

Kingdom of Saudi Arabia
Ministry of Education
Najran University
College of Medicine



Staff Members Guide

(2021)-(1442)

Quality and development unit



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Dean's message

Praise be to God, Lord of the worlds, and prayers and peace be upon the faithful Prophet of mercy, his family and all of his companions As yet

There is no doubt that the clarity of levels of administrative responsibility in educational institutions of various specializations has an important role in the smooth and easy management of these institutions, and their leadership towards achieving their visions, missions and strategic goals, and placing them in the ranks of leadership among their national, regional and global platforms.

This guide contains a description of the administrative and academic tasks and responsibilities at the various levels of administration in the college, with an explanation of the relationship between the various levels. In this way, the faculty members shall have no overlap in powers and responsibilities, and help to facilitate communication with college officials.

It also includes the most important university bylaws, systems and rules that a faculty member needs while working at the college to ensure quick access to some important information.

In conclusion, we ask God Almighty to grant us success for the good of our beloved country, and we renew our commitment to do our utmost to provide health institutions with graduates with experience and competence to contribute to the elevation of our dear country.



Prof. Mohamed Saeed Zayed

About the college

The College of Medicine is considered one of the first colleges that have been accredited and the study began in the university, with both boys and girls. Decision No. (20/46/1428) to establish the college came from the Higher Education Council in its session held on 6/2/1428 AH based on a study of the urgent need for it. Approved by the Custodian of the Two Holy Mosques, Prime Minister and Chairman of the Higher Education Council - may God protect him - on the meeting minutes on 11/21/1428 AH, and the study actually began in the male students section in the academic year 1430-1431 AH and in the female students section in the academic year 1431-1432.

College Vision

Excellence in medical education and contribution to scientific research to promote health services and participate in community service.

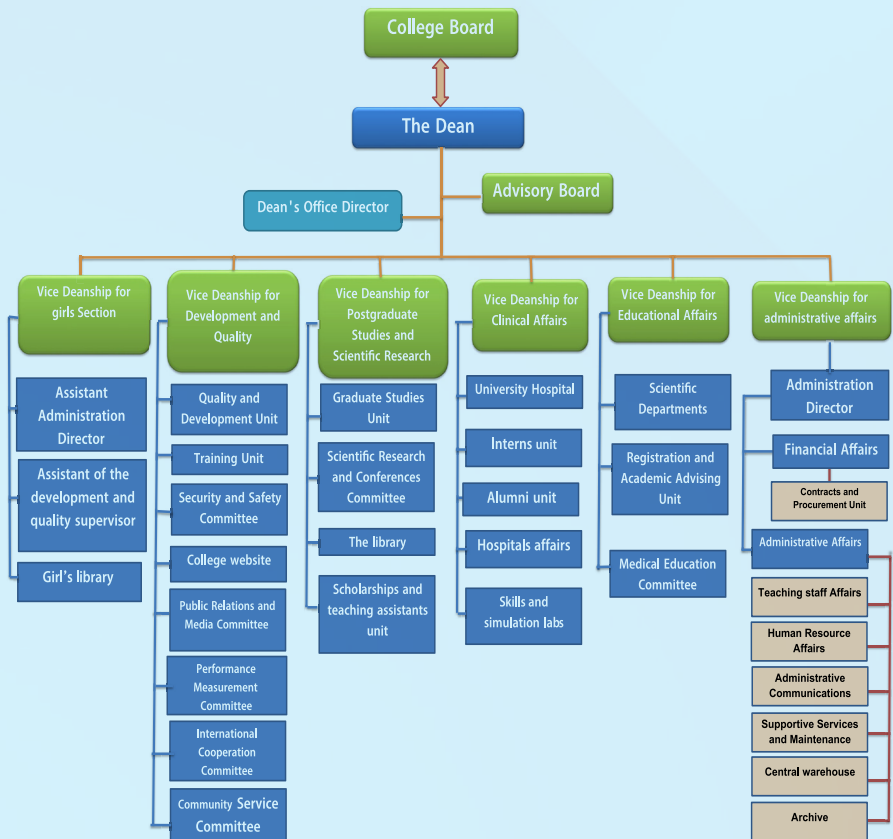
College Mission

Preparation of qualified medical personnel capable of providing distinguished medical services, contributing to scientific research and establishing multiple partnerships to serve the community and raise the level of health awareness

College Strategic Objectives

- Continuous development of curricula and the means of medical education.
- Preparation of morally and professionally medical cadres, well qualified, and capable of continuous self-learning.
- Development of the scientific research and cooperation with local, regional, and global institutions in medical research environment.
- Contributing to the health education and medical services provided to the community.
- Establishing an academic environment attract talented faculty members.

Organizational Chart



First: Academic Leadership Positions:

The regulations of the Higher Education Council and Universities, in which Royal Decree No. M8 / dated 4/6/1414 was issued, defined the main frameworks for organizing work in universities, selecting academic leaders, and based on them, and based on the materials they contain, the description of leadership positions in the Faculty of Medicine, Najran University As follows:

College Council

Characterization

The College Board consists, in accordance with Article 33 of the Regulations for the Higher Education Council and Universities, from:

- The Dean (Chair)
- Agent / Agents
- Heads of Departments

The University Council, based on the proposal of the College Council and the support of the University President, may include to its membership at most three members from the college faculty staff or the corresponding college from the university's branches and determine the period of their membership.

The link

The College council is associated with the University President.

Tasks

Article thirty-four of the regulations of the Higher Education Council and Universities stipulated that the College council must abide by what the Higher Education Council or the University Council decides, and the College Board has the authority to consider matters related to the college and it has in particular:

1. Proposing the appointment of faculty members, demonstrators and lecturers, their secondment, delegation and promotions
2. To propose or amend study plans with coordination between departments.
3. Proposing curricula, textbooks and references in the college departments.
4. Encouraging the preparation of scientific research, coordinating it between departments, and working to publish it.
5. Proposing dates for tests and setting up regulations for their conduct.
6. Proposing the college bylaw.
7. Proposing training plans and necessary missions for the college.
8. Proposing a college extracurricular activity plan.
9. Deciding on student matters that fall within his competence and recommending to the University Council otherwise.
10. Consider what the University Council, its president, or his deputy refers to, to study and express an opinion.

Council organization

The faculty council meets at the invitation of its president at least once a month, and the meeting is not valid except with the attendance of two-thirds of its members and an absolute majority of the votes of the attending members issues its decisions.

The decisions of the council are considered effective unless an objection is received by the university president within fifteen days from the date of their arrival, and if he objected to them, he returns them to the college council with his point of view to study them again. Ordinary or exceptional, and the University Council has the right to ratify, amend or cancel the decision, and its decision in this regard is final.

The College Council may form permanent or temporary committees from among its members or from others, according to the text of Article 35 of the regulations of the Higher Education Council and Universities.

Dean of the College

Characterization

The Dean of the College shall be appointed from among the Saudi faculty members who are distinguished with scientific and administrative competence by a decision of the Minister of Education based on the nomination of the University President

The link

University Rector ship for Educational Affairs

Tasks

The Dean manages the scientific, administrative and financial affairs of the college within the limits of what is stipulated in the organizational guide of the University of Najran and submits to the president of the university at the end of each academic year a report on the affairs of education and all other aspects of activity in the college according to the text of Article thirty-seven of the regulations of the Higher Education Council and Universities, in addition to the following:

a. With regard to administrative affairs:

1. Taking the means that enable the college to fulfill its mission in the community in coordination with the competent authorities at the university.
2. Nominate those who need to be contracted with.
3. Nomination of those who need cooperation with the college.
4. Supervising the development of study schedules, distribution of courses to faculty members in the college, examination schedules, and arrangement with other educational units in this in coordination with the permanent committee of study schedules.
5. Supervising the examination committees and their work, following up on the output of the results on time, and raising the requirements for accreditation to the concerned authorities at the university.

Tasks

6. Assigning someone to inspect the academic, technical and administrative needs in the college and work to secure them in coordination with the competent authorities at the university.
7. Follow up on the implementation of the circulars and instructions issued by the relevant authorities of the university or any other matter that the college is informed about.
8. Follow-up on maintenance affairs and what is related to them, assigning those who carry them out, informing the Services and Maintenance Department of what needs maintenance in them, and ensuring their implementation.
9. Submitting a comprehensive report on the college that includes actual statistics, information, education affairs and all other aspects of college activity.
10. Approval of the college's employees enjoying regular and compulsory leave, provided that the Deanship of Faculty Members and Employees Affairs at the university complete the necessary procedures according to the system.
11. Signing identification certificates for all college employees. Not to be certificates of experience.
12. Forming temporary committees to organize work in the college, or do any of its work, provided that this does not impose financial burdens on the university.
13. 13- Imposing administrative penalties on the administrative staff of the college, for those below the eighth rank in the event of a behavior that calls for this, according to the regulations in force, and raising it to the university director from others.
14. Preparing job performance calendars for heads of scientific departments and submitting them to the authority holder for approval. The job performance calendars of faculty members in scientific departments prepared by their heads, as well as the college's administrative staff, are approved.
15. Distributing the summer vacation among the employees, including administrators, users and workers, in the college, and submitting the approved distribution statement to manage the affairs of the faculty and staff, to complete the necessary procedures.
16. Contacting their counterparts in universities, public institutions, and government departments, in everything that falls within the specialization of their colleges.

B. With regard to educational affairs:

1. The Dean chairs the College Board in accordance with Article 33 of the Higher Education Council and Universities System.
2. Approving the agenda of the faculty council, setting a date for its meeting, and inviting to attend its sessions.
3. Receive the proposals of scientific departments and faculty members

Tasks

regarding scientific and other matters, and present what needs to be presented to the competent authorities.

4. Forming scientific, technical and other committees that are needed without entailing financial burdens and presenting what requires financial burdens before implementation.

5. Direct supervision of scientific seminars and the like, which are decided to be held in the college.

C. With regard to faculty affairs:

1. Permission for faculty members to give lectures and additional lessons previously approved by the concerned department, and to raise a request to disburse their remuneration, after confirming the existence of the necessary accreditation and after committing to the necessary amount.

2. Recommendation regarding government agencies requesting the assistance of faculty members in the college to give lectures, or participate in seminars or seminars organized by those bodies, inside the Kingdom, provided that this does not affect their performance in the college and that the university does not bear any financial burdens.

3. Recommendation regarding the participation of faculty members in the faculty in the discussion of master's and doctoral theses in universities and colleges inside the Kingdom when those authorities request that, provided that this does not affect their performance in the college and that the university does not bear any financial burdens.

4. Recommending that faculty members, lecturers, and demonstrators get their regular leave, whenever needed, in accordance with the regulations governing this.

D. With regard to student affairs:

1. Supervising the preparation of the college admission plan, studying it, and coordinating with this with the Deanship of Admission and Registration Affairs and submitting it to the competent authority at the university at an early date to take the necessary action for it.

2. Direct supervision of students' activities inside the college in accordance with the activity plan approved by the University Council, and coordinate this with the Deanship of Student Affairs at the university.

3. Supervising the students' academic and behavioral affairs and creating the appropriate atmosphere for their academic achievement and their progress in their studies.

4. Forming specialized committees to follow up on negative phenomena that may exist among students, treating what can be cured, and referring whoever is required to be referred to the student discipline committee at the university and following up on the implementation of what is issued against him.

Tasks

5. Imposing disciplinary penalties on students in accordance with the provisions of the regulations governing this and directing the competent authority to refer whoever is required to be referred to the Student Disciplinary Committee and follow up the implementation of what is issued against him and announce it.

E. With regard to financial affairs:

1. Claiming the various dues to be paid to the college (if any) after obtaining prior approval before implementing any expenses.
2. Follow-up of warehouse inventory and permission to dispose of it and sign entry and exit notes.

Advisory Committee**Characterization**

The faculty advisory committee was formed by Decree No. 47/12 / 37-38 based on the College Council meeting at its twelfth session of the academic year 1438/37 AH held on 05/15/1438 AH and the approval of His Excellency the President of the University in the transaction No. 27019-42-438. Renewing the formation of the advisory board based on the College Council meeting in Decree No. 2248-6-442 on 20/06/1442.

Formation of the advisory committee:

- 1- Dean of the College of Medicine (chairman)
- 2- Vice-dean for Development and Quality: vice-chairman
- 3- Vice-dean for Academic affairs: a member.
- 4- Vice-dean for Clinical affairs: a member.
- 5- A representative of the faculty: a member.
- 6- Vice-dean for female students section: a member.
- 7- Director of the Armed Forces Hospital in Najran: a member.
- 8- Director of Health Affairs in Najran: a member.
- 9- Dr. Saleh Metaeb Al Merdem: a member and Committee Secretary.
- 10- Dr. Mosaab Abdallah Al Abbas: male graduate: a member.
- 11- Dr. Najood Maeed Elwadaey: female graduate: a member.

The link

Associated with the Dean of the College

College Vice-Deanships

Based on what is stated in Article thirty-eight of the Council of Higher Education and Universities bylaw, the college may have one or more representative of the Saudi faculty who are distinguished with scientific and administrative competence to be appointed by the university director for a period of two years, renewable based on the nomination of the dean. The agents during his absence or vacancy in his position and one of them assumes the secretariat of the college council

College Vice-Deanships for administrative affairs

Characterization

He is responsible for assisting the dean of the faculty in the administration of administrative and financial affairs, as well as supervising the work of the departments associated with him, and proposes what is guaranteed to advance their work and work to meet their needs and follow up their performance in the best way.

The link

Associated with the Dean of the College

mission

1. Preparing the college budget and following up on its implementation.
2. Managing the college's financial resources in a way that ensures its use to advance the college.
3. Managing the administrative and educational facilities of the college.
4. Follow-up to provide the college with the requirements of materials and equipment.
5. Supervising the administrative communication system and archiving various college documents in paper and electronic formats as needed.
6. Supervising the provision of the college with efficient human resources.
7. Supervising the processes of recruiting faculty members from the faculty and its administrative staff.
8. Supervising the information systems and the electronic environment of the college.
9. The senior agents will act on his behalf in his absence

Administrative entities

1. Financial Affairs Department:

A- Contracts and Procurement Unit

2. Department of Administrative Affairs headed by the Director of Administration:

A- Faculty Members Affairs Unit

B- Personnel Affairs Unit

C- Administrative Communications Unit

D - Support Services and Maintenance Unit

E- The college's central warehouse

F- Archiving unit

Vice Deanship for Educational Affairs

Description

The Vice Dean for Educational Affairs supervises the educational process in the college at all stages of study, implements and develops approved policies and programs in the fields of student affairs and educational auxiliary services, and achieves the goals set for them. And supervise the work of the departments, and suggest what would ensure the advancement of their work and work to meet their needs and follow up their performance in the best way.

Correlation

With the Dean of the College

Duties

1. Recommendation for the approval of students apologizing of the semester according to regulations.
2. Approving timetables submitted by the departments.
3. Forming and approving of the student activities committees in the college.
4. Approval of the increase in number of students in the divisions in coordination with the concerned departments and the Deanship of Admission and Registration.
5. Agrees requests for extension, re-registration and alternative tests, according to the regulations.
6. Adoption of the deprivation lists according to the rules and regulations.
7. Deciding on the issues of student excuses as needed according to the rules and regulations.
8. Selection of supervisors of the units and departments and recommending their appointment.
9. Addressing the relevant authorities within the university according to scope and responsibility of the vice deanship.
10. Issuing internal decisions that are required for the progress of work in the faculty vice deanship and its units in according to regulations.
11. Evaluate the performance of the deanship staff.
12. Adoption of the regular and emergency leaves for the staff of different units of the vice deanship.
13. Approval of spending from the vice ship's budget and custody according to regulations.
14. Approval of opening new divisions due to request of the concerned departments.
15. The senior vice deanship will represent him in his absence.

Related administrative entities

- A. Scientific sections
- B. Registration and Academic Advising Unit
- C. Medical Education Committee
- D. E-Learning Committee
- E. The Examination and Evaluation Committee

Vice Deanship for Clinical Affairs

| | |
|---------------------------------|--|
| Description | The Vice Dean for Clinical Affairs supervises the progress of the clinical process in the college, supervises the skills laboratories in both parts of the college and the university hospital, follows up on hospital affairs, as well as follows up the work of the excellence and graduates units. Implementing and developing approved policies and programs in the fields of clinical affairs and training to achieve the target goals. |
| Correlation | With the Dean of the College |
| Duties | <ol style="list-style-type: none">1. Supervision of the university hospital and medical services.2. Follow-up and coordination of clinical training affairs with hospitals participating in the training process.3. Supervision of the skills laboratory.4. Supervision of excellence and graduates units.5. Supervision of the Demonstrators and Scholarships units6. Addressing the relevant authorities inside and outside the university according to scope and responsibility of the vice deanship.7. Recommending the issuance of internal decisions that are required for the functioning of the vice deanship and its units according to rules and regulations.8. Approving the disbursement of the vice deanship's budget and custody according to the regulations.9. The senior vice deanship will represent him in his absence. |
| Related administrative entities | <ol style="list-style-type: none">A. University Hospital and University Medical Services.B. Skills lab unit.C. Intern unit.D. The Alumni unit.E. Teaching assistant and Scholarships Units. |

Vice Deanship for Postgraduate Studies and Scientific Research

| | |
|-------------|--|
| Description | He is responsible for assisting the dean of the faculty in managing graduate studies and scientific research affairs in the college, supervising the work of the departments associated with him, and proposing what would ensure the advancement of their duties and work to provide their needs and follow up their performance in the best way. |
| Correlation | With the Dean of the College |

Duties

1. Supervision of the progress of administrative, technical and academic works in the departments, and working to raise their level of performance.
2. Supervision to put plans and programs for postgraduate studies, and scientific researches in the college.
3. Work to make the college use scientific information resources, and join them through the available technical means, within the limits of the rules, regulations and instructions.
4. Supervision of any scientific activities related to the scientific societies in which the college has a participation, and facilitating their participation in the available societies, and studying the scientific societies that the college can adopt in order to serve its specialities and achieve its educational mission.
5. Work to organize the college's participation in conferences and seminars, inside and outside the Kingdom, to receive and follow up nomination applications, and to implement the instructions issued in this regard.
6. Approving the evaluation of the job performance of the employees of the departments and units associated with it.
7. Recommendation of the granting of regular and emergency leave for employees of related departments and units.
8. Developing scientific and practical plans to improve the level of libraries in the college and take scientific means to supply them with books, journals and other information resources.
9. Approving the job performance evaluation for employees of different departments and units.
10. The senior vice deanship will represent him in his absence.

Related administrative entities

- A. Postgraduate Unit
- B. Scientific Research and Conferences Committee
- C. College Library

College Vice Deanship for Quality and Development**Description**

He is responsible for assisting the dean of the college in managing everything related to development and quality in the college, proposing development programs in all areas, following up on academic and administrative performance, supervising the work of the departments and units associated with it, and proposing what would ensure the advancement of their work and work to provide their needs and follow up their performance in the best way.

Link

With the Dean of the College

Tasks

1. Forming non-permanent advisory committees regarding development and quality in consultation with the dean of the college.
2. Direct supervision of plans for community service and continuing education, and setting up scientific and practical programs to help highlight this service.
3. Approval of the training plan for the training unit.
4. recommending to contract with advisory bodies to review the college's strategic plan in all its stages, in consultation and coordination with the Dean of the College, and to ensure the availability of the necessary financial commitments
5. Recommending the approval of the financial costs of establishing and equipping the offices of the Development and Quality Unit in both male and female students in accordance with specific standards set by the University Vice-Deanship for Development and Quality in coordination with the Dean of the College.
6. Approving the minutes of the committees and units affiliated to it.
7. Recommending the assignment to work outside the working hours for those who need to be assigned for a period not exceeding ten days per month, as well as authorizing the internal assignment of those whose need is required to be delegated outside the university headquarters for a period not exceeding five days after making sure of the availability of financial funds and commitment to them.
8. Establishing mechanisms for spreading the culture of quality among faculty members, students and employees in all academic and administrative units in the college, and recommending the adoption of financial costs for holding lectures and workshops at the university in accordance with the rules and regulations.
9. Preparing internal and external auditing systems for academic programs in the college.
10. Following up the academic program development process and analysing the annual reports for these programs in accordance with the standards of the Education Evaluation Commission, and other generally accepted standards in this field.
11. Follow up the implementation of the college's strategic plan and all procedures and mechanisms related to that in coordination with the Dean of the College and the relevant committees.
12. Supporting the college administration to design its organizational structure and prepare the organizational guide.
13. Providing consultations that contribute to raising the quality of performance in the administrative and academic units of the college.
14. Establishing an internal system for internal follow-up of quality systems in all academic and administrative units in the college.
15. Follow up the implementation of the development plans for the educational process and follow up its progress in the college.
16. Contribute to setting policies and strategies for non-traditional learning methods such as e-learning and distance education in

Tasks

coordination with the College vice-deanship for Educational Affairs and provide technical support for development plans in this field.

17. Coordination and cooperation with the University Agency for Development and Quality in the field of development and quality, and taking all administrative measures in this field.

18. Establish appropriate mechanisms and programs to develop the skills of the academic and administrative apparatus at the university.

19. Establishing policies, mechanisms and indicators to measure the quality of academic and administrative performance and provide feedback.

20. Recommending the approval of granting regular and emergency leave to those who deserve it from the employees of the departments associated with it.

21. Direct contact with his counterparts in other colleges within the university, as it falls within the scope of his work.

22. Approving the job performance evaluation of the employees of the departments and the units associated with it.

23. Direct supervision of collecting information and data and organizing statistical tables related to the college. Including faculty members, employees, students, alumni and scholarships.

24. The senior agents will act on his behalf in his absence.

Administrative entities

- a. Quality and Development Unit
- b. Information Technology Unit.
- c. Training Committee
- d. Suggestions and Complaints Committee
- e. College Website Committee
- f. Security and Safety Committee
- g. Public Relations and Media Committee

College Vice Deanship for the Female Section**Description**

She is a member of the faculty charged with supervising the administrative affairs of the female section in coordination with the Vice Dean for Administrative Affairs or the Dean. It is responsible for organizing work in the college in female student's departments and running its affairs in accordance with the rules and regulations of the Higher Education Council. The Vice-Dean of the College is appointed from among the Saudi female faculty with distinguished academic and administrative competencies by a decision of His Excellency the President of the University based on a nomination from the Dean of the College.

Link

Associated with the Dean of the College

Tasks

1. Executing the decisions regarding the college's policies approved by the College Board related to achieving the college's goals in general, and the female students 'section in particular, and in full coordination with the university's vice presidents according to the specialty.
2. Continuous follow-up of the academic, administrative and technical progress of all sectors of the female section of the college.
3. Coordination with the rest of the college's agents to secure the needs of the female students 'section, including academic, technical and administrative jobs, scientific and medical equipment, and others.
4. Direct contact with its counterparts in other colleges within the university, with regard to what comes within its scope of work after coordination with the faculty dean.
5. Coordination with the competent authorities to supervise the services provided to students (housing - transportation - nutrition - health services - cultural activities - sports).
6. Proposing development projects and programs related to administrative affairs for the female section.
7. General supervision of all educational events and activities held in the female section (general entrance examinations - academic advising program for new developments - academic advising program - preparation and organization of graduation ceremonies - Career Day) and coordination in this with the relevant authority.
8. Supervising emergency and disaster plans in the female section in coordination with the competent authorities.
9. Support plans for academic accreditation processes, and coordinate with the College Agency for Development and Quality in this regard.
10. Supporting all volunteer activities of the college and suggesting mechanisms for developing and upgrading them in the female section.
11. Discovering the human competencies in the female component specialized in the scientific, administrative and technical fields at the university and trying to develop, support and benefit from them.
12. Work to revitalize the movement of research and scientific publication in the female section.
13. Work to rationalize and optimize the human resources of the female component, and the available resources and distribute them between units and departments in order to achieve justice and equality in coordination.
14. Follow up on the procedures for accepting students and their registration procedures, in coordination with the concerned authorities.
15. Supervising the security and safety work on the women's side, and taking appropriate measures to maintain the safety and security of students and faculty members.
16. Implementing and following up the decisions of the College Council regarding female students 'affairs.
17. Follow up on the implementation of the work of the student

Tasks

- activities committees to raise their level and motivate the students to participate in them, reveal their talents and develop them.
18. Contributing to solving the problems of female faculty members in coordination with the competent authorities in the college.
 19. Development of public relations and media on the women's side, in coordination with the competent authorities in the college.
 20. Approving the job performance evaluation of female employees in departments and the associated administrative units.
 21. Prepare a detailed annual report at the end of each academic year on the agency and its related bodies.
 22. The work assigned to him by the Dean of the College.

Administrative entities

- a. Assistant Director of the College Administration
- b. Assist the development and quality supervisor
- c. Library (Female Section)

Second: Administrative entities of the Dean of the College:**Dean's Office****Description**

Providing all facilities and office services to the Dean of the College, and supervising the office staff.

Association

Associated with the Dean of the College

Tasks

1. Organizing the dates of interviews, meetings and visits for the university president.
2. Receiving the mail of the Dean of the College, as well as the transactions that need to be directed or signed, presented to him and the implementation of his instructions regarding them.
3. Finalize the procedures for exporting outgoing correspondence according to the directives of the College Dean, and follow up the procedures for exporting them
4. Receiving visitors and auditors for the university director.
5. Notify the instructions and directives issued by the Dean of the College to the administrative units associated with him.
6. Keeping documents and papers related to the college dean's office, and drafting, writing, circulating, following up and archiving the correspondence and decisions of the college dean.
7. Receive phone calls received by the Dean of the College and take the necessary actions regarding them.
8. Preparing periodic reports on the achievements and activities of the

Tasks

office and submitting the necessary suggestions for developing work and submitting them to the Dean of the College.

9. Administrative supervision of the faculty dean's office, work distribution and follow-up.

10. Attending college council sessions and drafting their own minutes and following up on what is agreed to be implemented.

11. Training employees and introducing them to new business.

12. Performing the tasks assigned to him by the Dean of the College.

Third: Administrative entities of the College Vice-Deanship for administrative affairs:

Manager director

Description

He is the one who supervises the financial and administrative affairs in the college.

There are the following units for its administration:

A. Financial Affairs Department:

Contracts and Procurement Unit

B. Department of Administrative Affairs:

1. Faculty Members Affairs Unit

2. Personnel Affairs Unit

3. Administrative Communications Unit

4. Support Services and Maintenance Unit

5. The college's central warehouse

6. Archiving unit.

Association

Associated with the Vice deanship for administrative Affairs

Tasks

Financial Affairs- Section contracts and Procurement Unit

This unit works to secure the college's needs of office and educational supplies, scientific and medical devices, and laboratory supplies, through local and external procurement and what is required by coordination with the requesting authorities to set conditions and specifications, request offers, study and follow up until the completion of the procedures for receiving them.

Its tasks are as follows:

1. Increasing the college's needs of human and financial resources and various equipment.

2. Preparing applications for advertisement of bids and sending them to the Procurement Department at the university after the approval of the faculty representative, and to ensure that they fulfil the regulatory aspects, and to follow up their announcement in the local newspapers and the official gazette.

Tasks

3. Signing the notes for inspection and receipt.
4. Approval of spending from the budget and custody of the administration in accordance with the regulations.

B- Department of Administrative Affairs:

i. Administrative Communication Unit:

Its tasks are the following

- i. Responding to all transactions received by him from all administrative units at the university. Coordination with the relevant authorities within the college and university in the jurisdiction and scope of the administration's work.
- ii. Issuing internal decisions required for the proper functioning of the administration in accordance with laws and regulations.

iii. Faculty Members Affairs Unit:

Its tasks are the following

1. Approval of identification certificates for faculty members who are not members of the faculty or the like in accordance with the system.
2. Approving the approval of the guarantees required of contractors upon travel
3. Signing the release for those whose work at the college ends.
4. Signing the letters of transfer for the medical examination.
5. Approval of correspondence related to government agencies to complete the procedures of faculty members.

I. Personnel Affairs Unit:

Its tasks are as follows:

1. Approval of correspondence related to government agencies to complete employee procedures.
2. Approving the licenses of all faculty employees, including administrators, technicians and researchers, after the approval of their direct head.
3. Recommending the assignment of a person whose work interest requires assigning him to work outside the official working hours, in accordance with the legal principles.
4. Approving the data related to the end of the assignment of the faculty members, including administrators, technicians, and researchers.
5. Recommending administrative penalties for employees of the administration in accordance with the regulations.
6. Nomination of college employees other than faculty members to attend training courses.
7. Evaluate the performance of management personnel.

The college's central warehouse:

It is concerned with preserving the materials and dispensing them to the academic and administrative units in the college, and the workflow

Tasks

in them shall be regulated by the rules and procedures for government warehouses, instructions issued by the Ministry of Finance in this regard, and the regulations followed at the university.

Its tasks are as follows:

1. Lifting the materials and objects required for work whenever they are running low.
2. Full supervision over the college's warehouses, organizing them according to the instructions laid down for that, and proposing work development there.
3. Permission to disburse from the college warehouse.
4. Keeping records of the college covenant and following it up
5. Following up on the receipt of the reign of the administrative and educational units of the faculty of those whose term of service at the university ends, or moves from his work or expires, until they are removed from his custody and his party is released. The release of the party is linked to the signature of the director of this department.
6. Approving the minutes of receipt and delivery, requesting the disbursement of materials and transferring custody.
7. Study methods of preservation in warehouses at the university and at other authorities and suggest what is necessary to develop them in accordance with the regulations issued in this regard by the competent authorities in the state.
8. Conducting tours of the college's warehouses, providing advice to its workers, submitting reports on it, following up on its periodic inventory, and signing data and forms in accordance with the regulations governing this.
9. Submitting an annual report on the administration's work.

II. Support Services and Maintenance Unit

It is concerned with supervising the work related to university transportation and maintenance and studying ways to develop it

Its tasks are as follows:

1. Determine the college's needs for tools, equipment, cars, transportation means and their requirements, and regulate and maintain their use.
2. And the proposals leading to its development and improvement of its performance.
3. Communicate with the Central Transportation Department to secure transportation for male and female students, faculty staff and visitors, and carry out tasks related to the transportation of tools and furniture in accordance with the organized instructions.
4. Communicating with the Central Transportation Department to secure transportation by vehicles for college guests

Tasks

5. Taking scientific trips to the college.
6. Follow up the installations and maintenance operations of buildings, equipment and devices periodically, along with developing a plan for periodic maintenance
7. Preparing an annual report on the department's work and achievements.

Fourth: Administrative entities of the College Vice-Deanship for Educational Affairs:

1. Scientific departments

Description

Based on item forty-one of the Higher Education Council and Universities System, each scientific department has a department council consisting of its faculty members, and each department has powers in scientific, financial and administrative affairs within the limits of the system.

Council organization**Head of Department:**

He is a member of the faculty in charge of running scientific, administrative and financial matters in it, and responsible for implementing the regulations and systems of the Higher Education Council, and submits to the Dean a report on the department's work at the end of each academic year. The head of the department is appointed from among the distinguished Saudi faculty members with academic and administrative competencies by a decision of the university director based on the nomination of the faculty dean, and the appointment is for a period of two years, renewable.

Staff:**They are:**

- Professors
- Associate professors
- Assistant professors

The department council meets at the invitation of its president at least once a month, and the meeting is not valid except with the attendance of two-thirds of its members and its decisions are issued by the absolute majority of the votes of the attending members. When equal, the side in which the manager is held is weighted according to the text of the forty-second item of the regulations of the Higher Education Council and Universities.

Link

Associated with the Vice deanship for Educational Affairs

Tasks

1. Recommending that the final examination questions be corrected by a faculty member who is not a faculty member of the course, or that one or more specialists are involved with him in the correction.
2. Certification of the transcripts.
3. Issuing internal decisions that are required for the proper functioning of the department in accordance with laws and regulations.
4. Distributing the academic load to faculty members.
5. Recommending the education allowance to be paid to faculty members
6. Preparing reports on the job performance of faculty members.
7. Recommending the disbursement of entitlements for off-duty work for the department's employees.
8. Recommending the assignment to work outside the hours of the department's employees.
9. Recommending that the department's employees attend training courses inside and outside the university.
10. Coordination with the Scholarship and Training Committee in following up the status of scholarships and trainees.
11. Recommending the extension of the Saudi staff after the end of service.
12. Recommending to contract with Saudi staff members after the extension period expires.
13. Recommending the termination of non-Saudi faculty contracts.
14. Approving the report prepared by the supervisor of the thesis and sending a copy to the Vice Dean for Postgraduate Studies at the end of each semester.

2. Registration and Academic Advising Unit

Link

Associated with the Vice deanship for Educational Affairs

Tasks

1. Coordination with the concerned departments to enter the approved study schedules for each semester according to the academic calendar approved at the university
2. Processing the registration, deletion, addition and what follows in coordination with the Deanship of Admission and Registration.
3. Executing the unit's strategic plan projects and academic accreditation.
4. Submit a report after the end of the registration period to the Vice Dean for Educational Affairs.

Tasks

5. Submitting the proposal to form an academic advising team in both parts for approval.
6. Implementing the approved process for the unit's work and evolve them according to scientific developments.
7. Activating academic advising for male and female students according to the formation and the approved process.
8. Preparing a unified list of the contents of the student's file
9. Create a file for each male and female student.
10. Periodic review of the academic guide.
11. Submitting periodic reports to the Vice Dean for Educational Affairs to be presented to the College Board when needed to take the necessary action.
12. Executing what is required of the unit by the departments and committees of the college and the Vice Dean for Development and Quality in order to achieve the academic accreditation requirements.
13. Other tasks assigned to the unit.

Fifth: Administrative entities of the College vice-deanship for Clinical Affairs:

1. Intern unit

Link

Associated with the College vice-deanship for Clinical Affairs

Tasks

1. Coordination and follow-up of training with the Training and Scholarship Department in the training centers inside the city of Najran and outside the region.
2. Follow-up of male and female trainees and coordinate visits to supervisors and supervisors for each center within the city of Najran.
3. Review the final evaluation of each trainee from the training center and compare it with the periodic reports of the unit and submitting them to complete the regular procedures.
4. Study obstacles to training and submitting results and solutions in a timely manner.
5. Fulfill the unit requirements regarding academic accreditation in coordination with the Development and Quality vice-deanship.
6. Other tasks assigned to the unit.

2. Alumni unit

Link

Associated with the College vice-deanship for Clinical Affairs

Tasks

1. Open channels of communication with the various employers to obtain the needs of these entities and announce them.
2. Coordination with relevant civil society institutions to employ college graduates.
3. Building a database for graduates to create a process and channel for contacting and communicating with them.
4. Follow up on graduates and increase their connection with the college and communicate with them.
5. Fulfill the unit requirements regarding academic accreditation in coordination with the Development and Quality Agency.
6. Other tasks assigned to the unit.

Sixth: Entities affiliated to the Vice Dean for Postgraduate Studies and Scientific Research:

1. Postgraduate Studies Unit

Link

Associated with the College vice-deanship for Post graduate Studies

It has not been formed yet, as the college now adopts only one program at the present time that awards a bachelor's degree.

2. The Scientific Research and Conferences Committee

Link

Associated with the College vice-deanship for Postgraduate Studies and Scientific Research

Tasks

1. Formulating the necessary executive process for the committee's work.
2. Executing the committee's strategic plan projects for the college and university.
3. Fulfill the requirements of the committee regarding academic accreditation in coordination with the Quality and Development vice-deanship.
4. Preparing the college's research plan and following up on its implementation after approval by the authorized person.
5. Holding seminars, conferences and workshops to raise the level of scientific research in the college.
6. Coordination with the Deanship of Scientific Research at the university and informing all faculty members of the faculty of developments related to scientific research.
7. Other tasks assigned to the unit.

3. The library

Link

Associated with the College vice-deanship for Post graduate Studies

Tasks

1. Organizing work in the library, distributing it to its employees, defining the functions of each of them, following up their performance, preparing job performance calendars for them, and monitoring the progress of work there.
2. Supporting the college library with books, references and periodicals on an ongoing basis with all that is new.
3. Follow up on global, regional and local studies that are conducted in the matter of books and libraries and introduce modern means to serve the college library in coordination with the relevant authorities and raise the level of performance and service in them.
4. Determine the needs of the university's libraries in terms of office, technical and human matters.
5. Work to provide sources of information that meet the needs of the study plans of the scientific departments, and support the teaching, learning and scientific research process.
6. Providing the necessary information services in the library according to international standards, and the requirements of quality and academic accreditation.
7. Developing a plan to train the beneficiaries (faculty members, employees, students) on how to search for and retrieve information, whether that is in the information databases that the university shares or the resources it provides.
8. Raising the recommendation to update and update the information bases in line with the development of the educational process.
9. Archiving references, periodicals and scientific journals to facilitate the use of the library's content by the users.
10. Recommending updating the content of the electronic library and supporting it with all new developments in the world of electronic books and digital information that serve the achievement of the educational and research process.
11. Implementing the systems, processes, regulations, and the Deanship of Libraries in relation to the beneficiaries' use of the library and the loan system

4. Scholarships and teaching assistants Committee

Link

Associated with the College vice-deanship for Postgraduate Studies and Scientific Research

Tasks

1. Implementing the committee's projects regarding the college's strategic plan and academic accreditation.
2. Preparing annual statistics on the current status of the faculty teaching assistants, lecturers and scholarships.
3. Inventory and follow-up of the teaching shares and the administrative tasks assigned to the lecturers and scholarships.
4. Organizing and coordinating courses with specialists in the field of self-building and the research field in order to enhance the research capabilities of teaching assistants and scholarships.
5. Establishing and developing a database for faculty teaching assistants, lecturers, and scholarships.
6. Follow up on procedures for facilitating the sending of teaching assistants and lecturers and facilitating them.
7. Opening a communication channel between the departments and their scholarships to contribute to solving the problems and difficulties facing the scholarship students.

Seventh: Entities Affiliated to the College Vice Dean for Quality and Development

1. Quality and Development Unit

Link

Linked with the College Vice Dean for Quality and Development

Tasks

1. Spreading awareness and promoting a culture of quality among all faculty members.
2. Follow up the implementation of the development and quality plans and the college's strategic plan.
3. Follow up the implementation of the university's strategic plan activities and projects.
4. Follow up on establishing integrated databases to evaluate performance and ensure quality in the faculty.
5. Follow up the activities of performance evaluation and development in the various scientific and administrative departments of the college.
6. Continuous communication with the Deanship of Development and Quality and its various units to coordinate the implementation of development and quality activities.
7. Providing technical support to the scientific departments and the various departments of the college with regard to development, quality and accreditation requirements.
8. Recommending to the College Council to approve the annual plan for the Development and Quality Unit.
9. Review all faculty performance indicators and improvement plans in accordance with the desired strategic goals and recommend to the College Council what is appropriate.

2. Training Unit

Link

Linked with the College Vice Deanship for Quality and Development

Tasks

1. Formulating the necessary executive mechanisms for the committee's work.
2. Preparing an annual training plan for all faculty employees based on the beneficiaries' opinion poll.
3. Implementing the approved training plan.
4. Submit reports on work progress.
5. Implementing the committee's projects of the college's strategic plan and academic accreditation.
6. Other tasks assigned to the committee.

3- Security and Safety Committee

Link

Linked with the College Vice Deanship for Quality and Development

Tasks

1. Preparing manuals and regulations related to security and safety in all college facilities and following up their approval by the competent authorities.
2. Follow up on the readiness of the security and safety systems in the college through the forms and tools prepared for that, studying the reality and submitting periodic reports to the college administration to take the necessary action.
3. Determine the college's needs to ensure the security and safety of the faculty and staff, and follow up on their provision.
4. Preparing and implementing security and safety training programs for all faculty and staff.
5. Coordination with the competent authorities in raising awareness and training the college's employees on safety and security measures and familiarizing them with the preventive means that must be taken.
6. Follow up the implementation of the college's emergency evacuation, security and safety programs.
7. Ensure that the safety conditions and rules that guarantee the protection of the faculty and staff members are implemented during the implementation of the work inside the college.
8. Implementing the committee's projects of the college's strategic plan and academic accreditation.
9. Other work assigned to the committee.

4- Website Committee

Link

Linked with the College Vice Deanship for Quality and Development

Tasks

1. Drafting the mechanisms for the committee's work.
2. Developing and updating the college's website.
3. Supervision and follow-up of sub-site entrants within the college's portal.
4. Add, modify and update activities and news on a constantly basis after coordinating with the Deanship of the College.
5. Implementation of the committee's strategic plan projects for the college and academic accreditation.
6. Other works assigned to the Committee.

5- Public Relations and Media Committee

Link

Linked with the College Vice Deanship for Quality and Development

Tasks

1. Work to highlight the vision, mission and objectives of the college by possible means.
2. Participating in the preparation and implementation of media activities and events that highlight the role of the College.
3. Preparing and arranging for meetings, events and activities hosted by the College.
4. Coordination with the relevant authorities in the university to announce the activities and events carried out by the College through its various committees.
5. Photographing and archiving the activities of the College and the activities of its various committees.
6. Editing media materials for the college's activities and providing the University Media Department with a copy of it after approving by the college administration.
7. Implementation of the committee's strategic plan projects for the college and academic accreditation.
8. Other work assigned to the Committee

6- Performance Measurement Committee

Link Linked with the College Vice Deanship for Quality and Development

Tasks

1. Implementation of the committee's strategic plan projects for the college and academic accreditation.
2. Drafting the mechanisms for the committee's work.
3. Contributing in the development of measurement and evaluation policies and objectives related to quality of performance at the university level.
4. Contributing in the construction and design of questionnaires and surveys related to the measurement of performance indicators for the college.
5. Follow the college calendar process.
6. Building an integrative, participation and effective relationship with the Performance Measurement in Quality and Development Deanship.
7. Work as a link between the College and the Performance Measurement Unit in the Development and Quality Deanship to monitor performance indicators and the strategic plan of the university through the regular methods followed, and to hold regular meetings with them.

7- Suggestions and Complaints Committee

Link Linked with the College Vice Deanship for Quality and Development

Tasks

1. Preparing the committee's working mechanism according to the rules and regulations followed at the university.
2. Follow-up the complaints of the college staff and finish the necessary procedures according to the approved mechanism.
3. Study what suggestions and opinions arrive to the committee and raise the findings to take the necessary action towards studying them and take the necessary procedures regarding them.
4. Submit a quarterly and annual report on the committee's work for presentation to the College Council.
5. Other work assigned to the Committee.

8- Community Service Committee

Link

Linked with the College Vice Deanship for Quality and Development

Tasks

1. Implementation of the committee's strategic plan projects for the college and academic accreditation.
2. Drafting the mechanisms for the committee's work.
3. Assess the satisfaction of beneficiaries of the community service plan and prepare the improvement plan.
4. Publishing awareness among faculty, male students and female students of the importance of participating in community service activities.
5. Other work assigned to the Committee.

| Departments |
|-------------------------------|
| Anatomy |
| Physiology |
| Biochemistry |
| Microbiology |
| Pathology |
| Surgery |
| Internal Medicine |
| Paediatrics |
| Obstetrics and Gynaecology |
| Family and Community Medicine |
| Medical education |

Study Plan for Medicine and Surgery Program - Female

| Level | Course Code | Course Title | Required or Elective | Pre-Requisite Courses | Credit Hours |
|---|--------------|--------------------------------------|----------------------|-----------------------|--------------|
| Prep Year Semester 1 (level 1) | | | | | |
| | 140 – ENG-2 | Reading | Required | - | 2(2+0) |
| | 141- ENG-2 | Writing | Required | - | 2(2+0) |
| | 142- ENG-2 | Listening & Speaking | Required | - | 2(2+0) |
| | 143- ENG-2 | Vocabulary & Grammar | Required | - | 2(2+0) |
| | 140- MATH-3 | Introduction to Mathematics | Required | - | 2(2+0) |
| | 140- SKL-2 | Learning, Research & thinking skills | Required | - | 2(2+0) |
| | 140 - TECH-3 | Computer Skills | Required | - | 3(3+0) |
| Prep. Year Semester 2 (level 2) | | | | | |
| | 150 - ENG-2 | General English | Required | - | 3(3+0) |
| | 151 - ENG-2 | Technical writing Report | Required | - | 2(2+0) |
| | 150 - MAN-1 | Ethics | Required | - | 1(1+0) |
| | 150 - SKL-2 | Communication Skills | Required | - | 2(2+0) |
| | 150 -MATH-3 | Calculus | Required | - | 4(4+0) |
| 1 st Year Semester 1 (level 3) | | | | | |
| | 201- ARB- 2 | Arabic language I | Required | | 2(2+0) |
| | 231- HIS-2 | Histology I | Required | | 2(1+1) |
| | 232- PHX- 2 | Medical physics | Required | | 2(1+1) |
| | 233- ANA- 4 | Anatomy I | Required | | 2(2+2) |
| | 234 - PHY- 4 | Physiology I | Required | | 2 (3+1) |
| 1 st Year Semester 2 (level 4) | | | | | |
| | 235- BCH- 4 | Biochemistry I | Required | - | 2(3+1) |
| | 202- ARB – 2 | Arabic language II | Required | - | 2(2+0) |
| | 241- ANA- 5 | Anatomy II | Required | Anatomy I | 5(3+2) |
| | 242- PHY- 4 | Physiology II | Required | Physiology I | 4(3+1) |
| | 243- HIS – 3 | Histology II | Required | Histology I | 3(2+1) |
| | 244- BCH- 4 | Biochemistry II | Required | Biochemistry I | 4(3+1) |
| 2 nd Year | | | | | |

| | | | | | |
|---|--------------|---|----------|-------------------------|--------|
| Semester 1 (level 5) | | | | | |
| | 111- ISL- 2 | Islamic culture I | Required | - | 2(2+0) |
| | 351- HEM- 3 | Hematology &immunology | Required | Histology II | 3(2+1) |
| | 352 - ANA- 5 | Anatomy III | Required | Anatomy II | 5(3+2) |
| | 353 - PHY- 4 | Physiology III | Required | Physiology II | 4(3+1) |
| | 354- BME- 2 | Medical ethics I | Required | - | 2(2+0) |
| | 355 – GEN- 2 | Medical genetics | Required | Biochemistry II | 2(1+1) |
| 2 nd Year Semester 2 (level 6) | | | | | |
| | 112 - ISL- 2 | Islamic culture II | Required | - | 2(2+0) |
| | 361 - PTH- 6 | Pathology I | Required | Histology II | 6(4+2) |
| | 362 - MIC- 5 | Microbiology I | Required | | 5(3+2) |
| | 363 - PHA- 5 | Pharmacology I | Required | Physiology III | 5(4+1) |
| 3 rd Year Semester 1 (level 7) | | | | | |
| | 113 - ISL- 2 | Islamic culture III | Required | - | 2(2+0) |
| | 471 - EPB- 2 | Research methodology& Biostatistics | Required | - | 2(1+1) |
| | 472 - PTH- 5 | Pathology II | Required | Pathology I | 5(3+2) |
| | 473 - PHA- 4 | Pharmacology II | Required | Pharmacology I | 4(4+1) |
| | 474 - MIC- 3 | Microbiology II | Required | Microbiology I | 3(2+1) |
| | 475 - PRS- 2 | Parasitology | Required | - | 2(1+1) |
| 3 rd Year Semester 2 (level 8) | | | | | |
| | 114 - ISL- 2 | Islamic culture IV | Required | - | 2(2+0) |
| | 481- BCS-2 | Basic clinical skills | Required | 7 th Level | 2(0+2) |
| | 482- MED-7 | Medicine I | Required | 7 th Level | 7(3+4) |
| | 483- SUR-7 | Surgery I | Required | 7 th Level | 7(3+4) |
| 4 th year semester 1 (level 9) | | | | | |
| | 591- SAF-2 | Patient safety | Required | - | 2(1+1) |
| | 592- OGY- 6 | Obstetrics &gynecology I | Required | Medicine I Surgery I | 6(3+3) |
| | 593- PHC-4 | Primary health care | Required | Medicine I Surgery I | 4(2+2) |
| | 594- PED- 5 | Pediatrics I | Required | Medicine I Surgery I | 5(3+2) |
| 4 th year | | | | | |

| | | | | | |
|--|-------------|----------------------------------|----------|-------------------------|--------|
| Semester 2 (level 10) | | | | | |
| | 501- SUR-7 | Surgery II | Required | Medicine I Surgery I | 7(3+4) |
| | 502- MED- 7 | Medicine II | Required | Medicine I Surgery I | 7(3+4) |
| | 503- MJP- 2 | Medical Islamic Jurisprudence | Required | - | 2(2+0) |
| 5 th year Semester 1 (level 11) | | | | | |
| | 611- PED-5 | Pediatrics II | Required | Pediatrics I | 5(3+2) |
| | 612- MED -5 | Medicine III | Required | Medicine II | 5(3+2) |
| | 613- OGY-4 | Obstetrics &gynecology II | Required | OGY I | 4(3+1) |
| 5 th year semester 2 (level 12) | | | | | |
| | 621- FMD-4 | Family medicine | Required | Medicine I Surgery I | 4(2+2) |
| | 622- OPH-4 | Ophthalmology | Required | Medicine I Surgery I | 4(2+2) |
| | 623- ENT-4 | Ear, nose, and throat | Required | Medicine I Surgery I | 4(2+2) |
| | 624- PSY-3 | Psychiatry | Required | Medicine I Surgery I | 3(2+1) |

Study Plan for Medicine and Surgery Program - Males

| Level | Course Code | Course Title | Required or Elective | Prerequisite | Credit Hours |
|---|--------------|--------------------------------------|----------------------|--------------|--------------|
| Prep Year semester 1 (level 1) | | | | | |
| | 140 – ENG-2 | Reading | Required | | 2(2+0) |
| | 141- ENG-2 | Writing | Required | | 2(2+0) |
| | 142- ENG-2 | Listening & Speaking | Required | | 2(2+0) |
| | 143- ENG-2 | Vocabulary & Grammar | Required | | 2(2+0) |
| | 140- MATH-3 | Introduction to Mathematics | Required | | 2(2+0) |
| | 140- SKL-2 | Learning, Research & thinking skills | Required | | 2(2+0) |
| | 140 - TECH-3 | Computer Skills | Required | | 3(3+0) |
| Prep Year semester 2 (level 2) | | | | | |
| | 150 - ENG-2 | General English | Required | | 3(3+0) |
| | 151 - ENG-2 | Technical writing Report | Required | | 2(2+0) |
| | 150 - MAN-1 | Ethics | Required | | 1(1+0) |
| | 150 - SKL-2 | Communication Skills | Required | | 2(2+0) |
| | 150 -MATH-3 | Calculus | Required | | 4(4+0) |
| 1 st Year Semester 1 (level 3) | | | | | |
| | 111 - ISL-2 | Islamic culture I | Required | | 2(2+0) |
| | 111 - PHX-2 | Medical physics | Required | | 2 (1+1) |
| | 201 - EDU-2 | Medical education | Required | | 2 (1+1) |

| | | | | | |
|---|-------------|---|----------|---|--------|
| | 201 - ARB-2 | Arabic language I | Required | | 2(2+0) |
| | 205 - ANA-4 | Basic Anatomy & Histology | Required | | (2+2)4 |
| | 209 - BCH-3 | Medical Bio-chemistry | Required | | (2+1)3 |
| | 223 - PHY-3 | Basic Physiology | Required | | (2+1)3 |
| | 322 - ETH-2 | Medical ethics | Required | | (2+0)2 |
| 1 st Year Semester 2 (level 4) | | | | | |
| | 242 - BCS-2 | Behavioural sciences and communication skills | Required | | 2(1+1) |
| | 243 - PTH-3 | Introduction to pathology | Required | | 3(2+1) |
| | 244 - MIC-4 | Introduction to microbiology | Required | | 4(3+1) |
| | 245 - PHA-3 | Introduction to pharmacology | Required | | 3(2+1) |
| | 241 - GRD-5 | Human Growth & development | Required | | 5(4+1) |
| 2 nd Year Semester 1 (level 5) | | | | | |
| | 112 - ISL-2 | Islamic culture II | Required | | (2+0)2 |
| | 351 - MSS-7 | Musculoskeletal system | Required | Courses of 3 rd and 4 th levels | 7(5+2) |
| | 352 - HEM-6 | Haematology & Immunology | Required | Courses of 3 rd and 4 th levels | 6(4+2) |
| | 353 - CVS-5 | Cardiovascular system | Required | Courses of 3 rd and 4 th levels | 5(4+1) |

| | | | | | |
|---|--------------|--|----------|---|---------|
| 2 nd Year Semester 2 (level 6) | | | | | |
| | 113 - ISL-2 | Islamic culture III | Required | | 2 (2+0) |
| | 361 - RES-4 | Respiratory system | Required | Courses of 3 rd and 4 th levels | 4(3+1) |
| | 362 - GIT-7 | Gastrointestinal system | Required | Courses of 3 rd and 4 th levels | 7(4+3) |
| | 363 - END-5 | Endocrine sys- tem & metab- olism | Required | Courses of 3 rd and 4 th levels | 5(4+1) |
| 3 rd Year Semester 1 (level 7) | | | | | |
| | 202 - ARB-2 | Arabic language II | Required | | 2(2+0) |
| | 471 - URN-4 | Urinary system | Required | Courses of 5 th level | 4 (3+1) |
| | 472 - REP-5 | Reproductive system | Required | Courses of 5 th level | 5(4+1) |
| | 473 - NEU-7 | Nervous system I | Required | Courses of 5 th level | 7(5+2) |
| 3 rd Year Semester 2 (level 8) | | | | | |
| | 114 - ISL-2 | Islamic culture IV | Required | | 2 (2+0) |
| | 481-NEU-6 | Nervous system II | Required | Courses of 6 th level | 6(5+1) |
| | 482 - FMT -3 | Forensic medicine & toxicology | Required | Courses of 6 th level | 3(2+1) |
| | 483 - EPB -5 | Principles of epidemiology, biostatic and research meth- odology | Required | Courses of 6 th level | 5(2+3) |

| | | | | | |
|--|---------------|-------------------------------|----------|----------------------------------|---------|
| | 484 – PHC - 4 | Primary Health care | Required | Courses of 6 th level | 4(2+2) |
| 4 th year semester 1 (level 9) | | | | | |
| | 591- MED-7 | Medicine I | Required | Courses of 5th to 8th levels | 7 (3+4) |
| | 592- SRG – 7 | Surgery I | Required | Courses of 5th to 8th levels | 7 (3+4) |
| | 593- ORT-4 | Orthopaedics | Required | Courses of 5th to 8th levels | 4 (2+2) |
| 4 th year semester 2 (level 10) | | | | | |
| | 501- MJP-2 | Medical Islamic Jurisprudence | Required | | 2 (2+0) |
| | 502- OGY-6 | Obstetrics & Gynaecology I | Required | Med 1 & surgery 1 | 6 (3+3) |
| | 503- PED-5 | Paediatrics I | Required | Med 1 & surgery 1 | 5 (3+2) |
| | 504- OPH-4 | Ophthalmology | Required | Med 1 & surgery 1 | 4(2+2) |
| | | | | | |
| 5 th year semester 1 (level 11) | | | | | |
| | 611- SRG -6 | Surgery II | Required | Surgery 1 | 6 (2+4) |
| | 612 – ENT-4 | Ear, nose and throat | Required | Med 1 & surgery 1 | 4 (2+2) |
| | 613 – MED -5 | Medicine II | Required | Med 1 | 5 (2+3) |
| | 614 - SAF -2 | Patient Safety | Required | Med 1 & surgery 1 | 2 (1+1) |
| 5 th year semester 2 (level 12) | | | | | |
| | 621 - PED -4 | Paediatrics II | Required | Paediatrics 1 | 4 (1+3) |
| | 622 – PSY - 3 | Psychiatry | Required | Med 1 & surgery 1 | 3 (2+1) |
| | 623 –OGY - 4 | Obstetrics & Gynaecology II | Required | Oby&Gyn1 | 4 (1+3) |
| | 624 - FMD - 4 | Family Medicine | Required | Med 1 & surgery 1 | 4 (2+2) |
| | | | | | |

Graduate Attributes

| | |
|------------|---|
| GA1 | Integrate the learned theoretical knowledge and practical skills to improve the quality of medical practice. |
| GA2 | Demonstrate adequate teamwork capacity and enthusiastic behavior in a multidisciplinary team environment. |
| GA3 | Apply sound communication skills that promote doctor-patient partnership and respect for the diverse characteristics of the clients. |
| GA4 | Adhere to ethical and bylaws in medical practice. |
| GA5 | Show compassion, respect, and honesty for all patients, regardless of their ethnicity, gender, socio-economic status, or cultural background. |
| GA6 | Demonstrate professional conduct in all activities and the capacity for continuous learning to improve knowledge and skills. |
| GA7 | Boost and respect the confidentiality of others. |
| GA8 | Enhance self-care for colleagues and one's self. |

Program learning Outcomes

| Knowledge | |
|---|--|
| K1 | Describe the principles of basic medical, clinical and behavioural sciences used in health and medical practice in an integrated manner. |
| K2 | Acquire the basic principles of health promotion and disease prevention. |
| K3 | Analyse the patient health problem on scientific and ethical reasoning based on a problem-solving manner |
| K4 | Acquire the basic principles of research, health statistics, and epidemiology to formulate research proposals |
| Skills | |
| S2 | Perform the appropriate essential basic and clinical skills. |
| S2 | Use health informatics efficiently. |
| S3 | Demonstrate professional conducts during the practice of medicine |
| Competences | |
| C1 | Apply the principles of basic medical, clinical and behavioural sciences in health and medical practice in an integrated manner. |
| C3 | Practice evidence-based medicine in providing health and medical services. |
| C3 | Develop continual updates for self-esteem, reflection and professional development. |
| C4 | Implement the basic principles of health and medical care in the management of life-threatening and common medical conditions. |
| C5 | Act positively putting the patient' health needs and safety as a cornerstone of health and medical practice. |
| C6 | Apply Islamic and legal principles in health and medical practice. |
| C7 | Abide by the Saudi Kingdom 'health regulations, policies and guidelines. |
| C8 | Communicate effectively with patients and their relatives and collaboratively with other health professionals to carry out appropriate health services in the spirit of the health team. |
| C9 | Adopt an inter-professional collaboration and teamwork during the practice of health and medical care. |
| C10 | Review critically the scientific literature related to health and medical research. |
| <p>To see the program specification go to the website: https://medicine.nu.edu.sa/167</p> | |

The Internship period

1. The internship period is a mandatory training program in a training hospital approved by the College Board. It is a professional academic program that is subject to the laws, regulations and regulations of the College of Medicine - Najran University, in addition to the systems of the approved training bodies.
2. The internship doctor does not enrol in this program unless after successfully passing all the subjects of the study plan completely, with an academic average of more than 2/5.
3. The duration of the concession period is 12 calendar months for actual clinical training. This period is called compulsory training (internship year) continuous for clinical training, and this period of mandatory training is called the year of internship. The student in this period is called a doctor of excellence and is evaluated professionally and ethically and is subject to success and failure in a training course
4. The student is required to complete a compulsory training year (Internship Year) of twelve calendar months. The College Board determines its start date.
5. The year of compulsory training includes training periods in various specializations according to the program, as determined by the College Board
6. At the end of each training period, the trainee is evaluated by the hospital / training center department, as well as the college's honour. If the student does not receive a satisfactory report, the actual training period or part of it will be repeated without reward after the end of the compulsory training period.

The internship doctor is trained in the following clinical departments and units according to the prescribed period for each specialty and according to the distribution of trainees among the specialties:

- 2 months (internal departments)
- 2months (surgery departments)
- 2 months (paediatrics)
- 2 months (emergency departments)
- One month (Department of Obstetrics and Gynaecology)
- Month (Department of Family Medicine)
- 2 months (2 electives, 4 weeks each)

Training centres

It is one of the major internal hospitals in the city of Najran or outside the region, which is approved by the College Board to train male / female doctors according to the following controls:

1. The hospital must be recognized by the Saudi Commission for Health Specialties as a training program in the same specialty
2. The student obtains a letter of acceptance for training from the hospital he wishes to train with in sufficient time

Internship doctor evaluation system

The doctor of excellence is subject to evaluation by the training authority and college supervisor for the trainees in the city of Najran - so that the evaluation form is filled out by the training authority and the college supervisor and it is signed and sealed by the supervising consultant and the hospital's training officer, and then formally sent to the college for study and accreditation.

Objectives and expected results at the end of the internship year

1. Developing the skills of the Internship Doctor in the field of taking medical history and examining patients in different departments.
2. Developing the skills of the Internship Doctor in the field of requesting and evaluating the results of medical examinations necessary to diagnose and treat diseases.
3. Developing the skills of the Internship Doctor in the field of writing the necessary prescriptions for patients.
4. Developing the skills of the Internship Doctor in the field of handling emergency cases and how to deal with them.
5. Developing the skills of the Internship Doctor in the field of transferring patients when the patient needs to transfer to other specialties
6. Urging the Internship Doctor to enjoy high professional ethics while carrying out the duties of the uncle with patients as well as with members of the medical team
7. Development of teamwork and respect for all disciplines.
8. Developing the ability to communicate and professional development through continuous medical education for male and female doctors, and to participate in work within the medical staff
9. Deepening the level of understanding of the internship doctor about public health and systemic diseases for patients and applying the rules for preventing the spread of infection.
10. Applying the preventive and curative role in the departments, in addition to the awareness and educational role for the members of society.
11. Developing his scientific research capabilities by reviewing the cases he sees during the training work
12. Attention to the requirements of the labor market
13. Giving every privileged doctor an opportunity to explore and distinguish his sample area of interest in medicine and equip him with sufficient information related to different career options

Undergraduate study and examination regulations

The executive rules of Najran University

| Definitions | |
|----------------------------|--|
| Academic year | Two main semesters and one summer semester, if any |
| The academic semester | A period of time not less than fifteen weeks that all the courses are taught, and the registration periods and the final exams are not included in it |
| Summer semester | A period of time that does not exceed eight weeks and does not include the registration and final exam periods, and during which the period allocated for each course is doubled |
| Academic level | It is indicative of the academic stage, according to the approved study plans |
| The course | It is a subject that follows a specific level within the approved study plan for each major (program). Each course has a number, code, name, and detailed description of its vocabulary that distinguishes it in terms of content and level from other courses, and a special file kept by the department for the purpose of follow-up, evaluation and development. And some courses may have a pre-requisite or prerequisites or concurrent with it |
| The study unit | It is the weekly theoretical lecture of no less than fifty minutes, or the clinical lesson of no less than fifty minutes, or the practical or field lesson of no less than one hundred minutes |
| Academic warning | Academic warning The notification given to the student because of his GPA falling below the minimum indicated in these regulations |
| Semester activities scores | Semester work degree The degree awarded for work that shows the student's achievement during a semester of exams, research and educational activities related to the course |
| Final exam | An exam in the course is held once at the end of the semester |
| Final test scores | The score obtained by the student in each course in the final exam for the semester |
| Final score | The sum of the semester activities scores plus the final exam score for each course, and the score is calculated from one hundred |
| The grade | A description of the percentage or alphabetical code of the final grade obtained by the student in any course |

| | |
|---|--|
| Incomplete grade | An estimate is assigned temporarily for each course the student is unable to complete his requirements on the specified date, and it is symbolized in the academic record by the (letter (L) or (IC |
| Continuous assessment | An estimate that is allocated temporarily for each course that requires more than one semester to be completed by the nature of its study, and it is denoted by the symbol (m) or (IP |
| Grade Point Average GPA | is the result of dividing the total points obtained by the student by the total units of all the courses he studied in any semester, and points are calculated by multiplying the prescribed unit by the weight of the grade obtained in each course the student studied |
| The accumulative Grade Point Average CGPA | is the result of dividing the total points obtained by the student in all the courses he has studied since joining the university by the total number of units prescribed for those courses |
| The general estimate | describes the student's level of educational attainment during the period of his studies at the university |
| Academic load | The total number of study units that a student is allowed to enroll in for a semester, and the upper and lower limits of the academic load are determined according to the university's executive rules |
| Acceptance of new students | |
| The University Council determines, based on the proposal of the Faculties Councils and the relevant authorities at the university, the number of students who can be accepted in the next academic year | |

Article three: To accept a new student at the university, the following are required:

1. He must have a high school diploma or its equivalent from inside or outside the Kingdom.
2. That no more than five years have passed since obtaining a high school diploma or its equivalent, and the University Council may make an exception from this requirement if convincing reasons exist.
3. To be of good conduct.
4. To successfully pass any test or personal interview that the University Council sees fit.
5. To be medically fit.
6. To obtain the approval of his reference in the study if he is working for any governmental or private entity.
- To fulfil any other conditions specified by the University Council and .7 announced at the time of application

The executive rule of Najran University: In order to accept the newcomer to the university:

- He must have a high school diploma or its equivalent from inside or outside the Kingdom
- It should not be more than five years since he obtained his high school diploma or its equivalent, and the university director may make an exception from this condition if convincing reasons are available
- To be of good conduct
- To pass any test or personal interview that the University Council sees fit
- To be medically fit
- To fulfil any other conditions determined by the University Council and announced at the time of application
- He should not be dismissed from another university for disciplinary or educational reasons

Article four: The comparison between applicants who meet all the conditions shall be according to their grades in the high school diploma test, personal interview and acceptance tests, if any.

Studying system

Study plans are designed for the equivalent of at least eight semesters at the undergraduate level.

The student progresses in the study according to the executive rules approved by the University Council.

The study in some colleges may be based on the full academic year in accordance with the rules and procedures approved by the University Council, and the academic year is calculated in two levels.

The executive rule of Najran University:

It is permissible to study in some colleges on the basis of the full academic year in accordance with the rules and procedures in these regulations after substituting the term academic year in place of the academic semester wherever it is mentioned.

Courses are offered in the annual system throughout an academic year in which cities are not less than 30 weeks and do not include registration periods and final exams.

A final exam is held for each course at the end of the academic year, and scientific and clinical courses of a training nature may take the final exam at the end of the training period

A second round exam is held before the start of the school year for a period of not less than two weeks. It is allowed for those who failed in courses whose nature and total number of units are renewed by a faculty board and the total number of its units. For those who succeed in the second round, a grade (D2) is given instead of the previous failure assessment (E), (D2) Successful in the second round with acceptable grade.

A student who fails in the first round of the first final exam in courses that exceed what was decided by the College Board in Paragraph (c) is not allowed to enter the second round exam and remain in the same academic year and re-study the courses in which he failed only.

The failed student remains in the second round or in courses that do not have a second round other than the same year, and he re-studies the courses in which he failed, and the college council or whomever he delegates may allow him to study courses from the following year.

The number of years in which courses can be registered for the student is determined by two consecutive years.

The Level system

A study system in which the academic year is divided into two main semesters, and there may be a summer semester, provided that its duration is calculated half the term of the main semester, and the graduation requirements for obtaining the academic degree are distributed into levels according to the study plan approved by the University Council.

The University Council sets the detailed rules governing the transfer from one level to another, taking into account the following:

1. The academic courses are distributed for each major in levels, and for each level the number of study units is determined as required by the approved study plans.

2. Students who have not failed due to failure in courses are registered in the level courses gradually starting from the lower levels, according to the approved study plans.

3. Students who fail in studies are registered in the courses to ensure that they have a minimum academic load in each semester, provided that the following points are taken into consideration.

- No conflict in the academic schedule.
- Satisfying the previous requirements of the course or courses to be registered.
- It is not allowed to take courses from the following levels except to complete the minimum academic load

Eighth: Principles Organizing the Transfer from One Level to Another

8.1. The minimum number of credits registered will be 12 units in a semester. The maximum number of credit units be according to what is determined in the study plan of the graduated student (not more than 24 credit hour).

8.2. The student may register automatically (unless he dismissed) at the beginning of each semester based on the academic plane of the student beginning from the lower levels of the academic plan in accordance with the following guidelines:

Registration of the student is related to their Cumulative grade, ensuring it is not less than the minimum.

There should be no conflict in the student's schedule.

8.3. The automatic registration of the student who does not confirm his registration during the first week of the semester is deleted

8.4. The student can amend his registration through the online portal by adding and deleting courses within the specified period

8.4.1. Deletion terms:

A) The number of school hours should not be less than the minimum academic load for the student

B) If the course to be deleted was a previous requirement with another course, the student has no right to delete it except by deleting the two courses together.

8.4.2. Terms of addition:

A) There should be no conflict in the student's schedule.

B) That the course is part of the study plan or free or approved academic courses

C) Provide seats in the required division.

D) Passing the previous academic requirement or registering the accompanying requirement.

E) Not to exceed the maximum limit of the student's academic load, according to the cumulative GPA

Perseverance and apology for studying

The regular student must attend lectures and practical lessons, and he is prohibited from entering the final exam if his attendance rate is less than the percentage determined by the University Council, provided that it is not less than (75%) of the lectures and practical lessons specified for each course during the semester. He was denied entry to the exam due to absence in the course, and a deprived grade (H) or (DN) is assigned to him.

The executive rule of Najran University:

The regular student must attend lectures and practical lessons, and he is prohibited from entering the final exam in them if his attendance rate is less than 75% of the lectures and practical lessons specified for each course during the semester or academic year for annual courses, and this is done by a decision of the College Council or whoever delegates it. The student who was prevented from taking the exam due to absence, failed in the course, and the grade of the semester work is confirmed, and a deprived grade (h) or (DN) is assigned to him. The lists of deprived persons are approved in the courses offered by the college by the dean of the faculty or his authorized representative.

The College Board or whomever it delegates may - exceptionally - lift the denial and allow the student to enter the exam, provided that the student provides an excuse accepted by the Board, and the University Council determines the attendance rate, provided that it is not less than (50%) of the lectures and practical lessons specified for the course.

The student who misses the final exam will have a score of 0 in that test, and his grade in that course is calculated on the basis of the semester work grades obtained.

If the student is unable to attend the final exam in any of the semester subjects for a compelling excuse, the College Board may, in cases of extreme necessity, accept his excuse and allow him to be given an alternative test within a period not exceeding the end of the next semester, and the grade obtained after his performance is given Alternative test.

A student may apologize for continuing to study a semester without being considered a failed one if he submits an acceptable excuse to the body specified by the University Council and that within a period of time determined by the executive rules approved by the University Council. Of the time required to complete graduation requirements.

- It is permissible to withdraw with an excuse from one or more courses in the academic semester in accordance with the executive rules approved by the University Council.

Apologies for studying

A student may apologize for continuing to study a semester without being considered as having failed if he submits an apology request at least five weeks before the start of the final exams. As for students of colleges that apply the academic year system. They may apologize at least eight weeks before the start of the final exams, and for short courses, they may apologize before the start of the exams, equivalent to one-third of the duration of the course, and in all these cases the application must be submitted via the online portal within the specified period, and the student is assigned an estimate of (p) or (W) This semester is calculated from the period required to complete the graduation requirements.

The excuse semesters must not exceed two consecutive semesters or three non-consecutive semesters. As for students of colleges that apply the academic year system, it is not permissible to apologize for two consecutive years, and the years of apology must not exceed two non-consecutive academic years throughout the student's stay at the university, and then his registration shall be closed after that. The university director has an exception to that.

A student may apologize for continuing to study a course in the semester according to the following conditions:

- 1 .A student may withdraw from courses throughout his stay at the university five times as a maximum.
- 2 .Two courses in one semester may be excused, and one of them may be from the student's level.
- 3 .It is not permissible to apologize for a decision that has a requirement.
- 4 .It is not permissible to excuse a course if the student's burden is 12 hours or less.
- 5 .To submit a request to excuse a course at least five weeks before the start of the final exams. As for the students of colleges that apply the academic year system, they may apologize at least eight weeks before the start of the final exams (according to the dates of excuses for the semester.)

Article Fourteen: The student may submit a request to postpone the study for an excuse accepted by the body determined by the University Council, provided that the period of postponement does not exceed two consecutive academic semesters or three non-consecutive academic semesters as a maximum for the duration of his stay at the university and then his registration is folded after that, and the University Council may, in case of necessity, make an exception From that, the postponement period is not counted within the period necessary to complete the graduation requirements .

Article fifteen: If a regular student stops studying for a semester without requesting a postponement, his registration from the university shall be folded, and the University Council may terminate the student's registration if he stops studying for a shorter period. As for the enrolled student, his registration is cancelled if he is absent from all the final exams of that semester without an acceptable excuse. .

Article sixteen: A student is not considered to have dropped out of studies for classes he is studying as a visitor at another university. Re-enrolment

Article seventeen: The student whose registration has been terminated may apply for re-registration with his number and his record prior to discontinuation according to the following controls: • To apply for re-registration within four semesters from the date of the enrolment extinguishing. • That the relevant college council and the relevant authorities agree to re-enrol the student. • If four semesters or more have passed since the student's enrolment has been terminated, he can apply to the university as a new student without referring to his previous academic record, provided that he meets all the admission requirements announced at the time. • It is not permissible to re-enrol a student more than once, and the University Council - in case of necessity - may make an exception. • It is not permissible to re-enrol a student whose registration has been withdrawn if he is academic.

Executive rule of Najran University: The student whose registration has been withdrawn may apply to his college for re enrolment with his number and pre-discontinuation record according to the following controls: • To apply for re-registration within four semesters or two academic years for colleges that apply the academic year system from the date of enrolment. • That the relevant college council and the relevant authorities agree to re-enrol the student. • If a student's enrolment has passed four semesters or more or two academic years for colleges that apply the academic year system, he can apply to the university as a new student without referring to his previous academic record, provided that he meets all the admission requirements announced at the time. The university president may make an exception from this according to the following regulations: • The approval of the college council to which the student is affiliated to re-enrol the student after considering the reasons for the discontinuation with the possibility of requiring the re-study of some courses that the student had previously studied before dropping out, based on the recommendation of the relevant department. Or a study related to the nature of the study in his major that the College Board will be convinced of

Article eighteen: It is not permissible to reenrol a student who was dismissed from the university for educational or disciplinary reasons, or who was dismissed from another university for disciplinary reasons, and if it becomes clear after his re-enrolment that he was previously dismissed for such reasons, his registration is considered cancelled from the date of re-registration.

Graduation

The student graduates after successfully completing the graduation requirements according to the study plan, provided that his GPA is not less than acceptable, and the College Board, based on the recommendation of the relevant department council, determines appropriate courses to be studied by the student to raise his GPA in the event that he succeeds in the courses and fails in the average.

The executive rule of Najran University: (1-19) The student graduates after successfully completing the graduation requirements according to the study plan, provided that his cumulative GPA is not less than acceptable, and the College Board or whoever delegates him based on the recommendation of the relevant department council determines suitable courses that the student will study to raise his GPA in the event that he succeeds in the courses and fails GPA. (2-19) A student is not considered a graduate until after the University Council issues an academic degree award. (19-3) Graduation periods: A-Students who obtain an incomplete grade (L) or who are allowed to choose an alternative in one or more courses in the last academic level of the graduation program or those of their equivalent, individual graduation notes are submitted in their regard if they complete the requirements and the last semester in the student's record is considered a semester. Graduation. B - Students whose study plans require the completion of the practical training requirements, their names are submitted to the University Council to request approval to grant them the degree at the end of the semester in which they complete this requirement, provided that the following statement is proven in the student's record: The student completed the practical training requirements during this semester. (19-4) Issuing a replacement for a lost document or graduation certificate according to the following: A-The student announces the loss of a document or graduation certificate in the university newspaper or one of the magazine's newspapers and does not submit a request to issue a lost replacement until four weeks after the announcement, provided that he attaches a copy of the declaration B- A stamp with the phrase (lost allowance) shall be placed on every document or certificate issued as a lost allowance.

The student is dismissed from the university in the following cases: A- If he receives at most three consecutive warnings because his GPA is less than (2.0 out of 5, or 1.0 out of 4), and the University Council, based on the recommendation of the College Board, may give a fourth opportunity to whoever can raise his GPA by studying the available courses. B - If he does not complete the graduation requirements within a period that is not more than half of the period determined for graduation in addition to the duration of the program, and the University Council may give an exceptional opportunity to the student to complete the graduation requirements with a maximum of twice the original period specified for graduation. C - The University Council may, in exceptional cases, address the conditions of students to whom the provisions of the two previous paragraphs apply by giving them an exceptional opportunity that does not exceed two academic semesters at most.

The executive rule of Najran University:

- 1- The course instructor is obligated to calculate the grade specified by the College Board for the semester work.
- 2- The course instructor is obligated to announce the method of distributing the semester work grades to students at the beginning of each semester, according to what was stated in the course description.
- 3- The subject teacher is obliged to inform the students of their answer sheets in the semester test after announcing his result and comparing it with the standard answer for the test.
- 4- The course instructor announces the results of the semester exams within two weeks from the date of the examination, and is obligated to announce the detailed results of the other semester work before the start of the final exam period.
- 5- The student has the right to object to his score in the semester examination within a week of seeing his answer sheet, and submits the objection request to the course instructor, and in the event that the student is not convinced with the report of the course instructor, he submits his objection to the head of the department (or the college's deputy for academic affairs if the department head is the course instructor) To consider reassessing the student's response, and the head of the department in order to do so may seek the assistance of any faculty members in the department, within a week of the date of submitting the objection request to him, and his decision in this regard shall be final.

Final examinations

Article Twenty-Two: The college council to which the rapporteur follows - based on the proposal of the department council - determines a grade for the semester work of not less than (30%) of the final grade of the course.

The course's semester work degree is calculated in one of the following two ways: 1. Oral or practical tests, research, or other types of classroom activity, or from all or some of them, and at least one written test. 2. At least two written exams.

The executive rule of Najran University:

- 1- The course instructor is obligated to calculate the grade specified by the College Board for the semester work.
- 2- The course instructor is obligated to announce the method of distributing the semester work grades to students at the beginning of each semester, according to what was stated in the course description.
- 3- The subject teacher is obliged to inform the students of their answer sheets in the semester test after announcing his result and comparing it with the standard answer for the test.
- 4- The course instructor announces the results of the semester exams within two weeks from the date of the examination, and is obligated to announce the detailed results of the other semester work before the start of the final exam period.
- 5- The student has the right to object to his score in the semester examination within a week of seeing his answer sheet, and submits the objection request to the course instructor, and in the event that the student is not convinced with the report of the course instructor, he submits his objection to the head of the department (or the college's deputy for academic affairs if the department head is the course instructor) To consider reassessing the student's response, and the head of the department in order to do so may seek the assistance of any faculty members in the department, within a week of the date of submitting the objection request to him, and his decision in this regard shall be final.

Article Twenty Four: The college council to which the course follows - based on the recommendation of the department council – the final exam may include in any course a practical or oral tests, and determine the scores allocated to these tests from the final exam scores are allocated

Article Twenty-five: The department council that teaches the course, based on the recommendation of the course teacher, may allow the student to complete the requirements of any course in the next semester, and the student is assigned an incomplete grade (L) or (IC) in his academic record. It is not calculated within the semester or GPA except the grade what the student obtains after completing the requirements of that course, and if one semester has passed and an incomplete grade (L) or (IC) in the student's record is not changed for not completing it, it will be replaced by a fail grade (E) or (F) and it is calculated within the semester and GPA.

Article Twenty Six: It is permissible to exclude the decisions of seminars, research and courses of a practical or field nature from the provisions of Articles (22, 23, 24) or some of them, by a decision of the College Board based on the recommendation of the Department Council that teaches the course, and the College Board determines the measurement of student achievement in These courses.

Article Twenty Seven: If the study of research courses requires more than one semester, then the student is assigned a continuous assessment (M) or (IP)). After the student finishes studying the course, the grade he obtained is granted, and if the course is not completed in the specified time, the department council that undertakes Teach him to agree to monitor an incomplete grade (for) or IC () in the student's record

Article Twenty-Eight: The grades obtained by the student in each course are calculated as follows:

| Percentage Degree | Grade | Grade symbol | Grade Weight of 5 | Grade Weight of 4 |
|-------------------|----------------|--------------|-------------------|--------------------------|
| 95-100 | Excellent high | +A | 5.0 | 4.0 |
| 95 <90- | Excellent | A | 4.75 | 4.75 |
| 90 <85- | Very Good High | +B | 4.50 | 3.5 |
| 85 <80- | Very Good | B | 4.0 | 3.0 |
| 80 <75- | Good High | +C | 3.5 | 2.5 |
| 75 <70- | Good | C | 3.0 | 2.0 |
| 70 <65- | Pass high | +D | 2.5 | 1.5 |
| 65 <60- | Accepted | D | 2.0 | 1.0 |
| 60 < | Fail | F | 1.0 | 0 |

The executive rule of Najran University:

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

| Percentage Degree | Grade | Grade symbol | Grade Weight of 5 |
|-------------------|----------------|--------------|-------------------|
| 95-100 | Excellent high | +A | 5.0 |
| 95 <90- | Excellent | A | 4.75 |
| 90 <85- | Very Good High | +B | 4.50 |
| 85 <80- | Very Good | B | 4.0 |
| 80 <75- | Good High | +C | 3.5 |
| 75 <70- | Good | C | 3.0 |
| 70 <65- | Pass high | +D | 2.5 |
| 65 <60- | Accepted | D | 2.0 |
| 60 < | Fail | F | 1.0 |

The general estimate for the GPA upon graduation is based on his cumulative GPA as follows:

- (Excellent): if the GPA is not less than 4.50 out of 5.00 or 3.50 out of 4.00.
- (Very good): If the GPA is from 3.75 to less than 4.50 out of 5.00 or from 2.75 to less than 3.50 out of 4.00.
- (Good): If the GPA is from 2.75 to less than 3.75 out of 5.00, or from 1.75 to less than 2.75 out of 4.00.
- (Accepted): if the GPA is from 2.00 to less than 2.75 out of 5.00 or from 1.00 to less than 1.75 from 4.00.

The first honours degree is granted to a student with a GPA from (4.75) to (5.00) from (5.00) or from (3.75) to (4.00) from (4.00) upon graduation, and a second honours degree is granted to a student with a GPA of (4.25) to less than (4.75) from (5.00) or from (3.25) to less than (3.75) from (4.00) upon graduation.

In order to obtain a first or second honours degree, the following are required:

1. The student should not have failed any course he studied at the university or at another university.
2. The student must have completed the graduation requirements within a period of no more than the average duration between the minimum and maximum stay in his college.
3. That the student must have studied at the university from which he will graduate at least (60%) of the graduation requirements

The executive rule of Najran University:

A first class honours degree is granted to a student with a GPA of 4.75 to 5.0 upon graduation, and a second honours degree is granted to a student with a GPA of 4.25 to less than 4.75 upon graduation.

In order to obtain a first or second honours degree, the following are required:

- The student should not have failed any course he studied at the university or at another university.
- That the student has completed the graduation requirements within a maximum period of average duration between the minimum and maximum stay in his college.
- 3. The student must have studied at the university from which he will graduate at least (60%) of the graduation requirements

The College Board may form a committee that cooperates with the departments in organizing the work of the final examination, and its tasks are to review the transcripts and deliver them to the competent committee within a period not exceeding three days from the date of examining any course.

The College Board may decide to apply confidentiality in the final examination procedures.

The course instructor sets the examination questions, and it is permissible, when necessary, based on the proposal of the department head, that a person chosen by the faculty council may set them.

The course instructor corrects the final examination papers of his course. The head of the department (when needed) may associate one or more specialists with him in the correction, and the college council may, when necessary, assign the correction to whomever he deems appropriate.

The grades obtained by students are monitored by the one who corrects the final exam in the grades monitor prepared for this and signs them, then approved by the department head.

A student may not be examined in more than two courses in one day, and the University Council may make an exception from that.

The student is not allowed to enter the final exam after half an hour has passed from its beginning, and he is not allowed to leave the exam before half an hour has passed since its beginning.

Final Test Actions

Cheating in the exam, attempting it, or violating the instructions and rules of conducting the exam are matters for which the student is punished according to the Student Disciplinary Regulations issued by the University Council.

: The council of the faculty that teaches the course, in cases of necessity, approves the re-marking of the answer sheets within a period not exceeding the beginning of the next semester exams.

Based on the recommendation of the relevant department council, the college council determines the duration of the final written examination, provided that it is not less than one hour and not more than three hours.

Without prejudice to the provisions contained in Articles (31-40), the University Council shall lay down the regulations for the final examination procedures.

Transfer from one university to another

It is permissible to accept a transfer of a student from outside the university according to the following controls:

1. The student must have studied at a recognized college or university.
2. He should not be dismissed from the university from which he is transferred for disciplinary reasons.
3. To meet the transfer conditions specified by the University Council.

The executive rule of Najran University:

With the approval of the dean of the college to which the student wishes to transfer, it is permissible to accept his transfer from outside the university according to the following controls:

- The student must have studied at a recognized college or university.
- He should not be dismissed from the university from which he is transferred for disciplinary or educational reasons.
- He must meet the transfer conditions specified by the College Board
- The number of prescribed units that a transferred student is required to study at Najran University must not be less than 60% of the number of units required to obtain a bachelor's degree.

The College Board equates the courses that the student has studied outside the university based on the recommendations of the departments that offer these courses. The courses that are returned to him are recorded in the student's academic record, and are not included in the calculation of his GPA.

If it becomes clear after the transfer of the student that he was previously dismissed for disciplinary reasons, his registration shall be considered cancelled from the date of acceptance of his transfer to the university.

The executive rule of Najran University:

If, after transferring the student, it becomes clear that he was previously dismissed for disciplinary or educational reasons, his registration shall be deemed null and void from his acceptance of transfer to the university

In any semester, a student is transferred from one university to another according to the procedures and dates announced at the university to which he is transferred, in light of the general rules for transfer.

Transferring from one college to another within the university

A student may be transferred from one college to another within the university in accordance with the controls approved by the University Council.

The academic record of the student transferred from one college to another shall be confirmed in the academic record of all the subjects he had previously studied, and this includes the semester and cumulative grades and averages throughout his studies at the university.

Visiting Student

The visiting student is the one who studies some courses at another university or in a branch of the university to which he belongs without transferring him, and the courses he studied are equivalent to him according to the following controls:

- The prior approval of the college in which he is studying to study.
- The study must be in a recognized college or university.
- That the course that the student is studying outside the university is equivalent or (equivalent) in his vocabulary to one of the courses included in the graduation requirements.
- If the visiting student's study is in one of the branches of the university to which the student belongs, then the transaction shall be in accordance with Article (47).
- The University Council determines the maximum percentage of study units that can be calculated from outside the university for a visiting student.
- The averages of the courses that are equivalent to the visiting student from the other university are not calculated in his GPA, and the courses are confirmed in his academic record.
- Any other conditions set by the University Council.

The executive rule of Najran University:

The visiting student is the one who studies some courses at another university or in a branch of the university to which he belongs without transferring him and the courses he studied are equivalent according to the following controls:

First: For a student at Najran University, who is looking to study as a visitor at another university:

1. The student must have an academic record (GPA) for at least two semesters in the college he joined before studying as a visiting student.
2. Prior approval must be obtained from the student's college to allow him to study as a visiting student with specifying the courses that he will study, and the college may require obtaining a certain rate to equalize the course, and he is directed to study by an official letter from the Deanship of Admission and Registration Affairs.
3. The study must be in a recognized college or university.
4. The course that the student will study outside the university must be equalized or (equivalent) in its syllabus by a percentage of not less than 80% and his study units are not less than the number of units of the course to be equivalent.
5. Subject to Paragraph (d) of Article (forty-second), the maximum limit for the total number of study units that can be calculated from outside the university is (20%) twenty percent of the total units of graduation from the University of Najran.
6. The averages of the courses that are equivalent to the visiting student are not calculated within his cumulative GPA, and the courses are recorded in his academic record.
7. The student must provide the Deanship of Admission and Registration Affairs with his results obtained within two weeks of starting the study in the first semester following the period of his studies as a visitor, and if he does not present his results, he is considered cut off from those semesters (except for the summer semesters) and is treated according to Article (15).
8. The monthly remuneration for the visiting student shall be paid if he is entitled to it through manual demonstrations after presenting his results on the dismissal to the Deanship of Admission Affairs.

Second: For a student of Najran University (in Najran or in one of its branches) and who wishes to study as a visiting student in Najran or one of its branches:

1. The student must have an academic record with a GPA of at least one semester in the college in which he joined before applying to study as a visiting student.
2. A prior approval must be obtained from the student's college to allow him to study as a visiting student with specifying the courses that he will study, and to be addressed by an official letter from the Deanship of Admission and Registration Affairs.
3. The course taught by the student must be the same or (equivalent) in his syllabus to one of the courses included in the graduation requirements.
4. The courses are matched according to article 47.
5. The maximum number of semesters a student is allowed to study as a visitor is two semesters, and the university president may make an exception from this by increasing one semester in the following cases:
 - A) The student was unable to register the hours suggested for him for reasons related to the visiting university.
 - B) Female students whose family circumstances force them not to complete their graduation requirements except as a visiting student, and the system prevent them from transferring.

Third: For a student of another university who wishes to study as a visiting student at Najran University:

1. The student must have an academic study record (with GPA) for at least two semesters from his university where he was accepted.
2. The student must not be dismissed for disciplinary or educational reasons.
3. To obtain prior written approval from his university to study as a visiting student at Najran University, and must mention in the letter the courses of Najran University that he will study.
4. To obtain the approval of the college in which he wishes to study as a visitor.
5. The maximum number of semesters a student is allowed to study as a visitor is two semesters.
6. The visiting student is not entitled to request housing at the university, nor is a reward paid to him from Najran University.
7. Courses are registered for the student by the college in which he wishes to study, taking into account all registration rules in the courses.

This bylaw cancels the previous regulations governing the study and exams in force at the university level.

The University Council shall lay down executive rules that do not contradict the provisions of these regulations.

The Higher Education Council has the right to interpret these regulations.

Student admission

General conditions for admission to Najran University

General conditions for admission to Najran University:

- The applicant must be a Saudi national or from a Saudi mother
- The applicant has a high school diploma or its equivalent from inside or outside the Kingdom.
- To be of good conduct
- The applicant must not exceed 25 years old and the applicant 30 years old
- To fulfil any other conditions that the university sees

Regulations for admission to the medicine and surgery program

Admission to the Bachelor of Medicine and Surgery program at the College of Medicine is in accordance with the admission rules of Najran University, and the applicant student should do the following:

- Passing the preparatory year and obtaining a degree that enables him to enter the competition between applicants according to the required rate for admission, the absorptive capacity of the college.
- Achieving the college's standards.
- The cumulative percentage of high school diplomas (Natural Sciences) is not less than 80%.

Available at: <https://dadr.nu.edu.sa/94>

Academic Advising

- ❖ Academic advising: It is the work that academic advisors do within colleges to familiarize students of Najran University with the study systems, and to help them advance in their studies and overcome the social, psychological, health, or academic problems and difficulties they encounter
- ❖ Academic advisor: is a faculty member who guides a number of students in everything related to
- ❖ Their academic, social and health affairs, from their admission to their graduation
- ❖ Academic Advising Unit: The college has established a unit for academic advising and its mission is to supervise the provision of advisory services to male / female students to meet their academic needs, direct their paths and solve their problems, which helps to develop their personalities and skills in various fields

General objectives of the Academic Advising Unit:

- ❖ Providing the student with academic and advisory information, increasing his awareness of the goals of the educational program and the college study systems, and introducing him to the importance of academic advising
- ❖ Identify the personal problems and obstacles that hinder the student's ability to achieve educational achievement
- ❖ Providing the student with advice that enables him to understand his tendencies and abilities and to play a positive role in the educational process.
- ❖ Student / student guidance and follow-up academically, socially and healthily during the school years.
- ❖ The Academic Advising Office handles the work of admission, registration, and keeping of the student's information and official records. His responsibilities include registering the student, preparing and maintaining his / her academic record.

Objectives of the Academic Advising Process:

- ❖ Preventive goals that protect the student from faltering
- ❖ Remedial goals for correcting the student's academic career
- ❖ Developmental goals that increase the student's abilities to manage his affairs and solve his problems.
- ❖ Through his integration and compatibility with academic life and positive participation in

- ❖ The mechanism of work of the Academic Advising Unit in the college:
- ❖ The new and transferred students / students (at the beginning of each academic year / or semester) are introduced to the academic advisor in the concerned department.
- ❖ In the first week of each academic year, new and transferred students / students are received in a comprehensive meeting attended by the academic advisor to provide students / students with the necessary information about the university stage and the study system and introduce students to their mentor, his duties towards them and their duty towards him.
- ❖ Introducing the new faculty members appointed or contracted to the study system, whether it is the curriculum or credit hour system.
- ❖ Emphasizing on faculty members to activate office hours for the benefit of male / female students. A warning should be made for male / female students to review the academic advisor when encountering any academic problem or difficulties.
- ❖ Knowing through the meetings about the students 'progress and progress. And try to help solve the problems that may face them and record their cases in the information record and discover cases that need help.
- ❖ Identifying, introducing, motivating and caring for the talented and distinguished students.
- ❖ Identify students who are struggling in school and who have social, health, or psychological problems, and take care of them and help you with advice and guidance to solve these problems.
- ❖ Preparing and keeping records and papers related to the work of the academic advisor for different levels.
- ❖ Hold periodic meetings with academic advisors.
- ❖ Follow-up of male / female students' records with the academic advisor for different levels to ensure the implementation of the academic advising activity and fill in the student / student data
- ❖ Preparing questionnaires and research on academic advising and disseminating the results of those questionnaires to be used in improving the academic advising process in the college.
- ❖

Qualities of the academic advisor:

- Familiar with study systems, whether the curriculum system or credit hours.
- Aware of and loving his effective role in academic advising.
- Has time to act as an academic advisor (at least two meetings per week)

The most important skills that an academic advisor must possess:

- Leadership skill: it is forming a positive relationship with the student to influence him and help him in moving towards achieving his goals.
- Planning skill: the ability of the academic advisor represented in helping the student to define goals and turn them into achievable procedures, for example, helping the student to choose the appropriate major to achieve distant goals related to his academic and career future, or assist him in preparing a plan to raise his cumulative GPA.
- Listening skill: The academic advisor should be a good listener for the male / female students, getting to know their opinions, ideas, suggestions, and problems facing them, which enhances the students' self-confidence and strengthens the relationship between the academic advisor / male / female students.
- The skill of decision-making and problem solving: the student learns from the mentor how to define the problem and develop hypotheses to solve it, and then help him to make the correct decisions necessary to solve the problem.
- Time management and investment skill: it includes scheduling and coordinating work, determining the time plan for academic advising work, which includes dates for registration, deletion, addition, scheduling and organizing office hours in which students / students can meet with the mentor.
- Organizing skill: it is the ability of the counsellor to organize students' files, registration and deletion work, and other works of the guide.
-
- The skill of empathy: it is the student's sharing of his / her feelings and emotions in order to understand him and form a good relationship with him that helps him to accept him for guidance, advice and guidance

- Explains to them the importance of building a healthy university relationship between them and all members of the teaching staff.
- Eliminate the fear that male / female students may feel in starting to deal with faculty members.
- Helping male / female students to understand the nature of studying in the college and to be enlightened by the guide's opinion in choosing the major that will benefit the student in the labour market.
- Helping the student to solve his academic problems up-to-date, which reduces failure cases and increases male / female students' affiliation with their educational institution.
- Knowing the academic year calendar and displaying it to students, especially the dates of registration, deletion, addition. etc.
- Encouraging students to participate in the college's student activities.
- Planning the academic schedule for male / female students.
- Monitor and follow up the academic progress of students / students.

Procedural tasks of the academic advisor:

Preparing the student's academic advising file:

Each mentor / mentor must prepare a file for each male / female student, bearing the name of the student, the name of the division and the academic number, and the academic advisor shall provide the file with the necessary papers regularly. The most important contents of the file include:

- A copy of the student's personal data.
- A copy of the student's registration schedule for the semester.
- A transcript to follow up on the student's academic progress.
- A copy of the student's cumulative record.
- A copy of the additions and deletion sheets for the students / male students academic courses.
- A copy of any decision taken against the student.

Preparing the student's need for academic courses statistics:

- That the guide obtains the initial registration date from the registration office.
- It is considered a statistical model for determining the student's need for academic courses.
- He meets his students and determines the needs with them according to their study plans
- Fill out the requirement form and send it to the registration office.

Supervising the withdrawal and addition process:

- The mentor discusses with his students the reasons for the omission and gets to know its justifications.
- The student is directed to make up for the deleted course by adding another course.
- The addition and removal cards are distributed to male / female students who wish to do so.
- Make sure of the regularity of the number of student hours after dropping and adding.
- Make sure that all the data of the deletion and addition card are complete.
- Approves the card and sends it to the registry office.
- Keep a copy of add and drop card.

Guiding and directing students who are late in studies:

- The counsellor sets a mechanism to contact his students when needed
- The student shall be given notifications of absence or academic delay in coordination with the registration office
- Prepares a list of students who are late for studies
- Set up a meeting with these male / female students
- Lead them to the conviction of the impact of their academic delay on their future participate with them in developing a plan to address this in coordination with the college administration

Support underachiever students**Target groups**

- The student who was unable to achieve the average of completing one or more courses.
- A student who has failed more than once in one academic level.
- A student who transferred from more than one department.

Mechanism for dealing with male / female underachiever students

- Counting these students / students through the academic advisors / counselors in the study teams.
- Preparing a report on each case, and in light of this report, the deal is conducted where the causes of default differ from one case to another.
- Holding strengthening groups in the academic courses, near the end of the semester, with two lectures for each course (review) for these students only provided by the subject professor in coordination with the head of the department and the academic doctor (mentor) for the study group.
- The academic advisor shall submit a report on the level of achievement of these students as soon as the results of the first and second semester are announced to follow up on the improvement and effectiveness of the mechanism and submit a report to the Dean for discussion in the College Board.

Motivate excellent students

Target groups

They are male / female students who have high achievement abilities that enable them to achieve high rates in their field of study, and they are male / female students who score 4 and above according to the total score according to the academic level in the program.

Mechanism for encouraging outstanding students

- Creating an honour board with pictures of the best students who scored 4 and above.
- Sending a copy of the personal photos of the students / first female students in the study teams to the Echo of the University magazine, (the students are kindly requested to write their names without the personal photos).
- An annual celebration is held in the first week of the first semester to honour the first students (who score 4 and above) in each study group and give them "certificates of appreciation".
- Priority for male / female students who have excelled in attending the training programs held by the Deanship of Quality and Development and the Deanship of Student Affairs on developing the skills of university students.
- Invitation to the outstanding students of each study group to attend scientific seminars and seminars of the cultural season in the scientific department.
- Involving the first male / female student in one of the research projects that the faculty members obtain and funded by the university.

Motivating creative students

Target groups

It is the student who has superior mental capabilities and outstanding performance that exceeds his peers with his mental and creative capabilities that drive achievement and creativity. This creativity is not required to be related to the field of study, it may be in one of the activities or fields supported by the college or university.

Mechanism for dealing with creative students

Establishing a unit for creativity and talented care and disclosure in the college affiliated to the Center for Creativity and Giftedness of the University Vice President, which contains- :

- A number of clubs such as the physical, biological and chemical sciences clubs etc.
- A section to discover and nurture talented people.
- Department for innovations and patents.

Central Unit for Academic Advising

The message of unity

Providing integrated counselling services to prepare students for university life, and support their right to education and learning through comprehensive care for their needs, developing their capabilities and discovering their talents in a way that suits the labour market.

Unit Strategies

- Preparing students for compatibility with university life.
- Providing an academic environment that supports students' right to education and learning.
- Comprehensive care for students' needs.
- Developing students by developing their talents and supporting their capabilities.
- Qualifying students to suit the labour market.

Unit paths

Consulting advice

Peer Advice

Self-counselling

Supportive counselling

رؤية
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA



تدبراً بعد تدبراً
الوحدة المركزية للإرشاد الأكاديمي



تعلن الوحدة المركزية للإرشاد الأكاديمي عن استمرار استقبال استشاراتكم عبر نظام أرشدني
(<https://arshedni.nu.edu.sa/>).

وتسعد الوحدة أيضاً بالتواصل معكم لاستقبال استشاراتكم عبر الواتس أب من خلال الأرقام التالية:
(0096617541731) لشطر الطلاب - (00966175411292) لشطر الطالبات.



نظام أرشدني



تواصل واتس أب للطلاب

تواصل واتس أب للطالبات

Guide you

The Central Academic Advising Unit announces the continuation of receiving your consultations through the guide me system

<https://arshedni.nu.edu.sa>

The unit is pleased to contact you to receive your consultations via WhatsApp through the following numbers (0096617541731) for the male section - (00966175411292) for the female section

University student rights:

- Obtaining the university card and benefiting from the services provided by the university in accordance with the provisions of the university regulations, decisions and customs in force in this regard.
- Maintaining the confidentiality of the contents of his file inside the university with integrity in dealing with him.
- Obtaining the scientific material and knowledge related to university courses in an appropriate study environment that achieves easy comprehension and achievement for him.
- Obtaining study plans and schedules and registering him in the courses provided by the system and the followed registration rules.
- The faculty members' commitment to lecturing times, fulfill academic and office hours, and not cancel any of them except in case of necessity and after announcing that in advance with giving alternative lectures in coordination with students.
- Asking his professors on campus and discussing with them the appropriate scientific discussion at the specified times according to the academic schedule.
- The exam questions related to the course contents, and the right to know its results, and to request a review of his answer in the final exam, in accordance with the followed rules and regulations.
- Obtaining the social care provided by the university as well as participating in the activities established within it according to the system.

How to deal with male / female students' complaints within the college:

- A committee is formed to receive and examine complaints headed by one of the faculty members and another faculty member from each scientific department, provided that the cases referred to it are presented for briefing or taking appropriate action to the Student / Student Complaints Committee (for the male and female section) on a permanent and weekly basis. It has specific tasks.
- The complaint is submitted to the Complaints Committee or placed in one of the complaints boxes located in the corridors of the college after filling in the complaint form obtained from the Office of the Development and Quality Unit in the college or from the university's website.

Mechanism for dealing with male / female students' complaints and suggestions:

- Putting the complaint in the college's complaints and suggestion boxes.
- Or send a complaint or suggestion and inquiry through the complaints and suggestions page of the university's website.
- Complaints boxes are opened and complaints are collected on a weekly basis.
- Collect complaints from e-mail weekly.
- The complaint is sent to the concerned person once it is presented to the Complaints Receiving and Examination Committee.
- All problems that can be dealt with amicably or formally are examined and decided, taking into account the complete confidentiality of the complaint (the name and data of the student are kept with the College Complaints Committee in special files) and the speed of deciding on the complaint (the response period to the complaint does not exceed fifteen Days from the date it was submitted to the Complaints Receiving and Examination Committee).
- Complaints that need a response from the scientific departments are submitted to the heads of the departments, and the response will be through the head of the department so that the speed of response is increased.
- In the event that the complaint cannot be resolved through the departments; it shall be submitted to His Excellency the Dean of the College.
- The committee sends complaints responses to their owners (so the complainant's data should be written and include the name "optional" - the division - level - the division, as well as the means of contacting him such as: phone number - e-mail, or agreeing with him on a date to respond to the complaint) to ensure Prompt communication between committee members and the complainant.

The regulations of general systems and behaviours for all male and female students within the university

Every violation of Islamic values and human ethics, rules and regulations, university instructions, government regulations, and anything that causes harm to others and establishments is considered a violation requiring punishment, and in particular the following: -

- Every act that harms honour and dignity or breaches good conduct and behaviour within the university.
- Disturbing order during lectures, scientific lessons, and exams, or accompanying what causes this.
- Every cheating in the exam, attempting it, or attempting to cheat, or accompanying what is related to the course, even if no benefit from it, and this follows cheating in reports, study projects, and scientific research.
- To organize activities or societies that violate the regulations and instructions in force at the university.
- All destruction or attempted destruction of university facilities, equipment, materials, books, or any of the university's possessions.
- Misuse of university facilities, annexes, or contents.
- Issuing bulletins, distributing them, or collecting funds or signatures, without the official approval of the competent authority.
- Impersonation and fraud in all its forms.
- Smoking and the like inside the university buildings and yards.
- Offending the university or any of its faculty members, employees, and students, or assaulting their properties, as well as assaulting any individual inside the university or anyone with whom the university cooperates from among the employees of companies and other institutions.
- Non-compliance with university instructions regarding the authority and the dress, while adhering to the national dress.
- Stirring up tribal, factional, or regional strife among students, and forming student groups to fabricate quarrels and problems inside or outside the university.
- Taking dangerous or prohibited materials, weapons, or drugs of all kinds, inside the university's buildings and facilities.
- Violating university student housing regulations.
- Violation of traffic regulations and regulations governing them within the university campus or university facilities that need to be presented to the main committee.
- Misuse of software, hardware and electronic applications within the university, including filming in private tours.

General Student Regulations link:

<https://dsaf.nu.edu.sa/81>

The link for submitting complaints and suggestion:

<https://dsaf.nu.edu.sa/suggests>

Important Contact informations

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Useful Links

Link to the Regulation for Research Programs

<https://www.nu.edu.sa/ar/web/deanship-of-scientific-research/61>

Link to electronic forms for the Deanship of Scientific Research

<https://www.nu.edu.sa/ar/web/deanship-of-scientific-research/24>

Link to educational lessons of the Deanship of E-Learning

<https://elearning.nu.edu.sa/bbt>

Link to electronic forms for faculty members

<https://dhr.nu.edu.sa/26>

(Complaints and Suggestions Link (Deanship of Faculty Members Affairs

<https://dhr.nu.edu.sa/78>



College Staff Members Guide