizing, maintaining, and establishing these resources.
- Provide needed assistance to those using the Library by providing them with guidance and support to use it.
- This includes providing the users with the necessary assistance to meet their needs

## Working Hours

### Central Library

Saturday – Wednesday 8:00 Am – 9:30 Pm

Thursday 12:00 am – 03:00 Afternoon

### Girls Library

Saturday – Wednesday 8:00 Am – 05:00 Pm

Thursday 9:00 Am – 12:00 Noon at Central Library

## Deanship of Student Affairs

### Introduction

University life is not confined to just giving the scientific and research to achieve academic goals. It also extends to include the scientific aspects of education for students in terms of paying attention to their behavior and social life to become self-reliant citizens. To achieve that, the Deanship of Student Affairs was established to supervise all activities and student services through planning, implementation, follow-up, and regulation as part of the public service offered by the University.



### Objectives of the Deanship of Student Affairs

The Deanship of Student Affairs is based on several key objectives, including:

Deanship of Student Affairs is based on several key objectives, including:

1. Providing all student services following scientific and educational frameworks.

2. Exploiting students' leisure time by preparing and implementing various varied and meaningful extra-circular student activities.
3. Achieving positivity in a university student's life to balance academic achievement and extra-curricular activities.

### **Student Activities**

The Deanship of Student Affairs is divided into five central departments, which offer



their services as follows:

#### **Firstly, Students Activities:**

It aims to discover and nurture students' talents, including leisure time, due to student interest and benefit. The students' activities are in a spacious field where they can practice their hobbies. They are also a group of positive programs which interact to achieve limited goals to discover and develop a student's talents, progress his academic results, and refine his talents and abilities.

#### **Objectives of Students' Activities:**

1. Discovering students' talents and abilities and working on refining and developing them perfectly.
2. Enhancing love of teamwork among students by involving them in teamwork at one time.
3. Spreading the spirit of fair competition among university students.
4. Utilizing students' leisure time to do valuable things for themselves, their community, and the nation.
5. Preparing good citizens who benefit their religion and country and work for its prosperity.

### Cultural Activity

It includes public lectures, seminars, poetry readings, open meetings, cultural competitions, and cultural festivals in the Kingdom of Saudi Arabia and abroad.

### Social activity

It includes public service that contributes to the service and community development through programs such as education and humanitarian programs, as well as voluntary visits and student trips.

### Artistic activity

It includes student art exhibitions, plays, and student art competitions, as well as different kinds of participation in art exhibitions and theater festivals in the Kingdom of Saudi Arabia and abroad.

### Physical activity

Includes several areas of sports, including contests sports of all kinds, including the Football League, handball, basketball, volleyball and tennis, billiards, and swimming to the university colleges and sport participation in the Kingdom of Saudi Arabia and abroad, as well as the organization of some festivals, sports at the governorate level. In the interest of the University to provide comfort and pursuit of sporting activities to its students, the University has provided the following sports facilities: In the interests of the University to provide comfort and pursuit of sporting activities to its students, the University has provided the following sports facilities:

1. Football field planted with natural grass.





2. Outdoor playgrounds include a game of tennis, a playground, a handball, a basketball, and a volleyball court.
3. A closed gym, a multi-purpose stadium, a swimming pool, and an iron lounge.
4. A hall of games, including billiards and table tennis, while foosball is in the Deanship of Student Affairs building.

### **Student clubs:**

Student activities include the presence of several student clubs, namely: (Theatre Club, Boy Scout Tribes Phones, Photography Club, Student Relations and Services Club, Environment Friends Cub, Health Club, Literary Cultural Club, Talent, and Creativity Club, Training and Development Club, Shoots Club for the children of employees of the university faculty and staff).

### **Student competitions:**

Contests for student activities are many and varied and aim to create a spirit of fair competition among university students as:

(Contest of Inculcation of the Quran and the Hadith, Recitation Competition, Computer Design Competition, Programming Contest, Competition of Scientific Research, Technological Innovation Competition, Cultural and Social Research, Literary Contests, Art and Sports Competition).



## Secondly, Students Services:

Student Services are the main pillar in the service of a university student and are divided into:

### Student Housing:

The University offers student housing services for students from outside Al-Ahsa, where they are housed in rented accommodation across the university's main gate number (1).

The student accommodation is a shared accommodation; every two students are in a room furnished with a bed, mattress, a bedside table, a library, and an office for each student. The student pays rent (1125) S.R. per semester with the value of insurance (500) S.R. recovered after leaving the housing without any consequences.

Conditions of Access to Housing:

1. That the applicant for the housing from outside Al Ahsa.
2. Bring a copy of the certificate to prove his high school outside Al-Ahsa.
3. Bringing a copy of national identity or a copy of the passport for non-Saudis.
4. Bringing an introductory speech on the work of the student's guardian.
5. The scholarship students must bring a copy of the decision to grant.
6. Regular students must bring a copy of the result of the previous semester.
7. Fill out a housing application.
8. Fill out a form to prove the title of the student.
9. Fill out an application form of custody.
10. Paying the rent and the value of insurance with what works to bring the price to deposit in the bank specified by the Deanship of Student Affairs.

## Thirdly, Unit direction and guidance:

It is concerned with creating a mental and healthy climate for our children in university life, and pay attention to the growth of their personalities, and providing the necessary counseling services to them during the educational process.

### The Objective of the Unit:

They are helping the students to improve the educational process and to achieve compatibility of personal, educational, vocational, and social in a way that makes them happy and able to direct their own lives with insight and intelligence following the principles and standards of Islamic education.

### Services and Activities Offered by the Unit.

- 1 The unit provides the students with a range of services and activities as:  
Service guidance in several areas of advice: (educational - therapeutic - marital - special groups - young people - Family) using a set of guiding ways: (religious - individual - collective - directed – undirected - reading - reality - free time - brief)
2. Provide a range of lectures and seminars for students to develop some of their values and give them some basic skills or to prevent some of the problems and negative phenomena that may be a stumbling block in their superiority and adaptation to the academic community in general.
3. Receive phone calls from students or through the website on the unit web and answer their questions.
4. Applying a set of campaigns and programs that address the problem, build the students a set of values, protect them from some of the risks they face, develop their potential and meet their needs and consider their different orientations.
5. Provide these services through a working group characterized by qualities and attributes that qualify it to fulfill its role effectively.

### The Ethics of the Unit:

The unit is based on a set of ethics and takes into account a set of principles, including:

- Confidentiality and privacy in the information (personal, family, academic. )
- Considering that each student has the right to:
- Be respected, and his dignity is preserved, as a free man, so the view towards the students will become more positive as they comprise the first goal and the central pillar of the process of direction and guidance.
- Use sources, projects, materials, and various programs to develop himself without interference and force.
- Choose his way and style of life and how to achieve his goals in the light of national standards and regulations prevailing in society.
- Enjoyment of the sovereignty of laws and regulations governing the relationship between him and the supervisor and teamwork of the unit to ensure the freedom to display information and confidentiality it, and make a complaint to the concerned authorities in the event of a defect in this relationship.

### Fourthly, Student Fund:

Includes all regular Saudi students and official grants and has financial and administrative independence under the supervision of a board of directors directly linked to the university rector.

Of the services provided by the Fund:

1. Give students loans in installments on easy monthly payments deducted automatically from their university rewards.

2. Give students cut-off subsidies to help them overcome the social, educational, and economic conditions.
3. Support student training and employment programs and pay student employment bonuses.
4. Support cultural, social, artistic, and sports student activity programs.
5. Care for students who receive grants.
6. Supervise the Student Service Center at the University.

#### **Conditions and controls on the request of loan application**

1. The student should be a regular in the semester he applies for the loan.
2. The student should be of those who receive a university reward.
3. The student should not have gotten a current loan or one who has got a lump subsidy in the semester in which he requires the loan.
4. Reasons for requesting a subsidy should convince the Deanship of Student Affairs.
5. The need to attach official papers supporting the need for the loan application.
6. Fill in a loan application form.
7. A student must attend the application himself, as the agency may not be acceptable.
8. The student is not exempted from the loan, and the Students Fund Administration can take all necessary means to restore the loan's value.

#### **Conditions and controls on the request of subsidy application**

1. The student should be a regular in the semester he applies for the subsidy.
2. The student should be on good behavior.
3. The student should not have gotten a current subsidy in the semester; he requires another subsidy.
4. Reasons for requesting a subsidy should convince the Deanship of Student Affairs.
5. The need to attach official papers supporting the need for the subsidy application.
6. Fill in a subsidy application form.
7. A student must attend the application himself, as the agency may not be acceptable.
8. Priority is given to those who have not previously received benefits.

#### **Fifthly, Alumni Office:**

Concerned with the follow-up to the graduates from the university faculties and facilitating their transition functions of the University's educational environment to practical life.

1. Provide services, training, and qualifying programs to students expected to graduate so they can make the most of career opportunities available which are consistent with their specialty studies
2. Provide graduates with constant news in their respective fields to develop their level and scientific and professional skills.
3. Identify the functional performance and professional problems of graduates and take advantage of the proper planning for the University's academic programs.





### Sections of the Office Alumni:

1. Section of Alumni Relations.
2. Section of Career Rehabilitation.
3. Section of Development and Follow-up.

### Telephone Numbers of the Employees of the Deanship of Student Affairs

Student Affairs Dean	Extension	Direct	Fax
Dean's Office	1393	5805939 - 5800168	5801267
Dean's Office Secretary	1277	-	-

Student Activities	Extension	Direct	Fax
Office of the Deputy Dean of Student Activities	1286	-	-
Student Relations	1187	-	-
Cultural Activities	1281	-	-
Social Activities	1266	-	-
Artistic Activity	1206	-	-
Sports Activity	1280	-	-
Secretary of Student Activities	1263	-	-
Gymnasium	1254	-	-

**Telephone Numbers of the Employees of the Deanship of Student Affairs**

<b>Student services</b>	<b>Extension</b>	<b>Direct</b>	<b>Fax</b>
Office of the Deputy Dean of Student Services	1304	-	-
Supervisor of direction and guidance unit	1289	-	-
Nutrition Management	1444	-	-
Student Housing Management	-	-	-

<b>Student Fund</b>	<b>Extension</b>	<b>Direct</b>	<b>Fax</b>
Executive Director	1008		5880096
Accounting	1394		
Student Recruitment / Communications Management	1008		

**Telephone Numbers of the Employees of the Deanship of Student Affairs**

<b>Administrative Affairs</b>		<b>Extension</b>	<b>Direct</b>	<b>Fax</b>
Director of Administrative and Financial Affairs		1296	-	-
Administrative Communications	Outgoing	1202	-	-
	Incoming	1290	-	-
Al-Abrar Copy and Imaging		1544	-	-

<b>Graduates Office</b>	<b>Telephone and Fax</b>	<b>Email</b>
	5801648	alumni@kfu.edu.sa

<b>Office of the Deputy Dean of the Deanship of Student Affairs for Female Student Affairs</b>	<b>Extension</b>	<b>Direct</b>	<b>Fax</b>
Office of the Deputy Dean for Female Student Affairs.	1632	-	-
Activities Supervisor(Female)	1690	-	-
Nutrition Supervisor(Female)	1633	-	-
Fund Supervisor(Female)	1648	-	-
Student Residence Supervisor(Female)	5815263	-	-

## Regulations and Procedures Governing Study in the College

### System of Study in the College of Dentistry

Studying in College is based on the entire academic year and is calculated as three levels each year. The study consists of 12 levels spread over one preparatory year and 5 years of the B.D.S. program.

The College Council in the College of Dentistry specifies necessary controls for all courses for their students, including the following:

- The way of registering students on courses each semester in coordination with the Deanship of Admission and Registration.
- Conditions of transfer from one level to another in these courses (See *Progression*, Page 68).
- Controls and conditions of sitting for these courses' final and second round tests.

The minimum study load for the College of Dentistry clinical stage is 12 credit hours.

### Assessment principles, including Moderation and Feedback

#### Assessment Policy and Principles

The University recognizes its responsibility to ensure the equitable treatment of all its students in assessment and to protect the standards of its awards across the range of its provision. To this end, it maintains a comprehensive assessment regime directed toward the fair and just assessment of students' performance against defined, published, and externally endorsed criteria. Where appropriate, the detailed requirements of specific assessments may be modified to meet the needs of disabled students or those with particular needs. Such special assessment requirements would be identified during the admissions stage or when the specific condition was first recognized.

For example, blind or partially sighted students may be given a copy of an examination paper in braille or oral form, computer equipment to produce their answers, and additional time to complete the assessment. Such arrangements should not be ad hoc but planned into the assessment processes for each student, captured centrally on the student's record, and made available to the University administration with responsibility for student assessment.

Each program should have various assessments designed into its courses, ranging from time-constrained examinations to dissertations. A vital element of the assessment methodology is the application of learning and approaches which promote deep understanding rather than shallow learning experiences.

## Course assessment

The assessment for each course will vary according to the nature of the intended learning outcomes and how the teaching team can best assess these. The assessment is defined during program approval and cannot be amended without re-approval of the course specification (see section B.2). The C-SPCC will actively review the balance of assessment used across the courses to help promote the student learning while ensuring the intended learning outcomes are covered.

An assignment must not be assessed as part of a course if the assignment has already been evaluated and credit awarded as part of another course, i.e., no double-counting of credit for any item of student work.

To ensure that all students are treated with equity, all staff engaged in the assessment process must undertake their duties diligently and without the possibility of influence. So any staff member involved in student assessment who has any form of relationship with any student being assessed must declare that potential conflict of interest to the Dean of the College. The Dean will take such steps as is necessary to secure the integrity and equity of the assessment process (see C.5.5).

Students must also adhere to the assessment regulations. Failure to do so will incur action as laid out in the following assessment regulations.

## Assessment management timelines

<b>Assessment setting</b>	<p>Assessments or assignments will typically be prepared at least one term in advance to enable the internal and external moderation processes to be completed. (see annexes K,L,M and O)</p> <p>Each assessment will be agreed upon by the Course Leader and moderated by another faculty member as outlined in C 5.7</p>
<b>Notification of schedule to students</b>	<p>On commencing each level of the program, the student will be advised of the submission dates and examination dates for all course assessments.</p>
<b>Submission of assessments</b>	<p>Students will be advised on how assessments should be submitted. A declaration will accompany each submission that the work is the student's work.</p>
<b>Examinations</b>	<p>Students will be reminded of the examination schedule and time/location at least 4 weeks before the examination session.</p>

**Marking**

The assessments will be marked by the appropriate staff teaching the course in the semester, and Markers usually are required to complete the marking within 2 weeks

**Moderation**

Students marked work will be moderated in line with guidelines in section C.5.7 (see annexes G, H, I, and J)

**Appeals and Unfair Practice**

Students may appeal where a material fault in the assessment process occurs. Students will be fully advised on the rules governing assessment conduct and given training in referencing and how to avoid plagiarism at induction and appropriate additional points in the academic year.

**Formative assessment**

The purpose of formative assessment is to help the students learn through practice in the various skills, competencies, knowledge, and understanding required by the learning outcomes of their program of study.

The results of formative assessment exercises are not typically included in any overall assessment grade for an individual module or the grade profiles that determine students' progression and completion. Examples of formative assessment might consist of commenting on an essay plan, feedback on a mock assessment question, consideration of a draft, or online multi-choice quizzes. Submitting formative assessments is desirable but not mandatory, and students will not usually be required to undertake the work as a precondition of assessment submission. However, its importance will be continually stressed.

**Summative assessment**

The purpose of summative assessment is to enable students to demonstrate that they have fulfilled the intended learning outcomes of their programs of study and that they have achieved the standard required for any awards they seek. Assessment outcomes must, therefore, reflect the achievement of the individual students and relate that achievement to a consistent national standard of awards.

**Regulations for student conduct at the formal examination**

All students must have a minimum of 80% attendance for the entire lecture program of their registered program. Except where prevented from attendance by an accepted mitigating circumstance, a student who fails to present themselves for formal examination of a course for which they are enrolled at the time and place indicated in

the published schedule shall be deemed to have failed in this element of the assessment.

Failure to read the timetable correctly is not a mitigating circumstance.

All students must present themselves at least 30 minutes before the examination is due to start with valid identification to gain entry to the examination room. No candidate will be permitted to enter the examination room after a lapse of 30 minutes from the commencement of the examination. No additional time will be allowed for candidates who arrive late. The identity of each student will be checked by the Invigilators responsible for the conduct of the examination. All students must place their identity cards in a visible position on their desks for official checks by the Invigilators. Impersonation of a candidate is prohibited, and candidates must not allow themselves to be impersonated.

All students must leave bags, coats, cases, etc., in the area designated by the Invigilator. Silence must be observed in the examination room, and candidates are forbidden to communicate with each other. The examination is in progress from the time the candidate enters the room, and candidates must have left the examination room before talking to another student.

If students need the help of an Invigilator at any time during the examination, they must remain seated and raise their hand to attract the Invigilator's attention. The Invigilator will come to the student, and only then may the student verbally communicate to minimize the disturbance to other candidates. Candidates are not permitted to move around the examination room.

If the fire alarm sounds during the examination, candidates must follow the instructions of the Invigilator. Candidates must leave the room in silence and not take any papers or materials from the room. They must not communicate with each other, except in cases of emergency, before their return to the examination room.

Mobile phones, pagers, and other electronic devices must be switched off, stored in left luggage, and not brought into the examination room. Students are not allowed to use a dictionary or programmable calculator.

Unless permitted in the rubric of the examination paper, candidates are not allowed to use calculators. Where permitted, they must be silent in operation and not have alphabetic keyboards. Calculator memories must be cleared of user-defined programs and functions, and calculators that allow the symbolic manipulations of equations and formulae are forbidden.

Candidates cannot borrow any materials, e.g., rulers, pens, rubbers, calculators, etc., from other students during an examination. Candidates should bring all the required materials that are allowable and required. Candidates are not allowed to bring food into the examination room but to bring 'still' drinks, provided they are in a container and are extracted with a straw or nozzle. No fizzy drinks are to be taken into the examination room, and candidates will be responsible for removing the drinks' containers at the end of the examination.

Scrap paper is not permitted, and all rough work must be done in the answer books provided.

Candidates cannot leave the examination room during the first 30 minutes or the last 15 minutes of the examination. If for any reason, a candidate wishes to leave at any other time during the examination, then the permission of the Invigilator is required. If leaving the room is permanent, then the Invigilator will collect the examination answer book and all other examination materials before the departure of the candidate, who must then leave without disturbing other candidates. If leaving the room is temporary, the Invigilator will arrange for the candidate to be accompanied by a suitable person outside the examination room.

Invigilators will receive instructions incorporating the examination rules and be notified of any special conditions. When time is called at the end of the examination, all writing must cease immediately. The Invigilators will collect all examination answer books and other materials, and candidates must remain in their seats until the Invigilators issue instructions that they may leave the room. Any irregular conduct in the examination room or process will be recorded and reported.

### **Competent and Impartial Examiners**

Competent and impartial examiners must be carried out, using methods that enable them to assess students fairly. The assessment approach is built into the course and program approval process, and the overall balance of assessment is a crucial consideration of the C-SPCC. The team will continually discuss the assessment approach, recognizing its significant contribution to student learning.

The arrangements for grading students' work and agreeing on their progression place principal responsibility on the individual staff for each course to ensure the fairness and appropriateness of the assessment tasks and outcomes. In fulfilling their obligations, faculty must provide that:

- assessment tasks are set in unambiguous terms
- the criteria against which each task is to be assessed are agreed upon in advance and made known to the students

- academic judgment of performance is made in the light of the agreed criteria and is unequivocal.

### Provision of Assessment Information to Students

Students must receive clear and comprehensive information on the range of their assessments, the criteria by which they are to be assessed, the interpretation of their grades, the nature of the examiners' judgments and scope of discretion, and their rights of appeal.

Faculty should establish deadlines for all pieces of assessment that contribute to a course grade in advance and make these known to all students at the start of each course. Work submitted by students after the deadline will be penalized in line with the standard arrangements for late submission of work, notwithstanding valid mitigating circumstances. Staff should clearly distinguish between assessments that contribute to the overall course grade and those, if any, which are formative only.

### The assessment regime

**(a)** Faculty are encouraged to include formative assessment exercises within their teaching programs, to support the students' learning and self-awareness before the formal, summative assessment.

**(b)** All formally assessed work is subject to clear assessment protocols. Assessments, both coursework and examinations, will be subject to internal and external moderation (using external advisers) before students are given to attempt. This will cross-check that students are being asked to try work of the appropriate volume and standard and will be moderated using forms in annexes G and H. All validated assessment forms must be treated and marked with the same academic rigor and are subject to standard minimum marking and moderating requirements.

**(c)** All programs are conducted under standard University regulations.

**(d)** Students must be assessed by the assessment schedules for individual courses of their programs.

**(e)** Students cannot submit an assignment to be assessed as part of a module if the assignment has already been evaluated and credit awarded as part of another module.

**(f)** Examinations and, where possible, coursework is anonymously assessed.

**(g)** All courses must specify the assessment criteria applicably, defining the academic qualities and practical abilities students need to demonstrate to achieve a particular mark on the University scale and taking due regard to the relevant national standards. This is distinct from the assessment strategy, which specifies the weighting between examination, coursework, or other elements of the course assessment.

**(h)** All awards must specify the requirements and outcomes for each level of study and ensure that these align with the generic level descriptors widely used internationally.



## Moderation

The extent to which any internal moderation or detailed scrutiny of individual, marked assessment scripts is a matter of sound judgment based on appropriate sampling and the level of demonstrable confidence or experience of the examiners.

All formally assessed work is subject to clear assessment protocols. All validated assessment forms must be treated with the same academic rigor, subject to standard minimum marking and moderating requirements.

Examining teams are expected to adhere to defined marking and moderating protocols. These protocols represent the minimum level of practice required to maintain the academic standards of the University's awards.

Moderation of all markings should ensure consistency across the subject, using the forms provided in Annexes I and J. This may take the form of sampling a small amount of work or extend to more formal, extensive moderation where appropriate.

The University uses the following definitions in describing its expected minimum level of practice:

- **Single marking:** an assessment is marked by one person only.
- **Blind double marking:** an assessment is marked by two people, and the grades/comments of the first marker are not available to the second marker.
- **Second marking** (seen as double marking): an assessment is marked by two people, but the grades/comments of the first marker are available to the second marker.
- **Sampling:** the moderator (external or internal) looks at examples of ranges of grades. This should only happen when scrutinizing the work of a whole cohort is impracticable.
- **Internal moderation:** course grades are scrutinized by a colleague within the same College. This may be through sampling, scrutiny of a whole cohort, or second or double marking.

**There will be a teaching team responsible for the assessment in many courses, especially where student numbers are high.** One member of the course teaching team will be designated the course leader and will provide the liaison between the C-SPCC, the program leader, and the teaching team. The course leader is responsible for the marks recorded in all assessment elements and ensuring that the course examination board receives the correct grades for the course. When a course is shared amongst staff, the course leader collates all marks for each assessment element. Where the teaching and marking are shared with other staff, they should discuss how the assessment criteria are applied to the module's learning outcomes, and the course leader will present that approach at the C-SPCC meetings.

### Suggested modes of internal moderation

- Where there has been single marking, all assessments for the course with up to 25 students enrolled will be internally moderated. For courses with more than 25 students enrolled, a sampling approach will be agreed
- For courses with blind marking or second marking, the average mark of the two grades will be taken as the agreed position, provided there is less than a 10% difference. Where the difference is more significant than 10%, a third senior member of the faculty will arbitrate and agree on the final grade.

All assessed work should be made available for scrutiny by the moderation of marks. In the case of sampling, because the number of students exceeds 25, the range of grades sent and the size and make-up of the sample should be recommended by the program leader in consultation with the course leader. A typical approach used internationally is to sample the 'square root of the number of students. Hence 100 students would mean a sample of 10 students. It usually consists of a cross-section of the complete grades awarded, focusing on marginal cases. Coursework elements should be included with related examination scripts.

### Assessment Feedback to Students

The role of feedback in the learning process is to inform the student of where and how their learning and performance can be improved. Feedback on learning can come from lecturers, fellow students, and staff supporting the learning processes, such as demonstrators or technicians. Feedback on assessment on the quality of the student's work can be given to assessments contributing to the final grading (*summative feedback*) or to non-contributing other evaluations to help the student improve their work in the future (*formative feedback*).

A highly individualized form of feedback sometimes used in (performing) arts, sports, design, and professional disciplines take into account the student's previous developments and use this as the starting point for assessing progress or improvement of skills, knowledge, and competence.

Feedback should be given to students within 14 days of the submission date. If one member of the student group is given extra time due to extenuating circumstances, their revised submission date should not be later than 14 days from the return date for the group. A different but equal assessment must be arranged if such circumstances fall outside the above.

In light of the paragraph above, staff should consider the practices outlined below. When considering the best practice of providing feedback to students, the following values apply:

- Feedback is best provided as soon as possible after the assessment, so the learning from feedback can still be connected to the assessment content.
- Feedback should be critical but supportive to learning to encourage a student's confident scrutiny of their future work.
- Feedback should, where possible, be directly related to learning outcomes and given assessment criteria so that students know what was and will be expected of them.
- Feedback on work should go beyond editing (grammar, spelling, mathematical notation, presentation) and link to the broader learning outcomes unless the former is included in the learning outcomes.
- Feedback should be given with care and attention to standards of respect for diversity and individuality and should not be directed at the student but rather at their work.
- Feedback is most likely to have a positive effect if students are fully aware that what they encounter is meant as feedback and that they should take note of it to improve their learning.

### Some practical feedback methods:

The most common forms used in universities for giving feedback are written feedback on students' work or verbal feedback to individuals or groups of students. But innovative means of assessment and direct student demands can lead to a need to use less traditional feedback modes. Some practical suggestions are listed below:

- **Marking schemes:** using a checklist of assessment criteria onto which the feedback to students is written allows students to receive feedback in a very structured manner. A blank comment box should always be added to marking scheme forms to allow for individual feedback where needed.
- **Providing generic feedback in lectures or workshops:** feedback is given on what most students seem to be struggling with, without reference to individual assessments.
- **Self-assessment:** allows students to provide an initial self-assessment at the end of their assessed work, according to a set grid or checklist of assessment criteria. This helps students in the fastest way to indicate their achievement quality.
- **Student-guided feedback:** this is one means to make a student evaluate their progress and allows the assessor to target a student's concerns most precisely. The student is asked at the end of their assessment to request feedback on a particular part of their learning.
- **Electronic feedback** can combine the benefit of prompt feedback returns with the advantages of feedback statement banks, which list standard feedback for common mistakes (tackling repeated feedback on grammar problems or notational errors). It is the apparent form of feedback to distance learning students. (See also online feedback conferences below)

- **Online feedback conferences:** students can discuss different solutions to their learning problems by providing a generic form of feedback online. The considerable advantage is that students can return to peer feedback discussions later. Such techniques work well when developing intellectual discipline skills, for example, programming, laboratory work, and design drawing.
- **Class marking:** collate parts of actual student work, to let students mark and provide feedback on an assessment they have all handed in.
- **Question by question,** the collated work could, for instance, consist of an example of a good answer and a problematic answer to the same question.
- **Peer marking and feedback:** provide clear assessment criteria and possibly model answers to students, and ask students to mark each other's (anonymous) work and provide full written feedback. This helps the person receiving the input and moves the learning from the assessing student to a higher level. Be prepared to find that students mark each other much 'tougher,' so students need reminding of the need to mark the work, not the student, and be respectful and careful of each other. (See Ethics above).
- **Individual verbal feedback:** most suitable for thesis-type assessed work, such as Ph.D. progress feedback or feedback on project work. In many ways, this is the individual tutorial on which many universities continue to depend. (See also co-grading below).
- **Co-grading:** one of the best direct forms of feedback possible. The student and the assessor mark the work together so that input and explanation of marking decisions are given immediately. In Arts subjects, the assessment method of the 'Critique' is often used, which, if verbal, can take the form of co-grading.
- **Grouped needs-led feedback:** students are grouped by their need for feedback on particular content or learning. Feedback is then delivered to those students who all found the same problems as a group. (Should this be required, it may be wise to reconsider how the delivery of the learning may be reviewed) Students may find themselves in more groups than one and may self-select or be selected for particular groups. This method is particularly suitable for feedback on complex learning and content.

Which type of feedback is chosen depends on several factors. Some types of feedback fit better with specific types of assessment than others.

Peer, self, and group need feedback; co-marking and class marking are likely more appropriate for formative assessments while marking schemes and individual verbal feedback are more common but not exclusively associated with summative feedback. Often there is value in using different feedback or assessment methods throughout a student's learning experience. It may benefit the student to consider improving their learning from different angles provided by various feedback forms.

## Assessment regulations and awards

### University attendance expectations

The University defines a level of attendance for students enrolled in its awards. This level is designed to ensure that all students can fulfill the learning outcomes of their awards and is to be seen as a minimum expectation of the University.

- Students should attend the lectures and practical lessons and will be deprived of attending the final examination if the attendance percentage is less than 80 percent for each course during the semester. The student denied attending the final examination because absence is considered to fail that course.
- The college council or its authorized representative may allow the student to attend the final examination in case of submitting an acceptable reason to the college council, provided that the attendance percentage is not less than 50 percent of the lectures and practical lessons for the course.
- Any student absent from the final examination gains zero marks in that exam. Their grade value is calculated based on the work points they achieved throughout the semester in that course.
- If the student could not attend the final exam due to exceptional circumstances (beyond the student's control), the College Council may allow them to participate in a substitute exam within a period not exceeding the end of the following semester. The student will be given the grade value they achieved after attending the examination.
- Any student may withdraw during the academic semester without being considered to fail if they provided an acceptable reason to the college dean at least five weeks before the final exams. The student will be given a grade (of W). Students of colleges applying for the academic year system may withdraw during the academic semester at least eight weeks before the final exams.
- Consent of the guardian is mandatory for female students in case of withdrawal from the semester.
- The student shall not be given more than two examinations on the same day, and the University council may make an exception.
- The student is not allowed to enter the examination half an hour before the beginning of the examination, and they are not allowed to leave the examination half an hour before the start of the examination.
- Cheating, trying to cheat, and breaking the rules conducting examinations are subject to punishments according to the student's disciplinary regulations.

### Marking and Grading

The semester's work is calculated by one of the following:

- (a) Oral or practical examinations, research or class activities or all of them or some of them, and one written examination at most minuscule.
- (b) At least two written examinations.

If the study of the courses requires more than one semester, a grade of in progress (I.P.) is to be recorded, and the student shall be given the mark they have achieved after completing the course study. If they did not fulfill the course in the fixed time, the department council might allow (I.C.) grades to be recorded on the student's record. To achieve a passing grade, students must meet the overall course learning outcomes with no significant weaknesses. A significant weakness is defined as a mark below 60%. Any specific intended learning outcome that must be passed for the module to be passed must be identified in the course definition.

Another faculty member should moderate all grading or marking to maintain standards, and the evidence of that moderation should be used in the annual course reports. Forms in annexes G and H are available to assist in this process which may be undertaken on a sampling basis aligned with a risk-based approach.

All courses are graded using the normal percentage scale or letter grade. The minimum aggregate pass mark for each module is 60%. Failure in one or more components of the assessment of a course shall be compensated for by the results in one or more other parts of that course, provided that the overall pass mark for the module of 60% is attained and a minimum of 40% is achieved for each assessment component within the module.

**The grades that students achieve are calculated as the following:**

Mark	Grade	Letter grade	of Value of grade
95 -100	Excellent +	A+	5.00
90 - less than 95	Excellent	A	4.75
85 - less than 90	Very good +	B+	4.50
80 - less than 85	Very good	B	4.00
75 - less than 80	Good +	C+	3.50
70 - less than 75	Good	C	3.00
65 - less than 70	Passed +	D+	2.50
60 - less than 65	Passed	D	2.00
Less than 60	Fail	E	1.00

The general grade is to be recorded based on the grade value 5 as the following:

- 1 (**Excellent**) if the accumulated average is not less than 4.50
- 2 (**Very good**) if the accumulated average is between 3.75 and 4.50
- 3 (**Good**) if the accumulated average is between 2.75 and 3.75
- 4 (**Acceptable**) if the accumulated average is between 2.00 and 2.75

If a student is absent from a final examination (zero mark), then a grade mark for the course is calculated on the work points achieved during the semester.

**Suppose a student could not attend the final examinations due to circumstances beyond their control.**

In that case, the College Council may allow them to attend a substitution examination before the end of the following semester. The student will be awarded the grade value achieved in the substitute examination. The student must have provided the college council with an acceptable excuse for absence and should have attended at least 50% of the lectures and practical lessons for the course.

Based on a proposal from the faculty member who teaches the course, the college council may allow the student to complete any course requirement in the following semester. The mark from the course will be recorded as incomplete (I.C.) and will not be included in the semester average or the accumulative average; instead, it will be included after fulfilling the course requirements. If the student spends one semester without fulfilling the course requirements, the I.C. mark will be substituted for an F and will be included in the semester and accumulative average. The latter does not apply to the student who misses the examination due to exceptional circumstances (beyond the student's control).

A student who has not been allowed to attend examinations due to absence will be considered a failure in that course, and their class work grade will be recorded and should be described as deprived (D.N.).

**Final Examination Procedures are stated as follows:**

- The student shall not be given more than two examinations on the same day, and the University Council may make an exception.
- The student is not allowed to enter the examination half an hour before the beginning of the examination, and he is not allowed to get out of the examination half an hour before the start of the examination.
- Cheating, trying to cheat, and breaking the instructions and the rules of conducting the examination expose the student to punishment according to the student's disciplinary regulations.

The grade of in progress or "I.P." is reserved for exceptional cases and means that the particular course is not designed to be completed by the end of the term, and the nature of that course requires to be studied through more than one term.

The semester average is dividing the grade points by the sum of credited hours for all the courses in a particular semester. And the grade points are calculated by multiplying the course's grade value by the course's credit hours. The product of this multiplication will be the grade points.

The Cumulative Average is dividing the grade points by the sum of credited hours for all the studied courses passed by the student since joining the University.

### Example of calculating semester's average

#### First Semester:

Course	Cr. Hrs.	Rate %	Symbol	Weight	Points
3401103	2	85	B+	4.50	9
3401104	3	70	C	3.00	9
3401105	3	92	A	4.75	14.25
3401106	4	80	B	4.00	16
Total	12				48.25

First-semester average=	Total of points (48.25)	
	Units total (12)	= 4.02

#### Second Semester:

Course	Cr. Hrs.	Rate %	Symbol	Weight	Points
3401107	2	85	B+	4.50	9
3401108	3	70	C	3.00	9
3401109	3	92	A	4.75	14.25
3401110	4	80	B	4.00	16
Total	12				48.25

Second-semester average=	Total of points (48.25)	
	Units total (12)	= 4.02

### Example of calculating the cumulative average

#### Third Semester:

Course	Cr. Hrs.	Rate %	Symbol	Weight	Points
3401111	2	96	A+	5.00	10
3401112	3	83	B	4.00	12
3401113	3	71	C	3.00	12
3401114	4	81	B	4.00	12
Total	12				46

Second semester average=	Total of points (46)	
	(12)	= 3.83 Units total

Cumulative Average	Total of points (46+48.25)	
	total (12+12)	= 3.93 Units



### Academic Warning

An Academic Warning is a notification directed to the student whose Cumulative average drops less than the minimum limit as clarified in the regulation.

### Academic Degree Awarded at Graduation

K.F.U. College of Dentistry students who demonstrate the capacity to perform all curriculum competencies independently and meet all other program requirements are awarded the Bachelor of Dental Surgery (B.D.S.) degree.

The first-class honors degree is granted to the student who scores an accumulative average of 4.75 to 5.00 upon graduation. The second class honors degree will be awarded to the student scoring a cumulative average of 4.25 to less than 4.75 upon graduation. To obtain the first and second-class honors degrees, the following should be provided:

- (a) The student should not fail any courses they have studied at the University or another University.
- (b) The student should have fulfilled graduation requirements within a period equal to the average period between the minimum and maximum limit for staying in their College.
- (c) The student should have studied more than 60 percent of the program/course graduation requirements at King Faisal University.

When the students fulfill all the requirements for graduation, and their accumulative average is less than (2), s/he should register for some courses upon the recommendation of the department council and the approval of the college council or authorized representative to raise their average and obtain the degree according to their study plan.

### Graduation

The student will graduate after fulfilling the graduation requirements per the College's educational plan, provided his accumulated average should not be less than accepted. Based on the recommendations from the respective department, the college council may determine suitable courses to be studied by the student to raise the accumulated average in case he passes all the courses. Still, his accumulative average is less than the minimum.

### Certification

1. The student will be granted a certificate that shows the student's full name, University number, civil record number, place and date of birth, the College, degree, specialization, grade after graduation, and the session of the university council

provided by the date that issued the approval of granting the degree for the student. The Dean of Admission and Registration shall sign the certificate.

2. Issuing a replacement graduate certificate instead of the missing one per the following:

- a) The student shall apply for the deanship of admission and registration to grant him a replacement graduate certificate instead of the missing one after the announcement.
- b) A seal with these words (a replacement for the missing one) should be put on every document issued after the missing one.

## Progression

The rules which organize students' transmission from one level to another:

- Students are promoted to the next level if they have successfully passed all the courses of the previous level.
- The student is not allowed to be promoted from one level to the next if they have failed all the courses, and he must re-study all the courses.
- If the student failed in studying some courses of any level, they must re-study these courses by recording additional courses from the next level, provided that the courses' units should not be less than the academic load in each semester, by the following conditions:
  - The registration of the course the student will study is compatible with the study plan and does not contradict the course schedule.
  - The student cannot register for courses from the fifth level unless he has passed all the first-level courses. He is not permitted to register for courses from the sixth level unless he has passed all the first and second-level courses and so on.
  - It is not allowed for a student at all the university colleges to study a course more than four times, including the opportunities of the second round for the medicine and dentistry students.
  - The academic load for the student must be connected to their accumulative average, provided that they should meet the minimum academic load.
  - The student whose cumulative average is less than 2,5 out of 5,00 is not allowed to register more than 15 credit hours.
  - The minimum academic load for each semester is 12 credit hours.
- The process of students' registration is undertaken by the Admission and Registration Deanship, the fixed dates, with the coordination with the colleges for the procedures related to the registration process.
- The student can print their academic record by entering it into the Banner System before beginning registration each semester.

## Postponement and Suspension of Study

The student will be entitled to apply for postponing the study before the end of the first week of the study due to a reason acceptable to the Dean of the College, provided that the postponement period should not exceed two consecutive semesters or three non-consecutive semesters throughout his stay at the University and his registration will be closed after that. The University Council may make an exception in necessary circumstances.

- If the student discontinues his study for a semester without postponing, his registration will be closed.
- The student is not considered discontinued from the semesters while he studies at another University as a visiting student.
- Students whose spouses gain a scholarship out of the Kingdom and accompany them have an exception of postponing their study for two years. The student should prove their accompaniment with a spouse who is on a scholarship. The student whose period of postponement is more than 2 years is considered discontinued from the study and will be treated as a new student if they want to re-register at the University. The credit hours they had studied before will not contribute to the re-registration.

## Re-registration

The student whose record has been closed may apply for the restoration of his record under the same number before the suspension as per the following restrictions:-

- a) Should submit the re-registration request four semesters from the record's closing date.
- b) The College Council and respective parties should approve the re-registration request submitted by the student.
- c) If more than four semesters pass after the closing of the student's record, he can apply as a new student without referring to his previous academic record, provided that he must use all admission terms.
- d) The re-registration shouldn't be done more than once.
- e) The student should not have been warned academically.
- f) The re-registration will not be allowed for the student whose record has been closed due to disciplinary or educational reasons; if it is revealed that he had been dismissed, the record will be canceled.

## Dismissal from the University

The student will be dismissed from the University in the following cases:

- If a student receives three warnings and above for a low accumulative average (2 out of 5), and the university council, according to the recommendation of the College Council, has not granted a fourth chance to the student to raise his accumulative average by studying the available courses.

- Suppose the student has not fulfilled the graduation requirements within half of the period fixed for his graduation in addition to the program period. In that case, the College Council may give the student an extraordinary chance to fulfill the graduation requirements maximum, not exceeding double the original period fixed for graduation.
- The University Council, due to exceptional cases, may amend the students who are governed by the two previous items – a chance not exceeding two semesters.
- A student of Dentistry is to be dismissed from the University after the end of the second educational year in case he cannot raise his accumulative average to the minimum limit (2,00 out of 5,00) after a warning and giving him a chance for a year to increase his accumulative average to the minimum limit.

### Academic integrity, misconduct, and appeals

(See also Regulation of the Study & Examinations of the University Stage and the Executive Rules of King Faisal University).

### Principles of Academic Integrity

What is academic integrity, and why is it important?

The University is a 'learning community within which students and staff learn from each other, their peers, and original research. All members of the University are expected to maintain high standards of academic conduct and professional relationships based on courtesy, honesty, and mutual respect. In retaining this learning community, the concept of academic integrity is fundamental.

Academic integrity means conducting all aspects of your academic life professionally. It involves:

- taking responsibility for your work; respecting the rights of other scholars
- behaving with respect and courtesy when debating with others, even when you disagree with them
- fully acknowledging the work of others wherever it has contributed to your own (thereby avoiding plagiarism)
- ensuring that your work is reported honestly; following accepted conventions when presenting your work
- ensuring that you follow the ethical conventions and requirements appropriate to your discipline
- if you are studying in a professionally-recognized vocational program, maintaining standards of conduct that are appropriate to a practitioner in that area

- supporting others in their efforts to behave with academic integrity
- Avoid actions that seek to give you an unfair advantage over others.

As a member of the academic community at the University, students are expected to work by these principles.

Acting with academic integrity enables students to demonstrate their knowledge, skills, and understanding of the subject and receive feedback to help them progress.

## Definitions of Academic Misconduct

### Plagiarism

Plagiarism is the reproduction or paraphrasing, without acknowledgment, from public or private (that is, unpublished) material (including material downloaded from the internet) attributable to, or which is the intellectual property of, another, including the work of students.

Plagiarism may be of written and also non-written form and, therefore, would also include the unacknowledged use of computer programs or software, mathematical/computer models/algorithms, macros, spreadsheets, web pages, databases, designs/models/displays of any sort, diagrams, graphs, tables, drawings, works of art of any type, digital images, computer-aided design drawings, G.I.S. files, photographs, maps, music/composition of any sort, posters, presentations, and tracing.

#### Examples of plagiarism are:

- Intentionally including in a student's submission extracts from another person's work without explicitly marking the text as a quotation and accrediting the source
- Intentionally using the ideas of another person, including images and other creative work, without acknowledgment of the source
- Intentionally paraphrasing or summarising another person's work without acknowledgment
- Cutting and pasting from electronic sources without explicit acknowledgment of the source of the URL or author and/or without explicitly marking the pasted text as a quotation
- Submitting a piece of work entirely as a student's own when it was produced in collaboration with others and not declaring that this collaboration has taken place
- Intentionally submitting appropriated imagery or innovative products without indicating the source of the work.

### Cheating

Cheating is any action taken before, during, or after an assessment or examination to gain an unfair advantage or assist another student.

Examples of cheating are:

- Gaining access to or using unauthorized notes or other material relating to an assessment

- Introducing any information, including electronically stored information, into the examination room unless expressly permitted by the examination or course regulations
- Communicating during an examination with any person outside the examination room or with other students within the examination room
- Copying the work of another student, whether in examinations or other assessments
- Amending and resubmitting work after a final mark is issued to gain a better mark.

### **Falsification**

Falsification attempts to present fictitious or distorted data, evidence, references, experimental results, or other material and knowingly use such material.

Examples of falsification are:

- Presenting data based on controlled investigations, experiments, surveys, or analyses falsely claimed to have been carried out by you
- The invention of references and false claims, including data, etc., in your work which you know to be inaccurate, whether or not you have created this.

In connection with programs leading to a professional qualification, falsely claiming to have completed non-academic requirements such as hours in practice or to have achieved professional competencies may lead to disqualification from practice.

### **Other breaches of academic integrity**

There may be other breaches of academic integrity that are not explicitly referred to above, and some may fall into more than one category. The faculty may investigate if a staff member is concerned that a student has submitted work substantially different from previous work.

### **Disciplinary breaches**

All students are subject to the disciplinary regulations as defined in the following articles:

1. Breaching the University's rules, regulations and traditions will be considered a disciplinary offense.
2. The examination observer will formally report a student who cheats in an examination to the Dean of the College. The Dean will inform the offense through the President of the University or his authorized representative to the Disciplinary Committee, who will decide the punishment.
3. The Dean will report a breach of the examination system to the Vice President or his authorized representative to take action.

### Disciplinary action

A student who cheats in the examination or initiates cheating, and is caught in the act, is removed from or excluded from the hall by the observer of the exam. The observer or invigilator reports in detail what had happened and provides documents to the Dean. The Dean delivers the record and documents to the President of the University or his authorized representative to refer an application to the Disciplinary Committee to decide the appropriate punishment.

#### Suppose a student cheats in the examination system.

In that case, the Dean or his authorized representative has the right to estimate the situation to drive the student from the exam hall or allow him to continue according to the case, and the Dean delivers a report to the Vice President or his authorized representative to take the required procedure.

#### Suppose the student is removed or excluded from the exam hall.

In that case, the exam becomes void in the course in which he was testing (given a fail estimate), and the student's exams are not repealed in other classes except that based on a decision of the Disciplinary Committee. The decision is based on the Dean's report, and the student results are not announced in these courses until a decision of the Disciplinary Committee is issued.

### Disciplinary penalties are:

1. Written notification.
2. Ultimatum.
3. Deprivation of the enjoyment of some or all of the advantages of University students.
4. Cancellation of the student's exam in one course or more and given the estimate (failed).
5. Depriving the student of the exam in one course or more and is given the estimate (failed)
6. Dismissal from the University for a semester or more.
7. Final dismissal from the University.

The decisions on disciplinary penalties are reserved in the student's file. As a consequence of final dismissal, the student is not allowed to re-register. The University may announce the decision on the disciplinary punishment, and the student's guardian may also be notified.

## Competent Authorities For Imposing Disciplinary

Competent authorities for imposing disciplinary penalties are:

1. The competent Dean: Has the imposition of penalties (1 and 2) shown in Article (IV) based on the proposal of the qualified officials concerning what the students may commit during lectures, tutorials, or otherwise?
2. The President: Has the imposition of penalties (1,2 and 3) shown in Article (IV) after consulting with the competent Dean, and when referring the student to the Disciplinary Committee, he has the right to prevent him from entering the University and its facilities to the day appointed for his appearance before the Committee.
3. The Disciplinary Committee: Has the imposition of the penalties mentioned in Article (IV) taking into account that imposition of any of the penalties prescribed in this Article shall not be made only after conducting the necessary investigation.

The Disciplinary Committee comprises the relevant Vice President as the Chairman, the Dean of the concerned Faculty, the Dean of Admission and Registration, and the Dean of Student Affairs as members. The Committee's Secretariat shall be managed by one of the legal advisers to the University; if the Committee cannot be held as previously mentioned, it is constituted by the university president's decision.

A student assigned to the Disciplinary Committee is to appear before the Committee by the date specified by the Chairman of the Disciplinary Committee by a registered letter to the address indicated in his file or through a letter delivered to him personally. Resolutions issued by the competent authorities to impose Disciplinary Penalties following Article (V) shall be conclusive and reported to the student or his guardian in writing by a registered letter or delivered to him personally.

Without prejudice to the provisions of Article (III), a student may appeal to the University Council from the decision of one of the penalties outlined in paragraphs (4, 5, 6, and 7) of Article (IV). The student should submit the appeal request to the President of the University within fifteen days of notification of the decision to the student.



## Appeals Of Examination Results Submitted By University Students

By creating a unit to examine requests submitted by the students, the University aims to achieve the following:

1. A homogeneous University community in the spirit of cooperation among its employees.
2. Adoption of the principles of justice and equity as a backbone for building a perfect society within the University.
3. Support the rights of students based on laws and regulations applicable to the University. Support the investigation of appeals and adjudicates on appeals submitted by students further to develop a culture of justice and equity among students.

Appeals submitted to re-correct the answer sheets:

1. Appeals shall be submitted to the Dean or their authorized representative within two weeks of reporting student results.
2. The Dean may accept the student's application or refuse it.
3. In the case of accepting the application, the College Council shall determine the faculty member responsible for the re-correction.
4. After the re-correction of the answer sheet, the council will reconsider it and arrive at a decision. The decision of the College Council is final.
5. The College Council has the final decision about a student's appeal within a period beyond the start of the final test of the next semester and also in the acceptance or otherwise of the appeal application.

## Guidelines to Student's Rights and Obligations

### Introduction

King Faisal University aims to reinforce students' communication and cooperation and reinforce them between students and staff. The University introduced guidelines to govern student-student and student-staff relationships.

### 1) Student's Rights:

#### A) Academic Rights

1. A proper teaching/learning environment would lead to optimal education using all the possible resources.
2. Obtain the knowledge provided in the curriculum.
3. Receive the study plans and be informed about the different courses taught by the department/college and the possibility of registering for these courses. Also, to receive the timetable before the start of classes.
4. Deletion/addition of courses within the period specified by the University.
5. Postponement or withdrawal from studies due to a valid reason accepted by the College.
6. Teachers should adhere to the timetable, and any cancellation or postponement of a teaching session should be compensated to fulfill the total teaching hours.

7. The right to ask questions or to discuss matters related to the subject during teaching sessions or office hours.
8. Examination questions must cover the curriculum and the content of lectures—a balanced distribution of the grades to reflect students' capability.
9. Examination times are fixed according to the curriculum and schedule. Any student not permitted to sit for a given examination must be informed before the examination period.
10. The student has the right to review their examination paper.
11. The right to know the result of any examination they undertake during the academic year.

#### **B) Non-Academic Rights**

1. The University provides scholarships and social welfare. Participation in non-academic activities organized by the University, community, or other universities.
2. Health services within hospitals and health centers affiliated with King Faisal University.
3. The right to use all university facilities, e.g., libraries, restaurants, accommodation, sports complexes, etc.
4. Financial awards.
5. Nomination for training programs or activities at national and international levels. Participation in community services.
6. The right to complain against any faculty member, department, College, or university unit, providing that the complaint is subjected to university rules and regulations.
7. The right to defend themselves regarding any accusation and no punishment will be taken against them before hearing the student's defense. Unless the student does not appear (without any excuse) at a university investigation after being called twice, no action can be taken against them.
8. The right to protest against any punishment is based on the rules and regulations that govern the University.
9. Confidentiality when handling the contents of a student's file unless an official investigation bureau demands the reveal of a file content of a student under investigation. Only the student, their guardian, or a person appointed by the student can access the student's file contents, and the contents could be released in case of a punishment decision only.
10. A special-needs student has the right to proper services based on their condition.

## 2) Student's Obligations:

### A) Academic Obligations

1. The student should attend the classes from the beginning of the academic year and continue according to the curriculum and academic calendar.
2. Show respect to all university employees, including faculty, administration, employees of contracted companies, etc.
3. Be punctual and do not miss any teaching session unless showing a valid excuse recognized by university regulations.
4. Plagiarism in research, graduation projects, or misconduct during examinations is prohibited.
5. During examinations, the student must follow instructions on the examination instruction sheet and cooperate with the invigilator.
6. Mobile phones or personal devices are prohibited in the examination hall/laboratory.

### B) Non-Academic Obligations

1. The student must abide by university rules and regulations and not try to use fraud or present false documents to acquire a particular matter.
2. Must have the University I. D. card and show it anytime when a faculty or administration requests.
3. Must not sabotage or damage any university property.
4. To use a university facility, the student must abide by the instructions and guidelines related to that facility.
5. Behavior, dress code, and external appearance must be consistent with Islam, traditions, and culture of Saudi society.
6. Students should not disturb the teaching process of lectures or practical classes by gathering in corridors or raising their voices within college premises.
7. Student Associations/Societies are not allowed without university permission. Furthermore, the publication of brochures or fundraising is prohibited unless the University approves.
8. Absence (individual/group) of classes without a valid reason (excuse) is forbidden.
9. Possession or distribution of advertisement leaflets opposing university rules and regulations is prohibited.
10. Must abide by the traffic rules and safety regulations within the university campus.

### **Students and faculty members' Information system (Banner):**

This system covers all aspects concerning students obtaining many Internet services, whether from the house or the computer laboratories in the University.

Services that students can obtain by using the Banner system are:

- Registration.
- Omitting or adding records.
- Obtaining registration notification.
- Obtaining final results.
- Printing study schedules.
- Modifying personal data (address, phone numbers ... mail).
- Keeping in touch with the course teacher through email.
- Following up with the rewards and education fees (Applied Studies College, students).