



**KING SAUD BIN ABDULAZIZ UNIVERSITY  
FOR HEALTH SCIENCES**

**COLLEGE OF DENTISTRY  
STUDENT GUIDE**

**ACADEMIC YEAR  
2013-2014**

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DRAFT 22 Feb 2013

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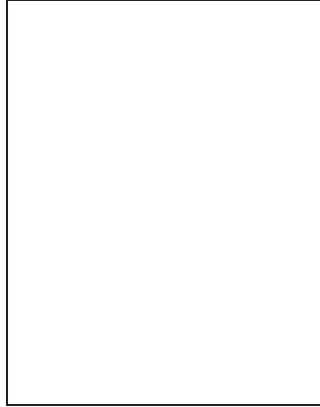
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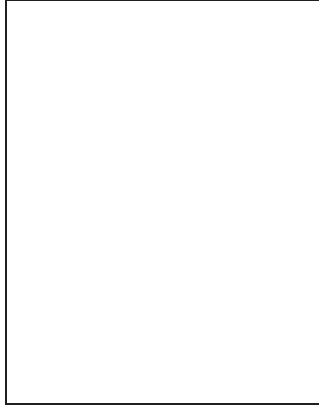
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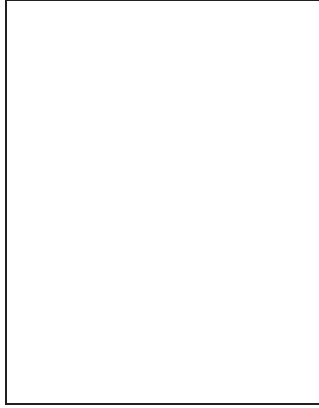
## Welcome from the Dean



**Welcome from the Associate Dean,  
Academic and Student Affairs**



**Welcome from the Associate Dean,  
Clinical Affairs**





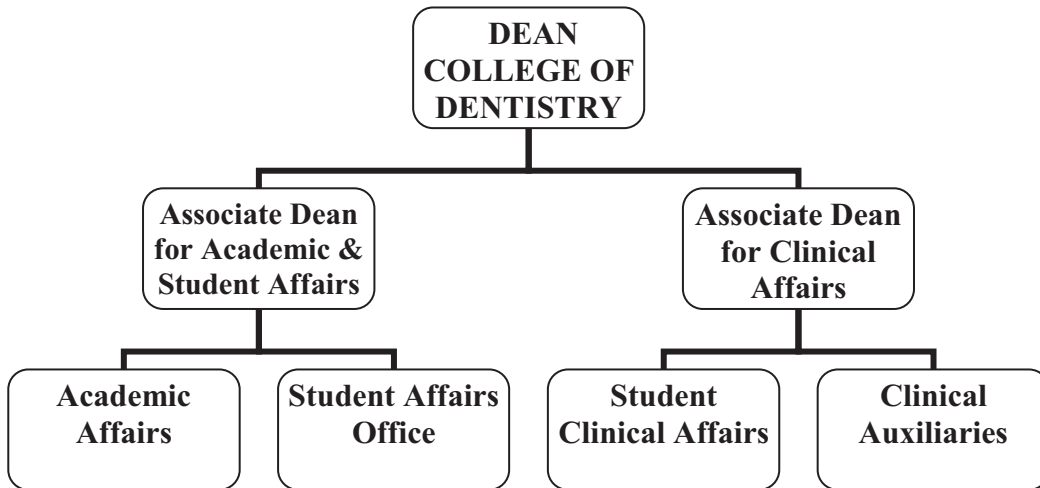
## **Introduction**

The College of Dentistry (COD) at King Saud bin Abdulaziz University for Health Sciences (KSAU-HS) is an academic institution that has its own identity, established by Royal Decree No 3-B-53278, dated 31 December 2003. The College of Dentistry was established at KSAU-HS to join the other Dental Colleges in the Kingdom to graduate qualified Dentists with a special program of study leading to a unique degree to the first time in the Kingdom to have Doctorate of Dental Medicine (DMDDMD), this is corresponding to the demand of the Saudi Arabian Community for Dental Services and Oral Health Care.

The College of Dentistry at KSAU-HS provide opportunity for young Saudi students to continue their university studies in the field of Dentistry in their own home country in highly equipped laboratories, clinics and lecture rooms. In the process of establishing the Dental College care was taken to review the most prestigious Dental Colleges in the world in order to adopt their successful and well established curriculum as well as their educational tools.

The Dental College accepts Saudi High School graduates that fulfill the requirements for admission. The accepted student will be admitted to a 2 year Pre-dental program (Pre-professional program) and then will continue to the 4 year Dental program. The graduate student will spend one year in an Internship Program and will then be qualified with a DMD degree to practice as a Dentist to serve the community of the Kingdom and to provide the population with oral health care. The College may also consider accepting University Graduates from other colleges that fulfill the requirements for admission and wish to change their careers to be Dentists. In addition to the academic and educational services, the Dental College will also provide Dental treatment to the local Saudi community as well as consultation with academic staff to enhance the standard of Dental Services and to establish Oral Health Research.

**COLLEGE OF DENTISTREY  
ORGANIZATIONAL STRUCTURE**



## ***MISSION AND VISION***

### **1. 1. Mission**

The mission of the College of Dentistry is to prepare students in the art and science of Dentistry in an academic setting that fosters excellence in education, research and compassionate patient care. The College graduate should thus develop the knowledge, skills and attitude that will enhance the health of the Saudi population and contribute to the advancement of Dentistry. This mission will be carried out jointly with the existing National Guard healthcare facilities.

### **1. 2. Vision**

The state-of-the-art College of Dentistry will be a driving force toward improving the oral health needs of the community through unique programs of evidence-based oral health care, integrated biomedical, professional, and clinical curricula. Our future competent dentists will be problem solvers, lifelong learners, critical thinkers, and professionals. The college will strive to attract the best students, teaching faculty, and support staff. Therefore, the college will adapt the best available teaching methods, facilities and technology that promote student-centered and community oriented education

## ***OBJECTIVES AND VALUES***

### **2.1. Objectives**

The objectives of the Dental College are included in the following:

1. Graduating dentists with high standard knowledge of dental sciences with excellence clinical training
2. Qualified dentists that apply evidence based dentistry with critical thinking in their clinical practice with high standard of profession and professionalism.
3. High quality of basic and clinical research in oral and dental field and biomaterials
4. Integration with community for public services and patient dental care
5. Link and collaboration with local dental colleges in the kingdom and with other dental colleges in the region and the rest of the world that have international reputations.

## **2. 2. Values**

College of dentistry is keen on establishing the Saudi values on its faculty, staff, and students. The values include:

1. Professional ethics – work performance with respect to Islamic by-law and intellectual honesty.
2. Respect for typical social values – observing the community culture and traditions.
3. Leadership and team work – developing leadership skills and individual responsibility in a homogenous working environment.
4. High quality assurance – following the highest standards of quality in education, academic research, and health care services.
5. Compatibility – satisfying social requirements by meeting health problems and understanding local culture.

*Part One*  
*Academic Guide*

## **DOCTOR OF DENTAL MEDICINE PROGRAM**

### **3.1. Introduction**

The Doctor of Dental Medicine (DMD) program at the College of Dentistry (COD) at King Saud Bin Abdulaziz University for Health Sciences (KSAU-HS) is devoted to excellence in professional and didactic education, problem based learning, public services and patient care. The program consists of six academic years, and one year as an internship program, the academic years are divided in two programs the pre-professional program (pre-dental) and the Dental program.

### **3.2. Pre-professional program**

The pre-professional program consist of two years and it is designed to equip Saudi high school graduates with the educational tools necessary for pursuing professional studies in health sciences. It provides these students with the language skills essential for studying and communicating in an English language medium. Furthermore, the program is designed to move the students from high school didactic and passive learning into university student-centered education. The program also introduce students to the basic concept of general and medical sciences necessary for the higher level education in the health sciences in general and dental sciences in particular.

### **3.3. Dental program**

The dental program consist of four years and it is designed with the concept of modern and updated dental curriculum that consider the best educational method to prepared the dental students academically and clinically with solid scientific knowledge and high standard clinical skills. The program is based on faculty student interaction with hands on practice. Patients' dental and oral health care the center of the clinical training of the student with comprehensive treatment service for the

benefit of the patients' oral health care, under supervision of highly qualified faculty members. Furthermore, the program contains courses that will prepare the students in profession and professionalism with clinical managements and community services as a future professional Dentist.

### **3.4. Internship program**

Internship training is a fundamental requirement in order to award Doctor of Dental Medicine (DMD) Degree. The internship training program concludes the DMD curriculum, and starts straight after successful completion of academic requirements and course work.

The program is designed to complete and finalize the clinical training of the DMD program and enhance the clinical skills of new graduates to professional dentist, and to progressively consolidate the graduates' knowledge and skills in different specialties of dental practice. The program consists of 12 months in which 6 months should be spent at the clinics of the Dental College of KSAU-HS, and 6 months in other Dental Clinics assigned and approved by the College of Dentistry.

### **3.5. Teaching language**

According to the article 1.6 of the College of Dentistry bylaws, English is the language of teaching and communication unless the College Council, in special cases, recommends teaching some subjects in another language. This will be subject to the approval of the University Council.

## **ADMISSION**

The policy of admission can be seen at the Deanship of Admission and Registration manual. However, please take note that the provision to enter the Doctor of Dental Medicine (DMD) program depends on the completion of the requirements on the pre-professional program (pre-dental).



## **STUDENT POLICIES**

### **5.1. Student Number and Badge**

Student number is assigned to each new student which would identify him/her in the Student Information System and being used in all academic transactions with College of Dentistry.

- The first two digits (from left) are assigned for the first part of the academic year of admission in the Hijri calendar. For example, admission of the Academic year 1432-1433 will have a number that starts with 32.
- The third and fourth digits are assigned for the college code, which indicate the code for the College of Dentistry at KSAU-HS
- The fifth and sixth digits are assigned for the program code.
- The last three digits are assigned for serial number starting from 001 at the beginning of the academic year.

A Badge will be issued to each student that include; the name of the student, student photograph, student university number, name of the College, program of the study.

### **5.2. E-mail Accounts**

- Each student will be assigned an e-mail account.
- Student Affairs will issue the e-mail accounts of students after encoding of the Educational Support Department.
- Students must change their password once issued of their e-mail accounts
- Student Affairs will use e-mails as an official means of communicating with students
- Students should check their e-mails at least once daily

### **5.3. Health Insurance**

A health insurance card will be issued for each student with medical record number which allows the student to be covered by health services at King Abdulaziz medical City (KAMC) or at any hospital, center, clinic belong to KSAU-HS.

### **5.4. Allowance**

Accepted and registered students will be receiving financial allowance (Students' Stipend) according to the students compensation- in the KSAU-HS bylaws.

All students must provide a bank account or one preferably with Arab National Bank (ANB) and should follow the procedures below to ensure that they receive their stipends.

- Students must fill up an open account application form from ANB (Arab National Bank).
- Submit a copy of family identification
- Submit a copy of Student ID
- Students should ensure that all signatures in the application must be identical
- It is advised that the opened account should have at least a SR100 to prevent the account from lock-up
- After opening the account, the student must submit a copy of the account number card to the Office of Student Affairs

### **5.5. Uniforms**

The duly enrolled student will be provided with the following uniforms one week before the start of the Academic Year:

- Two scrub suits
- Two white lab coats

All students are required to wear the assigned uniform and their badges clearly visible at all times while attending their classes, laboratories. Clinics, and in all other official exercises within KSAU-HS, NGHAKAMC and its premises (please refer to the dressing cod for more details).

## **5.6. Lockers**

- Individual lockers will be provided to selected batches of the students throughout the Academic Year
- Students should fill up an application form at the Office of Student Affairs for key issuance
- Students will be responsible for maintaining cleanliness of their respective lockers
- Students are expected to abide the by-laws of the College of Dentistry in this regard

## **5.7. Car Sticker**

- Officially enrolled students of the College of Dentistry at KSAU-HS, will be issued with Car stickers through the Office of Student Affairs upon presentation of the required documents, namely:
  - ◆ Valid car registration (estimara) in the name of the student or his father
  - ◆ Saudi ID
  - ◆ Valid Driver's license
  - ◆ Student's badge
- Students should complete Car Sticker Issuance Form

## **5.8. Parking Area for Students**

- Students will be provided with the sketch plan properly indicating their designated parking area
- Students should park their vehicles in the designated area only
- Violation of the student's parking plan would result to the towing of the car and payment of penalty by the student as well as disciplinary actions for repeated offenders

## **5.9. Attendance**

- Student should attend all didactic, clinical and practical sessions. However, absences due to illnesses and other personal crisis can be considered upon submission of a medical report to the Office of Student Affairs immediately upon return
- If the student attendance at any course/block falls below 75% of the course sessions, he/she will be prohibited from entering the final examination of that course/block.
- Warning letters issued and counseling sessions are made for students with multiple absences. and bylaws of the Dental College will be applied in this regards accordingly.

### **5.9.1 Sick Leave**

- Sick leave should come from the Employee Health Clinic of the KAMC-Ministry of NGHA.
- Sick leave from other government hospital will be accepted but the Medical Report should be provided.
- Sick leave from private hospitals or clinics will be accepted only once during the Academic Year and only one day, with medical report but not during examinations..

## **TECHNICAL STANDARDS FOR ADMISSION AND MATRICULATION**

### **6.1. Introduction**

Admission to the College of Dentistry is open to all qualified individuals that fulfill the requirements for admission.

Dental education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills and professional attitudes and behaviors essential to the profession. Students require cognitive, behavioral,

technical, and social skills to negotiate the curricula. The Dental College is mindful of the unique nature of dental curricula. It is the responsibility of the Dental College's admissions committees to select candidates who are qualified to complete the classmates in performing such diagnostic and reversible procedures, as local anesthesia administration, required training. As part of the education process, students in all of the College's clinical programs are required to provide treatment for patients and practice techniques with student-partners. Students are required to serve as patients for their and oral prophylaxis. The Dental College has the responsibility of ensuring timely and safe treatment of all patients during these processes.

With these principles in mind, students must be able to meet the following technical standards, without accommodation, or with reasonable accommodation. The use of a trained intermediary is not acceptable in clinical situations. A student's judgment and skill may not be mediated by reliance on someone else's power of selection and observation, or clinical ability.

## **6.2. Observation**

A student must be able to acquire defined levels of required information and skills as presented through demonstrations and experiences in the basic, behavioral, and dental sciences. A student must be able to observe patients accurately, at a distance and close at hand, and observe and appreciate verbal as well as nonverbal communications when assessing a patient's oral and craniofacial conditions and providing treatment. Observation necessitates functional use of the sense of vision and other sensory modalities.

*A student must be able to:*

- Observe a patient accurately, with or without standard instrumentation.
- Acquire information for written documents.
- Visualize information presented in images from paper, film, slides, computer displays, and video.
- Interpret X-rays or other graphic images.

## **6.3. Communication**

A student must be able to communicate effectively and sensitively with patients; convey or exchange information at a level allowing the development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and after treatment. Communication includes at a minimum, speaking, reading, and writing. Students must be able to communicate effectively and efficiently in spoken and written English as well as Arabic with all members of the health care team and the patient.

*A student must be able to:*

- Speak, understand spoken words, and observe patients by sight to elicit information, describe changes in appearance, and perceive changes in nonverbal communications.
- Obtain a health history and other pertinent information from patients.
- Read and apply appropriate information and instructions contained in requisitions, notes, and patient charts.
- Understand and apply clinical instructions given by others.
- Communicate efficiently and effectively in oral and/or written form with patients, families of patients, and all members of the health care team, during both emergencies and non-emergency situations.

#### **6.4. Sensory and Motor Coordination and Function**

A student must have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment for patients. Such actions require coordination of both gross and fine muscular movements and equilibrium. A student must have functional use of the senses of touch and vision.

*A student must be able to:*

- Perform palpation and other diagnostic and therapeutic maneuvers.
- Perform basic laboratory procedures and work with standard laboratory materials.

- Reach and manipulate equipment to all positions in order to control the operating environment.
- Execute motor movements required to provide general and emergency care, including activating the emergency medical system.

### **6.5. Intellectual, Conceptual, Integrative, and Quantitative Abilities**

A student must be able to measure, calculate, reason, analyze, integrate and synthesize. Problem solving, a critical skill demanded of oral health practitioners, requires all of these intellectual abilities. A student must be able to perform these problem solving skills in a timely fashion and comprehend three-dimensional relationships and understand the spatial relationships of structures.

### **6.6. Behavioral and Social**

A student must possess the physiological and psychological stamina required for full utilization of intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and treatment of patients, and the development of mature, sensitive, and effective relationships with patients. A student must be able to interact with faculty and colleagues, use good judgment, and engage in the exchanging of ideas. A student must be able to accept and give constructive criticism.

*A student must be able to:*

- Adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of patients.
- Display compassion, integrity, and concern for others.

### **6.7. Other Requirements**

A student must provide evidence of immunization or immunity for each of the following diseases:

- Hepatitis B

- Measles
- Mumps
- Rubella
- Varicella (chickenpox)
- Tetanus/diphtheria, within the past 10 years

Acceptable evidence is a written document signed by a licensed health care professional that specifies the dates of immunization, medical test results that demonstrate the student's immunity, or a document that specifies the date the student had the disease. In addition, each student must provide the results of tuberculosis screening that has been performed within 12 months of the date of the student's enrollment. Screening must show a negative PPD test or, if the PPD is positive, a negative chest X-ray report. The admission of a student who is chronically infected with hepatitis B virus will be considered on a case-by-case basis after consultation with a panel of experts in infectious diseases. This panel will consider the hepatitis B antigen status, the health of the student, and decide what, if any, restrictions and monitoring are necessary for the student during their training in dentistry.

### **6.8. Applicants with Disabilities**

The Dental School will provide reasonable accommodation in the admissions process for applicants with disabilities. An applicant is not disqualified from consideration due to a disability. Although the Dental College may not inquire whether an applicant has a disability before making an admissions decision, an applicant may disclose during the admission process a disability for which he or she wishes accommodation during the admissions process or upon admission. If this disclosure occurs, the Dental College may request that the applicant provide documentation of the disability. The admissions committee will consider the applicant based on the criteria for admission of all applicants. An applicant who discloses a



disability and requests accommodation in the admission process will be required to submit, in writing, the request for accommodation and pertinent supporting documentation. This pertinent information will include a history of accommodations granted previously in other educational programs and references who can discuss the experience of the student in other educational settings. Requests for accommodation should be initiated with the Director of Student Support Services.

The Dental College may require additional medical or other verification of disabilities and proof of information presented concerning accommodations. Such proof may include demonstration of assisted physical abilities. The School may require independent medical examinations or testing to verify claimed disabilities, determine the extent and effects of disabilities, and assess the utility of accommodations. Technical and medical consultations from resources within the University and external to the University may be obtained.

The Dental College's Administrative Advisory Committee will make a determination as to the reasonableness of the accommodations that the applicant has requested or will determine alternative reasonable accommodations that the Dental College may offer.

## **6.9. Enrolled Students with Disabilities**

A student who discloses a disability and requests accommodation will be required to submit, in writing, the request for accommodation and pertinent supporting documentation. The pertinent information will include documentation of the disability, by an appropriately credentialed professional. If available, documentation should also include history of accommodations granted previously in other educational programs and references who can discuss the experience of the student in other educational settings. Requests for accommodation should be initiated with the Director of Student Support Services.

The Dental College may require additional medical or other verification of disabilities and proof of information presented concerning accommodations. Such proof may include demonstration of assisted physical abilities. The College may require independent medical examinations or testing to verify claimed disabilities, determine the extent and effects of disabilities, and assess the utility of accommodations. Technical and medical consultations from resources within the University and external to the University may be obtained.

The Dental College's Administrative Advisory Committee will make a determination as to whether the student can perform the essential functions of the educational program, taking into account the accommodations that the student has requested or alternative reasonable accommodation that the Dental School would offer.

The Dental College will provide reasonable accommodations, but is not required to make, nor will it make, modifications that would fundamentally alter the nature of the educational program or provide auxiliary aids that present an undue burden to the Dental School. The student must be able to perform all of the technical standards with or without reasonable accommodations to matriculate or continue in the program.

# STUDENT CODE OF CONDUCT

## 7.1. Overview of Code of Conduct

Student Code of Conduct refer to academic, professional and personal principles of conduct, which consist of rules and responsibilities by which dental students must aspire to fulfill their duties to; the university and college of dentistry, teaching faculty, auxiliary staff, patients , public, profession, academic education and research. Students are responsible for complying with all policies/procedures, rules and regulations and other information announced or published by the Dental College or KSAU-HS.

Principles of professional conduct outlines specific behaviors that are expected from dental students at the College of Dentistry in King Saud University for health Sciences (KSAU-HS) in class rooms, laboratories, clinics, University buildings and premises and anywhere else that the student could represent the University and the College of Dentistry. Both KSAU-HS and the College of Dentistry maintains a strong commitment to the principles of professionalism and collegiality between, and among, its students and faculty. The code of conduct outlines the rights and responsibilities of students and faculty in their professional and collegial interactions. Students have a right to expect to be treated fairly, professionally and in a positive, collegial manner in their interactions with faculty. Conversely, students have a responsibility to respond in a like manner to legitimate requests and directives from the academic and administrative staff at the Dental college in KSAU-HS.

## 7.2. Principles of Code of Conduct

All students are required to be aware of and act consistently with the following principles as the base of the Student Code of Conduct:

- Respect the religious and cultural values of the community.
- Respect the dignity, professional status, and professional relationships with their fellow students, teaching faculty, staff and other oral healthcare providers.
- Maintain a cooperative and collaborative approach to inter-personal relationships.

- Dealings ethically and with University employees, Academic Staff, fellow students, and any other members of the public.
- Respect the patient and maintain appropriate standards of care and confidentiality in patients' treatment.
- Maintain appropriate standards of accuracy, reliability, credit, honesty and confidentiality in all research and learning activities.
- Consideration and respect for all co-workers with the research process.
- Respect the properties and the general resources of the College and University.

### **7.3. Professional Code of Conduct**

To create and maintain the ideal professional atmosphere at the College of Dentistry, it is necessary that students adhere to standards of professionalism, courtesy, and ethics. Common courtesy and mutual respect are essential to enhance the educational experience, and to decrease stress and misunderstanding. Each student should recognize their responsibility in professional growth, and maintain an attitude that strengthens that development.

#### *Students are expected to:*

1. Comply with requests to meet, as requested by their advisor or other faculty members.
2. Consult with their advisor whenever instances of conflict occur to determine the most appropriate method of resolution.
3. Accept appropriate faculty decisions with cheerful acquiescence.
4. Abide by the rules, regulations, policies and procedures of the Dental College and KSAU-HS.
5. Accept responsibility for their actions, provided they have been informed of the expectations of their actions.
6. Refrain from making unfounded accusations regarding the behavior and actions of others.
7. Inform the Vice Dean for Academic Affairs of any irreconcilable conflicts with their faculty

Faculty staff is expected to:

1. Treat students in a fair and impartial manner in the evaluation of their academic performance.
2. Treat students in a professional and collegial manner in their interpersonal interactions.
3. Refrain from remarks and actions which might be interpreted as being unprofessional.

## **7.4. STUDENTS' RIGHTS**

### ***A. Academic Rights***

Students have the following rights :

- To be informed by the faculty about; course syllabus, course reference (eg textbook, lectures notes, articles...), course requirements, and evaluation procedures,
- To be informed of grading criteria and the right to fair evaluation by the instructor,
- To be evaluated in their performance solely on academic criteria.
- To know the results (grades) of the semester exams after been marked by the faculty
- To review the exam and to know the concept of ideal correct answers.
- Grade review /appeal of the exam result immediately after announcement according to the bylaws and regulations of the university.
- To know their cumulative marks before the final examination.
- To be able to seek advice and consultation from the faculty on academic matters.
- A student may appeal for faculty and administration decisions concerning academic evaluation based on strong evidence and followed by proper investigation.

## ***B. Non-academic Rights***

Students have the rights:

- To health care at the clinics and hospitals belong to the university (KSAU-HS)
- To use all the facilities at the university that are assign for students assistant and activities according to the rules and regulation implemented at these facilities and premises.
- To participate in any activities at the university according to the regulation applied at the university.
- To be free from discrimination and harassment based on race, religion, ethnic origin, age, gender, disability.
- To complain in case of any mistreat by the faculty or university employs through the official channels and according to the university regulations.
- To defend himself in case of any accusation and according to the bylaws and regulation of the university

## **7.5. ACADEMIC CODE OF CONDUCT (Students' Academic Responsibilities)**

### ***7.5.1. Responsibility toward Educational Process***

- Responsibility to maintain current information in the student information system, and observe key dates and deadlines and all announcements, and read all official correspondence from the University, including email.
- Act ethically and honestly in the preparation, conduct, submission and publication of academic work and all forms of assessment, including formal examinations and informal tests.
- Avoid any activity or behavior that would unfairly advantage or disadvantage another student academically.
- Avoid any act or behavior that would disturb the process of teaching at the lectures, seminars or labs, this includes the mobile ringing tone or music or any other noise come out from any device.

- Conform to the University's and College's requirements for working with humans, animals and biohazards;
- Students should carry out their academic responsibilities diligently and according to the schedules prescribed by the college, department and lecturers.
- Achieve and maintain high level in study according to the prescribed rules and norms of good academic standards.
- Inform the official or the correspondence committee at the college about any cheating or taking any unfair advantage of policies or procedures by any fellow. Such reports may be made anonymously, and remain confidential.
- Any student who commits an act of academic dishonesty is subject to disciplinary action according to the college and university rules and regulations.

#### ***7.5.2. Responsibility toward Faculty Members***

- Students must respect and recognize the value of the academic efforts made by the faculty member.
- Students must conduct discussion of different concepts and opinions with faculty member in a professional manner.
- Students must not reproduce or distribute any materials (e.g. slides, notes, reports, articles...) given by the course director/faculty, in whole or in part, in any manner "electronic form or hard copy", without the prior written consent of the course director/faculty.
- Students must not film or record the faculty member during academic activity or anywhere else without the prior written consent of the faculty and the course director.
- Students shall not submit any scientific work for publication or to be presented in any conference or meeting without the authorization and indication of the supervisor's name or the contributors.
- Students must cooperate with staff/faculty members in the investigation of disciplinary matters.

### **7.5.3. Responsibility toward Fellow Students**

- Student should not make degrading comments about fellow students or their work, to a patient or the public.
- If a student suspects unethical conduct or incompetent or unsafe care and has reasonable grounds for concern about the behavior of a fellow student in this regard, or about the safety of conditions in the clinic, he should address the issue to the instructor / supervisor.
- Students must not compete for patients or professional services by methods that would adversely affect the honor, dignity or prestige of the dental profession.
- Students should promote integration among the diverse students' ethnic backgrounds, and treat all colleagues with respect, dignity, impartiality, courtesy and sensitivity.
- All students are colleagues with equal moral status and obligation to the Dental College and University.

### **7.5.4. Responsibility toward Patients**

Dental students will be treating patients at the clinics of the College of Dentistry as part of their training program for the DMD degree. Therefore, they will have the responsibility toward the patient's treatment according to an approved treatment plan by the clinical supervisor and accepted by the patient, with primary concern; is the general health and wellbeing. It is the responsibility of the students to provide patients with the highest quality of oral health care in a timely manner, under supervision of the faculty members, acknowledging the constraints presented by the patient and the resources of the faculty.

***For more details please refer to the student responsibility toward patients in professional conduct at the clinic at the students clinical guide.***



### **7.5.5. Responsibility toward Community**

Dental students have responsibilities for community service through;

- Support and participate in community and university affairs, particularly when these activities promote the health and well-being of the public.
- Educate the public in the promotion of oral health.
- Not to exclude any members of the public from the community service on the basis of discrimination with respect to factors such as race, ethnicity, culture, beliefs, gender, age, financial or health status.

### **7.5.6. Responsibility toward Research Conduct**

- Not to perform any research without approval of the research committee at the College of Dentistry.
- All the research should be carried out under the supervision of the assigned faculty member.
- To conduct the research to the highest standards of ethical practice with due consideration of any local legislation and regulations.
- Where the population may be vulnerable to exploitation it is important to respect their human rights and ensure that the research has relevance and potential benefit to their well-being.
- Research in human / patients should have consent of the person /patient and the consent should have full explanation of the research methods and the type of involvement of the person in the research with respect to the confidentiality.
- Research in animals should have a special approval concerning the use of animals in research from the research office/center at the KSAU-HS before starting the research.
- Scientific research must adhere to the fundamental standards of research at College of Dentistry , and according to the KSAU-HS regulation for research conduct.

## **7.6. PERSONAL CODE OF CONDUCT**

### **7.6.1. Identification**

Dental students will be circulating at the Dental College premises (clinics Laboratories lecture rooms..etc) and they may also be present at different places at the university campus or at the KAMC when there is a need, therefore, they have to be known and identified as students, this includes ,

- Students must carry/wear their University ID card (Badge) at all times.
- Students must hand over their ID card to university staff when requested; failure to do so will be dealt with under the university disciplinary procedures.
- Not to gain access to KSAU-HS / COD facilities by means other than the designated entrance.
- Not to gain access to KSAU-HS / COD facilities by means of a university ID card other than student's own.
- Not to allow someone else to use university ID card to gain access to the libraries or any other services.

### **7.6.2. Appearance**

Dental students will be treating patients, therefore their appearance should reflect proper professional standards while present in the Dental College premises at KSAU-HS or representing the college or the university outside university campus.

This includes:

- Adherence to the student's dressing code as assigned by the College of Dentistry (refer to student's dressing code).
- Proper trimming of hair and fingernails.
- Good care of personal hygiene.
- Not to smoke inside the campus of the college and university.

### **7.6.3. Social Behaviors**

Students have to treat the staff, fellow students, and any other person from the college or university employees and services or even visiting the premises with respect and courtesy. The university will not tolerate antisocial behavior, this includes:

- Demeaning, abusive, indecent or offensive language or comments
- Shouting and / or use of aggressive or inappropriate gestures
- Verbal or physical harassment
- Threatening behavior
- Comments that discriminate on the basis of gender, race, ethnic or any other irrelevant distinction
- Taking photographs, filming and recording by any means, are not permitted in any premises of the college and university, except with written permission from the authorized person/office at the college /university and agreement of the person(s) involved.

Such behavior will result in an immediate ban from all services and will be referred to the Students Affairs Office under the university's disciplinary procedures. The ban will remain pending the outcome of the referral.

## **7.7. MISCONDUCT**

### **7.7.1. Academic Misconduct**

Academic misconduct means a violation of the Student Academic Code of Conduct, it is referring to any action that harms the academic ethics of the University in any other way than in the forgoing definitions. It is a violation of academic honesty which may include, but is not limited to:

- Cheating, in any form, whether in formal examinations or elsewhere.

- Misrepresentation of any work done in the classroom or in preparation for a class.
- Disruptive behavior in a course of study or in examination or abusiveness toward faculty or fellow students.
- Faking, Fabricating or altering information or data and presenting it as legitimate.
- Providing false or misleading information to an instructor or to any other official at the College of Dentistry or the University.
- Removing, defacing, or deliberately keeping from other students library materials that are on reserve for specific courses.
- Destroying or hiding or stealing another person's assignment, book, paper, notes, instrument, experiment, project, electronic hardware or software.
- Improper access to, or electronically interfering with, the property of another person or the College/University via computer or other means.
- Obtaining a copy of an exam or assignment prior to its approved release by the instructor.
- Distributing, website posting, or publishing course lecture notes, handouts, readers, recordings, or other information provided by an instructor, in whole or in part, in any manner (electronic form or hard copy), without the express permission of the instructor.
- Forgery of an instructor's signature on any document, letters, or reports.
- Submitting an altered transcript of grades to or from another institution
- Putting one's name on another person's exam or assignment
- Altering a previously graded exam or assignment for purposes of a grade appeal or gaining points in a re-grading process
- Citing from non-existing or fictitious sources
- Announcing, distributing or publishing, any materials or making any statement in public without the prior authorization of the College / University that will adversely affect the good name and reputation of the College / University and its staff members

### **7.7.2. Cheating**

Cheating is a violation of the student code of conduct that may include but is not limited to:

- Forgery of another student's signature on the attendance sheet or any other form or paper require to be signed by the student.
- Allowing others to do an assignment or part of it for you, including the use of a commercial term-paper service.
- Submission of the same assignment for more than one course without prior approval of all the instructors involved.
- Using unauthorized materials, prepared answers, written notes, or concealed information during an exam.
- Preprogramming a cell phone, calculator or other device to contain answers or other unauthorized information for exams
- Using or referring to notes, books, devices or other sources of information during an Academic Evaluation when such use has not been expressly allowed by the faculty member who is conducting the examination.
- Copying another student's answers or allowing another student to copy one's answers on an Academic Evaluation
- Acting as substitute for another or utilizing another as a substitute during an Academic Evaluation;

#### Academic evaluation indicated includes:

- In-class examinations whether or not in writing
- Laboratory reports
- Take-home examinations
- Research or term papers
- Assignments, case studies and exercises
- Any other academic work intended to evaluate a student's performance in a course

### **7.7.3. Plagiarism**

Plagiarism consists of using the words, ideas, concepts or data of another person without proper attribution. It may exist in circumstances where the student implies that he/she is the original source of the information. Plagiarism includes both direct use and the paraphrasing of words, thoughts or concepts of another without proper attribution. It shall include, but is not limited to;

- A. Copying from or paraphrasing of someone else's work for use in an essay, term paper, or any other academic assignment without reference to the original author;
- B. Use of the ideas, opinions, or views of another person without acknowledgment;

### **7.7.4. Scientific Research Misconduct**

Scientific research misconduct reflecting the violation of the research code of conduct applied at the Dental College and KSAU-HS. It is also including the failure to comply with international, national, local and institutional requirements for the protection of researchers, human participants, the public and also to ensure the welfare of laboratory animals. Scientific research misconduct shall also include but is not limited to;

- Premature release of scientific data without agreement from other research contributors.
- A lack of consent of the faculty member supervisor and by the co-authors, having full knowledge of, and are in total agreement with the content of the research reports or article.
- Use of fake affiliations on the research article.
- Submission of the same article simultaneously to more than one journal without informing the editors concerned.
- Publishing the same research article in two or more journals
- A lack of acknowledgments of financial support

#### **7.7.5. Abuse of University Documents or Properties**

- Forgery, alteration, or unauthorized use of University documents, records, keys, student identification, Keycards or services.
- Any alteration of the course registration document to use as evidence of adding or dropping a course, of changing a grade, or of gaining entrance to a course.
- Vandalizing any of the college /university properties or equipments
- Pre-planning for potential damage to any of the college/university properties or equipments

#### **7.7.6. Social Misbehavior**

- Harassment which include; Inappropriate comments, insults, gestures, or abusive words directed towards a student, member of staff or authorized visitor to the University or a College by any means that may reasonably cause emotional distress.
- Inappropriate physical contact, physical contact that endangers, threatens, or harms the health or safety of any person, or behavior that causes a reasonable person to fear such contact.

**Misconducts or any violation of the student code of conducts will be dealt with according to the University rules and regulations**

## **STUDENT AFFAIRS**

### **8.1. Introduction**

Student Affairs is concerned with students matter at the college as well as the Extra Curriculum activities. It will help the students in their years of study to facilitate their need and help them to have smooth ongoing time at the college. It will also help the students in communicate and interact with their colleagues in other Saudi colleges and universities as well as in the local community. The student activities aim to build a balanced personality which helps the students in investing their free time in achieving academia and excellence. To fulfill the university plans in achieving its educational objectives and encouraging students to utilize their free time, Student Affairs prepare and submits a proposal during each academic year for students' extra curricular activities.

### **8.2. Students Activities**

Student activities could be classified as:

1. Academic and Educational Activities
2. Professional and Research Activities
3. Social/Recreational Activities
4. Community-Based Special Event Activities

### **8.3. Students Services**

Students Affairs services may include student's orientation, election for student representatives for Student Union, establishing student board, assistance in text books purchase, and any other service that may help the students.

### **8.4. Student Counseling**

Student counseling and support are provided through student council unit. Services include counseling for study life, student activities, and social and / or psychological adjustment problems.



## **8.5. Student Club**

The Student Club is an internal organization within the College of Dentistry in which all enrolled students are members, and is chaired by elected student. The elected student will be the representative of the students and will be the person to interact with student affair office for any matter that concerns the students in general. The election of the student Club will be in a yearly base and it will be organized by the student affairs office.

## **8.6. Overview of Functions**

Student Affairs is mandated to undertake the following:

1. Coordinate with Deanship, Admission & Registration in providing support during enrolment
2. Student Affairs ensures and implements that schedules of lectures, sessions/activities are correct and students are well informed.
3. Works closely with Academic Affairs confirming daily schedules of the current blocks/courses and for any modifications that may occur
4. Assists lecturers/instructors as requested
5. Assists in outside and/or off-campus activities
6. Informs Academic Affairs of incidents such as lecturers not attending the scheduled activity and last minute changes
7. Monitors and enforces the daily attendance of students' activity
8. Updates Student Affairs attendance database
9. Prepares letter of counsel and warning for students at risk due to absence (15% / 20% / 25%)
10. Notifies and counsel students with poor academic standings
11. File student's records both electronically and hard copy
12. Prepares / accepts application packages
13. Assist Block/Course Coordinators in midterm and final examinations
14. Prepares a variety of correspondence including reference letters for students

15. Facilitates processing of Airline Discount Form
- 16 Updates KAMC-HR of dismissed/withdrawn/in-active students
17. Prepares student account applications
18. Ensures student's requests, clinic appointments, medical coverage and other related issues are addressed accordingly

## **8.7. General Rules**

Students should follow and respect the following rules:

1. Wear their uniforms and Badges during their presence in the College and University premises.
2. Smoking is prohibited at all the University premises
3. Students should have a respectable appearance and personal hygiene.
4. Respect the cultural issues.
5. Deal with the employees and security personnel of the College and University with respect.
6. Take care of the College and University property and services
7. Take care of the equipment, tools, and instruments of the College and return them according to the assigned time
8. Have a good attitude and behavior with colleagues and avoid any unrespectable or irresponsible act or talk.
9. Treat the patients with respect without discrimination
10. Provide all the patient with adequate standard of oral health care.
11. Maintain the cleanliness of the College premises and respect the general rules and regulations applied at the College
12. Report any incidence or accident that may occur to you at the College to the Student Affairs Office.

A student who does not respect the rules and regulations of the College and break them may be subjected to disciplinary penalty according to the College of Dentistry Bylaws.

**Overall, the student affairs office reports directly to the Associate Dean, Academic and Student Affairs, College of Dentistry. The students affairs office is committed to help the students in any manner for any issues and provide the advice to sort out any incidence or problem that the student may face. The office guarantees the confidentiality of the students matter and personal issues. Furthermore, the student affairs office welcomes all the students to visit the office to have more information about all the assistance and advice that the students could receive from the office.**

## **STUDY PLAN FOR THE DMD DEGREE**

***The study plan consist of seven years distributed as follow:***

- |                              |          |                    |
|------------------------------|----------|--------------------|
| 1. Pre-professional Program, | 2 Years, | 72 Credit hrs.     |
| 2. Dental Program            | 4 Years, | 142 Credit hrs.    |
| 3. Internship program        | 1 Year,  | Clinical Training. |

## 9.1. Pre-professional (Pre-dental ) Program Curriculum

### First Year

#### Semester 1

Course Code & No	Course Title	Credit Hours
ENGL 101	English Communication Skills and Writing I	5
ENGL 102	English Language Structures & Drills I	4
ENGL 103	English Academic Reading & Vocabulary I	5
ARBC 101	Arabic Language Skills I	2
ISLM 101	Islamic Culture	2
<b>Total</b>		<b>18</b>

#### Semester 2

Course Code & No	Course Title	Credit Hours
ENGL 111	English Communication Skills II	2
ENGL 112	English Language Structures & Drills II	2
ENGL 113	English Academic Reading & Vocabulary II	2
ARBC 111	Arabic Language Skills II	2
BIOL 101	Biology for Health Sciences	2
CHEM 101	Chemistry for Health Sciences	4
PHYS 101	Physics for Health Sciences	4
<b>Total</b>		<b>18</b>

## Second Year

### Semester 3

Course Code & No	Course Title	Credit Hours
ENGL 201	Medical Terminology	2
ENGL 211	Advance English Grammar	2
ENGL 212	Advance English Reading & Vocabulary	2
BIOC 211	Biochemistry	4
BIOS 201	Biostatistics & Introduction to EBM	2
BHSC 201	Behavioral Science	2
COMP 201	Computer Science & Medical Informatics	3
ELEC 201	Elective	1
<b>Total</b>		<b>18</b>

### Semester 4

Course Code & No	Course Title	Credit Hours
PDNT 211	Anatomy & Physiology for Pre-Dent	4
PDNT 212	Principles of Diseases for Pre-Dent	4
PDNT 213	Basic Pharmacology for Pre-Dent	3
PDNT 214	Histology & Human Development	2
ETHC 201	Ethics & Patient Safety	2
DEDU 201	Dental Education	3
<b>Total</b>		<b>18</b>

## 9. 2. Dental Program Curriculum

THIRD YEAR								
Course Code & No	Course Title	First Semester			Second Semester			Total Credit Hours
		Lecture	Practical	Clinic	Lecture	Practical	Clinic	
DMAT 311	Dental Biomaterials I	0	0	0	1	0	0	1
AUXD 311	Principles of Scientific Evidence	1	0	0	0	1	0	2
RESD 311	Dental Anatomy and Occlusion	1	2	0	0	0	0	3
RESD 312	Operative Dentistry I	0	0	0	2	2	0	4
PATH 301	General Pathology	0	0	0	3	0	0	3
OMIC 301	Microbiology and Immunology	2	0	0	1	0	0	3
NEUR 311	Neuroscience	0	0	0	2	0	0	2
PYSL 301	Physiology	0	0	0	3	0	0	3
ANAT 301	Head & Neck Anatomy	3	2	0	0	0	0	5
BIOL 301	Cell and Molecular Biology	2	0	0	0	0	0	2
NUTR 301	Nutrition	0	0	0	1	0	0	1
PUBH 301	Perspectives in Oral Health Care Services	1	0	0	0	0	0	1
PERD 311	Periodontics I	1	0	0	0	1	0	2
AUXD 312	Profession & Professionalism I	2	0	0	1	0	0	3
ORAD 311	Radiology I	1	0	0	0	1	0	2
PHRM 311	Pharmacology I	0	0	0	1	0	0	1
<b>TOTAL</b>		<b>14</b>	<b>4</b>	<b>0</b>	<b>15</b>	<b>5</b>	<b>0</b>	<b>38</b>

FOURTH YEAR								
Course Code & No	Course Title	First Semester			Second Semester			Total Credit Hours
		Lecture	Practical	Clinic	Lecture	Practical	Clinic	
AUXD 411	Behavioral Dentistry	0	0	0	1	0	0	1
DMAT 412	Dental Biomaterials II	1	0	0	0	0	0	1
ANST 401	Dental Anesthesiology	2	0	0	0	0	0	2
AUXD 412	Drug Abuse and Chemical Depend.	0	0	0	1	0	0	1
MXFS 411	Oral-Maxillofacial Surgery I	0	0	0	1	0	0	1
ENDD 411	Endodontics I	1	2	0	0	0	0	3
AUXD 413	Geriatric Dentistry I	0	0	0	1	0	0	1
INFC 401	Infectious Diseases	2	0	0	0	0	0	2
NEUR 412	Neuroscience of Pain	0	0	0	1	0	0	1
PHRM 412	Pharmacology II	0	0	0	2	0	0	2
OMED 411	Oral Medicine & Diagnostic Sciences I	0	0	0	2	0	1	3
OPAT 411	Oral Pathology	2	1	0	0	0	0	3
ORTD 411	Orthodontics I	0	0	0	1	1	0	2
PEDD 411	Pediatric Dentistry I	0	0	0	1	1	0	2
PERD 412	Periodontics II	1	0	0	0	0	1	2
ORAD 412	Oral Radiology II	1	1	0	0	0	0	2
PROD 411	Fixed Prosthodontics I	0	0	0	1	2	0	3
RESD 413	Operative Dentistry II	1	1	0	1	0	0	3
PROD 412	Removable Prosthodontics I	1	2	0	0	0	0	3
AUXD 414	Treatment Planning I	1	0	0	0	1	0	2
<b>TOTAL</b>		<b>13</b>	<b>7</b>	<b>0</b>	<b>13</b>	<b>5</b>	<b>2</b>	<b>40</b>



FIFTH YEAR								
Course Code & No	Course Title	First Semester			Second Semester			Total Credit Hours
		Lecture	Practical	Clinic	Lecture	Practical	Clinic	
PEDD 512	Pediatric Dentistry II	0	0	0	2	0	1	3
OMED 512	Oral Medicine & Diagnostic Sciences II	2	0	1	0	0	0	3
MXFS 512	Oral & Maxillofacial Surgery II	1	0	1	1	0	1	4
ENDD 512	Endodontics II	1	0	1	0	0	0	2
AUXD 513	Geriatric Dentistry II	1	0	0	0	0	0	1
IMPL 501	Dental Implants	0	0	0	1	0	0	1
PHRM 513	Pharmaco-therapeutics	1	0	0	0	0	0	1
ORTD 512	Orthodontics II	0	0	0	2	0	1	3
PERD 513	Periodontics III	1	0	1	1	0	1	4
AUXD 512	Profession & Professionalism II	0	0	0	1	0	0	1
ORAD 513	Oral Radiology III	0	0	1	0	0	0	1
RESD 515	Operative Dentistry III	1	0	1	0	0	1	3
PROD 513	Fixed Prosthodontics II	0	0	0	1	0	2	3
PROD 514	Removable Prosthodontics II	1	0	2	0	0	0	3
AUXD 511	Special Patient Care	0	0	0	1	0	0	1
AUXD 514	Treatment Planning II	0	1	0	0	0	0	1
<b>TOTAL</b>		<b>9</b>	<b>1</b>	<b>8</b>	<b>10</b>	<b>0</b>	<b>7</b>	<b>35</b>

SIXTH YEAR								
Course Code & No	Course Title	First Semester			Second Semester			Total Credit Hours
		Lecture	Practical	Clinic	Lecture	Practical	Clinic	
AUXD 612	Dental Public Health and Community service	1	0	0	0	1	0	2
PEDD 613	Pediatric Dentistry III	0	0	1	0	0	1	2
AUXD 613	Special Topics	0	1	0	0	1	0	2
OMED 613	Oral Medicine & Diagnostic Science III	0	0	1	0	0	0	1
MXFS 613	Oral & Maxillofacial Surgery III	0	0	1	0	0	1	2
ENDD 613	Endodontics III	1	0	1	0	0	1	3
ORTD 613	Orthodontics III	0	0	1	0	0	1	2
PERD 614	Periodontics IV	0	0	2	0	0	1	3
AUXD 611	Practice Management	0	0	0	1	0	0	1
ORAD 614	Oral Radiology IV	0	0	1	0	0	0	1
RESD 614	Operative Dentistry IV	0	0	1	0	0	1	2
PROD 615	Fixed Prosthodontics III	0	0	1	0	0	2	3
PROD 616	Removable Prosthodontics III	0	0	1	0	0	2	3
AUXD 614	Treatment Planning III	0	1	0	0	1	0	2
<b>TOTAL</b>		<b>2</b>	<b>2</b>	<b>11</b>	<b>1</b>	<b>3</b>	<b>10</b>	<b>29</b>

### **9. 3. Internship program**

Internship training is a fundamental requirement in order to award the Doctorate of Dental Surgery (DMD) Degree. The internship concludes the DMD study plan and it is part of the curriculum, and starts straight after successful completion of academic requirements and course work. The internship program consists of one calendar year “12 months” in which minimum of 6 months should be spent at the clinics of the Dental College of KSAU-HS, and the other months “ if it is the case” in other Dental Clinics assigned and approved by the College of Dentistry.

The Dental Internship is a transitional period for newly graduating Dentists with rotations in different specialties of clinical dentistry. The framework for the Dental Intern's competencies adopts tools to implement professionalism, communication skills, principles of clinical skills and management, and innovative methods of adult learning. The student performance during the internship will be assessed on a regular basis according to assessment methods and evaluation approved by the College of Dentistry council. A dental student will receive the graduation certificate (DMD Degree) after successfully completing the internship period, according to the rules and regulations at KSAU-HS.

## COMPETENCIES AND ASSESSMENTS

### 10.1. Competencies

The Dental College at KAAU-HS seeks to graduate exceptional oral health care professionals. Competency, the ability to demonstrate skill, knowledge, and attitude derived from specialized training and experience, is at the core of exceptional professionals. It relates to the treatment of the child, adolescent, adult, geriatric, and medically-compromised patient. Dental students must demonstrate competency prior to graduation and entry into dental practice.

The following competency statements reflect the desired synthesis of educational outcomes of the biomedical, behavioral, and clinical curriculum of this Dental College. Prior to graduation, each student will have acquired knowledge, skills and values necessary to:

1. Evaluate and assess emerging trends, technologies, and products in health care; and integrate best research outcomes with clinical expertise and patient values for evidence-based practice.
2. Utilize critical thinking and scientific knowledge in decision making processes involved in patient care.
3. Utilize and apply ethical and legal reasoning in the provision of dental care.
4. Practice within the scope of competency and know how to refer to professional colleagues indicated.
5. Communicate effectively with other professionals regarding the care of patients.
6. Utilize principles of behavioral sciences for maintaining patient's oral health.
7. Communicate with a diverse population of patients.
8. Evaluate effectiveness of prevention, maintenance, and reparative therapies through assessment of treatment outcomes.
9. Provide appropriate prevention, intervention, and educational strategies.
10. Understand the values and challenges of contributing to the improvement of oral health beyond those served in traditional practice settings.
11. Evaluate and apply contemporary and emerging information including clinical and practice management technology resources.

12. Utilize basic principles of practice management and have the skills to function as the leader of an oral health team.
13. Evaluate different models of oral health care management and delivery.
14. Apply principles of risk management, including informed consent and appropriate record keeping in patient care.
15. Comply with regulations related but not limited to patient confidentiality, infection control, hazard communications, radiation safety, and medical waste disposal
16. Apply quality assurance, assessment, and improvement concepts. Measured = chart audits
17. Assess a patient's medical, psychological, and social history as it relates to dental treatment.
18. Secure a dental history that includes chief complaint, patient expectations, and past dental history.
19. Order, obtain, and interpret appropriate radiographic/digital images.
20. Formulate and present to a patient a primary treatment plan, and alternative plans or referral, based on relevant findings and individual patient considerations.
21. Use knowledge of the basic and clinical sciences to evaluate the form and function of the oral and craniofacial complex and its interaction with other systems of the body in health and disease.
22. Manage acute pain and dental anxiety.
23. In non-surgical patients, prevent, diagnose, and treat periodontal diseases ranging from gingivitis to moderate periodontitis.
24. Develop and implement interceptive strategies to prevent and diagnose dental caries in individual patients and restore oral health.
25. Restore missing or defective tooth structure to proper form, function, and esthetics, and promote soft and hard tissue health.
26. Replace missing teeth and surrounding oral tissues to proper form, function, and esthetics, and promote soft and hard tissue health.
27. Prevent, diagnose, manage and treat pulpal disease, and related periradicular pathology and restore oral health.
28. Manage odontogenic infections.
29. Prevent, recognize, and manage medical emergencies that occur in the dental practice.

30. Differentiate normal from altered oral soft tissues and determine the need for additional diagnostic information.
31. Perform minor alveolar and mucogingival surgery.
32. Perform an exam of the hard and soft tissues of the head and neck.
33. Diagnose and manage temporomandibular disorders.
34. Prevent, diagnose and manage developmental or acquired occlusal abnormalities and restore oral health.
35. Recognize and refer patient abuse and/or neglect.
36. Recognize and refer substance abuse.
37. Evaluate outcomes of comprehensive dental care.
38. Provide care for a diverse population of patients including infants, children, adolescents, adults, and geriatric and special needs patients

## **10. 2. Assessments and Grading**

### ***10. 2. 1. Students' Assessment Methodology:***

The Dental College employs specific exams to assure students meet the expectations articulated in the College Competency Statements described before. Students' assessment is a formal didactic and/or practical examination, the requirements of which are standardized across the population of students being assessed. A competency exam assesses the knowledge, and/or skills, and/or values required to achieve a goal (or a set of goals) relative to the profession of dentistry and/or delivering oral health care. Each is graded according to written protocols. All competency exams must be successfully challenged prior to graduation. A competency exam may be any of the following:

1. Case based report - standardized
2. Demonstration - clinical performance
3. Demonstration - simulated patient/typodont/laboratory
4. Exam - oral case-based
5. Exam - written (responding to e-files)

6. Exam - written (case-based)
7. Exam - written (testing didactic material)
8. Presentation - oral
9. Review of literature
10. Review of patient clinical records

### 10. 2. 2. Students' Grading Methodology:

Grades given to students in each course/block are calculated based on a GPA of five points as follows:

<i>English Meaning</i>	<i>Arabic Meaning</i>	<i>Score Range</i>	<i>Points</i>	<i>Arabic Grade Code</i>	<i>English Grade Code</i>
Excellent Plus	ممتاز مرتفع	95-100	5.00	أ+	A+
Excellent	ممتاز	90-less than 95	4.75	أ	A
Very Good Plus	جيد جدا مرتفع	85-less than 90	4.50	ب+	B+
Very Good	جيد جدا	80-less than 85	4.00	ب	B
Good Plus	جيد مرتفع	75-less than 80	3.50	ج+	C+
Good	جيد	70-less than 75	3.00	ج	C
High Pass	مقبول مرتفع	65-less than 70	2.50	د+	D+
Pass	مقبول	60-less than 65	2.00	د	D
Fail	راسب	Less than 60	1.00		F
In Progress	مستمر	.....	.....	م	IP
Incomplete	غير مكتمل	.....	.....	ل	IC
Denied	محروم	.....	.....	ح	DN
No Grade -Pass	ناجح دون درجة	60 or more	.....	ند	NP
No Grade -Fail	راسب دون درجة	Less than 60	.....	هد	NF
Withdrawn	منسحب يعذر	.....	.....	ع	W
Exempted	معادلة	.....	.....	مع	EX
Disciplinary Action	راسب تأديبيا	.....	.....	هت	DS

### 10.2.3. Dean's List Qualifications

Dean's list is an annual award for academic distinction for outstanding students in the College of Dentistry who achieved high accumulative grades during their stay in an academic year.

Students on the Dean's List will be presented by a certificate of distinction from the Dean to honor the students who are high achievers and performing excellently in their academics. In addition, his/her name will be placed in the Dean's List Board during the following Academic Year. The Dean's List of honors will be published in the College's website. The recognition does not come with any financial aid.

Dean's List Honors are awarded approximately a month after the end of the last final written examination during each Academic Year – at that point in time, the Dean's List is final.

#### Eligibility/Criteria

- The candidate should have attained a cGPA of 4.75 over 5 at the end of the Academic Year.
- The candidate must not have training credit or taking re-examination during the Academic Year.
- The candidate must not have any grades of "Incomplete" for the Academic Year.
- The candidate should not receive any warning letter during the Academic Year.

### 10.2.5. Certificate of Appreciation

- **Extra Curricular Activities**

Student will given a Certificate of Appreciation for his involvement in extra curricular activities. The involvement should be 50% of the annual activities done by the College.

- **Attendance**

Student who has incurred an absenteeism below 5 times for the whole Academic Year will be given a Certificate of Appreciation. However, the student should not receive any counseling or warning in any Course regarding attendance.



### 10.2.6. Evaluation Policy

Course Coordinators are required to a lot time to discuss the examination results to the students. All issues and concerns regarding examinations will be raised.

### 10.3. Graduation Requirements

In order to graduate from the Dental College at KSAU-HS and to be a warded the DMD Degree, the student should successfully complete a total of 214 credit hours and one year as internship which are distributed as follow:

- 72 credit hours of the university pre-professional two years program
- 142 credit hours of the dental program four year courses
- Successfully completion of one year internship program

A student graduates after successful completion of all graduation requirements according to the study plan, provided that his cumulative GPA is no less than “Pass”. A student is not regarded as a graduate until after the KSAU-HS University Council has approved conferring the degree according to the university regulations.

### 10.4. Remediation Policy

1. With regards to remediation related to student’s **approved** absence for written or practical examination, it should be done before the following written or practical examination in case of continuous evaluation on or before the following semester in case of final examination.
2. With regards to remediation related to **failure** of a course. The suggested policy is divided into two categories:
  - Theoretical course with no practical components:
    - a. If the final grade is less than 60% and only one section of the continuous written evaluations is less than 60%, the file will be referred to students’ progression committee in order to take a final

decision based on his/her general academic performance (explained below).

- b. If the final grade is less than 60% and two or more sections of the continuous evaluation is less than 60%, the student will receive F and his/her file will not be sent to students' progression committee.
- Courses with theoretical and practical components:
    - a. Students should pass the theoretical and practical parts independently in order to pass the course.
      1. if the final grade of the student is 60% or more in the written examination but less than 60% in the practical examination and has only one section of the continuous practical evaluations less than 60%, the file will be referred to students' progression committee in order to take a final decision based on his/her general academic performance (explained below.)
      2. if the final grade of the student is 60% or more in the written examination but less than 60% in the practical examination and has two or more sections of the continuous practical evaluations less than 60%, the student will receive F and his/her file will not be sent to students' progression committee.
      3. if the final grade of the student is 60% or more in the practical examination but less than 60% in the written examination and has only one section of the continuous written evaluations less than 60%, the file will be referred to students' progression committee in order to take a final decision based on his/her general academic performance (explained below).
      4. if the final grade of the student is 60% or more in the practical examination but less than 60% in the written examination and has two or more sections of the continuous practical evaluations less than 60%, the student will receive F and his/her file will not be sent to students' progression committee.

- With regards to students' progression committee, the final decision regarding a student file will be mainly based on the following criteria:
  - a. Student's attendance: It counts for 20% of the final decision.
    1. If the student attendance in the whole semester is 100%, he/she will receive 30 points.
    2. Five points deduction will be calculated for one absence. Accordingly, if the student has for example six (6) absences, he/she will receive zero (0) point.
  - b. Student's performance: it counts for 40% of the final decision.
    1. If the student has an average grade code of B or more in all other courses in the same semester, he/she will receive 40 points.
    2. Ten points deduction will be calculated for each lower average grade code in all other courses, for example, student will earn only 30 and 20 points for an average grade code of C and D, respectively.
  - c. If the student has one F in the courses given in the same semester, only 10 points will be earned. However, if the student has 2 or more F, he or she will receive 0 point. Student's attitude and professionalism: it counts for 20% of the final decision.
    1. If the student has no warning in his file, he or she will receive 30 points.
    2. Fifteen points deduction will be calculated for each warning, for example, if the student has two warning, he/she will receive 0.
  - d. Student's self-report: Student will be asked to submit a written report to the chair of the progression committee with the aim to express him/her-self and provide further explanation regarding his/her problem: it counts for 20% of the final decision.
    - A. Consistency (5%)
    - B. Ethics (5%)
    - C. Plan to prevent similar future incidence (5%)
    - D. Self-evaluation (5%)

**Finally, the students are invited to visit the Student Affairs Office at any time for assistance and any inquiry. The staff at the Student Affairs Office will be delighted to offer their help and support to any student that needs help in any eligible matter.**

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