
Student Handbook

The Student Handbook provides information to students on admission requirements of the College of Medicine. Also described here are the curriculum and study plan, internship programs, rules and regulations, policies, ethics, supportive services, students rights, disciplinary and advisory committees.

Prepared By |

The Vice Deanship for Quality & Development
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Student Handbook

College of Medicine

University of Dammam

Prepared by

Vice Deanship of Quality and Development

2016

Table of Contents

	Item	Page
1.	Preface	1
2.	Vision, Mission and Values	2
3.	Administrative Structure of the College	3
4.	Admission	5
5.	Curriculum Map	
6.	Internship Year	9
7.	Academic Transcript and Grade Codes	10
8.	College Administration	12
9.	Chairpersons of Academic Departments	13
10.	Rules and Regulations	14
11.	University Student Code of Ethics and Charter	
12.	Committees of Interest to Students	
13.	Supportive Services	15
14.	Healthcare	
15.	Alumni	16
16.	Appendix 1 - Bylaws of Undergraduate Study and Examinations`	17
17.	Appendix 2 - Students Code of Ethics and Charter	33
18.	Appendix 3 - Students' Rights Committee	39
19.	Appendix 4 - Students' Conduct Disciplinary Committee	40
20.	Appendix 5 - Student's Advisory Committee	41

PREFACE

The College of Medicine at the University of Dammam was formerly known as the College of Medicine and Medical Sciences, King Faisal University, Dammam campus. The college was established by Royal Decree in 1975 and in that year it admitted its first batch of undergraduate medical students. In 2010, the University of Dammam was formed when it became a university in its own right, independent of King Faisal University in Al-Ahssa.

The College of Medicine pioneered postgraduate medical education in the Kingdom. Its postgraduate programs were the first to be recognized by the Arab Board of Medical Specializations and the Royal College of Surgeons in Ireland. Since its inception the College of Medicine has organized continuing professional development programs designed for all health professionals in the Eastern Province. The College of Medicine participates in health education activities for the benefit of the general public through campaigns and local and national media.

The College of Medicine student handbook should be used as a guide and reference point for medical students looking for information on administrative rules and regulations. It is each student's responsibility to become familiar with and understand the contents of this handbook to comprehend the policies that govern their program of study in order to be able to abide by these policies. The student handbook also contains information related to admission, curriculum, graduation requirements, and departments in the College of Medicine.

VISION

To be a premier medical college in medical education, healthcare and ethical research.

MISSION

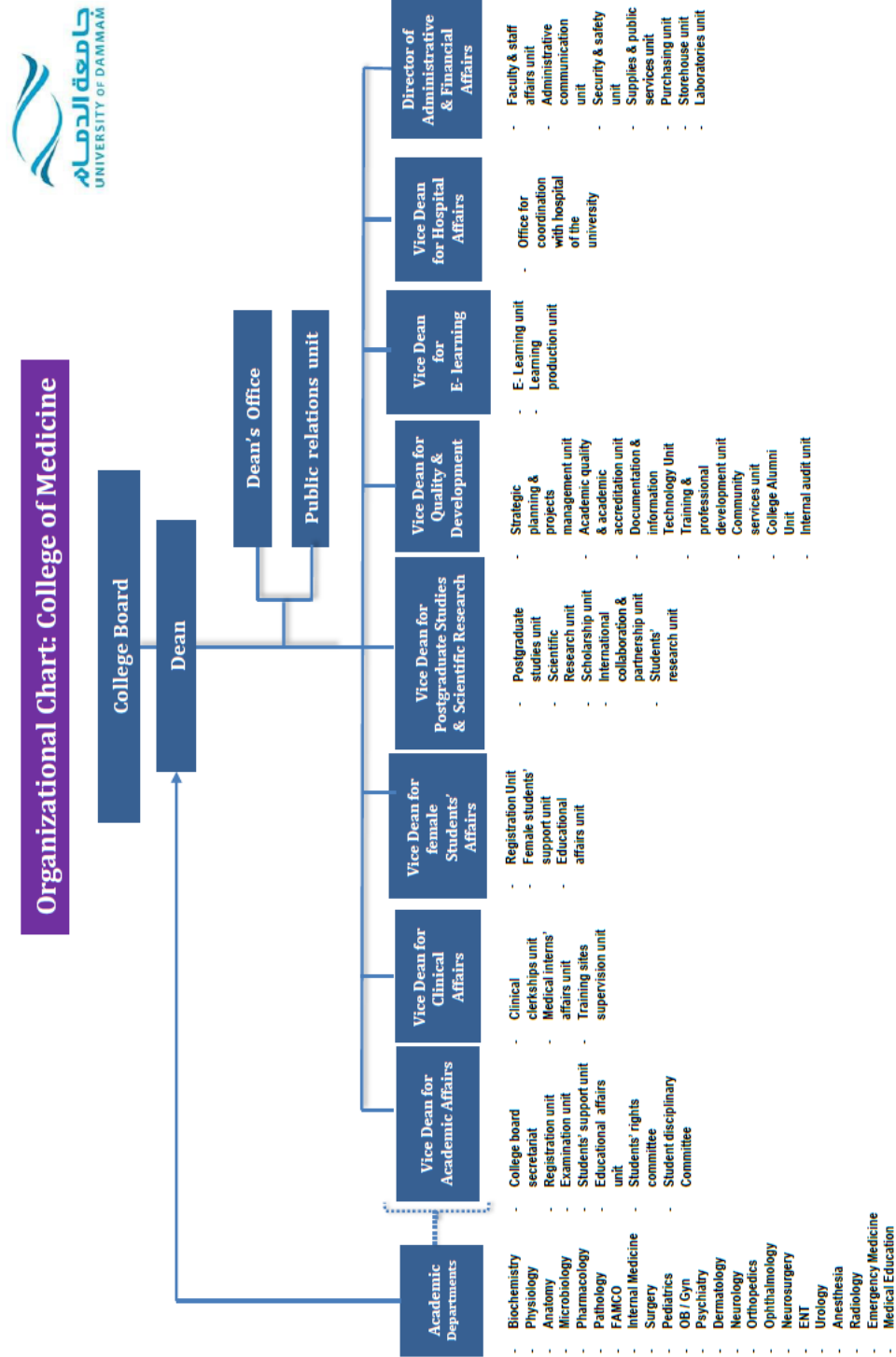
The College of Medicine is dedicated to graduating physicians who are committed to the Islamic and professional ethical practice. This will be achieved through the continuous development of the curriculum. The college is also committed to provide excellent healthcare and promote community health. In addition, the college will encourage the conduction of innovative basic, applied, clinical and community based research.

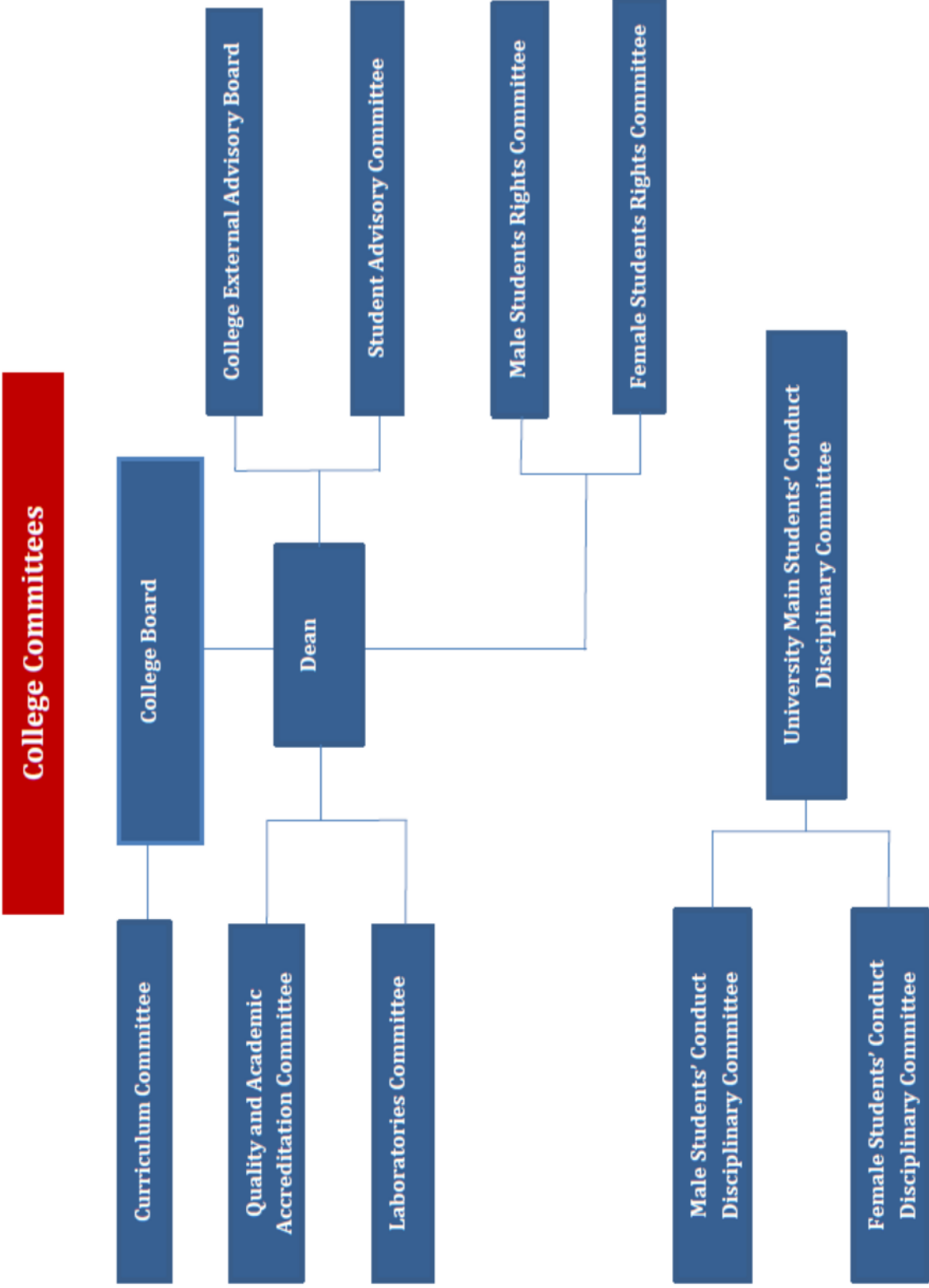
VALUES

Excellence, Innovation, Honesty, Transparency, Accountability, Collaboration and Teamwork.

ADMINISTRATIVE STRUCTURE OF THE COLLEGE

The administrative structure of the College of Medicine and the college committees are illustrated in the charts below.





Admission

To join the MBBS Program, an applicant must:

- Be a Saudi citizen. (limited seats for Gulf Cooperation Council (GCC) citizens)
- Fulfill University of Dammam admission requirements, which are:
 - Hold a Saudi High School Certificate Science Section (or its equivalent), with general and science grade point averages as specified annually by the College Board.
 - Pass General Aptitude Test
 - Pass Standard Achievement Admission Test
 - Pass a physical fitness assessment as specified by the College of Medicine.
 - Obtain a grade of 80% or higher in five courses (Biology, Chemistry, Physics, English 101 and English 102) of the preparatory year. Students with the highest GPA will be accepted according the quota approved by College Board each year.

Revised Curriculum Map

The Curriculum Map below illustrates the five years of the core medical curriculum based on the Monash university curriculum which was licensed to the University of Dammam in 2013. Currently students in years 1, 2 and 3 are following this curriculum. Students in year four and above are following the previously established curriculum.

Figure1: Revised Curriculum Map

Phase 1		Phase 2		Phase 3		Phase 4		Phase 5
YEAR 1		YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	
Preparatory Year		Anatomy Biochemistry Ethics & Law Health K. & Society Health Enhancement Program	Anatomy Biochemistry Ethics & Law Medicine of the Mind Microbiology Pharmacology Physiology Immunology Pathology Clinical Skills Field Exercise Health Promotion Knowledge Management Student Project Cases	Foundations of Clinical Medicine	Integration and Teams in Primary Care	Preparing for Supervised practice	Internship	
Course	Chr. Hrs					Medicine Surgery Aged Care Emergency Selective Elective	Medicine: 2 Ms Surgery: 2 Ms Pediatrics: 2 Ms Obs/Gyn: 2 Ms Electives: 2 Ms Family Medicine: 1M Emergency Med: 1 M	
English Language	10							
Biology	5	Medicine of the Mind						
Chemistry	3	Microbiology						
Physics	3	Pharmacology			Family Medicine			
Computer Skills	2	Physiology		Medicine & Medical Specialties	Psychiatry			
Communication Skills	2	Immunology			Children's health			
An Introduction to the Islamic Culture Learning & Searching Skills	2	Pathology		Surgery & Surgical Specialties	Women's health			
Faith and Ethics	2	Clinical Skills						
Health Physical Education	1	Comp. Health Care Population Health						
		Theme I	Personal and Professional Development					
		Theme II	Society, Population, Health and Illness					
		Theme III	Scientific Basis of Clinical Practice					
		Theme IV	Clinical Skills					
Campus-based		Campus-based	Campus-based	Hospital-based	Practice-based	Hospital-based	Hospital-based	
Credit Units: 32		Credit Units: 44	Credit Units: 40	Credit Units: 40	Credit Units: 40	Credit Units: 40	12 Months	
MBBS Courses		MED 201 Foundations of Medicine I	MED 301 Foundations of Medicine II	MED 401 Practice of Clinical Medicine I	MED 501 Practice of Clinical Medicine II	MED 601 Advanced Clinical Experiences	MBBS Total: 236 Credit Units	

Revised Study Plan

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	College / Deanship
First Year: Preparatory Year	ISLM-151	An Introduction to the Islamic Culture	University Requirement	Acceptance to health sciences program	2	Deanship of Preparatory Year and Supporting Studies
	ISLM-152	Faith and Ethics			2	
	LRSK-142	Communication Skills			2	
	COMP-131	Computer Skills			2	
	LRSK-141	Learning and Searching Skills			2	
	PHEDU-152	Health & Physical Education			1	
	ENGL-101	English Language			10	
	BIOL-101	Biology			5	
	CHEM-101	Chemistry			3	
	PHYS-101	Physics			3	
Total Credit Hours					32	

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	College / Deanship
Second Year	MED 201	Foundations of Medicine I	College Requirement	Acceptance to College of Medicine program	40	College of Medicine
	ISLM-273	The Economic System of Islam	University Requirement	Acceptance to College of Medicine program	2	Deanship of Preparatory Year and Supporting Studies
	ISLM-274	Political and social system of Islam	University Requirement	Acceptance to College of Medicine program	2	Deanship of Preparatory Year and Supporting Studies
Third Year	MED 301	Foundations of Medicine II	College Requirement	Second year Courses	40	College of Medicine
Fourth Year	MED 401	Practice of Clinical Medicine I	College Requirement	Third year Courses	40	College of Medicine
Fifth Year	MED 501	Practice of Clinical Medicine II	College Requirement	Fourth year Courses	40	College of Medicine
Sixth Year	MED 601	Advanced Clinical Experiences	College Requirement	Fifth year Courses	40	College of Medicine
Total Credit Units: 236						

Current Curriculum Map

The Curriculum Map below illustrates the six years of the core medical curriculum based on the University of Dammam curriculum. Current students in years 4, 5 and 6 are following this curriculum.

Level	Course Title	Code	Units
I	General English	1203-101	6
	Biology	0401-133	8
	Chemistry	0403-131	6
	Physics	0402-132	6
	Physical Education	1212-131	1
	Islamic Culture I*	0201-101	2
	Islamic Culture I**	0201-251	2
	Introduction to Computers	0407-134	1
Total			32
II	Medical Terminology	1203-201	2
	Islamic Culture III*	0201-351	2
	Islamic Culture IV**	0201-404	2
	Introduction to Comprehensive Health I	0407-204	2
	Biochemistry	0406-206	8
	Embryology	0404-205	2
	Gross Anatomy	0404-202	8
	Histology	0404-207	4
Physiology	0410-203	8	
Total			38
III	Parasitology	0405-311	2
	Microbiology	0405-331	6
	Immunology	0405-321	3
	Pathology I	0409-332	6
	Neuroscience	0423-333	6
	Basic Pharmacology	0408-337	3
	Behavioral Sciences**	0419-335	2
	Introduction to Comprehensive Health II	0407-336	3
Total			31
Level	Course Title	Code	Units
Year IV First Semester	Pathology II	0409-401	6
	Primary Health Care	0407-402	6
	Medical Genetics	0406-403	2
	Bio-Medical Ethics In Islam	0407-405	1
	Basic Clinical Skills	0431-406	3
	Systemic Pharmacology	0408-408	3
	Total		
Year IV Second Semester	Internal Medicine I	0416-451	6
	Surgery I	0417-452	6
	Integrated Health Science	0430-453	6
	Forensic Medicine	0409-455	1
Total			19
Year V Surgical Group	Surgical Specialties	0433-502	6
	ENT	0412-505	3
	Ophthalmology	0415-507	3
	Clinical Pharmacology	0408-509	3
	Anesthesia	0424-503	1
	Radiology	0422-511	1
	Emergency Medicine	0432-512	1
Total			18
Year V Medical Group	Internal Medicine II	0416-501	6
	Dermatology	0411-504	3
	Neurology	0413-506	3
	Psychiatry	0419-508	6
Total			18
Year VI	Internal Medicine III	0416-601	9
	Surgery II	0417-602	9
	Obstetrics/Gynecology	0414-603	9
	Paediatrics	0418-604	9
	Total		
Grand Total = 213 credits			

Internship Year

The program has been governed by approved Rules and Regulations of the College of Medicine and is supervised by the Vice-Dean for Clinical Affairs. Satisfactory completion of one year training is mandatory for the award of the degree of MBBS from the university. The Internship Training Program prepares the interns to perform their professional duties and responsibilities with confidence prior to their becoming registered doctors, and, enables them to develop proper medical attitudes and ethics in accordance with the tenets of Islam. This rotational year is spent as follows:

Discipline	Duration in Months
1. Surgery	2
2. Internal Medicine	2
3. Pediatrics	2
4. Obstetrics and Gynecology	2
5. Family Medicine	1
5. Emergency Medicine	1
6. Elective (to be chosen from a number of specialties)	2

Award of MBBS degree

The University of Dammam awards the degree of MBBS (Bachelor of Medicine, Bachelor of Surgery) after successful completion of all courses and the internship-training program.

Deanship of Admissions and Registration

It plays a fundamental role in maintaining student's academic progress and issues graduation certificates. It keeps a current up to date record of the student's academic transcript and grades.

Academic Transcript and Grade Codes

Academic Transcript

The academic transcript is a statement that explains the student's academic progress. It includes the courses studied in each semester or year, course numbers and codes, number of credit hours, the grades earned, and the codes and points assigned to these grades. The record also shows the semester and cumulative GPAs and the student's general academic status, in addition to the courses from which a transferred student is exempt.

Grade Codes:

Grade Code	Mark Range	Points		Grade
A+	95 - 100	4.00	5.00	Exceptional
A	90 - Less than 95	3.75	4.75	Excellent
B+	85 - Less than 90	3.50	4.50	Superior
B	80 - Less than 85	3.00	4.00	Very Good
C+	75 - Less than 80	2.50	3.50	Above Good
C	70 - Less than 75	2.00	3.00	Good
D+	65 - Less than 70	1.50	2.50	High Pass
D	60 - Less than 65	1.00	2.00	Pass
F	Less than 60	0	1.00	Fail
IP	-	-	-	In Progress
IC	-	-	-	In complete
DN	-	0	1.00	Denial
NP	60 or above	-	-	No Grade - Pass
NF	Less than 60	-	-	No Grade - Fail
W	-	-	-	Withdrawn

EXAMPLE OF THE CALCULATION OF SEMESTER AND CUMULATIVE GPA

First Semester

Course	Credit Hours	%	Code	Quality points	Points
ISLM 271	2	85	B+	4.50	9.00
PHARM 408	3	70	C	3.00	9.00
CLSK 406	3	92	A	4.75	14.25
FAMCO 409	4	80	B	4.00	16.00
TOTAL	12				48.25

Total quality points (48.25)

First Semester GPA $\frac{\text{Total quality points (48.25)}}{\text{Total credits (12)}} = 4.02$

Second Semester

Course	Credit Hours	%	Code	Quality points	Points
ISLM 272	2	96	A+	5.00	10
DERM 504	3	83	B	4.00	12
FAMCO 409	4	71	C	3.00	12
NERU 506	3	81	B	4.00	12
TOTAL	12				46

Total quality points (46)

Second Semester GPA $\frac{\text{Total quality points (46)}}{\text{Total credits (12)}} = 3.83$

Total quality points (48.25+ 46)

Cumulative GPA $\frac{\text{Total quality points (48.25+ 46)}}{\text{Total credits (12+12)}} = 3.93$

College Administration

Position	Name	Email	Phone #
Dean	Prof. Ali Ibrahim Al Sultan	cm-dean@uod.edu.sa	3331080
Vice Dean for Academic Affairs	Dr. Abdulaziz Mohammad Al Sebiany	cm-vdaa@uod.edu.sa	3331033
Vice Dean of Higher Studies	Prof. Mohamed Akram Hassan Motabagani	cm-vdhs@uod.edu.sa	3331030
Vice Dean for Clinical Affairs	Prof. Abdullah Khalaf Al Hwiesh	cm-vdca@uod.edu.sa	8594147
Vice Dean for Female Students' Affairs	Prof. Fatimah Abdulaziz Al Mulhim	cm-vdff@uod.edu.sa	3332961
Vice Dean for Hospital	Dr. Khalid Matar Al Otaibi	cm-vdha@uod.edu.sa	8567050
Vice Dean for Quality and Development	Dr. Mahdi Saeed Abumadini	cm-vdqd@uod.edu.sa	3331164
Vice Dean for E-learning	Dr. Abdullah Abdulsalam Yussuf	cm-vdel@uod.edu.sa	3331185
Director of Administrative & Financial Affairs	Mr. Abdulrahman Mohamed Al Hareqi	cm-adma@uod.edu.sa	3331156
Additional Supervision of students at Female campus			
Dean of Undergraduate Studies for Female Students	Prof. Dalal Mohammad Al Tamimi	dtamimi@uod.edu.sa	3332900

Chairpersons of Academic Departments

Pre-Clinical Departments

Department	Chairperson	E-mail	Office Telephone
Anatomy	Dr. Mohammed Al Motabagani	mmotabagani@uod.edu.sa	31046
Biochemistry	Dr. Ameen Al Ali	aalali@uod.edu.sa	30860
Family and Community Medicine	Dr. Sameeh Al Almaie	salmaie@uod.edu.sa	894 8964 ext. 110
Microbiology	Dr. Huda Bukhari	cm-dmic@uod.edu.sa	31075
Pathology	Dr. Dalal AlTamimi	dtamimi@uod.edu.sa	33021
Pharmacology	Dr. Mastour Al-Ghamdi	msalghamdi@uod.edu.sa	31018
Physiology	Dr. Abdullah Omar Bamosa	bamosa@uod.edu.sa	32700
Medical Education	Dr. Mona Al Sheikh	msheikh@uod.edu.sa	896 6720

Clinical Departments

Department	Chairperson	E-mail	Hospital Office Telephone extension
Anesthesia	Dr. Abdulmohsen Al Ghamdi	amoalghamdi@uod.edu.sa	2022
Dermatology	Dr. Saleh Hamad Al Jabre	sjabre@uod.edu.sa	1513
ENT	Dr. Nasser Al-Jazan	njazan@uod.edu.sa	3200
Emergency Medicine	Dr. Mohye Alwahas	mwahas@uod.edu.s	2040
Internal medicine	Dr. Waleed Al Baker	wialbakr@uod.edu.sa	1303
Neurology	Dr. Fahd Al Khamis	fkhamis@uod.edu.sa	32406
Neurosurgery	Dr. Abdulrahman Al Anazi	aanazi@uod.edu.sa	1600
OB & GYN	Dr. Haifa Al Turki	haalturki@uod.edu.sa	1754
Ophthalmology	Dr. Khalid Al Arfaj	kalarfaj@uod.edu.sa	1706
Orthopedic Surgery	Dr. Dalal Abdulwahab Bubshait	dbubshait@uod.edu.sa	1641
Pediatrics	Dr. Mohammad Al Qahtani	mqahtani@uod.edu.sa	1614
Psychiatry	Dr. Mahdi Abumadini	mmadini@uod.edu.sa	7930
Radiology	Dr. Bander Al-Dhafery	baldhafery@uod.edu.sa	31371
Surgery	Dr. Yasser Al Jehani	yjehani@uod.edu.sa	1655
Urology	Dr. Khalid Al Otaibi	cm-duro@ud.edu.sa	1051

Rules and Regulations

The rules and regulations of Undergraduate Study and Examinations are shown in Appendix 1. These rules and regulations are generally identical in all colleges in Saudi Arabia.

University Student Code Of Ethics and Charter

The University of Dammam Students Code of Ethics and Charter are shown in Appendix 2. These are based on international standards.

Committees of Interest to Students

Students' Rights Committee

The objectives of this committee are to support and uphold the students' rights on the principles that are consistent with the university's applicable regulations and rules for promotion of fairness and equity culture among the students, offering of the necessary consultations, informing the students and educating them on their rights and how to secure them through the statutory channels (Appendix 3)

Students' Disciplinary Committee

The purpose of this committee is to review cases of violation of the applicable public order, rules and laws of the university or digression from academic norms or Islamic ethics and morals. If any such case has been substantiated against a student, the committee will take the appropriate decision and submit it to the College Board for onward submittal to the university for the Appropriate Action in accordance with the regulatory rules (Appendix 4)

Student's Advisory Committee

This is an advisory body concerned with realization of effective student participation in the college decisions involving the development of the educational and academic process, probing the views of the male and female students on the menu of the educational and service activities offered to them. (Appendix 5)

Supportive Services

The University of Dammam offers an exciting variety of activities and events for students. There are enormous resources both (curricular and extra-curricular) available to students. These can be explored in the university website. Examples are:

- Deanship of Student Affairs
- Deanship of Library Affairs
- Deanship of Information and Communication Technology
- Deanship of E-learning and Distance Learning
- University Counseling Center
- University Alumni and Career Development Center
- E-learning services:
 - Student information system
 - E-learning
 - Digital library

The student should explore the college website for more information and publications.

Healthcare

Primary Care Center

A primary Care Center is a clinic situated in the university's campus to serve both students and faculty. The physicians in the Primary Care Center have the authority to refer the more serious cases to King Fahd Hospital of the University in Al-Khobar.

King Fahd Hospital of the University

King Fahd Hospital of the University is the main teaching hospital run by the faculty of the University of Dammam. All students and faculty and their families can receive treatment at this hospital.

College of Medicine Unit of Alumni and career development

It is located at King Fahd Hospital of the University, Building 501. Extension: 6497

Objectives:

- To provide advisory guidance to students regarding their career planning and employment preparation.
- To develop and promote the theme of an alumni community and create a connection with students prior to graduation and continue their connection with the university post- graduation and beyond.

Acknowledgement

The College of Medicine would like to recognize the efforts of Prof. Amein Al-Ali and his colleagues in compiling this student Handbook. The College of Medicine would also like to recognize the University of Qasim for use of the English version of the bylaws of Undergraduate Study and Examinations.

APPENDIX 1

Bylaws of Undergraduate Study and Examinations

Article 1:

Definitions

Academic Year: Two regular semesters and a summer semester, if any.

Academic Semester: A period of no less than fifteen (15) weeks of instruction, not including the registration and final examination periods.

Summer Semester: A period not exceeding eight (8) weeks of instruction, not including the registration and final examination periods. The weekly duration of each course in a summer session is twice its duration during the regular academic semester.

Academic Level: Indicates the level of study. The levels required for graduation are eight (8) or more, in accordance with the specifications of each approved degree program.

Study Plan

Course: A subject of study within a certain academic level of the approved degree plan in each major. Each course has a number, code, title, and detailed description of its contents to distinguish it from other courses. A portfolio on each course is kept in its corresponding department for follow-up, evaluation, and updates. Some courses may have prerequisite or co-requisite requirement(s).

Credit Hour: Each of the weekly lectures, with a duration not less than fifty (50) minutes or a laboratory session or field study of not less than 100 minutes' duration.

Academic Probation: A notification given to a student with a cumulative GPA below the minimum acceptable limit as explained in these regulations.

Continuous Assessment: The score which reflects the student's standing during a semester according to his/her performance in examinations, research, and other activities related to a particular course.

Final Examination: An examination in course materials, given once at the end of every semester.

Final Examination Score: The score attained by a student in the final examination for each course.

Final Exam Score: The total sum of the class work score plus the final examination score for each course out of a total grade of 100.

Course Grade: A percentage, or alphabetical letter, assigned indicating the final grade received in a course.

Incomplete Grade: A provisional grade assigned to each course in which a student fails to complete the requirements by the required date. This is indicated in the academic record by the letter grade (IC).

In-Progress Grade: A provisional grade assigned to each course which requires more than one semester to complete. This is indicated in the academic record by the letter grade (IP).

Semester GPA: The total quality points a student has earned, divided by the credit hours assigned for all courses taken in a given semester. Total quality points are calculated by multiplying the credit hours by the grade point in each course.

Cumulative GPA: The total quality points a student has earned in all courses taken since enrolling at the university, divided by the total number of credit hours assigned for these courses.

Graduation Ranking: The assessment of a student's scholastic achievement during his/her study at the university.

Minimum Course Load: The minimum number of credit hours a student can register determined by his/her academic status, and in accordance with the University Council decisions.

Admission of prospective students

Article 2

The University Council determines the number of students to be admitted for the upcoming academic year on the basis of the recommendations presented by the College Councils and the respective departments at the college.

Article 3

For admission to the university, the student must satisfy the following requirements:

The applicant should have his/her high school certificate or an equivalent certificate from inside or outside Saudi Arabia.

The applicant should have obtained the secondary school certificate, or its equivalent, in a period of less than five years prior to his/her application. However the university may waive this condition if the applicant has a persuasive explanation.

- c. The applicant should have a certificate of good conduct.
- d. The applicant should successfully pass any examinations or interviews deemed necessary by the University Council.
- e. The applicant must be medically fit.
- f. The applicant must obtain the approval of his/her employer, if he/she is an employee in any government or private institution.
- g. The applicant must satisfy any other requirements specified by the University Council at the time of application.

Article 4

Selection from among applicants, who satisfy all the admission requirements, is based on their grades in secondary school examinations, as well as the results of the interviews and the admission examinations, if any.

Study System

Article 5

Study System

- a. Undergraduate study follows the academic level system.
- b. Undergraduate study plans a minimum of eight levels.
- c. The duration of an academic level is one semester.
- d. Students are promoted successively from one academic level to another, in accordance with the promotion rules.

Article 6

Studying in some colleges may be on a full academic year basis, according to the rules and procedures approved by the University Council. An academic year comprises two levels.

Academic level system

Article 7

According to the academic level system, the academic year is divided into two regular semesters and, if available, one summer semester that is usually half of the time period of a regular semester. The degree requirements necessary for graduation are distributed across different levels, according to the degree plan approved by the University Council.

Article 8

The University Council establishes the detailed rules governing the promotion from one level to another taking into account registration, omission, and the addition of courses securing a minimum study load.

ATTENDANCE AND WITHDRAWAL

Article 9

A regular student is required to attend lectures and laboratory sessions. If his/her attendance is less than the limit determined by the University Council (75 percent of the lectures and laboratory sessions assigned for each course), the student will be deprived from continuing the course and will be denied entrance to the respective final examination. A student who is denied entrance to the examination due to absences is considered to have failed that course and is given the grade DN in the course.

Article 10

The College Council or whatever body it delegates its authority to, may exempt a denied student from the provisions of attendance and allow him/her to take the examination, provided that the student presents an acceptable excuse to the council. The University Council determines the percentage of attendance, which must not be less than 50 percent of the lectures and laboratory sessions specified for the course.

Article 11

A student who is absent for a final examination, will be given a zero grade for that examination. His/her grade in the course will be calculated on the basis of the class work score he/she obtained over the semester.

Article 12

If a student fails to attend a final examination in any course but offers a compelling excuse, the College Council may choose to accept his/her excuse and allow him/her to take a make-up examination. The make-up examination must be taken prior to the end of the following semester. In such cases, the course grade will be given to the student after the make-up examination.

Article 13

A student may withdraw from the university for a semester, without his/her being considered as having failed the courses, if he/she presents an acceptable excuse to the authorized body specified by the University Council at least five weeks prior to the beginning of the final examinations. Under exceptional circumstances, the University Council may extend the permitted deadline for withdrawal and assign a W grade to the student. This semester will be included in the period required for completion of the program degree.

Postponement of interruption of study

Article 14

A student may postpone study for reasons determined acceptable by the entities assigned by university Council. The postponement duration cannot be more than two consecutive semesters or three non-consecutive semesters as maximum during his/her study at the university; otherwise, he/she will be dismissed from the university. The University Council may make exceptions when it deems necessary. The postponed period is not included in the period required for completion of the program degree.

Article 15

If a full time regular student interrupts his/her studies without submitting a postponement application, he/she will be dismissed from the university. The University Council also may dismiss a student if he/she interrupts his/her studies for a period less than one semester. Part-time students are dismissed when they do not attend final examinations without a valid excuse.

Article 16

A student is not considered to have interrupted his/her studies during those semesters when he/she is a visiting student at another university.

RE-ENROLLMENT

Article 17

A student whose enrollment is cancelled may apply for re-enrollment using the same university ID number and academic record he/she had before cancellation of his/her enrollment, according to the following regulations:

- a. His/her must apply for re-enrollment within four regular semesters from the date of dismissal.
- b. The College Council and the authorities concerned must approve the re-enrollment.
- c. Four or more semesters have lapsed since he/she interrupts his/her studies from the university; the student can apply to the university for admission as a new student without consideration of his/her old academic record if he/she fulfills all the admission requirements announced at the time of application.
- d. A student can be granted re-enrollment only once. The University Council may make exceptions when it deems necessary.
- e. A student cannot be re-enrolled if he/she has been academically dismissed.

Article 18

A student who has been dismissed from the university for academic or disciplinary reasons, or who has been dismissed from another university for disciplinary reasons, will not be granted readmission. If it becomes evident after admission that he/she was dismissed for such reasons, his/her readmission is considered canceled from the date of readmission.

Graduation

Article 19

First: A student graduates after successfully completing all graduation requirements according to the degree plan, provided that his/her cumulative GPA is not less than pass.

Second: If the student has passed the required courses but his/her cumulative GPA is low, the College Council, on the basis of the recommendations of the council of the department concerned, is entitled to specify the appropriate courses that the student must complete in order to improve his/her GPA.

Dismissal from the University

Article 20

A student will be dismissed from the university in either of the following situations:

- a. The student receives a maximum of three consecutive academic probations for having a cumulative GPA lower than 2.00 out of 5.00, or 1.00 out of 4.00. Based on the recommendations of the College Council, the University Council may grant a fourth chance to a student who can improve his/her cumulative GPA by studying the courses available.
- b. A student fails to complete the graduation requirements within a maximum additional period, equal to one-half of the period determined for his/her graduation in the original program period. The University Council may make an exception and award the student the opportunity to complete the graduation requirements within an additional period of a maximum duration equal to that specified for graduation.
- c. The University Council may make an exception and give students who fall under (a) or (b) the opportunity to complete their studies within an additional period of two semesters.

Study by affiliation

Article 21

Based on the recommendation of the colleges, the University Council may accept the principle of studying by affiliation in some colleges and specializations that allow this option. The University Council sets the rules and procedures for affiliation according to the following regulations:

- a. The credit hours required for the graduation of an associate student must not be less than the credit hours required of a regular student.
- b. The associate student will be treated, with regard to admission, grading, transfer, dismissal, and re-enrollment, in exactly the same manner as a regular student, except for class attendance.
- c. On the basis of the College Council's recommendation, the University Council determines the rules required to evaluate the performance of associate students.
- d. The student's transcript, graduation certificate, and degree must indicate that the student studied by affiliation.

Examinations

Article 22

Based on the recommendations of the department council that offers the course, the College Council will decide the class work score, which must not be less than 30 percent of the final course grade.

Article 23

The class work score is evaluated in one of the following ways:

- a. At least one written examination, plus part or all of the following: oral and practical examinations, research papers, other class activities.
- b. At least two written examination.

Article 24

Based on the recommendations of the department council concerned, the College Council is entitled to permit the inclusion of practical or oral tests in the final examination of any course and to specify the proportion of the final score for the course that is assigned to these tests.

Article 25

Based on the recommendations of the course instructor, the department council that offers the course may allow a student to complete the requirements of any course in the following semester. In such a case, an (IC) grade is recorded in the student's academic record. The student's grade in the course will not be included in the calculation of the semester or cumulative GPA until he/she completes the course requirements and earns a grade. If the (IC) grade is not changed in the academic record after the lapse of one semester because the student does not complete the course, the IC status will be automatically changed to an (F) grade and will be included in the calculation of the semester and cumulative GPAs.

Article 26

Courses that involve symposia and/or research or courses of a practical or field work nature may be excluded from part or all of the rules in Articles 22, 23, and 24, based on a decision made by the College Council and the recommendation of the department council teaching the course. The College Council may specify alternate ways to evaluate student achievement in such courses.

Grades

Article 27

If courses of a research nature require more than one semester to complete, the grade of (IP) is assigned to the student. After the completion of the course, the student will be given the grade he/she has earned. If he/she fails to complete the course within the specified time, the department council that offers the course may approve assigning an IC grade to the student's record for this course.

Article 28

The grades earned by students in each course are calculated as follows:

Percentage	Grade Significance	Grade code	GPA (Out of 5.0)	GPA (Out of 4.0)
95 - 100	Exceptional	A+	5.00	4.00
90 - 94	Excellent	A	4.75	3.75
85 - 89	Superior	B+	4.50	3.50
80 - 84	Very Good	B	4.00	3.00
75 -79	Above Average	C+	3.50	2.50
70 - 74	Good	C	3.00	2.00
65 - 69	High Pass	D+	2.50	1.50
60 - 64	Pass	D	2.00	1.00`
Less than 60	Fail	F	1.00	0.00

Article 29

The general grade assigned to the cumulative GPA at the time of the student's graduation is based on his/her cumulative GPA and calculated as follows:

1. Excellent – if the cumulative GPA is no less than 4.50 out of 5.00, or 3.50 out of 4.00.
2. Very good – if the cumulative GPA is 3.75 or higher but less than 4.50 (out of 5.00), or 2.75 or higher but less than 3.50 (out of 4.00).
3. Good – if the cumulative GPA is 2.75 or higher but less than 3.75 (out of 5.00), or 1.75 or higher but less than 2.75 (out of 4.00).
4. Pass – if the cumulative GPA is 2.00 or higher but less than 2.75 (out of 5.00), or 1.00 or higher but less than 1.75 (out of 4.00).

Article 30

First honors are granted to the student who has earned a cumulative GPA between 4.75 and 5.00 (out of 5.00) or between 3.75 and 4.00 (out of 4.00) at the time of his/her

graduation. Second honors are granted to the student who has earned a cumulative GPA of 4.25 or higher but less than 4.75 (out of 5.00), or 3.25 or higher but less than 3.75 (out of 4.00) at the time of his/her graduation.

The student who is eligible for first or second honors also must meet the following criteria:

- a. He/She must not have failed any course completed at the university or any other university.
- b. He/She must have completed all graduation requirements within a specified period, the maximum of which is the average of the maximum and minimum limits for completing his/her degree program.
- c. He/She must have completed 60 percent or more of the graduation requirements at the university from which he/she is graduating.

FINAL EXAMINATION PROCEDURES

Article 31

The College Council may form a committee to coordinate with the departments in organizing the procedures of final examinations. The responsibilities of this committee include reviewing the marking sheets and submitting them to the committee concerned within three days of the examination date of the respective course.

Article 32

The College Council may apply the principle of strict confidentiality in the final examinations procedures.

Article 33

The course instructor writes the examination questions. The College Council, when necessary, may appoint another instructor to write the questions, based on the recommendation of the department chairperson.

Article 34

The course instructor corrects the final examination papers. When necessary, the department chairperson may appoint one or more specialist instructors to participate in the grading process. The College Council also may assign the grading to another instructor, when required.

Article 35

The instructor who corrects the final examination records the marks earned by the students on a grade sheet specifically prepared for that purpose. He/She then signs his/her name on the sheet and also has it signed by the department chairperson.

Article 36

No student is to be given more than two examinations on one day. The University Council may make exceptions for this rule, as it sees fit.

Article 37

No student is allowed to enter the examination venue more than 30 minutes after the examination begins or leave before the first 30 minutes of the examination have elapsed.

Article 38

Cheating in examination or attempting to cheat, or violating instructions, and examination regulations shall render the student to punishment in accordance with the student disciplinary bylaws as issued by the University Council.

Article 39

The College Council that offers the course may approve the re-grading of examination papers within a period not to exceed the beginning of the next semester's examinations.

Article 40

Based on the recommendation of the relevant department council, the College Council determines the duration of the final written examinations, which should not be less than one hour and not more than three hours.

Article 41

The College Council sets the regulations pertaining to the final examination procedures, without detriment to the provisions stated in Articles 31–40.

Transfer

Transfer from one university to another

Article 42

The transfer of a student from outside the university may be accepted under the following conditions:

- a. The student should have studied at a recognized college or university.
- b. The student must not have been dismissed from that university for disciplinary reasons.
- c. The student must satisfy the transfer conditions, as determined by the University Council.

Article 43

The College Council evaluates the courses that were taken by the student outside the university, based on the recommendations of the departments that offer equivalent courses. The courses evaluated as equivalent are recorded in the student's academic transcript but are not included in the calculation of his/her cumulative GPA.

Article 44

If it becomes evident, after a student's transfer, that the student was dismissed for disciplinary reasons, his/her enrollment is considered cancelled from the date of acceptance of his/her transfer to the university.

Article 45

The transfer of a student from one university to another during any semester takes place in accordance with the procedures and the dates announced by the university to which the student is transferring, according to the general rules governing transfer.

Transfer from One College to Another within the university

Article 46

A student may transfer from one college to another within the university in accordance with the rules endorsed by the University Council.

Article 47

All courses that have been studied by a student transferred from one college to another are recorded in his/her academic record, including the grades and the semester and cumulative GPAs obtained throughout his/her study at the respective university.

Transfer from one department to another in the college

Article 48

A student may transfer from one major to another within a college after obtaining the approval from college dean, in accordance with the rules established by the University Council.

Article 49

All courses that have been studied by a student who has transferred from one major to another are recorded in his/her academic record, including the grades and the semester and cumulative GPAs obtained throughout his/her study at the university.

Visiting students

Article 50

A “visiting student” is a student who studies courses at another university or in any branch of the university to which he/she belongs without transferring. These courses are considered equivalent to those offered at the university, according to the following rules:

- a. The student must obtain the approval of his/her college before he/she begins his/her studies.
- b. His/Her studies should be at a recognized college or university.
- c. The course the student takes outside his/her college should be equivalent, in terms of content, to a course required for graduation.
- d. If the visiting student is studying in one of the branches of the university to which he/she belongs, the rules under Article 47 apply.
- e. The University Council determines the maximum credit hours to be allocated to a visiting student from outside the university.
- f. The course grades credited to the visiting student will be recorded in his/her academic record, but not included in the calculation of his/her cumulative GPA.
- g. Any other conditions required by the University Council should be satisfied.

General rules

Article 51

These regulations supersede all preceding rules and regulations established for study and examinations at the undergraduate level.

Article 52

The University Council may establish rules of implementation that will not contradict these regulations.

Article 53

The Higher Education Council is entitled to interpret these regulations as it sees fit.

APPENDIX 2

University Student Code of Ethics and Charter

The Charter

In my capacity as a student of the University of Dammam, I strongly and unconditionally believe in my responsibility toward the university. I am motivated by our noble Shariah dictates, which are based on principles, morality and inherent goodness and traits, specifically truthfulness, honesty, high moral values and respect for order and law. Out of my desire to apply and uphold educational ethics, I will uphold the interests of the university, my community and the Kingdom of Saudi Arabia.

I hereby pledge, to commit to the highest Islamic moral standards and attributes of a true Muslim, including honesty, truthfulness, integrity and transparency. I further pledge to obey and respect all instructions and regulations applicable in the university, including, but not limited to, the following:

1. I shall comply with and commit to the university's study rules within the framework of the prescribed rights and duties.
2. I shall obey and respect all related and applicable university regulations, instructions and laws.
3. I shall comply with and apply the highest standards of politeness, good manners and courtesy in my dealings with the university administration, professors and colleagues.
4. I shall carry out and see through the duties and activities assigned to me.
5. I shall deal and cooperate with my colleagues in the spirit of a single team.
6. I shall be subject to and held accountable for all my actions.
7. I shall work hard to promote the good name and image of the university.
8. I shall serve the Kingdom of Saudi Arabia

Rights and Duties

A Student's Academic Rights:

1. A university student must be provided with the appropriate study environment and academic climate to enable him/her to obtain a high quality education in keeping with the university's mission.

2. A university student has the right to be provided with the scientific material and knowledge associated with the university curricula in accordance with the university's rules and regulations which govern academic work.
3. A university student has the right to maintain and keep total confidentiality and privacy of the information related to him/ her and will disclose or otherwise use the personal information, academic record and grade transcripts only to authorized persons.
4. A university student has the right to be notified before any decision is taken against him/her, have his/ her attention drawn in case of any violations, and to be informed in writing of any decision taken and be given the right to object to any decision that runs contrary to his/her academic interest in accordance with the university's rules and regulations.
5. A university student has the right to freedom of expression and discussion of the educational issues of interest to him/her, subject to the condition that this be accomplished within the boundaries of appropriate behavior in accordance with the university's rules and regulation.
6. A university student has the right to file a grievance before the competent agencies in case of violation of his/her rights as set forth in the Student's Charter.
7. A university student has the right to require the faculty members to commit to the hours and dates of the lectures, office hours and break periods and recess between the lectures. The faculty should not cancel or otherwise change the timings of the lectures except in cases of dire need, subject to announcing such change and to giving substitute lectures for the ones which have been canceled or missed and on the proviso that such arrangements should not contravene the student's time and his / her ability to accommodate the substitute lectures.
8. A university student has the right to be informed on how and where to get the university rules and regulations (the university website, the Admission and Registration Deanship, the Students' Affairs Deanship, etc.)
9. A university student has the right to be given a hardcopy as well as a softcopy (CD) of the university student's rights and duties document if the document is not posted on the university's website.
10. A university student has the right to be enrolled in the college or academic division of his/her choice in accordance with the admission and registration controls and conditions established by the university as well as with the constraints of the university's resources and capabilities.
11. A university student has the right to be issued the university's identification card to be used inside and outside the university.

12. A university student has the right to be informed of the orientation day intended to introduce and acquaint him or her with the university colleges and divisions so that he / she may determine which is the most suitable one to enroll in, subject to satisfaction of the admission conditions as may be determined by the responsible agency, namely the Deanship of Admission and Registration.
13. A university student has the right to be offered guidance and orientation through distribution of publications of the university regulations, rules and introductory brochures on the college or academic division he / she belongs to in addition to the study plans and other student services. This information will be available in an electronic form (CD) if the information is not posted on the university website by the responsible entity, namely the Deanship of Students' Affairs and the Deanship of Admission and Registration.
14. A university student has the right to access the study schedule before commencement of classes for completion of the registration of the courses available in the system in accordance with the terms and conditions of the Deanship of Admission and Registration
15. Deletion or addition of any curriculum or deletion of the entire study semester in accordance with the university calendar issued by the Deanship of Admission and Registration.
16. A university student has the right to access the study curriculum plan before commencement of the study. Such plan will include and provide information on the professor(s) involved in the curriculum, the study curriculum and its objectives and outputs, the time table for execution of the curriculum, methods and procedures of the student's evaluation during the semester, the examinations, the material - related activities, the practical applications of the material, distribution of the skills to be acquired and the knowledge and learning references and sources related to the curriculum.
17. A university student has the right to transfer from one college to another or from one division to another within the university or otherwise migrate from distance to regular learning system or vice versa in accordance with the applicable rules and regulations and the available resources and space in the college.
18. A university student has the right to be awarded the graduation document within the duration prescribed by the university and upon satisfaction of the graduation requirements in accordance with the applicable rules and regulations of the university.

19. A university student has the right to avail of constant communication opportunities with the faculty members in different ways and means, such as email or meetings during office hours etc.
20. A university student has the right to avail of the opportunity for effective scientific discourse and discussion and the freedom to pose questions to the faculty without embarrassment or trepidation while being committed to the ethics of debate and the dictates of public decency and respect.
21. A university student has the right to ensure the confidentiality of the complaint filed against his/ her professor.
22. A university student has the right to a sense of security and the right to avoid being exposed to physical harm or health hazards as well as the moral and emotional security so that the student does not feel exposed to moral threats, such as intimidation by penalty, or else exposure to insults, ridicule or sarcasm by academic or administrative entities.
23. A university student has the right to have access to his/ her grades in the study curriculum and the results of periodic and semester tests after correction, to review his / her results in the final exams and to have access to and review his / her answer sheet, if need be, in accordance with the university-approved rules and regulations.
24. A university student has the right to be informed of the warnings, alerts or disqualifications and deprivation from sitting for the final exams and the causes thereof in advance.
25. The examination questions must be derived from the study curriculum and its contents, while paying due attention to the balanced and logical distribution of the grades within this framework.
26. A university student has the right to know the model answers to the questions of the semester tests.
27. A university student has the right to recover all homework submitted during the study semester, whether they are in hard copies, electronic softcopies or other forms.
28. A university student has the right to earn monetary consideration against assignment to work hours during the study years beyond his / her normal duties in agreement with the entity which has tasked him or her with the work in accordance with the university rules and regulations.

A Student's Non-academic Rights:

1. A university student has the right to access social care services offered by the university in accordance with the applicable rules and regulations.
2. A university student has the right to access and receive adequate healthcare as provided for in the university rules and regulations, including treatment in hospitals and health centers attached to the university.
3. A university student has the right to participate in the activities offered by the university depending on available resources.
4. A university student has the right to avail of the university services and facilities, such as university housing, library, psychological and social assistance, , sports playgrounds, educational activities and functions, restaurants, and car parks etc.). Such utilization will be in accordance with the university's applicable rules and regulations and available resources and facilities.
5. A university student has the right to avail the additional material incentives and rewards as provided for in the statutory regulations, if he / she is a top performer student.
6. A university student has the right to avail financial subsidies or loans after review of his / her financial condition and substantiation of his / her need for such subsidies in accordance with the university' rules and regulations.
7. A university student has the opportunity to attend training courses and programs, academic trips and voluntary activities and operations in a way that should not conflict with his / her academic duties.
8. A university student has the right to select his / her representative of his / her colleagues on the students' consulting committees to discuss the issues of interest to him/her.
9. A university student has the right to secure the appropriate and correct services for his /her needs. If the student has special needs, he / she must be informed of such services based on available resources.
10. A university student has the right to evaluate the student service rendered to him/her using the ad hoc questionnaire forms.
11. A university student has the right to access a specific entity in the university to take care of and follow up on his/her rights.
12. A university student has the right to be provided with a complete list of the rules and regulations, including the disciplinary and penalty rules
13. A university student has the right to be formally informed of the mistakes attributed to him/her. The penalties meted out will be based on the university-approved

disciplinary and penalty rules. The penalties may go as high as final dismissal from the university.

The Student's Duties

1. The student is expected to respect the rules and regulations of the university.
2. The student is required to respect the dignity and safety of the university staff and personnel.
3. The student must present accurate and precise information at the time of registration and meet his/her administrative commitments to the institution.
4. The student must demonstrate good morals and behavior.
5. The student must respect the right to freedom of expression by university staff and personnel as long as within the limits allowed in the university regulations, academic norms and community values in the Kingdom of Saudi Arabia.
6. The student must never plagiarize the work of others.
7. The student must preserve and protect the study locations and devices provided for his / her services in the educational process. He / she must preserve all properties of the university and avoid tampering therewith for destruction and pilferage purposes.
8. The student must respect the university's security rules, public security controls, and maintain the university and its facilities in a clean and tidy state.

APPENDIX 3

Student's Rights Committee

Objectives:

The objectives of this committee are to support and uphold the students' rights on the principles that are consistent with the university's applicable regulations and rules for promotion of fairness and equity culture among the students, offering of the necessary consultations, informing the students and educating them on their rights and how to secure them through the statutory channels.

The committee membership is as follows:

1. The Chairman of the committee is the Vice Dean for Academic Affairs for male students and the Vice Dean for Female Students' Affairs for female students.
2. The committee will also include two other faculty members and two students.

Duties and Responsibilities of the Committees:

1. Receive complaints and grievances filed by the students in connection with academic and non-academic problems which the student may encounter even if the complaint is against a faculty member.
2. Reach a resolution for such complaints within a maximum period of thirty days from the date the complaint was filed.
3. If the committee cannot reach a decision, the case will be referred to the University's Student Rights Committee.
4. All committee operations are governed by the Student's Rights Charter.
5. The committee will transmit its resolutions to the Dean of the College of Medicine, who will forward the resolution to the relevant agency.

Appendix 4

Students' Conduct Disciplinary Committee

Purpose:

The purpose of this committee is to review cases of violation of the applicable public order, rules and laws of the university or digression from academic norms or Islamic ethics and morals. If any such case has been substantiated against a student, the committee will take the appropriate decision and submit it to the College Board for appropriate action to be taken in accordance with the regulatory rules. This process will exclude infliction of the penalty for violations which occur outside the university and which do not prejudice the university or its various regulations. Such violation will be the concern of the general competent authorities of the state, excluding the cases where the concerned agency refers the case to the university.

The committee members are as follows:

1. The Chairman of the committee is the Dean of the College of Medicine for male students and the Dean of Female Undergraduate Studies for female students.
2. Vice Dean for Academic Affairs and Vice Dean of Female Undergraduate Studies.
The committee will also include two other faculty members.

Duties of the Committee:

1. Review violations and offenses referred by His Excellency, the President of the University of Dammam, Dean of the College of Medicine or Dean of Student Affairs.
2. Monitor the behavior of the students in the university and its facilities.
3. Suggest remedies for aberrant behavior and attitudes of students and process the remedies using appropriate educational and counselling methods available to the college.
4. Invite all the parties involved in the case, including or chairpersons of academic departments, to hear testimony and statements.
5. Suggest the disciplinary penalties to be carried out against violating students in accordance with the applicable regulations and rules of the university.
6. Submit the committee's decisions to the Dean of the College of Medicine for submission to the relevant office

Appendix 5

The Students' Advisory Board

Objective:

This is an advisory body concerned with the realization of effective student participation in the college decisions involving the development of the educational and academic process, probing the views of the male and female students on educational and service activities offered to them.

General organizations:

The formation of the students' advisory board will be as follows:

1. The Dean of the College of Medicine will be the Chairman of the committee.
2. The student's selection process is based on representation of all levels and genders.
3. The board will meet periodically or at least once per study semester.
4. The board may be called into session on an out-of-policy basis if requested in writing by at least 50 percent the members.
5. The meetings will be presided over by the Vice Dean for Academic Affairs if the Dean of the College of Medicine cannot or is unable to attend.

Objectives of the Board:

1. Serve as the communication link and causeway between the college and its students in a way that will enhance the progress of the academic, educational and service processes in the college.
2. Explore the viewpoints of the student population on the academic and extracurricular activities and services offered.
3. Present advice and consultation with the Dean of the College of Medicine on issues of interest to the student population.
4. Cooperate in order to render the college the ideal place to receive knowledge and a fertile environment to absorb higher ethics and morals, make acquaintances and nurture the spirit of goodwill among all members of the college.
5. Link the students to the college and its activities and promote alumni spirit.

————— Designed By —————

BRAND MANAGEMENT
D E P A R T M E N T