جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
College of Dentistry | كلية طب الأسنان

Student Handbook
College of Dentistry

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Introduction

"The Student Handbook" serves as a valuable resource for students throughout their journey at the College of Dentistry, IAU. It is designed to complement other University publications, including the Program Manual, and assist students in navigating the University and the community. It is important to note that the information and policies in the Student Handbook do not override other University policies and procedures.

This Student Handbook provides formal notification and explanation of the University's codes, regulations, policies, and procedures, along with relevant contact details. It also provides prospective and new students with a concise overview of the various departments at the College of Dentistry, information on the registration process in the University's E-portal, as well as the procedure for electing student class leaders, participating in student clubs, and engaging with the Student Council. The handbook also includes a dedicated section on the University's disciplinary bylaws, students' rights and responsibilities, academic advising, mechanisms for addressing student grievances, the grades review policy, and the policy and procedure for community service. Furthermore, it offers an overview of the diverse range of resources available for teaching and learning, such as libraries, laboratories, computing facilities, accommodation, and sports facilities.

The contents of the Student Handbook are not static; they will be continually revised and updated to better meet the evolving needs of our graduate students. We strongly encourage all students of the College of Dentistry to familiarize themselves with the policies listed herein to ensure a productive learning experience.

Imam Abdulrahman Bin Faisal University

Imam Abdulrahman Bin Faisal University

The legacy of Imam Abdulrahman Bin Faisal University goes back to 1395H (1975G) when it was established as a branch of the King Faisal University in Dammam (KFU-Dammam). After thirty-four years, in September 2009, it became an independent University under the name of University of Dammam. Since then, the University has grown strongly having several branches covering Dammam City and another six Regions in the Eastern Province
(Qatif, Jubail, AlNairih, Qariah Olyia, Khafji, and Hafrul Batin). In April 2014, a Royal Decree was issued separating four branches (AlNairih, Qariah Olyia, Khafji, and Hafrul Batin) to establish a new university called "University of Hafrul Batin." On 28/02/1438 (28/11/2016 m), by the Royal Decree no. (29402), the name of the "University of Dammam" was modified to "Imam Abdulrahman Bin Faisal University" (IAU).

The Imam Abdulrahman Bin Faisal University is steadfast in its commitment to fulfilling the goals and developmental endeavors of the Kingdom, enshrined in its strategic plans; represented by the 2030 Vision, the National Strategy for transforming the Kingdom into a knowledge-based society and economy as well as the 10th Development Plan, the AAFAQ Plan for Higher Education.
The most critical elements in these strategies and plans are the preparation of our graduates for a knowledge-based society and playing an active role in the construction of a knowledge-based economy. With such goals in mind, it is the responsibility of the IAU administration, faculty and staff to ensure that the students have access to all the required resources for success: from rigorous academic expectations, to inspiring accomplished faculty, as well as state-of the- art facilities and laboratories, so that the graduates of IAU will be ready to become the innovative leaders of our nation.

Education is the heart of the knowledge-based community because it is based on the foundations of research, innovation and learning. Hence, IAU has focused on building students' skills through the improvement of student performance by using an outcome-based education methods, which focuses on the student. This method also reinforces the acquisition and mastering of vital skills in the areas of entrepreneurship, digital technology, problem solving, critical thinking and the integration of learning with knowledge, which all contribute to increasing the students' career opportunities in the labor market. IAU is also dedicated to employing communication and information technology in education, using quality open-sourced educational methodologies, providing demanding but inspiring academic programs, encouraging innovation in teaching in addition to monitoring the quality of academic programs through internal quality systems as well as external quality systems.

The University, as the mechanism of innovation and growth, is moving towards enhancing its role in the field of research. The Imam Abdulrahman bin Faisal University has and continues to focus on research projects that contribute to the solutions of national, regional and international problems in a way that also creates and advances partnerships with the community. The University supports excellence in research and innovation in order to positively contribute to the national research priorities, while at the same time ensuring intellectual property rights and steadfastly supporting both ethical norms and standards of research. In addition, IAU provides an ideal environment conducive to carrying out exceptional research as well as encouraging collaborative research within the University or in association with national and international institutions. The indicators and signs of success were demonstrated on the 1st of April 2015 (13 Rajab 1436), when the University was granted an unconditional institutional accreditation for seven-year period (April 01, 2015 - April 30, 2022) from the National Center for Academic Evaluation and Accreditation. In addition, several academic programs in colleges were granted national academic program accreditation (e.g., Colleges of Dentistry, Nursing and Medicine) and international academic program accreditation (e.g., Architecture and Planning). The march towards excellence for other university programs continues steadily.

Through its various roles, Imam Abdulrahman Bin Faisal University will remain committed, with the support of Allah, to guiding and teaching ethically conscious and responsible graduates who will be instrumental in the realization of sustainable development in the local community, the Kingdom and the world.

الرسالة

تقديم خدمات معرفية وبحثية ومهنية
إبداعية بشراكة مجتمعية فعالة

Mission

Providing creative knowledge, research and professional services with effective community partnerships

الرؤية

جامعة رائدة تحقق التميز محلياً وإقليماً وعالمياً

Vision

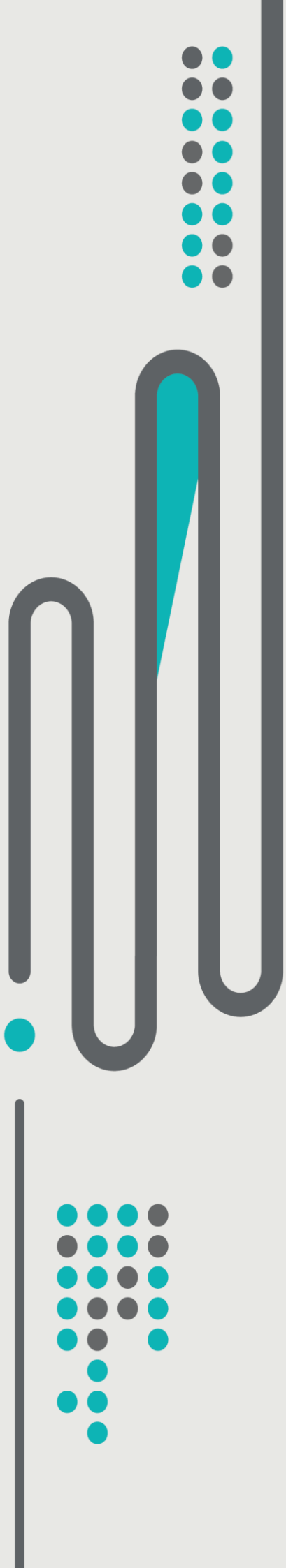
A leading university achieving distinction
nationally, regionally and internationally

القيم

الانتماء، الإتقان، روح الفريق، الشفافية،
التنوع،الإبداع، المسؤولية الاجتماعية

Values

Loyalty, Excellence, Teamwork, Transparency
Diversity, Creativity and Social Responsibility



College of Dentistry

College of Dentistry

The College of Dentistry (COD) was established in 2001 under the patronage of King Faisal University, upon the Royal Decree No. 7/B/11155, 26/7/1415H, 29/12/1994G. The Dammam branch of King Faisal University became University of Dammam as designation of Ministerial order of the Higher Education Executive Board, order number 1811/A on 15/9/1430H corresponding to 5/9/2009G.

COD is the first Dental College in the Eastern Province and the third dental educational institution in the Kingdom of Saudi Arabia at the time of its establishment. The College of Dentistry at Imam Abdulrahman Bin Faisal University fosters the dissemination of knowledge in all areas of Dentistry, and promotes development in dental education, treatment and research. This helps translate the values of the University from the theory to practice, utilizing the assets of openness, respect, commitment, integrity, and intellectual honesty in milieu of consensus among students, faculty, and professionals.

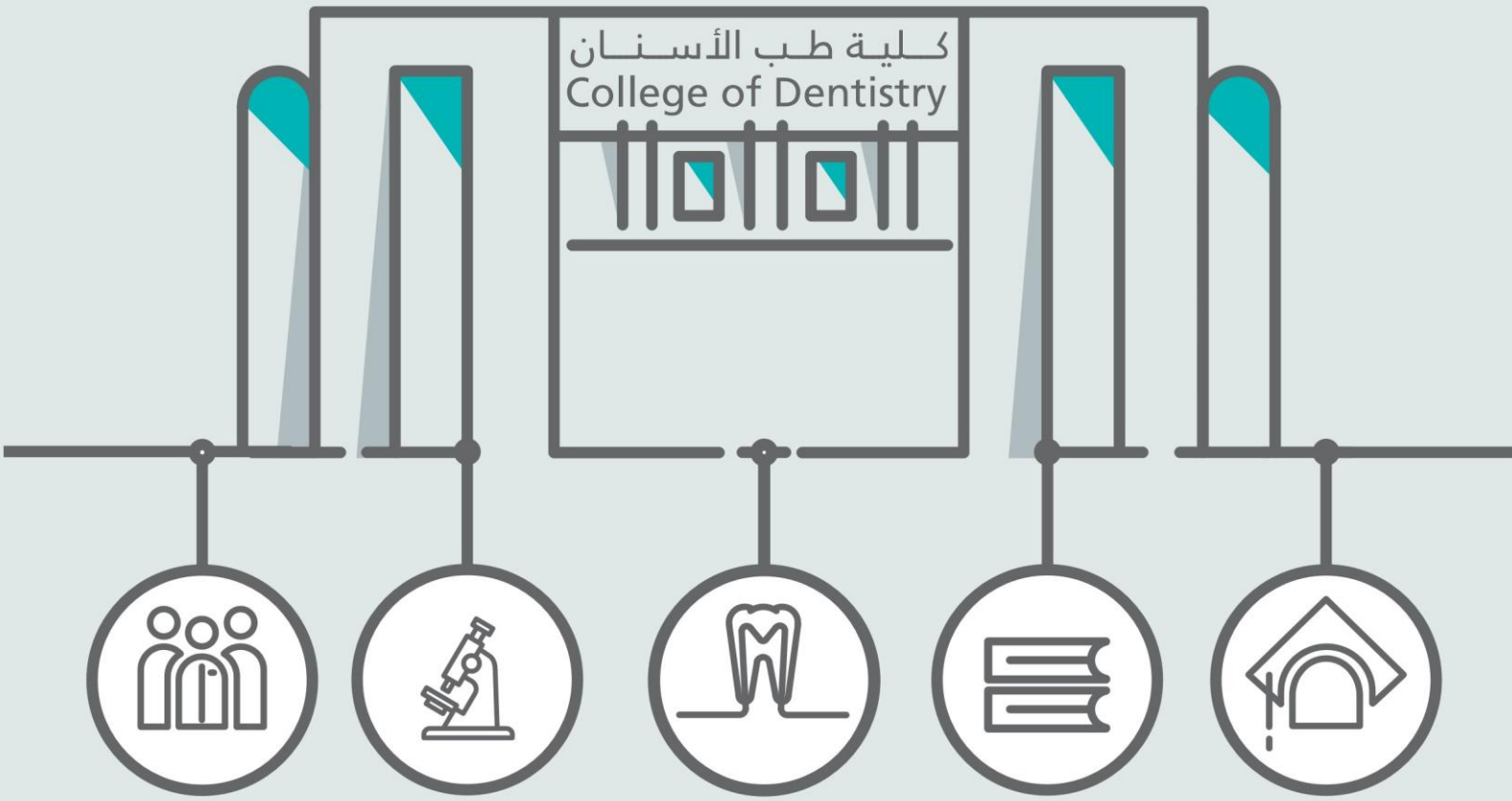
The College of Dentistry began accepting male students in the fall of 2002-2003 with only 10 faculty members and 35 male dental students. In the fall of 2011, the first cohort of 30 female dental students were enrolled at the college.

The College of Dentistry is the first college in the region to receive recognition from the Association of Dental Education in Europe (ADEE). This recognition exemplifies the excellence in the quality of dental education and services that the College provides on an internationally recognized level.

In 2013 the college underwent a major curriculum reform with a focus on student centered, competency-based curriculum introducing new teaching methodologies, integration and inter-professional engagement. The new curriculum was approved by the University Executive Board in May-2015.

In May of 2016, the College of Dentistry at Imam Abdulrahman Bin Faisal University became the second dental college within the Kingdom of Saudi Arabia to have been fully accredited by the NCAAA exemplifying a commitment to achieve the highest standard of education, assessment, and quality improvement. Annual reports are being developed to monitor continuous improvement in assessment methods and the latest educational techniques in the world of dentistry and dental education.

جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY



الرؤية

أن نتميز عالميًا في تعليم طب الأسنان
والبحث العلمي وخدمة المجتمع.

Vision

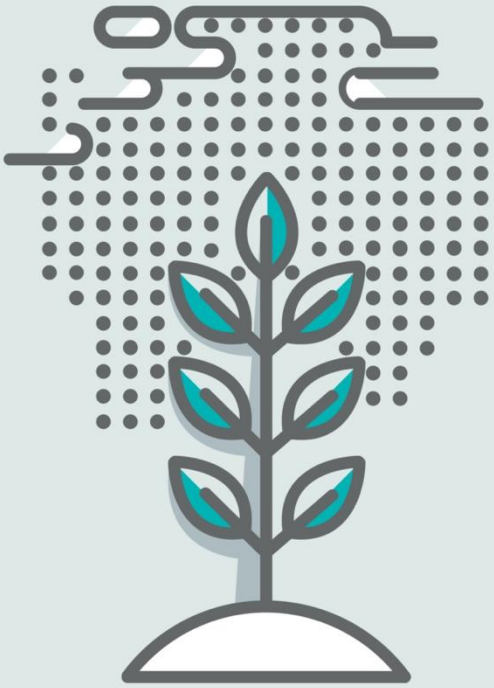
To be recognized internationally for excellence in dental education, research and community service.

الرسالة

نلتزم برقي الكفاءة المهنية في صحة الفم والأسنان لبناء جيل متميز من أطباء الأسنان يلبي حاجة المجتمع وقادر على البحث واكتساب المعرفة.

Mission

To achieve outstanding professional quality in oral health by graduating dentists committed to serving the community and primed for lifelong learning and research.

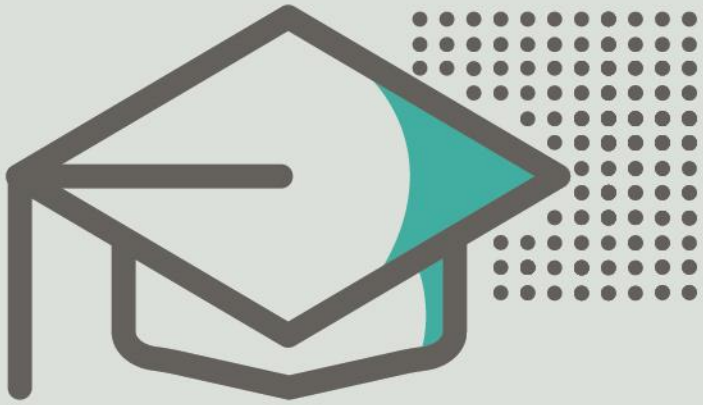


Values

Integrity
Respect
Accountability
Empathy
Collaboration
Social Responsibility
Embracing Diversity

القيم

المصداقية
الاحترام
الإحساس بالمسؤولية
التعاطف
التعاون
المسؤولية المجتمعية
احترام التنوع



Graduate Attributes

خصائص الخريجين

Safe Practitioner	ممارس صحي آمن
Professional	مهنى محترف
Leader	قائد
Communicator	متواصل فعال
Lifelong learner	متعلم مدى الحياة
Advocate for Oral Health	ملتزم بالتوعية بصحة الفم والأسنان

Program Goals

1. To ensure graduates will excel and lead the future of oral health.

2. To conduct research for the benefit of education, patient care and scientific discovery.

3. To provide state of the art facilities for dental education and patient care.

4. To promote the oral health of the community at large.

College Vice Deanships

College Vice Deanships

Vice Deanship for Academic Affairs

Overview

The Vice Deanship for Academic Affairs (VDAA) is concerned with all matters that will improve the academic performance of the College, specifically those related to teaching and learning. The VDAA works in coordination with the heads of departments and through the numerous College committees to continuously develop the curriculum, improve teaching and learning methods, raise the performance of the teaching staff and provide academic support services, such as academic advising to the students.

Deanship Email: vdaa.dent@iau.edu.sa

Vice Deanship for Development and Community Partnership

Overview

The Vice Deanship for Development and Community Partnership (Previously known as Quality and Development) was established at the College of Dentistry (COD) to develop and implement Quality Assurance and Improvement systems and processes in the College in coordination and collaboration with the Deanship for Quality and Academic Accreditation (DQAA) at the University.

Deanship Email: qmd.dent@iau.edu.sa

Vice Deanship for Scientific Research and Innovation

Overview

Vice Deanship for Scientific Research and Innovation aims to provide internationally recognized and accredited postgraduate programs, considering the local and international requirements for graduating competent dental specialists who practice at an advanced level of skill. Also, it organizes and develops the College' capacity to generate scientific research, engage faculty and students in high quality research, create a healthy environment conducive to the development of creativity and innovation, provide advice and support for distinguished researchers and develop research priorities meeting the Imam Abdulrahman Bin Faisal University requirements for the region and the country.

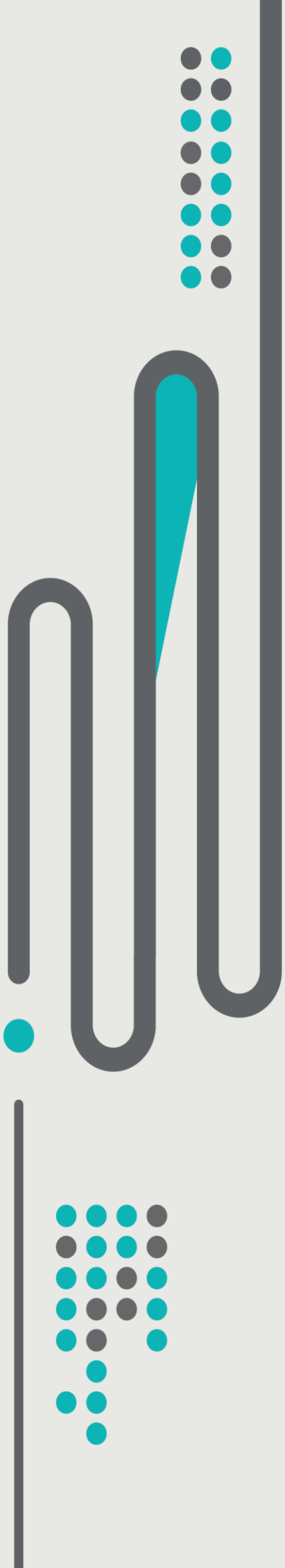
Deanship Email: vdpg.dent@iau.edu.sa

Vice Deanship for Clinical Affairs

Overview

The Vice Deanship for Clinical Affairs aims to provide a professional environment for dental education and ensures exceptional quality of clinical and laboratory services. It also promotes, conducts, and supports dental community projects, and train dental graduates to contribute to the role of the College of Dentistry in enhancing the oral health of the community.

Deanship Email: vdca.dent@iau.edu.sa



Academic Departments

Academic Departments

Biomedical Dental Sciences Department (BDS)

Overview

The Department of Biomedical Dental Sciences (BDS) consists of six divisions. The department is responsible for teaching undergraduate and postgraduate students, diagnosis, and management of a variety of diseases in the oral and maxillofacial region. In addition, the department conducts research in the head and neck area with an emphasis on biology, pathology, diagnosis, and management of different diseases.

Divisions

Oral and Maxillofacial Surgery Division

The scope of the specialty is extensive and includes the diagnosis and surgical management of facial injuries, head and neck cancers, salivary gland diseases, facial symmetry, facial pain, impacted teeth, cysts, and tumors of the jaws as well as numerous problems affecting the oral mucosa. This division is responsible for the didactic and clinical instruction in Oral & Maxillofacial Surgery and Local Anesthesia & Pain Control for the undergraduate and postgraduate dental students.

Oral and Maxillofacial Radiology Division

Several courses are provided by the division to teach the students; the physics of radiation, interpretation of radiographic imaging studies performed for diagnosis in oral and maxillofacial region, and how to take radiographs in the dental clinics. The division is responsible for supervising and implementing education in Oral Radiology courses throughout the academic year and assists other faculty members, residents, and students in radiographic consultation, interpretation, and diagnosis.

Oral and Maxillofacial Pathology Division

The scope of the specialty is to investigate the causes, processes, and effects of diseases. The practice of oral pathology includes research, diagnosis of diseases using clinical, radiographic, microscopic, biochemical, or other special investigations, and further management of patients. The division's goal is to achieve academic excellence in teaching and training oral and maxillofacial pathology to the undergraduate and postgraduate dental students.

Oral Medicine Division

Oral medicine interfaces dentistry and medicine and this specialty is involved in managing medically compromised patients, diseases of the mouth, jaws, TMJ (temporomandibular joint), and oral manifestations of systemic conditions. The scope of the specialty is typically to provide non-surgical care to patients with a variety of conditions affecting the orofacial region, whether local disorders or related to systemic diseases. This division is responsible for the didactic and clinical instruction in Oral Medicine, diagnosis, and treatment planning for the undergraduate dental students.

Medical Sciences Division

This division is responsible for organizing and coordinating with medical school all activities of medical courses provided to the dental students in the dental college. It provides the didactic and clinical instruction in the following courses dental students:

- Anatomy
- General Histology
- General Pathology
- Microbiology
- Pharmacology

Oral Biology Division

This division teaches the growth, development, histology of the oral cavity, related tissues, and organs, and associated craniofacial areas for undergraduate and postgraduate students. It also participates in several basic and applied research activities.

Department email: Cd.dbd@iau.edu.sa

Phone: +966 13 333-1513

Dental Education Department

Overview

The Department of Dental Education offers a variety of courses including Clinical Comprehensive Care, Service Learning and Interprofessional Engagement, and Education Methods.

Education in dentistry is a dynamic process, which includes training and assessment. These areas require continuous study and review to keep pace with the different developments that occur in teaching and assessment methods. The Department is continually developing and updating the curricula, in addition to fulfilling its educational goals of graduating qualified professionals as soon as possible. This specialized Department of Dental Education is concerned with providing educational services for faculty members and students at the College of Dentistry through teaching, consultations, implementation of different programs related to teaching skills, and raising the level of professionalism by presenting continuous learning and training programs for faculty and staff.

The Department of Dental Education provides faculty with consultation on evaluation of teaching methods and materials, improvement of teaching skills, and the design of systems for assessing students' achievements. It also provides students with learning resources and helps them to enhance their studying skills. The Department of Dental Education aims to provide an academic base and focus for educational activities within the college, including teaching, research, student evaluation, faculty development, and the review of the curriculum.

The Department of Dental Education is mandated to support the educational planning and development in the College, improving all facets of the pedagogic process, maintaining faculty development, assisting in continuing education activities, and promoting effective study methods as well as independent learning for undergraduate students.

The Department of Dental Education oversees all educational programs within the College of Dentistry, including undergraduate education, postgraduate education, and continuing education.

Divisions:

Curriculum Design and Development

This division oversees planning and coordinating curriculum development, benchmarking standards and auditing quality of offered coursework.

Measurement and Assessment

This division specializes in the evaluation of academic performance at the level of faculty in various departments, and the evaluation of the learning outcomes targeted for students.

Leadership and Professional Development

This division oversees leadership training as well as faculty development in collaboration with the continuing education unit and Deanship of Academic Development.

The Department ensures that the educational needs of the community are fully provided for, by means of the four following processes:

- Review of curriculum for revision and updates.
- Evaluation and assessment development.
- Career and professional development.
- Continuous dental education.

Department email: Cd.ded@iau.edu.sa

Phone: +966 13 333-1550

Preventive Dental Sciences Department (PDS)

Overview

The Department of Preventive Dental Sciences (PDS) consists of minimum frame prevention and preventive treatment along with the utilization of modern diagnostic methods. The Department is also involved in several research and behavioral programs in coordination with the Basic Sciences Program. The Department conducts community dental health programs in order to provide preventive dentistry services for individuals and communities.

Divisions

The Department of Preventive Dental Sciences (PDS) consists of four divisions providing prevention and preventive treatment along with the utilization of modern diagnostic methods and providing optimum dental care. The Department is also involved in several research and behavioral science in coordination with the Basic Sciences Program. The Department teaches all courses related to dental public health, pediatric dentistry, orthodontics and periodontics.

Dental Public Health

This division aspires to qualify the students to meet the needs of the community, particularly those related to oral health in accordance with the community's social and cultural circumstances. This division participates through the community service unit to organize and conduct outreach programs and symposia, which are held at health centers, community service centers and other facilities.

Orthodontic Division

This division teaches students the basics of orthodontics and the diagnosis of disorders and malformations of teeth, as well as maxillofacial deformities. It also teaches the students how to diagnose and treat malocclusion and developmental deformities using the best available tools to treat adults and children.

Pediatric Dentistry Division

It teaches students the normal growth of dentition and oral structures and their pathological disorder as well as teaching the students about preventive and therapeutic techniques for inherited and acquired dental problems in children.

Periodontic Division

This division focuses on the supporting structures of the teeth (periodontium) and the recognition of pathological changes resulting from local and systemic causes. The effect of diseased periodontium on systemic health is also covered. It also teaches students on how to perform surgical treatment for the tissue and to perform the surgical part of implant restoration.

Department email: Cd.pdsd@iau.edu.sa

Phone: +966 13 333-1529

Restorative Dental Sciences Department (RDS)

Overview

The Department of Restorative Dental Services (RDS) teaches the basics of tooth restoration and the science of dental materials and their application. The Department's state-of-the-art equipment helps the Department keep up to date with the latest developments in the dental field. In addition, there are labs designed for students that are equipped with the latest in audiovisual communication in order to explain the methods of restorative dental treatments.

Divisions

Bio-Dental Materials Division

In this division, the students learn the materials used in the different branches of dentistry. They learn the physical and chemical characteristics of dental materials and how to utilize them in dentistry.

Operative Dentistry Division

This division focuses on how to manage diseases of the hard tooth structure and how to restore them to a normal condition. They also learn how to manage complex tooth loss in order to restore the patient's needs for comfort, mastication and esthetics.

Endodontic Division

In this division, the students learn the theoretical basis of dental pulp and root canal therapy. They are also exposed to the diagnosis and management of root pathology both at the pre-clinical and clinical levels.

Department email: Cd.rdsd@iau.edu.sa

Phone: +966 13 333-1453

Substitutive Dental Sciences Department (SDS)

Overview

The Department teaches theoretical and laboratory courses for students that will help them reach the right diagnosis, as well as give them a background in rehabilitative and substitutive treatment in order to meet the individual patient's needs. This Department includes full, partial, fixed and removable prosthetics.

Students learn the basics of dental implants, which include precise diagnosis, treatment strategy and the opportunity to help in dental implant surgery as well as complete final prosthetic treatments.

Divisions

Removable (Complete and Partial) Prosthodontics Division

This section teaches students various techniques for how to fabricate removable partial dentures. They are also trained in complete removable dentures in cases of complete tooth loss, taking into consideration various circumstances.

Fixed Prosthodontics Division

This division aims to train students in the diagnosis and management of tooth loss by constructing fixed dentures that are similar to natural teeth. The students are also trained in making posts, cores and crowns to protect broken teeth.

Advanced Prosthodontics Division

In this division, students learn about recent theories and techniques in the area of maxillofacial prosthesis design in order to fabricate missing structures like ears, nose, eye, etc., including exposure to dental implants.

Department email: Cd.sdsd@iau.edu.sa

Phone: +966 13 333-1415

Bachelor of Dental Surgery Program

BDS PROGRAM DESCRIPTION

Dentistry is the art and science devoted to maintaining the health of the teeth, gums, and other hard and soft tissues of the oral cavity and adjacent structures. A dentist is a scientist and clinician dedicated to the highest standards of health through prevention, diagnosis and treatment of oral diseases and conditions.

Degree:	BDS
Gender:	Female, Male
Years of study:	6 (Preparatory + 5 college)
Credit hours:	201
Additional requirements:	Internship Program

Internship Program (One Year)

The Internship Program is a comprehensive program that is designed to offer the widest possible experience and understanding in all disciplines of dentistry in order to allow a smooth transition from dental school to dental practice.

In addition to the clinical experience that the intern will receive, there is also an intensive didactic program composed of advanced education seminars, treatment planning sessions, case presentations, article critiques, research projects and hospital rounds.

Graduation requirements:

Per university bylaws, a student must complete all required credit hours as outlined in the program with a minimum GPA in order to graduate.

All the students in the BDS program must complete a total of 201 credit hours with a minimum GPA of 2.75 out of 5.

Career opportunities

Dentistry offers a variety of specialties and various career options. In addition to private practice, excellent opportunities exist in academia and research, careers with government agencies or in public hospitals.

Study Plan

Preparatory Year

1st & 2nd Level								
#	Course Code	Course Title	Credit Hours	Contact Hours			Study Level	Prerequisites
				Theory	Practical (Laboratory)	Field Training (Clinical)		
1	ISLM 181	Creed and Family in Islam العقيدة والأسرة في الإسلام	2	2	0	0	1st & 2nd Level	---
2	ARAB 182	Arabic Language Skills مهارات اللغة العربية	2	2	0	0	1st & 2nd Level	---
3	LRSK 141	Learning and Searching Skills مهارات التعلم والبحث	2	2	0	0	1st & 2nd Level	---
4	ENGL 101	General English Language لغة إنجليزية عامة	7	6	2	0	1st & 2nd Level	---
5	PHEDU 162	Physical Education التربية البدنية والصحية	1	1	0	0	1st & 2nd Level	---
6	BIOL 102	General Biology علم الأحياء العام	5	4	2	0	1st & 2nd Level	---
7	PHYS 104	General Physics الفيزياء	3	2	2	0	1st & 2nd Level	---
8	CHEM 103	General and Organic Chemistry الكيمياء	3	2	2	0	1st & 2nd Level	---
9	COMP 131	Computer Skills مهارات الحاسب الآلي	2	1	2	0	1st & 2nd Level	---
10	LRSK 142	Communication Skills مهارات الاتصال	2	2	0	0	1st & 2nd Level	---
11	ENGL 102	English for Academic and Specific Purpose لغة إنجليزية أكاديمية وتخصصية	3	2	2	0	1st & 2nd Level	---
Total Credit Units			32					

Second Year 1st Semester

3rd Level								
#	Course Code	Course Title	Credit Hours	Contact Hours			Study Level	Prerequisites
				Theory	Practical (Laboratory)	Field Training (Clinical)		
1	ISLM 282	Islamic Ethics and Values الأخلاق والقيم الإسلامية	2	2	0	0	3rd Level	---
2	ANAT 211	Human Anatomy التشريح العام	6	4	4	0	3rd Level	---
3	BIOCH 212	Biochemistry الكيمياء الحيوية	4	3	2	0	3rd Level	---
4	HISTO 201	General Histology علم الأنسجة	3	2	2	0	3rd Level	---
5	BMAT 203	Dental Biomaterials Science 1 مواد طب الأسنان 1	2	2	0	0	3rd Level	---
6	MORPH 204	Dental Morphology التشريح الوصفي للأسنان	4	2	4	0	3rd Level	---
Total Credit Units			21					

Second Year 2nd Semester

4th Level								
#	Course Code	Course Title	Credit Hours	Contact Hours			Study Level	Prerequisites
				Theory	Practical (Laboratory)	Field Training (Clinical)		
1	HIST 281	History and Civilization of Kingdom of Saudi Arabia تاريخ وحضارة المملكة العربية السعودية	2	2	0	0	4th Level	---
2	PHYL 214	General Physiology علم وظائف الأعضاء	4	4	0	0	4th Level	HISTO 201; ANAT 211; BIOCH 212
3	MICRO 213	General Microbiology and Immunology علم الأحياء الدقيقة والمناعة	3	2	2	0	4th Level	BIOCH 212
4	PATH 205	General Pathology علم الأمراض العام	3	2	2	0	4th Level	---
5	BMAT 209	Dental Biomaterials Science 2 مواد طب الأسنان 2	2	1	2	0	4th Level	BMAT 203
6	OBIOL 206	Oral Biology 1 بيولوجيا الفم 1	3	2	2	0	4th Level	HISTO 201 ANAT 211
7	CARIO 207	Cariology 1 علم تسوس الأسنان 1	2	2	0	0	4th Level	MORPH 204
8	RESTO 210	Preclinical Restorative Dentistry 1 إصلاح الأسنان المعملي 1	3	1	4	0	4th Level	BMAT 203
9	EBD 208	Introduction to Dental Literature أسس الكتابة العلمية	1	1	0	0	4th Level	---
Total Credit Units			23					

Third Year 1st Semester

5th Level								
#	Course Code	Course Title	Credit Hours	Contact Hours			Study Level	Prerequisites
				Theory	Practical (Laboratory)	Field Training (Clinical)		
1	OBIOL 301	Oral Biology 2 بيولوجيا الفم 2	2	1	2	0	5th Level	OBIOL 206
2	CARIO 303	Cariology 2 علم تسوس الأسنان 2	2	1	2	0	5th Level	CARIO 207
3	RESTO 305	Preclinical Restorative Dentistry 2 إصلاح الأسنان المعملى 2	3	1	4	0	5th Level	RESTO 210 BMAT 209
4	RMVB 306	Preclinical Removable Prosthodontics 1 التركيبات المتحركة المعملية 1	4	2	4	0	5th Level	BMAT 209 MORPH 204
5	FIXD 307	Preclinical Fixed Prosthodontics 1 التركيبات الثابتة المعملية 1	2	1	2	0	5th Level	RESTO 210 MORPH 204
6	OSURG 302	Pain Control and Local anesthesia مكافحة الألم و التخدير الموضعى	2	1	2	0	5th Level	ANAT 211
7	DPH 304	Professionalism المهنية في طب الأسنان	2	2	0	0	5th Level	CARIO 207 DPH 304*
8	BUS 381	Entrepreneurship ريادة الأعمال	2	2	0	0	5th Level	--
9	ODIAG 202	Dental Data Collection جمع البيانات في طب الأسنان	1	1	0	0	5th Level	---
Total Credit Units			20					

Third Year 2nd Semester

6th Level								
#	Course Code	Course Title	Credit Hours	Contact Hours			Study Level	Prerequisites
				Theory	Practical (Laboratory)	Field Training (Clinical)		
1	PHARM 308	Dental Pharmacology علم الادوية في طب الأسنان	2	2	0	0	6th Level	MICRO 212 BIOCH 212 PHYL 214
2	OPATH 309	Oral Pathology 1 أمراض الفم 1	3	2	2	0	6th Level	OBIOL 301; PATH 205 MICRO 213 PHYL 214
3	ORAD 310	Oral and Maxillofacial Radiology 1 أشعة الوجه والفكين 1	2	1	2	0	6th Level	ANAT211
4	ODIAG 311	Oral Diagnosis تشخيص الفم	2	1	0	3	6th Level	OPAT 309* ODIAG 202
5	RESTO 313	Clinical Restorative Dentistry 1 إصلاح الأسنان العلاجى 1	2	1	0	3	6th Level	RESTO 305 CARIO 303
6	RMVB 314	Preclinical Removable Prosthodontics 2 التركيبات المتحركة المعملية 2	2	1	2	0	6th Level	RMVB 306
7	FIXD 315	Preclinical Fixed Prosthodontics 2 التركيبات الثابتة المعملية 2	3	1	4	0	6th Level	FIXD 307
8	PERIO 312	Clinical Periodontics 1 علاج أمراض اللثة 1	2	1	0	3	6th Level	OBIOL 206 MICRO 213 OBIOL 301 OPATH 309*
Total Credit Units			18					

Fourth Year 1st Semester

7th Level								
#	Course Code	Course Title	Credit Hours	Contact Hours			Study Level	Prerequisites
				Theory	Practical (Laboratory)	Field Training (Clinical)		
1	OPATH 401	Oral Pathology 2 أمراض الفم 2	3	2	2	0	7th Level	OPATH 309
2	ORAD 402	Oral and Maxillofacial Radiology 2 أشعة الوجه والفكين 2	2	1	0	3	7th Level	ORAD 310
3	RESTO 404	Clinical Restorative Dentistry 2 إصلاح الأسنان العلاجي 2	2	1	0	3	7th Level	RESTO 313
4	RMVB 406	Clinical Removable Prosthodontics 1 التركيبات المتحركة العلاجية 1	3	1	0	6	7th Level	RMVB 314
5	FIXD 407	Clinical Fixed Prosthodontics 1 التركيبات الثابتة العلاجية 1	2	1	0	3	7th Level	FIXD 315 ENDO 405*
6	PERIO 403	Clinical Periodontics 2 علاج أمراض اللثة 2	2	1	0	3	7th Level	PERIO 312 OPATH 401*
7	ENDO 405	Preclinical Endodontics الجذور والأعصاب المعملي	4	2	4	0	7th Level	RESTO 305
Total Credit Units			18					

Fourth Year 2nd Semester

8th Level								
#	Course Code	Course Title	Credit Hours	Contact Hours			Study Level	Prerequisites
				Theory	Practical (Laboratory)	Field Training (Clinical)		
1	RESTO 414	Restorative Dentistry Clinic طب الأسنان الإصلاحي - عيادة	1	0	0	3	8th Level	RESTO 404;
2	RMVB 416	Clinical Removable Prosthodontics 2 التركيبات المتحركة العلاجية 2	3	1	0	6	8th Level	RMVB 406
3	FIXD 415	Clinical Fixed Prosthodontics 2 التركيبات الثابتة العلاجية 2	2	1	0	3	8th Level	FIXD 407
4	PERIO 411	Clinical Periodontics 3 علاج أمراض اللثة 3	2	1	0	3	8th Level	PERIO 403;
5	ENDO 413	Clinical Endodontics علاج الجذور والأعصاب	2	1	0	3	8th Level	ENDO 405; RESTO 313
6	ODIAG 408	Oral Diagnosis and Treatment Planning العلاج الفموي وتخطط العلاج	2	1	0	3	8th Level	ODIAG 311 PHARM 308 OPATH 401
7	OSURG 409	Clinical Oral and Maxillofacial Surgery جراحة الوجه والفكين	2	1	0	3	8th Level	OSURG 302;
8	DPH 412	Oral Epidemiology and Biostatistics الوبائيات الفموية والإحصاء	1	1	0	0	8th Level	CARIO 303
9	EBD 410	Evidence Based Dentistry 1 طب الأسنان المدعوم بالبراهين 1	1	1	0	0	8th Level	EBD 208
Total Credit Units			16					

Fifth Year 1st Semester

9th Level								
#	Course Code	Course Title	Credit Hours	Contact Hours			Study Level	Prerequisites
				Theory	Practical (Laboratory)	Field Training (Clinical)		
1	RESTO 508	Topics in Restorative Dentistry دراسات في إصلاحات الأسنان	1	1	0	0	9th Level	RESTO 414
2	RMVB 509	Topics in Removable Prosthodontics 1 دراسات في الاستعاضة المتحركة 1	1	1	0	0	9th Level	RMVB 416
3	FIXD 507	Topics in Fixed Prosthodontics دراسات في الاستعاضة الثابتة	1	1	0	0	9th Level	FIXD 415
4	CCD 506	Comprehensive Care Seminar الرعاية الفموية الشاملة سمينار	1	1	0	0	9th Level	CCD 503*
5	OSURG 502	Topics in Oral and Maxillofacial Surgery 1 دراسات في جراحة الوجه والفكين 1	1	1	0	0	9th Level	OSURG 409
6	PEDO 505	Preclinical Pediatric Dentistry طب أسنان الأطفال المعملي	3	2	2	0	9th Level	RESTO 305
7	OMED 501	Oral Medicine 1 طب الفم 1	2	1	0	3	9th Level	OPATH 401 ODIAG 408
8	CCD 503	Comprehensive Care Clinic 1 الرعاية الفموية الشاملة 1	5	0	0	15	9th Level	ODIAG 408 OSURG 409 PERIO 411 ENDO 413 RESTO 414 FIXD 415 RMVB 416
9	EBD 504	Evidence Based Dentistry 2 طب الأسنان المدعوم بالبراهين 2	1	1	0	0	9th Level	EBD 410
Total Credit Units			16					

Fifth Year 2nd Semester

10th Level								
#	Course Code	Course Title	Credit Hours	Contact Hours			Study Level	Prerequisites
				Theory	Practical (Laboratory)	Field Training (Clinical)		
1	RMVB 515	Removable Prosthodontics Topics 2 دراسات في الاستعاضة المتحركة 2	1	1	0	0	10th Level	RMVB 509
2	OSURG 510	Topics in Oral and Maxillofacial Surgery 2 دراسات في جراحة الوجه والفكين 2	1	1	0	0	10th Level	OSURG 409; OSURG 502
3	PEDO 514	Clinical Pediatric Dentistry طب أسنان الأطفال العلاجي	4	2	0	6	10th Level	PEDO 505
4	OMED 512	Oral Medicine 2 طب الفم 2	2	1	0	3	10th Level	OMED 501
5	CCD 513	Comprehensive Care Clinic 2 الرعاية الفموية الشاملة 2	4	0	0	12	10th Level	CCD 503
6	PHARM 511	Clinical Dental Pharmacology علم الأدوية الإكلينيكي	1	1	0	0	10th Level	PHARM 308
Total Credit Units			13					

Sixth Year 1st Semester

11th Level								
#	Course Code	Course Title	Credit Hours	Contact Hours			Study Level	Prerequisites
				Theory	Practical (Laboratory)	Field Training (Clinical)		
1	CCD 601	Comprehensive Care Clinic 3 الرعاية الفموية الشاملة 3	4	0	0	12	11th Level	CCD 513
2	CCD 603	Contemporary Dental Topics مفاهيم حديثة في طب الأسنان	1	1	0	0	11th Level	CCD 601*
3	RESCH 604	Research Project مشاريع بحثية	2	0	0	6	11th Level	EBD 504; DPH 412
4	ORTHD 605	Pre-clinical Orthodontics تقويم الأسنان المعملي	3	2	2	0	11th Level	PEDO 505
5	PEDO 606	Comprehensive Pediatric Dentistry طب أسنان الاطفال الشامل	2	1	0	3	11th Level	PEDO 514
Total Credit Units			12					

Sixth Year 2nd Semester

12th Level								
#	Course Code	Course Title	Credit Hours	Contact Hours			Study Level	Prerequisites
				Theory	Practical (Laboratory)	Field Training (Clinical)		
1	CCD 607	Comprehensive Care Clinic IV الرعاية الفموية الشاملة 4	4	0	0	12	12th Level	CCD 601
2	CCD 608	CCD Case Presentations عروض حالات الرعاية الشاملة	1	1	0	0	12th Level	CCD 601 CCD 607*
3	COMM 610	Service Learning & Interprofessional Engagement خدمة المجتمع والتعلم المشترك	3	0	0	9	12th Level	CCD 513
4	ORTHD 611	Clinical Orthodontics تقويم الأسنان العلاجي	3	2	0	3	12th Level	ORTH 605
5	DPH 609	Practice Management الإدارة في طب الأسنان	1	1	0	0	12th Level	CCD 601
Total Credit Units			12					

For more information about BDS Program contact: vdaa.dent@iau.edu.sa

Registration

Registration Rules:

1. Registration is mandatory for all students
2. Online self-registration is the responsibility of the students. Students are expected to register in the courses according to their academic patch following a timetable announced before the semester by the Deanship of registration and admission.
3. After the registration, Students should verify his/her registration and take a screenshot if the registration page. It should be noted that only the student him/herself could do the registration confirmation.
4. A student who has not registered for any course in a semester is considered dropped out of study in that semester, and his enrollment will be closed.
5. The student must successfully pass all the requirement of the level to be upgraded to the next level.

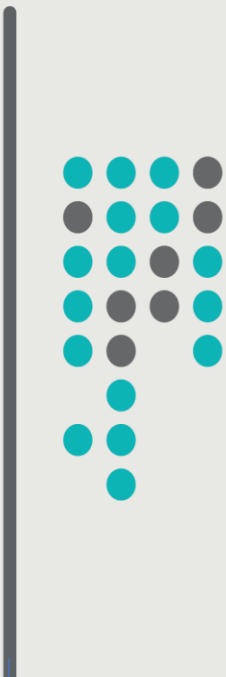
Registration Steps:

1. Go to Students Information System:
2. Use name: University ID Password: ID.
3. Self Service & Student Centre
4. Class Search & Choose the desired term and click "search"
5. Choose the desired course by clicking on "select term"
6. Click on "next element"
7. Course has been added to shopping cart
8. To confirm registration, you must go to shopping cart
9. Click "finish registration
10. Take a screenshot

You can contact the Admission and Registration Department via email:

reg.dnt.d@iau.edu.sa

IAU Policies and Procedures



-Students' Rights and Responsibilities

-Promoting Diversity and Non – Discrimination

-IAU Students Discipline Bylaws

-Information Technology Responsible Use Policy

-Policy and Procedure for Monitoring Students Awareness with COD Policies and Procedures

-Examination and Assessment Policies

-Student self and peer assessment

-Policy for Confidentiality of Medical Records

-Policy for Medical Records Completion

Students' Rights and Responsibilities

Students' Rights

1- Right to enjoy an educational environment that facilitates and stimulates learning
2- Right to efficient and quality teaching and learning process
3- Right to receive academic guidance and educational aid that supports the teaching and learning processes
4- Right to enjoy fair evaluation and assessments
5- Right to enjoy all services and facilities provided by the University
6- Right to obtain student financial aid where applicable

Students' Responsibilities

1- Diligently pursue and manage one's learning and academic standing
2- Fulfill the academic requirement of the program
3- Acquaint oneself and participate in academic advising services provided by the University
4- Uphold values of honesty and give attention to quality and excellence while attending assessments and examinations
5- Maintain University's public facilities
6- Student financial responsibilities

Please refer to the University Students' Rights and Responsibilities manual for more information

Promoting Diversity and Non – Discrimination

POLICY

1. COD-IAU is committed to enrolling and educating a diverse class of dental students in line with the dental school's educational mission.
2. The term "diversity in admission" at COD is defined in a broadly inclusive manner, which includes, attributes such as an applicant's family status, languages spoken, socioeconomic status, geographical origin, fields of interest, leadership qualities and experiences (such as health care internships, community service, and education background).
3. COD strives to ensure that the diversity in admission occurs via authentically individualized, holistic review admissions process, and the consideration of various attributes of the applicant advances the achievement of COD diversity goals.
4. As dental school policymakers and faculty members, COD involves and apprises internal and external stakeholders about the importance of diversity in dental education and its association with achieving core institutional aims, such as producing a well-qualified dental workforce.
5. COD has a robust alignment among various segments associated with enrollment— from all facets involved in recruitment, selection, and financial aid (elements focused on the admission of a class of students) to academic and other efforts centered on the student experience once the class of students is admitted.
6. COD-IAU treats all students, faculty, staff and patients with respect, dignity, and compassion. College expects all students, faculty, and staff to act in a professional and humanistic manner, recognizing the importance of diversity and an individual's personal beliefs. College strives for an environment of caring, inclusiveness, individuality, and individual responsibility, while adhering to the principles of equality and fairness.

IAU Students Discipline Bylaws

According to the Article No. 38 and 52 from the by-laws of undergraduate study and examination issued rendering item six of article of higher education system that implies that the Higher Education Council is responsible for issuing joint regulations for universities, given by Resolution No.13/27/1423 dated 2/11/1432. Article 52 of the bylaws states that the University Council is to implement rules, not in contradiction with the provisions of the bylaws itself. Also included in Article 38 of the same bylaws is that punishing a university student for violating actions is in accordance with the disciplinary bylaws issued by the University Council.

Based on the above and in public interest, the University Council issues a Student's Discipline Bylaws at Imam Abdulrahman Bin Faisal University and implements rules as follows:

Article 1

Provisions of these by-laws shall apply to:

- Discipline of student's behavior within the University, any of its facilities, or its participation in external activities under the University banner.
- Reform behavior of students violating University codes by means of educational methods available at the University.
- Sanction disciplinary actions on students violating the bylaws and regulations applied by the University.

Article 2

Definition of terms used in the bylaws:

a. University: Imam Abdulrahman Bin Faisal University
b. Students: All students enrolled with Imam Abdulrahman Bin Faisal University, regardless of their nationality, educational level, except graduate students, male and female
c. College: College or Deanship to which to student (his/her) belongs to
d. Main Committee: Standing Committee that oversees the conduct of students at the Imam Abdulrahman Bin Faisal University
e. Sub-Committee: Committees at the College level or supporting Deanships formed at the decision of their respective Deans
f. Chairman of the Committee: Vice Dean of Academic Affairs, or his authorized representative
g. Violation: Any prohibitory action that violates the rules or bylaws of the University
h. Punishment: Disciplinary sanctions stated in this bylaw
i. Exam: Assessments that students undertake - can be of various types, whether verbally or in writing. It could be a semester level exam or a yearly activity, midterm or final.

Article 3

Includes all students enrolled in the University (regular or by affiliation), except graduate students and those attending training programs/courses

Article 4

The responsible authority to apply these bylaws is the Deanship of Student Affairs in association with related divisions within the University. The deanship also informs decisions to students, parents and the colleges concerned in a week's time - from the date of issuance of the decision

Article 5

The bylaws do not hold for violating students outside the University or where it does not affect the University regulations, framework of its activities and/or participations. Also, the bylaws do not hold whenever it is the responsibility of other entities, unless the matter is referred to the University by the parties involved/ the origin of the violation has a direct link to the University in some way.

Article 6

The Standing Committee oversees the behavior of students and decisions issued by the University Council for two years. This is subject to renewal under the Chairmanship of the Vice President of Academic Affairs along with the following members:

1. Dean of Admission and Registration
2. Dean of Student Affairs
3. Dean of the College to which the student belongs
4. Director of Guidance and Counselling Center
5. One of the advisory members of the legal department at the University
6. Administrator/Secretary of the Committee

Article 7

Terms of Reference of this committee are the following:

1. Deciding on students' disciplinary action
2. Apply student disciplinary bylaws
3. Inform and follow-up on investigations and disciplinary measures with student
4. Conduct investigations in matters referred to the Committee and identify its responsibility
5. Address and communicate with relevant authorities within or outside the University; follow-up, receive and view results.
6. Follow-up on student discipline by-laws sub-committee procedures (if any) and approve it
7. Supervise the implementation of decisions issued after investigations
8. Analyze provisions and punishments of the Committee and tabulate results
9. Follow-up and improvise the work of the Committee or sub- committees involved

10. Communicate with relevant departments at the colleges to educate students
11. Record cases and follow up on measures taken against students in a special register

Article 8

The Committee considers cases of violating students referred by the Rector of the University, or one of the college Deans, or their representatives, as well as Deans of supporting Deanships, and the heads of the centers. It follows up on cases seen by committee within the university, or outside – not in contradiction with Article 5 stated above and views the recommendations of the disciplinary actions sanctioned upon students by the college sub-committees under the provisions of this bylaw.

Article 9

Main Committee meetings are held by the invitation of its Chairman. The Committee is not valid unless two-thirds of its members are present. A decision issued is by majority and when the votes are equal, the Chairman makes the final call. In any case it's not permissible to delay consideration of the violation for four weeks from the date received by Chairman of the committee.

Article 10

Each college, Deanship of preparatory year and support studies has disciplinary subcommittee bylaws chaired by their respective deans or one of their representatives and two members of the faculty selected by the dean. A decision is issued by the rector of University. This committee is concerned with the investigation of violations issued by the college or other bodies. If violation happens within the boundaries of the college, it has the authority to recommend the form of punishment prescribed in these bylaws and then hand it over to the main committee for consideration and implementation.

Article 11

Various behavioral disciplinary committees have validity under this bylaw to make sure the investigation with the violating student in what is attributed to him of the violation. The committee can re-hear his claim as appropriate. Also, the committee has a warrant to hear whomsoever has to be heard from among the parties involved in the case.

Article 12

The punishment approved by the main committee on the violator (him\her) according to what is stated in these bylaws may be reduced or suspended, if needed - in the interest of the student provided confirmation is obtained that the action will not be repeated. While signing the punishment, the scale, appropriateness with respect to the degree of the violation, and circumstances will be considered.

Article 13

Violations - Any misbehavior towards fellow human beings, Islamic values, regulations,bylaws and instructions of the University and/or the government that causes damage to others and/or facilities is considered a violation. Particularly:

1. Any action affecting the honor, dignity, or compromise good conduct – inside and outside the University premises
2. Unacceptance of assessment system, instructions and/or procedures or not remaining calm during such sessions
3. Cheating during exams, initiation of it or attempting to cheat or take any material relevant to the subject even though candidate does not benefit from It. Includes forging school reports and projects
4. Taking an exam for another student or having another student take an exam for oneself be it inside or outside the University
5. Establishing activities or associations contrary to the regulations imposed by the University
6. Damaging or attempting to damage universities facilities, devices, materials or books and all collection at the University library.
7. Abuse of university facilities and contents
8. Issuing and distributing brochures, collecting signatures or money without obtaining approval in advance by the University.
9. Fraud in all its forms.
10. Smoking at the university.
11. Violation to maintain the cleanliness of the halls and university facilities
12. Bad behavior with colleagues, staff or faculty members or contract workers working in the University or infringing them by word and/or action

Article 14

Committing violation of behavior and appearance within the university and its facilities or outside - not in contradiction with Article 5 – results in a notification being sent to the Dean of the College to take necessary measures according to investigation and documentations and make decisions accordingly

Article 15

Disciplinary sanctions that may be imposed on students taking into consideration it is banned to impose more than the penalty for the offending act. Disciplinary sanctions are limited to:

First: Fundamental disciplinary sanctions:

1. Verbal warning
2. Written warning and take the pledge of non-repetition
3. Second warning, original document to the student and notify parents
4. Ban the registration one or more courses for one semester
5. Ban attending the final exam or alter grades for one or more courses (for which violation was recorded, if applicable) such that it does not exceed three courses, and failure does not occur.
6. Dismiss from university for one semester
7. Prohibit the student from appearing at the final exam or alter grades accordingly or consider failing all registered courses for the semester
8. Permanent dismissal with documents stamped - disciplinary dismissal
9. In all cases, the student takes responsibility to what is destroyed plus the cost of repair or installation and the consequences including special rights

Second: Alternative Disciplinary Sanctions

A. Exclusion from one or more privileges or services for one or more semester as follows:

1. Ban borrowing of books from university library
2. Ban from using university campus accommodation
3. Ban participating in visits, trips and representing university student in delegations
4. Ban using university internet
5. Ban from benefiting from the subsidy or loan from students' fund, a period not exceeding two semesters
6. Ban registration for student employment not exceeding two semesters
7. Exclusion from reduce travel benefits not exceeding two semesters
8. Exclusion from restaurant reduction benefits for one semester
9. Record negative index in student record system
10. Ban the use of sporting or entertainment facilities at the university

B. Have sanction services whose purpose is to assign violated students voluntary tasks needed in deanships and colleges for a specific amount of time, in order to improve students' conduct, not in conflict with students' university schedule. Main committee should take advantage from available options and activities in the university to enable them to choose the best course of action that enhances student behavior

C. Require students to attend awareness or educational courses determined by the Main Committee

Article 16

For whosoever commits offenses stipulated in item 3, 4 or 5 in Article 13 - the observer must direct the student out of the testing room willingly and must write detailed description in the form of minutes and present it with documents as proof to the college. The College dean presents it to disciplinary bylaws subcommittee who determines appropriate punishment after conducting investigation with the violator, hearing his/her words and editing the statement as necessary while considering the sanctions mentioned in article 15.

Article 17

When necessary, assistance is requested from the university legal department for necessary investigations. Then results are presented to HE Rector of the University, especially in cases that require confidentiality and privacy

Article 18

None of the punishments provided in these by-laws may be imposed unless hearing is convened, and student defends him\herself. If a student declines to attend, the main committee has the right to act according to the minutes stated.

Article 19

Student must be notified of the violation against him and informed in advance about the date assigned for him to meet with the committee. Punishment is not imposed until written investigation and hearing of testimonies against him is obtained. Student forfeits his right to be heard in the event of failure to attend on the date on which he was informed of the meeting/investigation. Unless his excuse is acceptable, punishment is stated without his\her presence

Article 20

No student is exempted from punishment due to lack of knowledge of university system rules and bylaws. Deanship of Student Affairs has the accountability to publish these by-laws and distributing them by all available means

Article 21

The University Rector has the authority to deal with violations that require student privacy or confidentiality or exceptional and/or special circumstances without referring to the committee.

Article 22

In criminal violation cases, it is permitted to transfer the case to competent authorities to decide on action pertaining to the case. University applies its bylaws on the violator in any case.

Article 23

Decisions from the minutes of Main Committee are not considered approved until ratification by HE rector of university is obtained.

Article 24

Students have the right to approach the University Director with grievance issued against him within one month from the date of decision notification. This includes – demanding justification over the decisions of the committee or claim for revoking, cancelling or suspending imposed measures by compensating in forms prescribed by the University Council – subject to recommendation of the Director of the University

Article 25

Decision of disciplinary sanctions are kept in student's file at the Admission and Registration Deanship (paper and electronically). Competent authorities that issue punishment is entitled to announce the decisions with student first name initials only - without explicitly referencing to the student's name in university record

Article 26

This bylaw is effective from the date of approval and terminates all clauses defined in previous disciplinary bylaws. The university council has the right to adjust this bylaw as and when needed.

Information Technology Responsible Use Policy

Policy

This section describes and details the purpose, scope, terms and definitions, changes, reviews and updates, enforcement/compliance, wavier, roles and responsibilities, relevant documents and ownership related to the use of the IT infrastructure provided by the University.

Purpose

The main purpose of Acceptable Use Policy is to:

Define a set of rules that govern the ways in which computers, network, email and internet services may be used by users to minimize potential risks such as virus attacks, compromise of network systems and services, and further consequent legal issues.

Scope

The policy statements written in this document are applicable to all IAU's resources at all levels of sensitivity; including:

- All full-time, part-time and temporary staff employed by, or working for or on behalf of IAU.
- Students studying at IAU.
- Contractors and consultants working for or on behalf of IAU.
- All other individuals and groups who have been granted access to IAU's ICT systems and information.

This policy covers all information assets defined in the Risk Assessment Scope Document and will be used as a foundation for information security management.

Policy Statements

The following subsections present the policy statements in 6 main aspects:

- Confidentiality of Information
- Computer Usage
- E-mail Usage
- Internet Usage
- Password Usage
- Network and Systems Usage

Confidentiality of Information

1. Users shall strictly adhere to IAU's information security policies and shall notify ICT Deanship about any security breach, incidents or violations.
2. Users shall fully adhere, at all times, to IAU's Non-Disclosure Agreement (NDA) in handling and protecting confidential information relating to IAU owned information when this information is transmitted or retained electronically.
3. Users shall not disclose or provide information related to IAU owned information to any person (inside or outside) and/or third party without any proper management approval and authorization.
4. Users shall exercise all necessary due care in protecting IAU's assets. Each user shall have the responsibility to:
    a. Prevent unauthorized access, including viewing of information resources under his responsibility or control (such as information available on laptops, desktop computers, access terminals, printouts or tape media etc.).
    b. Print confidential IAU's information on printers with access controls provision. Confidential information shall not be printed unattended.
    c. Notify ICT Deanship of any virus like behavior or suspicious activities on their systems.
5. Users shall display their identification badges (ID cards) at all times on IAU's premises and while accessing IAU ICT infrastructure.
6. Users shall actively contribute and participate in the information security initiatives and activities arranged (e.g., security training and awareness) by IAU.
7. Users shall lock and/or secure any sensitive information (whether in electronic or hardcopy formats) before leaving their respective machines/offices (i.e., servers, workstations and laptops).
8. Users shall not leave any sensitive facsimile or printed documents.

Computer Usage

1. Users shall acknowledge that all computer data created, received, or transmitted using IAU's systems is IAU's property. IAU shall reserve the right to examine all data for any reason and without notice, such as when violations of this policy or other IAU's policies or procedures are suspected.
2. Users shall use their computers for IAU's business purposes only and shall not use them to perform any malicious or illegal activities.
3. Users shall save and maintain their business-related files on the file server.
4. Computers shall not be removed from the installed location without prior approval from ICT Deanship and Department Manager.
5. Users shall not install any unauthorized software on IAU's computers.
6. Users shall use appropriate and approved protection measures such as encryption, password protection, antivirus and backup while utilizing mobile computing devices (e.g., laptops, mobile phones, USB drives and external storage disks) for storage, transmission and processing of information residing with them.
7. Users shall log off or lock their computers before leaving their workplace.
8. Users shall never deactivate the screen saver installed on their computers.

E-mail Usage

1. Users shall use e-mail services only for IAU's business.
2. Users shall be responsible and accountable for appropriate use and dissemination of the information through IAU's e-mail services.
3. Users shall not access other users e-mail accounts and/or service without a proper authorization from ICT Deanship.
4. Users shall not use internal and external e-mail services to send IAU's confidential business-related information without prior approval and permission from their management.
5. Users shall not use e-mail services for unlawful activities, including sending or receiving copyright materials in violation of copyright laws or license agreements.
6. Users shall not send chain letters, spam or unnecessary multiple forwards such as mass holiday greetings.
7. Users shall not circulate and/or send virus alerts received by email to anyone other than ICT Deanship.
8. Users shall not subscribe to any mailing group whether it is local or international for any reason other than business purposes.

Internet Usage

1. Users shall only use Internet access for IAU's business activities.
2. Users shall not use the Internet service for unlawful activities, including sending or receiving copyright material in violation of the applicable copyright laws or license agreements.
3. Users shall be responsible and accountable for appropriate use and dissemination of the information through IAU's Internet services.
4. Users shall not use IAU's systems for distribution of any malicious, destructive, and/or fraudulent Code or information, or the insertion or enabling of computer virus or conducting any hacking activities within or outside IAU's environment.
5. Users shall not use instant messaging services and/or social networks to chat with local or international online subscribers for personal purposes.
6. Users shall not publish any IAU's information on the Internet without prior approval and permission from the Management and ICT Deanship.

Password Usage

1. Users shall not share or disclose their user ID and password to anyone.
2. Users shall be responsible for the selection and maintenance of secure passwords according to IAU's Password Policy.
3. Users shall not enable auto logon options on the systems by saving the passwords.

Network and Systems Usage

1. Users shall not introduce malicious programs (e.g., viruses, worms, trojan horses, e-mail bombs, etc.) into IAU's systems.

2. Users shall not introduce freeware and shareware software in the organization's network, whether downloaded from the Internet or obtained through any other media, without ICT Deanship authorization.

3. Users shall not use IAU's systems to store, process, download or transmit data that can be interpreted as biased (e.g., politically, religiously, racially, ethnically, etc.).

4. Users shall not turn off the IAU approved virus detection software package or use any other antivirus software package without ICT Deanship written approval.

5. Users shall not perform port scanning or security scanning of IAU's network or systems unless it is authorized by ICT Deanship and prior notification is made to relevant employees.

6. Users shall not execute any form of network monitoring that intercepts data not intended for the employee's host, unless this activity is a part of the employee's authorized job/duty.

7. Users shall not circumvent user authentication or security of any host, network or account.

8. Users shall not use any program or send messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or externally.

Policy and Procedure for Monitoring Students Awareness with COD Policies and Procedures

Policy:

Policies and procedures provide a solid framework for the functioning of any organization and system. It is essential for stake holders to be well conversant with institutional policies and procedures. Students being the nucleus of dental education program at the College of Dentistry – Imam Abdulrahman Bin Faisal University are expected to be aware of all policies and procedures that guide and affect their campus life at the College. To ensure this, Vice Deanship for Development and Community Partnership (VDD&CP) at the College executes a PPQ "Policies and Procedures Quiz", 3 weeks after New Students orientation is held at the beginning of each new academic year.

PROCEDURE

1. The Vice Deanship for Development and Community Partnership developed a questionnaire (MCQs and True or False) covering policies and procedures applicable to students.
2. The PPQ will be administered according to the planned schedulefor all enrolled dental students.
3. Results are announced and students scoring 70% or more pass the test.
4. Students not able to achieve the passing percentage will retake the test as scheduled by VDD&CP. Students who willnot pass/attend in second attempt will be allowed to sit for the 1st quiz of the semester, but their grades will be held.
5. Students are not allowed to sit for the 2nd quiz of the semester until they pass the PPQ or as otherwise instructed by the College Dean.

Examination and Assessment Policies

POLICY STATEMENT:

The Examination and Assessment policies of the College of Dentistry will ensure that examinations are conducted ethically to provide valid assessment of academic performance and the achievement of proficiency of learning outcomes without adding undue stresses on students. These policies outline the rights and responsibilities of students in the assessment process so that this process can add to their learning experiences.

These policies apply to assessment of students in the different courses offered by the College of Dentistry, Imam Abdulrahman Bin Faisal University. They encompass all types of assessment including continuous assessment and finals, examinations (written, OSCE, OSPE and others) and other types of assessments (assignments, presentations, practical/ clinical requirements, etc.). These policies govern the actions of teaching staff, administrators and students in assessment activities.

POLICIES:

I. ETHICS OF ASSESSMENT:

1. The assessment of a student's performance on a course shall be just and fair.
2. All rules and arrangements related to examinations and assessments are transparently published and made available to students whose responsibility is to get familiar with them.
3. There should be more than one assessment for each course. This includes different types and / or different times during the course.
4. Students shall be provided with a description of the means of assessment to be used in each course including:
    - the number and types of assessment
    - the date, time and location of assessment (dates of examinations, deadlines/ due dates for submission of assignments and clinical requirements)
    - the weighting to be accorded each assessment
5. Pre-defined criteria are announced to students to indicate the method of grading and marking for different types of assessment in each course.
6. Students who are faced with circumstances beyond their control such as illness or family tragedy that prevents them from attending an assessment can be granted (after following the indicated procedure) another opportunity for the same assessment or a replacement of it.

7. Every student has a right to review and discuss an assessment with the Instructor/Examiner provided the indicated procedure for this is followed. Students also have the right to appeal to the Department Chair regarding a decision related to procedures of assessments and examinations but not an examiner judgment.
8. Students are required to adhere strictly to ethical and responsible conduct through all types of assessments. Academic misconduct including cheating, plagiarism and others are subject to penalty according to college and/ or University rules.

II. CONFIDENTIALITY OF EXAMINATION MATERIAL:

1. Prior to examinations, all examination material is securely stored in locked safe in the office of the Vice Dean for Academic Affairs for male students and Office of the Vice Dean for Female Students Affairs for female students where only designated staff members in both offices are allowed access to the safes.
2. After examination related materials including questions sheets and answer sheets are confidential and should be handed to the Course Director.
3. After the results of all students registered on the course are re-leased, including Incomplete and In Progress students, the course director delivers the examination material to the VDAA office.
4. Examination material is labeled and locked in the storage room (allocated by the Dean) for 2 academic years after which the material is disposed.

III. CONFIDENTIALITY OF ASSESSMENT:

1. Assessment outcomes are confidential. No person involved in the process should divulge to any unauthorized person any information related to an individual student's assessment or grades.

IV. VALIDITY OF ASSESSMENT:

1. Assessment shall reflect the content of the course and its in- tended learning outcomes (ILOs).
2. Assessment activities and examinations are monitored by theAssessment and Examination Committee for the validity of the questions, their difficulty and discrimination ability.

V. ASSESSMENT AS PART OF THE LEARNING EXPERIENCE:

1. The learning process is guided by formative assessment where students can answer ungraded questions to train for exams and monitor their academic performance.
2. Feedback shall be provided about performance in assessments and examinations through discussion of correct/ model answers and announcement of grades to complete the learning cycle.

VI. ASSESSMENT GUIDELINES

General Rules:

1. In order to pass the course, the student must achieve a cumulative minimum of 60% in the didactic component (Continuous Assessment + Final Assessment) as well as a cumulative minimum of 60% in the clinical / laboratory
2. component (Continuous Assessment + Final Assessment).
3. Students must score a minimum of 60% in laboratory / clinical requirements in order to sit for Final Laboratory /Clinical and Written Examination.
4. Students will not receive grades for attendance.
5. Students who are absent from 15% or more of the classes without excuse will not be allowed to sit for the Final Examination, and therefore will be required to repeat the course.
6. The percentage allocated for department discretion can be utilized in the form of pop quizzes, written assignments, and presentations (not for attendance). Assessment procedures must be clearly identified in course specifications.

Student self and peer assessment

Self-assessment is implemented to develop the learning skills students will need for professional competence, it also promotes self-learning by making them aware of and more responsible for their own learning processes.

Self-assessment and peer assessment are often used in conjunction. For example, they might require students to use a rubric to provide critique on the work of their peers, and then to apply the same criteria to their own work. According to (Duncan D. Nulty, 2011) students must first learn to peer assess if they are to self-assess effectively.

Skilled self-assessment can be as reliable as other forms of assessment, but you must provide students with training and practice if you want results to closely align with other assessors' results.

Objectives:

Students learn to:

- objectively reflect on and critically evaluate their own progress and skill development
- identify gaps in their understanding and capabilities
- discern how to improve their performance
- learn independently and think critically.

Although self-assessment can be used both in formative and summative assessment, the literature suggests that it may be more effective in formative (ongoing) assessment.

Note: Please refer to Student self-assessment manual for more information.

Policy for Confidentiality of Medical Records

POLICY STATEMENT:

This policy ensures the confidentiality of patient medical information in the Dental Hospital and dental clinics at campus 2 and other locations of the College and safeguards unauthorized use and / or release of patient information

POLICY:

1. **Ownership:**

   Medical Records are the property of the College of Dentistry. The original medical record of a patient may be removed from the College premises only with the authorization of the College Dean.

2. **Patient's Rights:**

   The confidential information contained in the medical record is underthe exclusive control of the patient or guardian. Only the patient or guardian can authorize its release.

3. **Safeguarding Information against Unauthorized Release:**

3.1. All medical information is confidential, regardless of locationin which it is maintained. To safeguard against unauthorized use and / or release of patient information, staff will not relate informationby telephone, except in the course of direct patient care.

3.2. Medical information required by a dentist other than the attending dentist, would require consent from the attending dentist of the patient.

3.3. In case of emergency, medical record personnel are authorizedto retrieve the record from doctor's office and interns lounge in the presence of security.

4. **Under the following conditions, medical information may be used and / or released without the patient's authorization:**

4.1. Information may be used by professional staff presently providing care at the College of Dentistry.

4.2. Information may be released to a physician and / or facility thatreferred the patient to the dental clinic for purposes of follow up care.

4.3. Information may be released to a physician and / or a facility that has accepted referral from the Dental Hospital and College of Dentistry, for purposes of follow up care.

4.4. In an emergency, employing suitable precautions when verify ing the emergency, the Medical Records Section may release information, which would be of immediate benefit to the patient during provision of care.

5. To assist with education of professional personnel:

5.1. Information may be used by the students, faculty or other relevant staff of the College of Dentistry for educational activities.

5.2. During the use of dental / medical information for educational purposes, no patient is to be identified by name without his / her con-sent and agreement.

6. For Administrative purposes:

Information should be made available, within the confines of the lo-cation where the information is maintained, to members of administrative and / or professional staff for audit purposes. Audit reports shall be held in confidence, and no patient shall be identified by name.

Policy for Medical Records Completion

POLICY STATEMENT:

Documentation of Medical Records must be completed at the end of each clinical session with a 24-hour grace period. The attending faculty / Dental Hospital staff / intern / student are responsible for the written record of history, physical examination and tentative diagnosis on each patient under his / her care. This must be documented prior to any treatment or procedure commencing. It is also the responsibility of above said to complete the medical record upon discharge of the patient with accuracy and timeliness. It is essential all record entries are completed prior to proceeding on vacation or travel. The Medical Records Section (MRS) must be notified in writing concerning such vacation or leave.

PROCEDURE:

1. Medical Record folder will be assigned by the in charge Medical Record Section to the attending faculty / hospital staff / intern / student upon patient's discharge, which must be completed within a maximum of one week from the day of discharge.

2. Medical Record folder will become delinquent after 7 days from the date of discharge, if not completed.

3. Delinquency of the folder requiring histopathology report will be counted from the day when the histopathology reportis available for faculty of dentistry / physician's review.

4. Supervising faculty will ensure that the concerned students / interns complete the patient medical record folder in a timelymanner.

5. Notices of incomplete / delinquent records will be issued on the 3rd of each month to all attending faculty / Interns / students through their respective departments and office of the Vice Dean for Clinical Affairs with a copy to the Vice Dean for Academic Affairs.

6. Final counting will be held on the 10th of each month.

7. Status of incomplete / delinquent folders will be sent to the Heads of Departments and Vice Dean for Academics / Clinical Affairs after the final counting.

8. Leaves / vacations of attending faculty / interns who fail to comply with the protocol will be withheld. Further clinical and patient assignment will not be given to the students who fail to complete their patient's folders.

9. Notice of withholding leaves / vacation of attending faculty who has delinquent records will be issued by the Vice Dean for Academic Affairs.

10. If a faculty / intern / student are unable to meet his / her medical record folder completion obligations, the relevant department chair will assume responsibility for ensuring compliance with the Chart Completion Protocol.

11. If a student / intern leaves the College without obtaining clearance from Medical Record Section, the relevant department chair will assume responsibility for ensuring compliance with this policy.

COD Policies and Procedures

-Policy and Procedure for Election of Student Class Leaders

-Policy and Procedure for Dental Students' Orientation

-Policy on Academic Advising and Counseling

-Policy to Ensure Educational Privacy

-Policy and Guidelines for Students' Code of Conduct

-Policy for Student Complaints Grievances and Grade Appeals

-Policies and Procedures for Plagiarism and Scientific Integrity

-Policy and Procedure for Course Remediation

-Rules and Regulations for Students' Excuses

-Policy for Competency Examination

-Policies, Procedure and Guidelines for The Virtual Examination & Invigilation

-Policies, Procedures and Guidelines for Research

-Policy and Procedure for Community Service & Partnership at The COD.IAU

Policy and Procedure for Election of Student Class Leaders

POLICY:

Students will be provided the opportunity to choose their class leader and co-leader through polling to represent their class at administrative forums, contribute in academic planning and examination schedules. They will be involved in different institutional committees as members and given the opportunity to share their perspective in college and program development and administration.

PROCEDURE:

1. Student Leader and Co-Leader will be elected by free voting.

2. Students willing to represent the students as class leader will submit their names to the Vice Deans for Academic and Female Students Affairs.

3. Voting for the election of Class Leader and Co-Leader will be held by collecting students votes either in person using paper or electronically.

4. Each class will be scheduled to elect a leader and co-leader.

5. Upon approval of the VDAA and VDSA, Student with maximum votes will be elected as Student Leader and runner up as Co-Leader of the class.

6. Class Leader and Co-Leader will have one year term for the office and sign a contract with college administration to efficiently discharge their duties and responsibilities.

SKILLS FOR CLASS LEADERS:

1. Know Your Class well: Your classmates, their personalities,talents in various areas etc.
2. Know Your College well: You must know every nook and corner of your institution, your class timetable, the teachers and the administrative staff
3. Volunteer to take Leadership: Once you know your classmates well it will help you make better decisions. Be the firstto stand up, be there, Initiate, Lead
4. Build a Good Rapport with Your Classmates: The relation- ship between you and your peers must not be strained or else,once the link is lost you are no longer a good leader
5. Discipline Yourself: You must adhere to the rules and regulations of the College of Dentistry-Imam Abdulrahman Bin Faisal University. Dress neatly, complete all assignments, come early, and don't copy in tests
6. Communicate: Clearly, unambiguously and accurately, communicate ideas and feelings through written and verbal statements
7. Build and Maintain Trust: Credibility and authenticity and a collegial working relationship that contributes to consensus
8. Show Enthusiasm: Emit a positive attitude
9. Manage Conflict: have the skills required for managing controversies constructively, including the ability to (a) explore all differences (b) look for ways to integrate ideas (c) search for a solution that accommodates the needs of all group members. Try to bring in a win-win solution in any conflict

ROLES AND RESPONSIBILITIES:

The primary duties of the Class Leader and Co-Leader usually include liaising closely between administration and students to ensure students' issues are being addressed, informing college administration of ideas emanating from the class and working with students to resolve problems. The class leader also has the responsibility of leading class meetings and organizing student activities and events.

1. Provide leadership and direction to the class and set the tone forthe work that they do
2. Understand and communicate College's mission, services, policies and program and uphold a personal commitment to itsgoals and objectives
3. Abide by policies and procedures including but not limited to student code of conduct
4. Deal with student problems, personal and academic
5. Liaise with the course instructor and department
6. Coordinate for assignments, exams and answering student questions

7. Attend meetings with students and administrators as deemed necessary by the organization. Review agenda and supporting materials prior to Class and Committee meetings
8. Chair class meetings and ensures meetings function effectivelyand information delivered is accurate and up to date and call special meetings when necessary
9. Maintain constant communication with the students making them aware that their student government is available to them, hearing any suggestions and concerns they may have, and informing them of any events, programs or services
10. Contribute to program planning and evaluation
11. Volunteer for and willingly accept assignments and complete them thoroughly and on time
12. Promote and conduct Professionalism
13. Prepare and submit a performance report for his / her tenure tothe Vice Deans for Academic / Female Students Affairs. The report will include:
    - Major issues and problems faced by students and their resolution
    - Overall impression for the courses taught in the class
    - His / her experience as Class Leader and Co-Leader
    - Suggestions / Recommendations

Policy and Procedure for Dental Students' Orientation

POLICY STATEMENT:

Orientation programs serve as a foundation for college success. In many instances, orientation programs create a lasting impression for new students and their families.

The orientation of students starts before admission into the college. In collaboration with the Deanship of the Preparatory Year of Study & Supportive Studies and the Deanship of Student Affairs, COD organizes an annual orientation session for Preparatory year students at the end of the academic year.

After admission, the College will provide an orientation program designed to welcome students to college life at the institution and to introduce them to the important aspects of the institution's operations, other new students and academic and administrative staff.

All students enrolled in the BDS program are required to participate in the College's New Student Orientation Program prior to the commencement of the academic year.

Details about both orientation sessions will be provided in the procedure section of this policy.

PURPOSE:

The purpose of the New Students Orientation Policy is to establish an orientation program for the new students that describes the College/University's policies & procedures, rules & regulations and expectations to enhance the student's experience.

POLICY:

1. Prior to the commencement of classes and studying, students will attend an Orientation Program designed to assist them with their transition to study in the college of dentistry.

2. The orientation program is conducted through a series of short seminars presented by key staff of the college. These seminars will cover course related matters, key policies and procedures, IT services, administrative matters, student services, library and learning services and a tour of campus facilities.

3. Students will be provided with the student handbook that includes all the required administrative and organizational information and documentation relating to the student's enrollment.

4. The orientation program also provides an opportunity for students to meet other students and the staff of the Institutions.

5. Orientation is compulsory and students who do not attend will be required to make contact with the College Registrar to make arrangements for an alternative orientation session.

Policy on Academic Advising and Counseling

In higher education institutions and professional colleges, the academic load and competition among students may result in stress and anxieties which can compromise their academic performance. There may be additional contributing factors of a personal nature which may exacerbate the academic problems. Academic Advising and Counseling Services at the College of Dentistry - Imam Abdulrahman Bin Faisal University helps students in learning how to develop greater confidence in their academic performance, make better decisions, improve personal skills, and define career directions. Students are encouraged to explore personal, academic, or career concerns with counseling services. Student counseling services require consistent feedback from faculty, staff, students and administration to ensure the availability of excellent and timely services.

The purpose of this policy is to:

1. Accurately determine the nature of the student's difficulties to advise students who do not perform satisfactorily and to appropriately report to the course director(s) and Vice Dean for Academic Affairs (VDAA) of these circumstances.
2. Counsel assigned students regarding learning problems and personal issues that may affect the educational process and maintain student confidentiality unless the student expressly grants permission.
3. Conduct all aspects of advising and counseling in a manner that includes all students, regardless of their affiliation, gender, age, disability, or learning style.
4. Establish a mechanism for referral of students to the VDAA or Counselling Center at the University.
5. Guide reporting violations of the code of ethics and conduct to the VDAA
6. Define a procedure for reporting difficulties students encounter in a specific course(s) to the VDAA and appropriate Course Director(s).
7. Schedule monthly meetings with students and arrange for more meetings if necessary.

Note: Please refer to the Academic Advising and Counseling manual for more information.

Policy to Ensure Educational Privacy

POLICY STATEMENT

At the College of Dentistry, student's information including personal data, grading, counseling, etc. is treated as confidential unless students agree to release parts of this data.

POLICY ON ACCESS TO STUDENT RECORDS:

I. Directory Information:

The following information is considered public information:

- Name
- Address
- Phone number
- University-assigned email address
- Dates of enrollment
- Degree
- Advisor(s)
- Class
- College
- Academic awards
- Honors

II. Non-Public (Private) Information:

Student education records other than publicly available directory information are private and shall not be disclosed except under certainprescribed conditions.

The following information is not to be released:

1. Grades
2. Academic Schedule
3. Courses completed
4. Educational services received

III. Students' Rights:

Students have the right to:

1. Inspect and review certain areas of information the University maintains on them, except letters of recommendation that a student has waived the right to review.
2. Request an amendment to their record
3. Consent to disclosure of personal identifiable information
4. Know what an institution has designated as public/directoryinformation and the right to limit the release
5. Know the names of college officials who may access their records
6. File complaints to Vice Dean for Academic Affairs.

IV. General Guidelines:

The following practices by University or College of Dentistry officials will help ensure compliance with the various laws and regulations:

1. University officials have 30 days (about 4 and a half weeks) to respond to legitimate requests;
2. Requests for information regarding educational records mustbe referred to the Office of the Vice Dean for Academic Affairs.
3. Information will only be shared within the University and only with those who have a "legitimate educational interest".Those are: university employees who have a need to know how tocarry out their defined job functions.
4. Grades or graded materials will not be posted or distributed in such a way that one student can see or identify the gradeof another.
5. Written permission must be obtained from the student before any non-public information can be released.

V. Policy on Confidentiality of Student Grades:

1. Under University regulations, examination scores, course grades, and similar indicators of student academic progressare not considered "public information".
2. Accordingly, such information cannot be released or made public without written student permission, except for normaleducational and administrative uses within the University.
3. Posting lists of examination scores or course grades or returning test materials to students in ways which make it possible for students to obtain information about other students' scores or grades is inappropriate and will not be permitted.
4. It is not permissible to leave graded examination materials with students' names on them in halls or other public places, or in mail folders (unless sealed in an envelope) for retrieval.

Policy and Guidelines for Students' Code of Conduct

The Student Conduct code applies to student conduct that occurs onCollege / University premises or at the College / University sponsored activities. At the discretion of the rector or delegate, the code shall also apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial University interest and either:

1. Constitutes a criminal offense as defined by law, regardlessof the existence or outcome of any criminal proceeding; or
2. Indicates that the student may present a danger or threat tothe health or safety of the student or others.

GUIDING PRINCIPLES:

1. The College seeks an environment that promotes academicachievement and integrity, that is protective of free inquiry

2. and that serves the educational mission of the College and theUniversity.
3. The College seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the College; and that does not threaten the physical or mental health or safety of members of the College community.

4. The College is dedicated to the responsible use of its resourcesand to protecting its property and resources from theft, damage, destruction, or misuse.

5. The College supports and is guided by law while also establishing its own standards of conduct for the academic community.

DISCIPLINARY OFFENSES:

Any student or student organization found to have committed or to have attempted to commit the following actions is subject to appropriate disciplinary action under this policy:

1. Scholastic Dishonesty: Scholastic dishonesty includes plagiarizing; cheating on assignments or examinations; engagingin unauthorized collaboration on any academic activity; accepting, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain grades, honors, awards, or professional endorsement in a dishonest manner; altering, forging, or misusing a College academic record; or fabricating or falsifying data, research procedures, or data analysis.
2. Disruptive Classroom Conduct: Disruptive classroom con- duct includes engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or a student's ability to learn. A "classroom" is intended to includeany setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements, clinical care, or related activities.
3. Falsification: Falsification means willfully providing University/College offices or officials with false, misleading, orincomplete information; forging or altering without proper authorization official University / College records or documents, or conspiring with or inducing others to forge or alterUniversity/College records or documents without proper authorization; misusing, altering, forging, falsifying, or transferring to another person University-issued identification;or intentionally making a false report of a disaster or other emergency to a University/College official or an emergency service agency.
4. Refusal to Identify and Comply: Refusal to identify and com-ply includes the willful refusal to properly identify one- self or willfully failing to comply with a proper order or sum-mons when requested by an authorized University official.
5. Attempts to Injure or Defraud: Attempts to injure or defraudincludes accepting, creating, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the University/College when done with intent to injure, threaten, defraud, or misinform.
6. Threatening, Harassing, or Assaultive Conduct: Threatening, harassing, or assaultive conduct includes engaging in conduct that endangers or threatens to endanger the health, safe-ty, or welfare of another person, including, but not limited to,threatening, harassing, or assaultive behavior.
7. Disorderly Conduct: Disorderly conduct includes engaging in conduct that incites or threatens to incite an assaultor breach of the peace; obstructing or disrupting teaching,

research, administrative, or public service functions; or obstructing or disrupting disciplinary procedures or authorizedUniversity/College activities.

8. Illegal or Unauthorized Possession or Use of Drugs or Alcohol: Illegal or unauthorized possession or use of drugs or alcohol includes possessing or using drugs or alcohol illegally or, where applicable, without proper University/College authorization.
9. Unauthorized Use of College Facilities and Services: Unauthorized use of college facilities and services includes the wrongful use of college properties or facilities; misusing, altering, or damaging fire-fighting equipment, safety devices, or other emergency equipment, or interfering with the performance of those specifically charged to carry out emergency services.
10. Theft, Property Damage, and Vandalism: This includes theft or misuse of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.
11. Unauthorized Access: It includes accessing without authorization College property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys and / or access code
12. Disruptive Behavior: Disruptive behavior includes willfully disrupting University/College events; participating in a campus demonstration that disrupts the normal operations of the University/College and infringes on the rights of other individuals; leading or inciting others to disrupt scheduled or normal activities of the University/College; engaging in intentional obstruction that interferes with freedom of movement on campus, either pedestrian or vehicular; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs authorized University/College activities or functions.
13. Rioting: Rioting includes engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace on campus, in areas approximating the campus, or in any location when the riot occurs in connection with, or in response to, a University/ College sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of an authorized person.
14. Violation of University/College Rules: It includes engaging in conduct that violates University, collegiate, or departmental regulations that have been posted or publicized, including provisions contained in university contracts with students.
15. Violation of Laws: It includes engaging in conduct that violates a law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, and/or arson.

16. Persistent Violations: Persistent violations include engaging in repeated conduct or actions that are in violation of this code.

SANCTIONS:

Sanctions for Academic Dishonesty and Cheating DuringExaminations According to University Guidelines, the following sanctions may beimposed upon student (s) found to have violated the code:

1. If a student commits actions disturbing or disrupting the examination process, the Dean may delegate the decision of whether or not student continues the examination to senior faculty who are supervising (proctoring) the examination.
2. The proctor has the authority to order the student out of the examination room.
3. The Dean may report the incident to the University's Vice Rector for Academic Affairs, in order to discuss the incident in the Rectifying/Disciplinary Committee at the University.
4. The Rectifying/Disciplinary Committee will determine the appropriate sanction.
5. The University Rectifying Committee will decide whether the student's examination in one or more courses will be cancelled or voided.
6. The student's grade results will not be released until the Rectifying/Disciplinary Committee's decision is finalized.

For violations other than examination misconduct, the following sanctions may be imposed upon student(s) or student organizations found to be in violation of the code:

1. Alert Note: The issuance of an oral or written notice of misconduct.

2. Warning: A written document that is to be maintained in the student's file.

3. Injunction of University's privileges for students

4. Cancelation/Voiding of one or more course examinations

5. Prohibited participation in one or more final examination(s)

6. Probation: Probation confers special status with conditions imposed for a defined period and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.

7. Required Compliance: Required compliance necessitates the mandatory completion of university requirements, work assignments, community service, or other discretionary assignments.

8. Confiscation: Confiscation means confiscation of goods used or possessed in violation of university regulations, or confiscation of falsified identification or identification wrongly used.

9. Restitution: Restitution means making compensation for any loss, injury, or damage.

10. Restriction of Privileges: Restriction of privileges includes the denial or restriction of specified privileges, including, but not limited to, access to an official transcript for a defined period.

11. Suspension: Suspension means separation of the student from the University for a defined period, after which the student is eligible to return to the University. Suspension may include conditions for readmission.

12. Expulsion: Expulsion means the permanent separation of the student from the University.

13. Withholding of Degree: Withholding of a degree means not releasing a degree otherwise earned for a defined period of time or until the completion of assigned sanctions.

Policy for Student Complaints Grievances and Grade Appeals

POLICY STATEMENT

The administration and faculty of the College of Dentistry, Imam Abdulrahman Bin Faisal University, believe that it is imperative to provide students with appropriate support whenever needed. Issues regarding, student grievances, complaints, and appeals are managed for the benefit of the student.

The office of the Vice Dean for Academic Affairs is responsible for managing the procedures relating to the following areas:

1. Academic Appeals relating to decisions made by Board of Examiners
1. Examination Misconduct & Disciplinary cases
2. Student Complaints, grievances and grade appeals
3. Fitness to Practice
4. Admissions Appeals

RESPONSIBILITY:

1. Vice Dean for Academic Affairs
2. Teaching staff
3. Students

STUDENT COMPLAINTS AND GRIEVANCES:

Definitions:

A complaint is defined as an academic or non-academic incident that a student has with any member in the college (student, faculty, staff member, administrator). The grievances are considered Non- Academic whenever student feel he/she was treated unfairly or against the university rules, regulation and policies and this caused any kind of harm to the student outside the course. On the other hand grievances are considered academic Whenever student feel he/she was treated unfairly or against the university rules, regulation and policies and this caused any kind of harm to the student within a context of a course

Student complaints/ grievances management process:

All incidents will be treated with confidentiality and respect to complainer. Anyone who is subject to any kind of discrimination should feel confident to come forward and report this incident. The student can submit the complaint to the chair of the relevant department. If the complaint was against the chair of the department, the student can submit to the higher authority above the chair of the department. Students' academic complaints/ grievances are submitted to the VDAA office providing the dates, times and facts of the incident(s). Any anonymous complains will be disregarded

1. Upon receiving the complaint, the VDAA, evaluate the complaint and communicate with the concerned parties. If the complaint was not resolved at this level, the VDAA will raise the complaint to the dean to formulates an ad hoc committee to carry out an investigation and verify the validity of the complaint.
2. The Ad hoc committee ensures that the process is done as quickly as possible and in any event within [14] days of the complaint being made.
3. The Ad hoc committee invites the concerned members for any investigation needed.
4. The Ad hoc committee will give an opportunity to all members to express their point of view.
5. Through investigations evidences, the committee verifies whether this complaint was valid and send it with recommendations to the college dean.
6. Having established the case, if agreed by both parties, the committee facilitates discussion between them to achieve an informal resolution which is acceptable to the complainant the committee will follow up for agreed and desired outcome of the complaint and ensure any policies should be recommended to prevent similar incidents.
7. The Ad hoc committee writes a report to the Dean, summarizing the outcome of the investigations, findings and any recommendations for necessary action. If deemed necessary, the Dean will forward the report to the University President.

GRADE IRREGULARITIES AND APPEALS

Definition

1. **Cheating** - intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
2. **Fabrication** - intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
3. **Facilitating Academic Dishonesty** - intentionally or knowingly helping or attempting to help another to violate any provision of this code.
4. **Plagiarism** - the adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgement.

incomplete Grades

Course work is considered "incomplete" when a student fails to submit all required assignments when they are due or is absent from the final examination. An "IC" grade may be assigned instead of a failing grade only when:

1. The student has demonstrated satisfactory progress and attendance in the course.
2. The student is unable to complete all course work due to unusual circumstances that are beyond personal control (e.g. illness or family emergency)

The student must submit reasons supporting a grade of "IC" to the Course Director prior to the time that the final grades are due. The Course Director will decide based on these reasons

If the Course Director determines that the student should receive a grade of "IC", the student must complete the coursework by the end of the subsequent semester, or the "IC" grade will be changed to an "F" grade until remediated.

Make-Up Exams

A student who is unable to take an examination due to unavoidable circumstances, as approved by exam excuse policy (e.g., hospitalization, car accident, major illness) is expected to:

1. Contact the Office of Academic Affairs prior to the time of the examination (except during unexpected circumstances), to notify the College about his / her absence.
2. At the discretion of the course director. the student may make-up the examination at an alternative pre-arranged time only when the unavoidable circumstances have been substantiated by the Office of Academic Affairs in concert with the Course Director.
3. Make-up exams are to be completed within 2 school days of the student's return to the College.
4. Make-up exams should cover the same content area of the missed examination but should not be the same exam that was administered to other students

Failing Grades

1. Rectifying Failing Grades: The Course Director will provide input before the Committee on Student's Circumstances to determine actions for remediation (whether the F can be remediated and/ or what activities or assignments will be required to remediate).
2. All Failure and Incompletes grades must be rectified by the end of the subsequent semester.

Grading and Testing Disputes

1. Complaints regarding grades and testing must first be discussed with the Course Director.
2. If the dispute is not resolved, the student must then discuss the matter with the department chair.
3. If the matter remains unresolved at that level, the vice Dean for Academic Affairs should be notified in writing. It will be shared with the Academic Affairs committee, and a meeting Will be established for further discussion. The student will have the opportunity to discuss the complaint directly with the committee. The committee will then make a recommendation to the Vice Dean for Academic Affairs, who will make a final decision on the disposition of the complaint.

Disputes. requests and complaints MUST be submitted and resolved according to announced deadline each semester.

Note: Please also refer to the "Policy and Guidelines for Student Code of Conduct" and annexure therein "Imam Abdulrahman Bin Faisal University Student Disciplinary By-laws"

Policies and Procedures for Plagiarism and Scientific Integrity

POLICY STATEMENT:

This policy describes academic integrity and the procedures for handling academic dishonesty and plagiarism at the College of DentistryImam Abdulrahman Bin Faisal University in Assignments, Research and Projects. This policy should also beseen in context with following policies:

1. Policy for Monitoring Students Performance and Progress
2. Policy for Students Grievances and Grade Appeals
3. Policy and Guidelines for Student code of Conduct

Each student is obliged to be aware of the policy against plagiarism and lack of awareness of the policy does not excuse a violation of it. No student shall be permitted to graduate while charges of plagiarismare pending against that student

POLICY:

Plagiarism is unacceptable and will not be tolerated at Imam Abdulrahman Bin Faisal University College of Dentistry. Plagiarism is thesubmission of another's work as one's own. It includes:

1. use of another's exact words without use of quotation marks and acknowledgement of that use in a footnote or endnote.
2. use of another's organizational scheme without acknowledgement that use in a footnote or endnote.
3. either close paraphrasing of the work of another without attribution or submission of a work which is largely a paraphrase of another's work without attribution.

POLICIES AND PROCEDURES

- Students should receive adequate training on how to write academic research, assignments and projects from the course teacher concerned.
- Report similarity in students 'work should not exceed 20% (excluding the references)
- The faculty members must be fully aware of how to use detection programs for scientific plagiarism and reading and interpreting the reports issued by these programs.
- The faculty members must check the students' written works (assignments, research, Projects etc. (by means of scientific plagiarism programs available by the university.

PROCEDURE

1. The relevant course teacher trains students on academicwriting, and the types of different kinds of scientific plagiarism before proceeding to write their assignments and their projects.
2. Course teachers make sure that students 'assignment is theiractual product and the similarity reports - if there are similarities - are in conformity with the university's policies.
3. Assign a grade to the written work based on the faculty member's determination of plagiarism. This determination and the explanation thereof shall be expressed in writing andtransmitted to the student with a copy to the Dean; or
4. In the event of plagiarism confirmed, the head of departmentsubmit a report on the incidence and attach the necessary documents and submit it to the Dean of the College who refers it to the Committee adjust the behavior of students in the college to establish the sanction prescribed in accordancewith the University regulations.

SANCTIONS FOR STUDENT PLAGIARISM:

1. Upon receiving notification from a faculty member of his or her determination of plagiarism, and determining that plagiarism has been committed, the Dean, shall appoint a committee of five faculty members to conduct a hearing to determine whether plagiarism has been committed by the student. A faculty member who does not feel capable of making a fair decision in a particular case shall refuse to serve on the faculty committee.
2. At the hearing, the faculty member will introduce evidence relevant to the question of whether plagiarism has been committed. The student is entitled to be represented by counsel of his or her choice, to introduce relevant evidence and to confront and cross-examine any witnesses against him or her.
3. To support a finding of plagiarism at least four members of the committee must identify plagiarism beyond a reasonable doubt. A finding of plagiarism by the committee in accord with the procedures established by this policy shall be final and binding on the dean and the student.
4. The committee shall file with the dean a written report on its proceedings and its findings. If plagiarism has been found by the committee, the report shall include a recommended sanction. The presumptive sanction shall be a one- semester suspension, but the committee may recommend a different sanction, either more or less severe. Such sanctions include, but are not limited to, expulsion, suspension for a longer period, probation or remedial activity.

5. The final determination of the appropriate sanction for plagiarism shall be made by the dean. It may be more or less severe than any sanction recommended by the committee. This determination shall be expressed in writing and provided to the student within 14 days (about 2 weeks) of the filing of the committee's report with the dean. The committee members and the complaining professor shall receive copies of the dean's determination of sanction. The dean's determination of sanction

DECISION IN FAVOR OF THE STUDENT

1. the Dean finds insufficient probable cause to impanel a faculty committee; or
2. a faculty committee appointed under this policy fails to find plagiarism has been committed; or
3. the assigned committee fails to find plagiarism has been committed; the Dean shall assign to another faculty member thetask of entering a course grade for the originally accused student.

Policy and Procedure for Course Remediation

POLICY STATEMENT

Remediation is a privilege that is intended to bring underperforming students to the level of competency expected during a course(s).

Definition:

Remediation: This is a process, beyond the standard course curriculum, designed to facilitate improvement in knowledge, skills and attitude of the students who are underperforming and bring them to a level of competency expected of students upon successful completion of a course.

Process and policy:

- The course director is not required to approve or provide remediation in certain course(s).
- However, when approved, it is a mandate to be written in the course specification and announced for the students in the beginning of the course, and the following criteria must be met
- The process of remediation should provide an equal opportunity for student to demonstrate essential knowledge and skills through course (s).
- If remediation exam is authorized in a course, a new and equal assessment must be created.
- The remediation exam is limited to the written exam included in the course assessment plan (no remediation for the final written exam).
- The remediation exam shall be afforded during the remediation period (within two weeks from the initial exam).
- The schedule for remediation exams is provided and published by the VDAA.
- If the percentage of students with grades D/F is 10% or higher in written exam, the course director can repeat this assessment once and the average of the two attempts is calculated to be included in course grade. No more chances will be offered by the course director.
- Students who receive a D or F in written exam of certain course (s) are authorized to have remediation exam. However, remediation exam will not be accessible to students with a grade grater of 65%.
- Extra-credit points (bonus) on original assignments, quizzes, or exams are not allowed.
- Additionally, this policy does not apply to practical or clinical examinations.
- If the attrition rate in a course assessment (s) exceeds 10%, the VDAA authorized to request justification from the course director accordingly further action may be needed.

Rules and Regulations for Students' Excuses

POLICY STATEMENT:

Dental education at the College is a vigorous process demanding regularity and punctuality by the students to keep pace with the running curriculum and instructional and clinical training sessions. However, College recognizes that there may be situations when students can- not make it to attend the lecture or clinical session. This document guides students to clearly understand the importance of being regular and full fill their responsibilities towards acquiring effective learning and training during their student life and take excuse from session only when extremely essential.

ABSENCE AND EXCUSES:

1. Timely and regular attendance to lectures, labs and clinics and other activities for all students is required, student will not be allowed to attend final exam for a course if the student's attendance percentage is less than %85 for the courseand any related labs, clinics or any other related educationalactivities.
2. A student will not be allowed to attend a final exam for a course if the student's attendance percentage is less than %75 even if the student has a valid excuse.
3. Absent student must have a valid excuse, and:
    - Electronically submit the excuse via student's systemwithin a week from absence date.
    - The excuse must be official or stamped copy, and to beauthenticated by the Saudi embassy in the country of the hospital that issued the excuse.
    - The Academic Affairs Committee has the right to referthe student to the disciplinary committee if it is proventhat the excuse is not authentic.
4. Acceptable excuses for lectures, labs, clinics and other activities (not including Midterms and Final exams)

    I. Medical Excuses:

    a. Government hospitals:
        - Admission cases, urgent surgery, surgical procedures (non-elective) that cannot be postponed and require rest with detailed medical report and clearly states the durationof the sick leave.
        - Sick leaves.

    b. Governmental health centers: Only three (3) excuses are accepted during one semester as a maximum, and not acceptingregular hospital visits.

c. Private hospitals:

- Admission cases, urgent surgery, surgical procedures (non-elective) that cannot be postponed and require rest
- with a detailed medical report and clearly states the durationof the sick leave.
- Sick leave of two (2) days or more.

II. Accidents:

Emergency cases excuses are accepted, such as visiting policedepartment and traffic departments if the student is part of the case. The excuse must clearly state the time of the accident and the time of visiting the government entity. Based on the accident report issued by Najim containing student's name, date and time of the accident.

III. Death Incidents:

a. First degree relative: Maximum 3 working days only, withrequired proof, such as death certificate or burial permit, showing – a copy of national ID or family ID.

b. Second and third degree relative: a maximum of one (1) working day, with required proof, such as death certificate orburial permit, showing – a copy of national ID or family ID.

IV. Marriage:

Maximum three (3) days of absence is accepted.

V. Birth:

The excuse of the birth report for female students froma government or private hospital is accepted as of a maximum of three (3) weeks for the student (Mother) and three (3) working days for the father (student).

VI. Student activities:

a. University activities: Three (3) excuses are accepted during one semester, and this number includes excuses provided by the Deanship of Student Affairs, or the agencies and departments of the college or anyone university associated student activities. Any similar excuse for more than one (1) academic day, a pre-approval must be obtained from the Vicedeanship for academic affairs.

b. Non-university activities: The excuses that the college receives from government entity accept only one excuseduring one semester.

VII. Participate and attend scientific conferences.

a. Participation: The student is allowed to participate to presentscientific poster or a lecture for three (3) times maximum during one semester, and the student must present certificate of participation for the excuse to be accepted.

b. Attendance: The student is allowed to attend one scientific conference during the semester, and the student must presentcertificate of attendance for the excuse to be accepted.

VIII. If the student is absent for any reason

The student must write a letterand attach the evidence to the Vice Dean for Academic Affairs to consider his excuse.

5. Excuses and Exceptions for Exam and activities that fall within student's assessment (Midterm, Finals, clinic and lab)

- It includes midterm, final exams and all activities that give grades of attendance, such as clinic exam or lab.
- If the student is absent from the test, his grade will be (zero), in which case it is desirable to estimate the course based on the grades of the continuous assessments.
- If the student is unable to attend the exam for any excuse other than the ones listed below, the College Council may accept his excuse in case of extreme necessity: based on Article Twelve of the University's Study and Exam Regulation. In this case, the student can attend an alternative exam in a period that does not exceed the end of the next academicsemester, and the student is given the grade that he received in this exam.
- Cases in which student can excuse for attending the final andmidterm include the following:

I. Medical Excuses:

- Cases of complete unconsciousness (fainting) completely during the test, hospital report by the University doctor (Family and Community Medicine Center) or the UniversityHospital doctor to which he was transferred if the college agrees to excuse.
- If a parent or child is accompanied to the hospital during theexam period (it is granted only in emergency and life- threatening cases after reviewing the hospital report, and accompaniment is not allowed in routine cases and chronic diseases) Sick leave stamped by any government hospital that must bematching the exam day and for at least two days (only for admission or leave approved by doctors attached to a report stating that the situation is urgent and in no way the student can sit for the exam).

- Excuses issued by private medical authorities are accepted only for childbirth or urgent, non-elective medical surgeries.
- The one-day sick leave excuse or the excuses offered by private hospital are not accepted unless the student undergoesnon elective surgery or admission for an emergency reason only.

II. Accidents:

- Emergency cases excuses are accepted, such as visiting policedepartment and traffic departments if the student is part of thecase. The excuse must clearly state the time of the accident and the time of visiting the government entity.
- Based on the accident report issued by Najim containingstudent's name, date and time of the accident.

III. Deaths:

- First degree relative: maximum 3 working days only, withrequired proof, such as death certificate or burial permit, showing – a copy of national ID or family ID.
- Second and third degree relative: a maximum of one (1) working day, with required proof, such as death certificateor burial permit, showing – a copy of national ID or family ID.

IV. Birth:

The excuse of the birth report for female students from a government or private hospital is accepted as of a maximum of three (3)weeks for the student (Mother) and three (3) working days for thefather (student).

V. Participating and attending scientific conferences:

- Participation: Only one excuse is accepted to participate with a poster or oral presentation during exam period, andthe student must present certificate of participation for theexcuse to be accepted.
- Attendance: It Is not approved to miss exam or assessmentto attend scientific conference or session.

VI. If the student is absent for any other compelling reason,

The student will write a letter to VDAA and attach the evidence, VDAA willform a committee to consider the student's application.

PROCESS FOR EXCUSE SUBMISSION AND DENIALS

1. The student submits the absence excuse electronically through the student's records system within one week of thedate of absence.
2. Details of the excuses and the decision taken are recorded in the vice deanship database with information to the coursedirector.
3. Calculating absence, apology, and registration and calculating the ratio is the responsibility of the course director.
4. The student is informed of the decision for his/her excuse (accepted, rejected, request a detailed report) provided that the detailed excuse arrives within two weeks of the date of the excuse. In the event of failure to provide the detailed re-port on time, the VDAA decides whether to accept it.
5. The Academic Affairs Committee has the right to refer the student to the disciplinary committee if it is proven that theexcuse is not authentic.
6. The course director takes over the task of entering student'sattendance electronically and delivers a list of the student absence percentages.
7. The department chair shall submit a list of those who haveexceeded the limit of absence with or without an excuse tothe vice dean for Academic Affairs office in week 13.
8. The Vice Dean for Academic Affairs is responsible for issuing lists of student denials after reviewing the absence listsand excuses provided.
9. The Examinations Facilitation Committee is responsible fornot enabling denied student entering the final exam.

Policy for Competency Examination

The graduate of the College of Dentistry bachelor of dentistry program must be:

- Knowledgeable in biomedical, behavioral, and oral health sciences and dental clinical care, and their interrelationship through evidence
- A skilled communicator, health advocate and compassionate caregiver
- A professional, behaving ethically and being a valuable member of a team.
- A lifelong learner, improving based on practice and quality improvement principles.
- A knowledgeable member of the healthcare system, understanding its organization and economics and able to lead when indicated.

GENERAL REGULATIONS:

1. The Competency Exam (CE) is conducted as part of the respective course and is supervised by the Office of the ViceDean of Academic Affairs (VDAA).
2. CE is a course requirement. Therefore, a student must passthe CE in order to pass the course.
3. Students have a total of THREE attempts/trials for the CE: Last week for submitting CE results to VDAA is week 12
    a. Fourth attempt is allowed between 12th week until 2ndweek of the following semester.
4. Students who pass will proceed with the course and will be granted the course grade according to the overall performance.
5. Students who fail all attempts:
    a. Will be given "IC" in the course
    b. Department will arrange open sessions for the student topractice
    c. Will be allowed to take the 4th attempt/trial, usually bythe end of the 2nd week of the following semester or asannounced.
6. Student who passes the fourth attempt/trial proceeds and registers in the following offering of the next level course
7. Student who fails the fourth attempt/trial:
    a. Will get "F" in the course
    b. Must repeat the course
    c. May not register for the next specialty level course

Note: Please refer to the Competency examination manual for more information.

Policies, Procedure and Guidelines for The Virtual Examination & Invigilation

POLICY STATEMENT:

College of Dentistry-Imam Abdulrahman Bin Faisal University conducts traditional classroom, quizzes, mid-term and final examinations. With digital advancements and to tackle some unforeseen situation or any possible emergency, COD wants to ensure no interruption of the educational process, by conducting virtual classes and examination for the students. Virtual examination sometimes referred as e-examination, it is a technology-driven way of conducting exams using the computer or mobile devices in a paperless manner through the internet or in an intranet (if within the Organization) for remote candidate(s). Conducting virtual lectures and examination is a coordinated effort of University's Deanship for Admission and Registration, Deanship of E-Learning and COD administration. The Vice Deanship for Academic Affairs, E-Learning Committee, faculty, and IT Coordinators at the College are actively involved running seamless lectures and exams.

VIRTUAL EXAMINATION GUIDELINES

Based on the recommendations of the E-learning committee regarding the implementation and integrity of online examinations and exam retake policies, the following considerations should be followed:

- Ensure following the previously published instructions regarding the preparation of online examinations.
- The Academic department acknowledges calculating the remaining student grades by evaluating other student activitiesand contribution throughout the semester.
- The marks should be assigned to questions based on the weight of the learning outcomes associated with each question.
- Developing questions that measure higher-order thinking, such as critical thinking and analysis, thus limiting thechance of copying answers from external sources.
- Determine the appropriate time allocated for the exam, thuslimiting the chance of cheating by searching for external sources. The final exam duration should not exceed 2 hours.
- The 60% MCQs policy is NOT required for online exams. Utilizing a variety of question types is highly recommendedinstead.
- Review the exam questions (in a word file) using the COD exam paper quality checklist and submit the approved check-list to VDAA.

- Review the online exam settings using the QA online exams review checklist. This will be done by E-learning committee representative in each department*. The signed checklist willthen be submitted to VDAA.
- It is advised that the course instructor and E-learning representative monitor the exam simultaneously during the ZOOM session to report any technical issues that might occur immediately.
- In case of technical difficulties, the student is advised to senda screenshot (demonstrating the technical issue) to the courseinstructor.
- The course instructor should contact the E-learning coordinator at the college to provide support.
- In case the student could not be connected back to the exam,the e-learning coordinator at the college should contact the Deanship of E-learning to provide the student's coaching report and/or detailed report of the student case.
- The E-learning coordinator at the college should submit all available evidence (from the student, the course instructor and the Deanship of E-learning) to the online examination committee to make a decision regarding allowing a retake ofthe exam for that particular student.
- Submit the exam blueprint and the updated grade distribution for your course to the VDAA.
- Students' feedback must be documented and shared withVDAA.

Note: Please refer to the E-learning manual for more information.

Policies, Procedures and Guidelines for Research

POLICY STATEMENT:

Research is primarily considered one of the leading components of Imam Abdulrahman Bin Faisal University according to the charter. Research Unit (RU) at the College of Dentistry, Imam Abdulrahman Bin Faisal University strives to enhance the scientific quality of research proposals, heighten the scholarship, and promote the ethical practice particularly in the discipline of dentistry. The major role of the RU is to ensure that research proposals prepared by students, interns, postgraduate Students and faculty staff affiliated with the department reflect rigorous adherence to high scientific and ethical standards. Prior to submission to funding agencies or initiation of internally supported research, the Unit reviews and evaluates the scientific and technical merits of all research proposals planned by undergraduate students, interns and faculty staff of the College and collaborating researchers, who have a major role in the study. In addition, the Unit serves as a preliminary screen for issues concerning potential risks and benefits to human subjects and the welfare of animal subjects. Reviews and research consultations are provided by the Research Unit to the researcher or the group of researchers.

POLICIES & PROCEDURES:

1. **Undergraduate's research:** Undergraduate students are required to conduct research as a part of their curriculum to enhance their research skills.
    - A student or a group of students shall select a research topic of interest, approach a potential faculty member to be mentor, and achieve mutual agreement over the research topic and plan.
    - Research Ethics/Lab Request Form must be completed by the student, reviewed by his/her research mentor, and submitted to the RU's registrar office after department approval.
    - The RU reviews the proposal for approval.
    - Once the research project is approved, a written research approval letter is sent to the research mentor.
    - The researcher must allow 2-4 weeks before receiving an answer.
2. **Intern's research:** An intern or a group of interns are required to conduct research as a prerequisite for their graduation to improve their skills and knowledge in research and research methodology and evidence-based practice.

- An intern or a group of interns shall select a research topic.
- Research Ethics/Lab Request Form must be completed by the intern, reviewed by his / her research mentor, and submitted to the RU's registrar office.
- The RU reviews the proposal for approval.
- Once the research project is approved, a written research approval letter is sent to the research mentor.
- The researcher must allow 2-4 weeks before receiving an answer.
- The final research proposal must be pre-approved by the internship program director.

3. **Best Research Award for Students:** All undergraduate students including interns are encouraged to participate in the "Annual College of Dentistry's Best Research Award".
   - An abstract is submitted to the RU's registrar office no later than mid-March of each year (approximately 6-8 weeks prior to the annual symposium)
   - The RU reviews all abstracts. Then, participation letters are sent to all successful candidates 4 weeks prior to the annual symposium date.
   - A review panel (nominated members from the RU) meeting is held during the symposium to grant the award during the closing ceremony.

4. **Postgraduate residents/students**

   As an integral part of their curriculum in the different fellowship programs, the postgraduate students are required to conduct a full-fledged research project, starting from idea generation and formation of research question and hypothesis and finalized by submission of an original research manuscript to a recognized peer-reviewed journal. The structure of the postgraduate student research is as following:
   - The Research Advisory Committee is responsible for guiding and supervising the student research, reviewing their proposals, making appropriate recommendations, and providing approvals to submit the research proposal and eventually research reports.
   - The Research Evaluation Committee is responsible for evaluation of the research projects and provides advice and recommendations to improve the research outcome.
   - Student research proposals approved by the respective advisory committee are submitted for final approval by the Research Unit.
   - Once a well-designed research protocol has been approved by the Research Unit, the candidate is expected to work independently demonstrating all required skills, adherence to scientific method and thoroughness required to complete their research projects.

5. **Faculty's Research:** Faculty members are highly encouraged to expand knowledge by conducting scientific research. The RU maintains complete and detailed database for any research activity done in the College or under its name (Publications, Projects, and Grants)
    - At the end of each academic year all staff members are required to submit a list of their publications in the last year to the registrar's office of the RU.
    - An abstract of any research project done in the College or under its name is submitted to the registrar office of the RU.
    - Principle investigators should inform the RU about their accepted grants, budget, and progression of their research.
6. **Prior approval of Ethical Committee**: is required in case if research includes human research mainly comprising pregnant women, human neonates, prisoners, children, adults who lack capacity in research, animal experiments research, which includes any type of radiation that includes hazardous materials.
    - The completed proposal with clear methodology is submitted to the Registrar of the Research Unit.
    - Research project is scheduled to the first coming meeting of the Research Unit.
    - If the research project requires ethical approval it is forwarded to the Ethical Committee of Imam Abdulrahman Bin Faisal University. If the RU decided that the project does not need an ethical approval, the PI is given a letter indicating there is no need for ethical approval.

Policy and Procedure for Community Service & Partnership at The COD.IAU

POLICY STATEMENT

The Community Service is one of the three main components of the College and University's mission statement, teaching & learning and research being other two. Each member of the College and University community i.e. faculty, student, intern and staff are important contributor in endeavors to accomplish the mission, goals and objectives in this direction. The Community Service Policy aims at branding COD-IAU as a socially responsible partner institution for improving health and life of the local community and beyond.

To accomplish the task, Community Service Unit (CSU) has been established under Vice Deanship for Studies, Development and Community Service (VDSD&CS) at the College of Dentistry. The unit is entrusted to enhance value of community service among students, faculty and staffs and improve awareness and wellbeing of various community groups in Eastern Province through education regarding preventive measures and screening for oral health & hygiene problems.

POLICIES:

1. As stipulated in article 1 of general terms, Council of Higher Education's Rules and Regulations, University and College are required to provide education at the undergraduate and graduate level, promoting scientific research, scholarship, translation, publishing, and community service in their respective areas of specialization.
2. The contribution of the faculty towards community is an integral part of their roles and responsibilities in the College and is taken into consideration for the annual appraisal and promotion. (Article 25, 27& 38, The affairs of Saudi Faculty at Universities)
3. College faculty, interns, students and staff are expected tovolunteer their knowledge, experience, skills and time to serve the community.
4. Engaging students in community service provides them
    - Opportunities for field work; assessing community needs and getting exposed to its prevailing problems.
    - Become active member of the community, and develops volunteerism
    - To acquire life skills and knowledge, improving communication skills and
    - Letting them play their role to improve the quality of life of others as well as provide a service to those whoneed it most.

5. The COD-IAU values volunteering faculty, students and staffs and believes that community service promotes socialand civic responsibility, and civic pride. At the same time, the College recognizes that participating in such activities enriches the lives of its faculty, students and employees.
6. Outstanding Community Service Award, for faculty and students, has been established to recognize the efforts of the college volunteers and to encourage other faculty andstudents for serving the community.
7. Establish collaboration and working relationships with relevant stake holders in the University, organizations andinstitutions, local industry and business sector.

VOLUNTEER RIGHTS:

Volunteers are expected to

- Be fully informed about the activity, with details about his/her role and tasks.
- Know the day and time with the total number of in the activity.
- Ensure safety of themselves, others and the place of event.
- Ensure suitability of the place for the volunteering.
- Know that volunteer will receive a certificate showing thetotal number of hours he/she served.

REGULATIONS:

Strict adherence to the following regulations will provide positive and meaningful experiences for individuals who volunteer with CSU.

1. Understand the goals and core values of the University andCollege.
2. Always represent the College in the best way possible for building a positive image in the community.
3. Never contact institutes, hospitals, organizations or schoolson behalf of the College or the CSU. Always raise any community service initiatives to the CSU for approval and proceed through the proper channels.
4. Be a team player and follow the supervisor's instructions. Show mutual respect to the community people, team members, colleagues, staff, instructors and supervisors.
5. Attend all meetings related to the activity/event if you areenrolled in it.
6. If you can't attend the orientation meeting for the event or the activity, inform the meeting organizer or the CSU coordinator at least 24 hours before the meeting.
7. If you can't attend the event or the activity, inform the CSU coordinator and the team leader at least 48 hours prior to theactivity.
8. Ensure to show respect to the hosting entity and follow thehost site rules and regulations.
9. Follow all medical, infection control and safety guidelinesand take all required precautions including vaccinations.

PROCEDURE FOR CSU ACTIVITIES:

- Community service programs are organized as part of the students' curricular and extracurricular activities involvingdifferent departments, faculty and students.
- CSU coordinates extra mural community service activities in cooperation with the Academic Affairs, Preventive DentalSciences Department and the Internship Program
- CSU organizes community awareness and education pro-grams at schools and other public places about oral healthissues along with screening facility for oral diseases, prevention and treatment
- It runs campaigns for diabetic and other special need patients of all ages.
- CSU database is developed to document the number of college personnel (students, interns and teaching staff) participating in community service activities, number of events andbeneficiaries.
- Students are informed about volunteering and community service opportunities via mass email sent to all students witha registration link. The available positions are filled on a first come first served basis.
- Volunteers selected to participate are informed via email, priority is given to members with early registration and thosewho did not participate in previous activities.
- The students' group leaders is selected first and then theteam members.
- The team leader is usually selected based on early experience and participation in a significant number of communityservice hours.
- If any faculty, staff or students wish to know how many com-munity service hours they have served, they send an inquiry email to the unit email (cd.csu@iau.edu.sa)
- By the end of the year, the CSU will issue a certificate with the totalnumber of community service hours.

Policy for Smoking Prohibition in the College of Dentistry

INTRODUCTION:

Cigarette smoking is the leading preventable cause of illness and premature death in the world. Research indicates that non-smokers who are regularly exposed to second-hand tobacco smoke are also at increased risk of illness.

Likewise, cigarette litter is harmful to our environment and wildlife (Cigarette butts are a form of non-biodegradable litter and hazardous waste, similarly, Cellulose acetate - a form of plastic from which filters are made is also non-biodegradable waste of cigarette).

The College of Dentistry recognizes public health hazard associated with any kind of smoking. The administration is dedicated to providing a healthy, comfortable and educationally productive learning environment for faculty, staff, students and visitors thus does not allow smoking in any form whether it be indoor or outdoor areas of the campuses. Therefore, to provide a safe and healthy environment for students, faculty, staff, and visitors, the College of Dentistry at the Imam Abdulrahman Bin Faisal University (COD-IAU) has adopted the "Policy for Smoking Prohibition in the College of Dentistry".

POLICY:

To protect the health and safety of students, faculty, staff, and visitors, and the environment:

1. Smoking and the use of smokeless tobacco or unregulated nicotine products (such as electronic cigarettes) are prohibited on and within COD-IAU premises.

2. The sale or distribution of smoking, tobacco, and unregulated nicotine products on or within COD-IAU premises isprohibited.

3. Advertising smoking, tobacco, and unregulated nicotineproducts in College / University publications and withinCOD-IAU premises is prohibited.

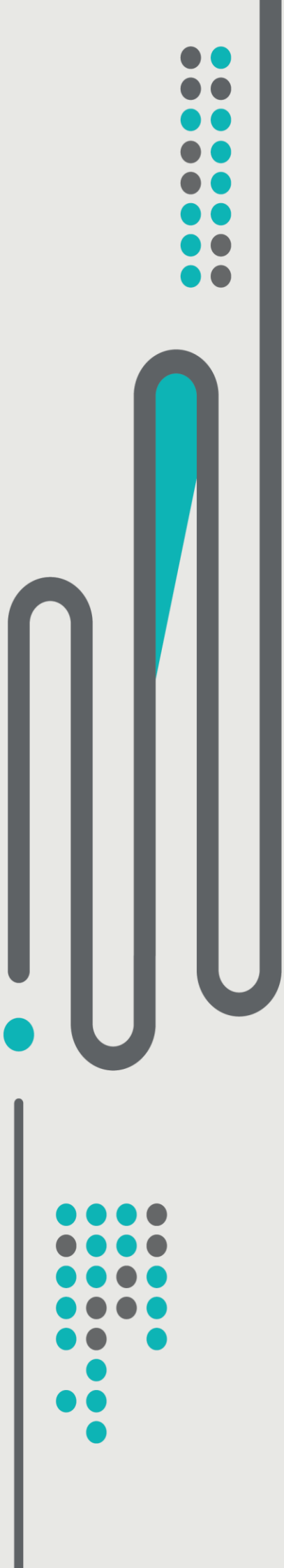
4. The sale, distribution, and sampling of all tobacco products and tobacco-related merchandise is prohibited in the Collegecampuses and at events organized by the College.

5. Organizers of public events, such as conferences, meetings,public lectures, social events and cultural events using cam-pus facilities must guide participants about this policy and require compliance.

6. No person who makes a complaint of a violation of this policy or who furnishes information concerning a violationof this policy shall be retaliated against in any manner.

7. Littering campus with remains of smoking products is prohibited.

8. Persons engaging in smoking and /or the use of smoking products in violation of this policy may be subjected to thefollowing:
    - Violation of this policy is a violation of the Student code of Conduct. Non-complying students will be referred to the student counseling office / disciplinarycommittee.
    - Faculty and other staffs will be referred to their supervisor and /or appointing authority for appropriate action.
    - Contract workers / employees will be referred to their respective employers for appropriate action.
    - Visitors will be required to leave the campus if they failto conform to the policy when advised.



Student Services

Students Housing

Student housing is one of the main factors that positively affect the life of a university student. Due to the distance from his native location during his studies, it acts as one of the reasons for his psychological stability and the achievement of his educational goals. And the university, in its relentless endeavor to create a suitable environment for the student, has provided university accommodation for students coming from outside Dammam or from outside the Kingdom as scholarship students.

Services provided by the Student Housing Department at the Deanship of Student Affairs for housing students:

1. The Student Housing Administration provides professional supervisors for 24 hours.
2. Study rooms inside housing.
3. A library for reading and studying.
4. A means of reciprocating transportation from housing to colleges and back to housing.
5. A specialized maintenance unit.
6. Activity rooms.
7. Gyms.
8. Breaks.
9. Mosque.
10. Restaurants, cafeteria, and supermarket.
11. Rooms for people with special needs.

For Female Students: dsa.fsh@iau.edu.sa

For Male Students: dsa.sham@iau.edu.sa

Students Lockers

Students can reserve lockers in the College of Dentistry during their academic years.

More info on locks when to receive when to give back and locations

For more information about lockers contact: Cd.staffairs@iau.edu.sa

Student Fund

The Student Fund at Imam Abdulrahman bin Faisal University is one of the important facilities in the Deanship of Student Affairs, for its direct connection with the needs of all students. The Student Fund was established based on the approval of the Supreme Council of Saudi Universities in the session held on 26/7/1398 AH. The Fund seeks to keep pace with the development of services provided to students and seeks to complete financial measures in a competent manner.

Student Fund Resources

- The support that the educational institution can provide to the fund.
- The students' subscriptions are deducted from the student monthly salary.
- Return on investment projects conducted by the fund.
- Donations, gifts, grants, and bequests made by individuals and institutions.
- The support that the Higher Education Fund can allocate to IAU Student Fund.

Fund program services:

First: the loan program

Through this program, loans are provided to students, according to their needs, and installments are deducted from their monthly salary through the Student Salary Department at the Deanship of Admission and Registration, with follow-up from the Student Fund.

Conditions and controls for requesting a loan:

- Filling out the loan request form electronically.
- The student must be a regular student at the university during the semester in which he/she applied for the loan.
- The student must be one of the students who currently receives a student salary.
- The student should not have taken another loan already.
- A student is not exempt from the loan without the approval of the Board of Directors of the Student Fund, and the Student Fund has the right to take all measures to recover the loan from the student.

Second: the aid program

Through this program, the fund provides aid to needy university students. The value of the aid varies from one student to another according to their needs and according to the case study carried out by the Student Care Unit. In addition, the value of aid depends on the attachments that explain the status of each student and after presentation to the Board of Directors of the Student Fund and getting their approval.

The aid is provided considering the following:

The main documents to be attached:

- Filling out the aid application form.
- A letter submitted by the student requesting aid.
- Family ID for family members.
- Academic transcript.
- Copy of the national ID.
- A copy of the university card.
- A certificate of the salary of the guardian.
- A statement from the family's social security in the event of the death of the head of the family.

Conditions and documents required when submitting the aid application:

- The student must be registered during the academic semester in which the aid application was submitted.
- The reasons for applying for the aid should be in accordance with the regulations governing the disbursement of aid.
- The student must attend in person, and it is not permissible to delegate.
- Attach the official papers that prove the need for aid.
- The student should not have received aid during the semester in which the student requested the aid.
- Priority will be given to those who have not previously received aid.
- Aid is canceled if the student is more than two weeks late in receiving it from the date of its disbursement approval.
- The student case should be studied by the social worker.
- The student must be one of those who are eligible for aid.
- The Fund board has the right to make exceptions to some of the conditions mentioned above if there is a need for that.

Student Committees and Activities

Student Participation in Committees

Students at the College of Dentistry – Imam Abdulrahman Bin Faisal University are the most important stakeholders among all. They are encouraged to participate and are involved in the most significant decision-making processes through college committees. Also, they participate in Self Study and other quality evaluation mechanisms through nomination in ad hoc committees formed for this purpose. The following are some important committees where students are involved as regular members and in others they may be invited according to the agenda of the meeting.

1. Dental student Admission Committee
2. Student council
3. External advisory board
4. Examination facilitation committee
5. Academic Affairs committee by invitation
6. Curriculum Development committee by invitation
7. Academic Advising & Counselling Unit
8. Learning Resources & E-Learning Support Unit
9. Quality Development & Academic Accreditation Unit
10. Community Service & Partnership Unit
11. Continuing Education & Development Unit
12. Professionalism and leadership unit
13. Alumni and career development unit
14. Risk management unit
15. Supervisory Committee for Post Graduate Program
16. Student Activities Unit
17. Documentation and Records Unit

Dean's Student Advisory Board

Objective

It is an advisory board that aims at bridging between the College and its students to gain feedback form them in the areas of developing the educational and academic process and to discover students' perspectives towards teaching, extra curriculum or presented activities to achieve utmost knowledge and developed ideas.

Objectives of the Student Advisory Board

1. Serve as communication link and causeway between the college and its students in a way that would enhance the progress of the academic, educational, and service processes in the college.
2. Explore the viewpoints of the male/female student population on the academic and extracurricular activities and services offered.
3. Present advice and consultation to the college dean on the 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 and soak in higher ethics and morals, make acquaintances and nurture the spirit of brotherhood among all members of the college.
5. Link the students to the college and its activities.
6. Clarify to the students' certain procedures the purport of which they may have missed out.

Students Clubs:

Student Clubs offer opportunities for students to meet new people, develop leadership skills, integrate course work with practical experiences and gain a well-rounded education.

At the beginning of each academic year, the students register in their preferred club in the 1st week and then they will be asked to elect the club's president and vice president nominated by club members.

Thanaya sports club:

Aim to lead the college towards a better healthy lifestyle focusing on both mental and physical health, by organizing educational and physical events, inciting the competitive spirit within the staff and students.

Thanaya Entertainment Club:

Student Clubs organize extracurricular activities that aims to develop and refine the educational, technical, leadership, and social skills. Thanaya created diverse student clubs (sports, cultural, art, research, and volunteering) to encourage students to pursue their hobbies and showcase their creative skills. At the beginning of each academic year, students register in their preferred club during orientation week.

Fiker Club:

Aim to engage students with reading and provide an opportunity for readers to share information. The club organize reading and discussion activities among students and faculty members.

Thanaya Cultural Club:

Aim to provide information in an enjoyable and easy way for students through scientific competitions, events, and posters. The club organize and host specialists from different specialties to provide introductory lectures on specialties and exams.

Students Research Club:

Aim to spread knowledge by organizing lectures and workshops related to research. It mainly focuse on preparing young researchers for their future research projects. SRC works to fulfil the gap of "How would I start research" and to encourage innovation, creativity, and publication of high-quality research by undergraduate students of collage of dentistry.

Students Research Club:

Aim to encourage students to develop their talents in Art by organizing events and exhibitions in addition to competitions as drawing and wax carving competitions.

Volunteering Club:

Bareeq and Basmah are students' volunteering club that organize and plan community service activities such as oral health educational campaigns and oral screening campaigns. In addition, these clubs work on creating a professional well-trained member capable of serving the community.

For more information about Students Clubs contact: cd.staffairs@iau.edu.sa

Student Council:

Contribute to the development of the student community, address their issues, and form a full partnership between the students and the college administration by enhancing communication and sharing.

For more information about Student Council contact: cd.sac@iau.edu.sa

Student Awards

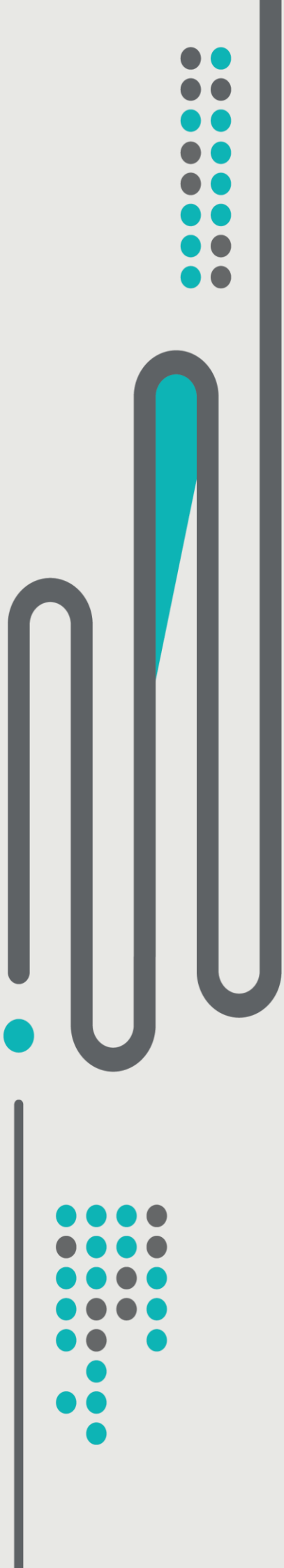
Student Annual Awards

COD has a practice of celebrating and recognizing teaching staff, faculty and student's achievement in teaching, service to the institution and the community as well as research through awards. The awards are presented on an annual basis.

The awards include best performing faculty, staff and student that fulfill their duties to the highest standards and exemplify excellence and dedication in their duties and beyond. Special emphasis is put in the Administrative innovative act in the program. Nominees are nominated anonymously by counterparts and then evaluated and graded by the committee to be graded as per the College of Dentistry Awards Guidelines and Regulations. The College of Dentistry has a practice of recognizing community service achievements to motivate teaching staff, administrative staff, and students. In addition to this, a department-wise report is also generated showing the number of community hours contributed by every department at the COD.

The annual award categories pertaining to teaching staff are Best Faculty Award, Best Researcher Award and Highest Community Service Staff Award. The categories pertaining to the students include most Proactive Student Award (Male and Female) and the Community Service Award.

STUDENT AWARD CATEGORIES
The Best Postgraduate Student Award
The Most Proactive Male Student Award
The Most Proactive Female Student Award
The Best Student Community Service Award



College Facilities and Learning Resources

Facilities and Learning Resources

ALNAWRAS CAMPUS

Alnawras Campus was inaugurated in 2001 and includes two Buildings with state-of-the-art teaching facility. It started with one building which was initially a recreation center that was converted into some of the college facility. Currently, Alnawras campus holds the following:

7

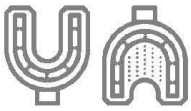
Facility & Learning Resources Guide 2021

RAKAH CAMPUS

There are two main buildings that accommodate the teaching and learning facilities of the college of dentistry in Rakah Campus in addition to a newly constructed building which will operate in 2024.

The administration building at Rakah campus includes teaching facility and research laboratories accessible to all students and faculty.

3
Classrooms



6
Specialized Laboratories

5
Dean and Vice Dean Offices

75
Faculty Offices

22
Administration Staff Offices

6
Meeting Rooms

1
Library

4
Research Laboratories

3
Cafeteria and Service Areas

10
Restrooms

1
Examination Office

UNIVERSITY DENTAL HOSPITAL

The University Dental Hospital, opened in 2015, is a leading dental hospital to provide advanced oral health services.

Note: Please refer to the Resources and facilities manual for more information.

Infection Control

Infection Control

Introduction

The infection control program is developed to maintain and improve the health status of all staff and patients by providing a safe place and health care facility at the college of Dentistry.

Features of the COD infection control program:

1. An infection control manual that clearly describes policies, procedures, and practices.
2. Appointed Infection Control Officer (dentist or otherstaff member) assigned to instigate, coordinate and evaluate the infection prevention and control program. The Officer's duties include the education of all staff regarding the principles of infection control, identifying work-related infection risks, instituting preventive measures, and ensuring prompt exposure management and medical follow- up.
3. Guidelines for education, orientation and training for faculty,staff, students and patients.
4. Immunizations against communicable diseases where possible.
5. Exposure prevention and post-exposure management.
6. Maintenance of records, data management, and confidentiality.
7. Maintenance of equipment involved in infection prevention and control procedures

Objectives of Infection Control Program:

1. Break the cycle of infection and eliminate cross-contamination.
2. Treat every patients and instruments as potentially infectious.
3. Protect patients and personnel from infection and malpractice.

Personal Health

Recommended Vaccinations

1. Two doses of measles vaccine are recommended if born after1956.
2. Hepatitis B: 3 doses over 6 months. Antibody titers are checkedafter 5 years to determine need for booster.
3. Tetanus: Every 10 years. Booster on day of injury if no boosterwithin 5 years.

Students:

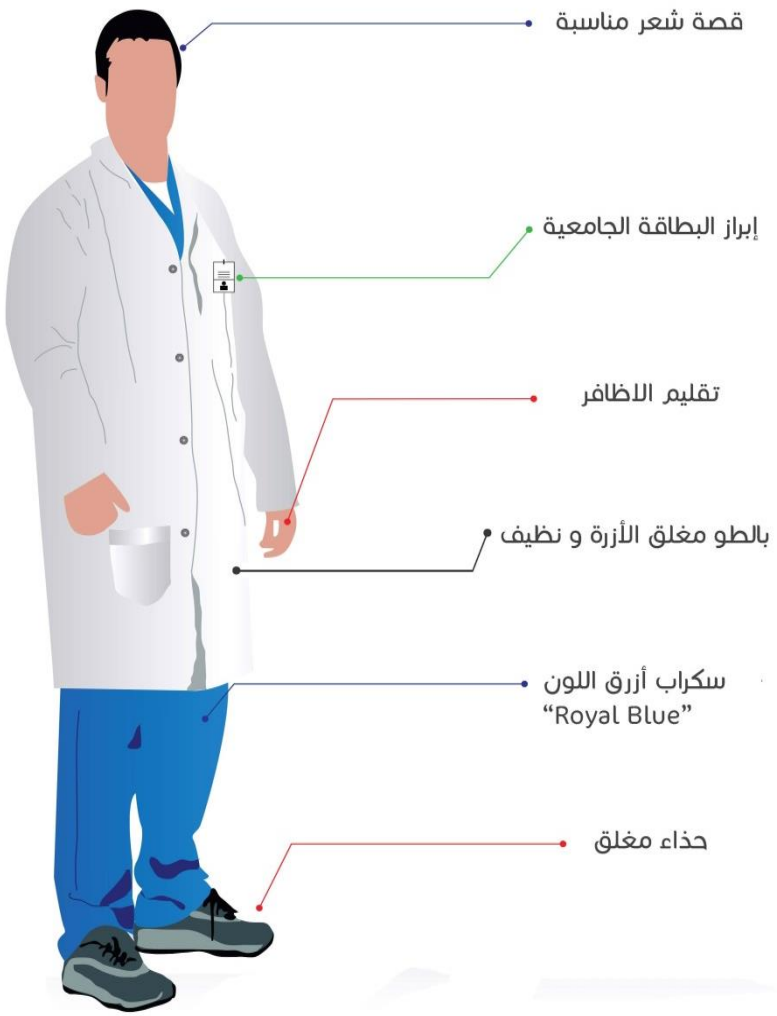
- Students must receive all required vaccinations and tests before clinic entry and before their 4th academic year.
- The vaccinations and tests are available in King Fahad University Hospital and FAMCO.
- They are also required to read the Infection Control policies andattend the orientation and training program.

Procedures:

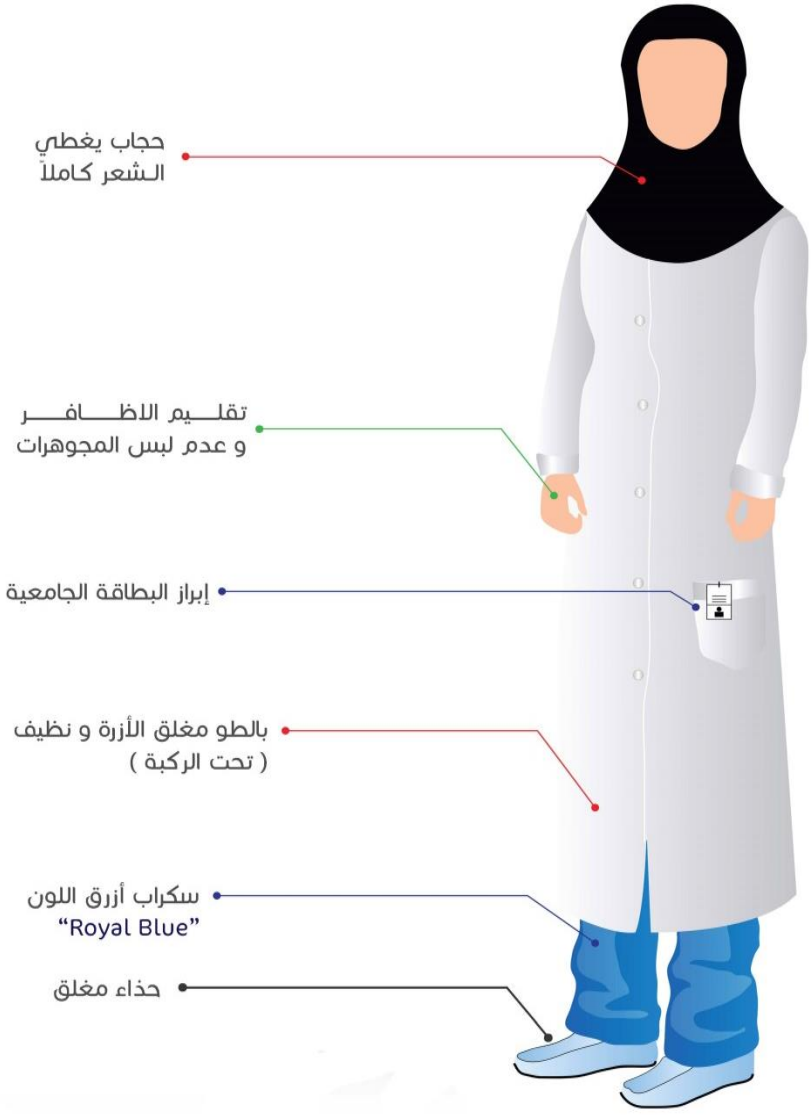
1. Students will be in direct contact with their class representatives in the Infection Control Coordinator as well as with anyother member of the infection control committee.
2. Students will attend the lectures and watch the video tapes after they read the policies carefully.
3. Students will then be distributed into groups and will receivean orientation tour at the clinics as well as a training application in x-ray-unit and the dental lab.
4. Specific dental procedures requiring specific instructions oninfection control procedures are discussed with the studentsin detail by a specialist from cthe clinical department e.g. endodontic.
5. Infection control coordinator is responsible to evaluate and document the students training.

Dress Code

Male Dress Code



Female Dress Code



Clinical Dress Code

1. No food, drink or chewing gum in clinical or laboratory areas.
2. Personal appearance:
    - Use Conservative and presentable clothes.
    - Uniforms and clothes must be clean and well-ironed.
    - Disposable gown must be worn over white coat attire.
    - Use long sleeved and knee length lab coat.
    - Use disposable gowns when inside clinical laboratorypremises.
    - Personal Protective Gears (gloves, masks, goggles and disposable gowns) must always be worn while treating patients.
    - Closed shoes that are non-porous, non-slip and darkcolored.
        - *Knee length boots, fabric or woven strips shoes, plastic flip- flops or opened toed sandals are prohibited.*
3. College/University ID must be worn at all times on upper leftchest area.

For Male Members:

- Facial hair should be well groomed.
- Scrub MUST be of similar color and accompanied by a roundnecked T-shirt.
- Crew length or longer socks are required.

For Female Members:

- Tight and revealing clothes are prohibited.
- Make up should be of natural appearance.
- No wearing of jewelries except wedding ring and an appropriate wrist watch
    - *Permissible jewelries must be removed when carrying outclinical care.*
- Nails must be clean and short.
    - *No longer than one forth (1/4) inch.*
    - *No nail polish or nail extensions.*
- Skirts must be an A-line cut and of shoe length.
- With loose threads or raw hems.
- No wearing of voluminous skirts.
- Plain socks or tights must always be worn.
- Veil must be and shoulder length completely covering the hairand secured inside the clinical coat or gown.
- Clinical disposable masks must be worn in place of Neghab (facecover).
- Disposable masks should be disposed after treating eachpatient or when leaving the clinical areas.

Standard Precautions

Shall be used with all patients and their related items assuming"they are all infectious".

1. Hand hygiene

- Hand hygiene may be performed by thorough hand washing using a soap/water/towel combination, or hand disinfection using an alcohol hand-rub, depending on the situation.
- Nails must be short and clean and free of nail art, permanent or temporary enhancements (false nails) or nail varnish.

  Jewelry, including rings, arm and wrist bands and bracelets and watches should be avoided on the hands or arms, as they prevent adequate hand hygiene, make donning gloves more difficult and can cause increased tearing of gloves. Alternately, arm and wrist jewelry and watches should be covered by the cuffs and long sleeves of the protective clothing.

1.1. Hand hygiene should be done

- At the beginning of the working day.
- Before donning gloves.
- Between each patient.
- After glove removal.
- After bare handed contact with contaminated equipment orsurfaces.
- Before and after eating.
- After using the toilet.
- At the end of the day.

1.2. Hand Antisepsis

Hand antisepsis may be achieved using an alcohol hand-rub:

a. Before patient treatment (before donning gloves).
b. Between patients (after removing gloves).
c. Whenever gloves are changed during a patient visit.

- Only commercial products specifically designed, as analcohol hand-rub should be used for hand hygiene.
- Hands should be rubbed until the alcohol rub is no longerwet (approximately 30 seconds), as the alcohol can causeglove material degradation and result in loss of glove integrity.
- Hand hygiene products should be stored and dispensed according to the manufacturer's instructions.
- Liquid products should be stored in closed containers and dispensed from either disposable containers or fromcontainers that have been washed and thoroughly dried between fillings.
- Liquid products should not be added to a partially emptydispenser or "topped up", due to the risk of bacterial contamination.

1.3. Hand care regimen

- Emollient hand lotions should be considered to prevent hand irritation and dermatitis that comes from frequenthand hygiene and glove use.
- Petroleum based lotions should be avoided during the work day, as these may weaken the glove material, resulting in increased permeability.
- Washing hands in hot water should be avoided.
- Manufacturers of hand hygiene products should be consulted regarding any possible interaction with handlotions.
- Lotion manufacturers should be consulted regarding any
- interaction between the lotions, the antimicrobial soapsor alcohol hand-rubs, as well as other dental materials

1.4. Steps for hand washing

- Remove jewelry an exception can be made for the wedding ring.
- Wet hands with running water and apply soap. Make sure to ruball parts of your hands for 15 seconds.
- Rinse and dry hands completely before donning gloves
- The taps should be turned off by foot operator.
- Before surgical procedures, scrub hands and arms to the elbowswith an antiseptic soap for five minutes. Rinse and dry with steriletowel.

2. Personal Protective Equipment (PPE)

- Dental health care personnel must wear personal protective equipment (PPE) such as eyewear, facemask, face shield, dis-posable gloves, and a gown during all operative procedures.
- Training for correct use of PPE should be included in the student orientation programs.
- All faculty members should receive updates when new PPE isintroduced into the practice.
- Anyone developing a reaction to protective gloves or a chemical must inform the Infection Control Coordinator (ICC) immediately.
- Clinical gloves and facemasks are single-use items and must be disposed off as clinical waste.
- When undertaking decontamination procedures, household gloves, plastic disposable aprons and protective eyewear mustbe worn. Plastic aprons should be changed at the completion of each procedure.
- Protective clothing worn in the surgery must not be worn out-side the practice premises and should be stored in lockers.

1.1. **Gloves**

- Latex gloves used for patient examinations and procedures are disposable single-use items and must not be used on another patient or washed with detergent.
- Heavy utility gloves are worn when handling and cleaning contaminated instruments and for surface cleaning and dis- infection.
- The integrity of gloves should be monitored after donning and during use, if the surface of the glove is compromised it should be changed as soon as possible.
- Gloves should not be washed, as soaps and alcohols can com- promise the surface of latex and synthetic materials, leading to micro-perforations and loss of integrity.
- Double-gloving may be utilized for some specific procedures, which may involve the handling of multiple sharp metal instruments or during longer procedures.
- Double-gloving, if utilized, should be procedure specific, not patient specific.
- Double-gloving may affect manual dexterity and tactile sensitivity.
- Gloves should not be stored exposed to heat sources, such as near X-ray unit controllers, lasers, fans, electrical generators, suction machines or motors.

1.2. **Eyewear**

- Protective eyewear must be worn during procedures that in- volve splash and spatter of saliva and blood.
- Eyewear protects the eyes from damage and from microbes such as hepatitis B virus, which can be transmitted through conjunctiva.
- Protective eyewear for staff and patients should be cleaned and disinfected after use, at least between patients, or when- ever it becomes visibly contaminated.
- Eye-wash stations should be available in the dental clinics and laboratories, to aid in managing any chemical or body fluid splashes, sprays or spills into the eyes of the staff member or patient.
- All staff should be orientated to the location, function and indications for use of the eyewash stations.

1.3. Facemasks

- Dental health care personnel should routinely wear facemasks during dental treatment and should change them between patients and when they become wet.
- Use a new mask for each patient.
- Masks should not be worn outside of the dental operatory.
- The surgical mask should have more than 95% filtration efficiency which is reduced significantly whenever the outer sur- face of the mask becomes contaminated with droplets of sprayof oral fluids, or from touching the mask with contaminated gloves or hands.
- The mask should fits tightly over the nose and mouth, and the breathing should be through the mask not around it.
- For patients with known Tuberculosis a particulate-filter respirator or mask (e.g., *N95, N99 or N100*) should be worn {*avail-able in the King Fahad University Hospital*}.

All Faculty Staff and Students MUST adhere to the followingGuidelines:

- When entering the clinical area, please make sure that your attire follows the dress Code regulations.
- Remove wrist watches, if you wear one.
- Wash hands before putting on your personnel protective equipments (PPE).
- Wear gown and gloves during contact with patient or environment of care e.g., medical equipment, environmental surfaces.
- Don't work from "clean to dirty".
- Don't touch your face or adjust PPE with contaminated gloves.
- Don't touch environmental surfaces except as necessary, during patient care.
- Change gloves during use if torn and when heavily soiled (evenduring use on the same patient) and after use on each patient.
- Perform hand hygiene before donning new gloves.
- Discard in appropriate receptacle.
- Mask and goggles or a face shield are used during patient careactivities likely to generate splashes or sprays of blood, body fluids secretions, or excretions.
- Masks protect nose and mouth and should fully cover nose andmouth and prevent fluid penetration.
- A mask is ineffective when it becomes wet; it is preferred that afresh mask is used for every patient.

- Goggles protect eyes and should fit snuggly over and around eyes.
- Personal glasses are not a substitute for goggles.
- For users of prescription glasses: If you can get clip-on side
- shields to fit on your frame, they will be effective.
- Face shields protect face, nose, mouth, and eyes, it should cover forehead, extend below chin and wrap around side of face.
- As standard precautions are the protocol applied by the college; full personal protective equipment's should be wornwhile dealing with patients.
- The correct order of donning and removing PPE is the key to protecting yourself and co-workers from contamination.
- Sequence for putting on PPE:
    1. Gown.
    2. Mask or respirator.
    3. Goggles or face shield.
    4. Gloves.
- Sequence for Removing PPE:
    1. Gloves.
    2. Face shield or goggles.
    3. Gown.
    4. Mask or respirator.
- Make it a habit to practice the correct sequence of PPE donning and removal as drills to make it second nature.
- Ensure that hand hygiene facilities are available at the point needed, perform hand hygiene immediately after removing PPE. If hands become visibly contaminated during PPE removal, wash hands before continuing to remove PPE.
- Wash hands with soap and water or use an alcohol-based handrub.
- Remove your PPE before leaving the clinic.

If you have any oxidative skin lesions or dermatitis, you are discouraged from working on patients until complete healing takes place.

Post-Exposure injuries Protocol

Definition: An occupational injury resulting in transfer of a significant amount of blood (at least a full drop) or other high risk body fluids with visible blood from a source person (usually a patient) ontomucous membranes or non-intact skin or puncture of intact skin of the exposed person (most frequently the operator).

Protocol following injury

1. Stop the procedure immediately.
2. Inform patient.
3. Remove gloves and wash hands.
4. Encourage bleeding from the wound don't scrap.
5. Immediately wash the area, including the puncture or wound using antimicrobial soap and water.
    - Exposed eye, mouth or nose mucosa should be flushed withcopious amounts of water.
    - The application of caustic agents such as bleach, or the injection of antiseptic agents into the wound is not advisable.
6. Cover the wound with a dressing.
7. Skin, eyes or mouth wash with plenty of water.
8. Ensure sharp is disposed off safety.
9. Notify clinical support staff and the clinical instructor immediately in order to determine how dental treatment should be completed or temporized.
10. Report the nature of the incident in order that screening is triagedas "urgent".
11. An INCIDENT REPORT FORM will be completed at the College of Dentistry.

Protocol Information

- All staff must be immunized against Hepatitis B and a record of their Hepatitis B sera conversion held by the Infection Control Coordinator. For those who do not seroconvert or cannot beimmunized medical advice and counseling will be sought. In these cases it may be necessary to restrict their clinical activities.
- In case of an inoculation injury, the wound should be allowed tobleed, washed thoroughly under running water and covered witha water proof dressing. The incident should be immediately reported for further necessary action.
- Report any spillages involving blood or saliva or mercury.
- Report any developing reaction to protective gloves or a chemical.
- Both exposed person and source individual are offered the opportunity of having a blood sample drawn in the King Fahad Uni versity Hospital after exposure injury.
- The procedures, routes of evaluation, results of testing are completely confidential.
- If the exposed person and source individual agree on testing, theblood will be tested for HBV, HCV and HIV.
- If one of those persons declined testing, the infection control coordinator should record that the exposed person declines testingon the form. The exposed person must sign it.
- Medical prophylaxis and consultations are available at no costfollowing accidental exposure at the University Hospital.
- Post-exposure prophylaxis is applied only when the Source testspositive for HIV/AIDS.
- The administered Post-Exposure Prophylaxis (PEP) is most efficacious if it is administered within 4 hours following the expo sure.
- Within 2 weeks of the incident, the infection control coordinator will prepare a report of test results. These results will be confidential.

For more information about Infection Control and Clinics contact: vdca.dent@iau.edu.sa

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