



**RESIDENCY TRAINING PROGRAMS
Resident Admission Policy**

Classification	Table of Contents	
Residency Training	Purpose	1
Approval Authority	Scope	2
Programs Administration Committee (PAC)	Jurisdiction	3
Implementation Authority	General Policies	4
Vice Dean for Higher Studies & Scientific Research	Procedures	5
Effective Date		
April 6, 2017		
Latest Revision		
April 6, 2017		

1 Purpose

- 1.1 The selection of residents for admission to a residency program is conducted by the Residency Program Committee in coordination with Deanship of Higher Studies & Scientific Research. The requirements that govern the selection of residents is set out by this policy.

2 Scope

- 2.1 This policy applies to all Residents in all Residency Training Programs

3 Jurisdiction

- 3.1 Residents are selected according to a number of Criteria
- 3.1.1 The selection of potential applicants is determined by the Residency Program Committee which recommend the list of suggested applicants to the Programs Administration Committee. RPC will make a short list of appropriate candidates using defined criteria and consequently indicates the final list after review and evaluation of candidates.
- 3.1.2 upon approval by the Programs Administration Committee the list of selected residents is submit to Deanship of Higher Studies & Scientific Research

4 General Policy (Criteria)

- 4.1 Resident eligibility is defined by the Institutional Requirements, the Common Program Requirements, and the applicable Deanship of Higher Studies requirements. Applicants must meet one of the following qualifications to be eligible for appointment to a program:
- 4.2.1 Graduation from a medical school in the Kingdom of Saudi Arabia or the GGC countries.
- 4.2.2 graduation from a college of Medicine accredited by the Ministry of Education



5 Procedures

- 5.1 The acceptance in each program depends on the capacity of that program and the number of faculty members in the department
- 5.2 In coordination with Deanship of Higher Studies, the College will determine the dates and announcement of the dates of submission of applications and the dates for entrance examinations.
- 5.3 Applicants should complete the required applications and submit all required documents by the specified date including the results of the Board exam of Saudi Commission.
- 5.4 All applications will be received by the program Director who in turn will send the applications to the concerned Program Committees for review.
- 5.5 The program committee will select all applicants that meet the requirement of the program
- 5.6 The Program Admission Committee will arrange for an interview of every potential applicants by writing or electronic means. Applicants at the interview will be informed of the terms, conditions, and benefits of their appointment to the residency position as well as all institutional and program policies regarding eligibility and selection for appointment (These resources are posted on the Prospective Residents and Fellows page on the GME website).
- 5.7 The Program Committee will review the applications, record examination results, interview, all other documents and submit the results to the Programs Administration Committee in preparation for submission to the College of Medicine Faculty Board.
- 5.8 The decision of the College of Medicine Faculty Board will be sent to the Deanship of Higher Studies within one week of approval by the College of Medicine Faculty Board. The Deanship of Higher Studies in turn will send the results to H.E. the President or his delegate for final approval.
- 5.9 The acceptance letter refers to the year of submission and cannot be postponed to the following year
- 5.10 All issues concerning admission to a residency program should be completed at least two months prior to commencement of the program

Date of Approval - April 6, 2017
Imam Abdulrahman Bin Faisal University