



*Kingdom of Saudi Arabia*

*Ministry of Education*

*Najran University*

*Faculty of Dentistry*

# **Faculty of Dentistry Student Guide**



**By**

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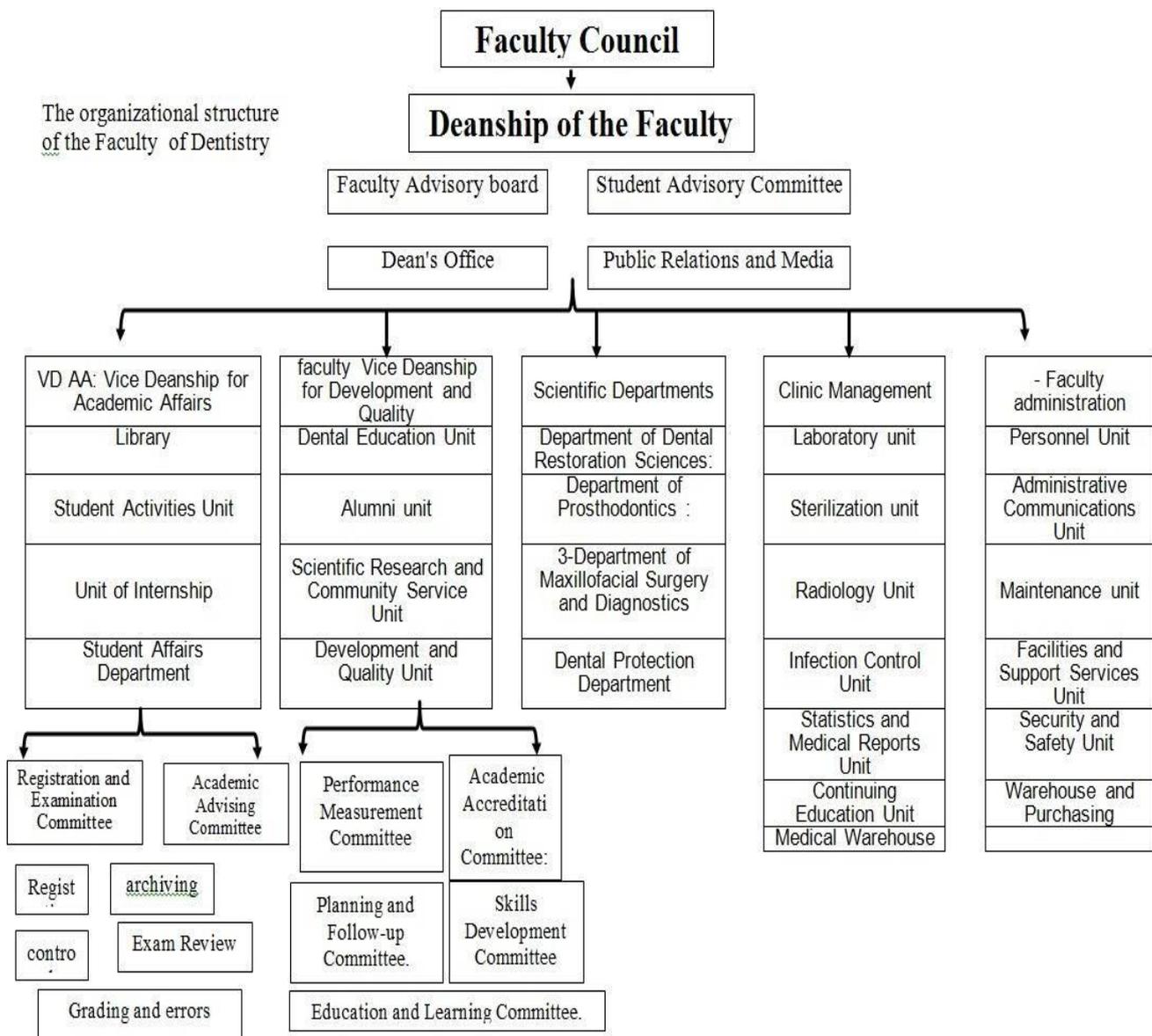
## Faculty organizational structure

### 1- The career structure of the faculty's academic and administrative leaders:

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# Faculty organizational structure

The organizational structure of the Faculty of Dentistry



## Staff members guide

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<b>Dr. Khaled Mashhour</b>	<b>Demonstrator (in a scholarship)</b>	_____
<b>Dr. Nayef Al-Qanea Al</b>	<b>Demonstrator (in</b>	_____

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<b>Dr. Ahmed Al Meshari</b>	<b>Demonstrator</b>	=====

## **Address of His Excellency Dean of the Faculty of Dentistry**



**Praise be to Allah, Lord of the Worlds, and prayers and peace be upon the noble prophets and messengers, our Prophet Muhammad and his family and companions, peace be upon them.**

**The Deanship of the Faculty, believing in the importance of the university student, to whom the university administration attaches all attention and appreciation to take his leading role in promoting the construction and achievement process, has been keen to provide the means of knowledge so that its students can move forward to keep pace with the prospects of science towards a comprehensive national vision and achieve the slogan of our leading university which is , the student first, and a duty of the faculty towards its current and new students to clarify the regulations and academic laws in force in the faculty and to overcome the difficulties in their request for knowledge.**

**I am pleased to put at your disposal the University Student Guide, which has been prepared to contain the most important information related to the academic aspects of interest to the university student during his academic career.**

**I pray Allah, the Almighty to repay the steps and bless the efforts in achieving what we want from science and knowledge to enhance the march of effective construction, including the pride of this honorable homeland and the achievement of its vision.**

**With all the best of luck and success for all our students.**

**Dean of the Faculty of Dentistry**

**Dr. Ahmed bin Mohammed Al-Shuja Al-Asiry**

## **About the Faculty:**

**The Faculty of Dentistry was established at the University of Najran based on the decision of the Council of Higher Education No. 2962/1 dated 29/11/1428AH, which was crowned with the Supreme Approval No. 1093/MB dated 21/11/1428 AH, as one of the faculties of this university that was racing against time to establish its faculties in various health and non-health fields, as a result of the Kingdom's policy of expansion in the field of higher education, especially health disciplines that the Kingdom needs much, and with the support of the university administration, the first class of students was received in 1430 AH, and their number was nineteen students after they passed the preparatory year, and the faculty began with temporary headquarters and then moved to its huge new building in the university city in 1435 AH, and the faculty teaches students dental sciences and provide them with dental skills in halls, laboratories and clinics equipped with the best modern global equipment. In order to provide the latest clinical training methods that comply with international standards, the faculty 's management has equipped a clinic complex that includes more than 55 integrated dental clinics that include the latest digital radiology equipment, panorama, and a CT device that serves accurate diagnostic objectives, elaborate treatment plans, a cephalometric radiation device, an excellent sterilization center, high-resolution displays, and support laboratories (7 educational and production laboratories). The faculty also provides community service by receiving and treating patients in dental clinics. The total number of cases that have been treated has reached 29463 cases so far. The faculty also conducts awareness and educational campaigns by faculty members and students for government and private bodies in the region. The faculty now grants a bachelor's degree in oral and dental medicine, and looks forward to starting graduate studies in the future, Allah willing, It includes four departments as follows: Department of Dental Protection, Department of Dental Repair, Department of Prosthodontics Sciences, Department of Maxillofacial Surgery and Diagnostics.**

# Vision, Mission & Core Values

## **Our Vision:**

To strive for excellence in dentistry domains locally and regionally.



## **Our mission:**

### **Mission of BDS program**

Preparing and qualifying highly-efficient and competitive graduates in dentistry, providing excellent dental services for community, and contributing effectively to dental scientific research

### **Mission of college of dentistry**

To prepare competent graduates in the field of dentistry, contribute effectively to scientific research, provide community services through an encouraging educational environment, and governed procedures based on national values

## **Core Values**

**Honesty:** To perform duties and fulfill rights.

**Responsibility:** Positive interaction with tasks.

**Truthfulness:** Conformity between words and actions.

**Lenience:** Being patient.

**Modesty:** Accepting advice and dealing with others decently.

**Commitment:** Respecting promises in all dealing.

**Transparency:** Clarity and neutrality in performing work.

**Initiative:** Self-motivation for work and improvement.

**Cooperation:** Value teamwork.

**Fairness:** Giving everyone his/her rights.

**Perfection & Creativity:** To foster an environment perfect for creative thinking and innovation



## Faculty program

Najran University offers a bachelor's degree in dentistry and surgery, and the duration of study is 6 academic years, including a preparatory year as a prerequisite for the program, followed by 5 academic years in the field of dentistry, followed by a year of training (franchise).

The program of study at the faculty of Dentistry is practical and clinical, as the student must complete all courses

The program includes, in addition to dental courses, other courses offered by the medical, pharmaceutical and applied medical sciences faculties and the Faculty of Science and Arts in addition to the university requirements. The study system in this program follows the semester system, which consists of twelve levels of study followed by the training year (the internship year).

## Teaching and Assessment

All courses at the Faculty of Dentistry of Najran University are taught in English and teaching is based on the latest learning methods using various multimedia in order to communicate information, relying on the latest technologies in the field of audiovisual means. Different laboratories, including simulators and clinics, also provide the student with adequate training during the preparation period. The student also has a role in the educational process through the use of the Internet and the information it contains, which gives him the skill of self-learning and training, all through a studied and permanent quality system.

## Assessment

The student assessment system includes theoretical, laboratory and clinical tests. The grades are calculated as follows:

The total score of all courses of the study program = 100 grades divided into:

1. Semester work scores = 40 degrees and include:  
Midterm exam – Periodic tests - Writing research or practical or clinical requirements - Attendance and absence ratios.
2. End of Term Exam Score = 60 and includes:

### Written Exam

**A practical**, clinical or exam where the type and nature of the test is determined by the relevant department of instruction. All examinations shall be held at specific dates to be announced in the study schedule of each course.

The student must follow the academic lectures and practical lessons, and the faculty Council may, at the request of the competent department councils, deny the student from applying to

the exam if he deems the attendance of lessons and practical training unsatisfactory (less than 75%).

A student who is denied entrance to the exam will have to re-attend the course

If the student submits an excuse for the final exam for one or more courses and this excuse is accepted by the faculty administration, he is entitled to do a makeup exam and the grade of the quarterly work is calculated for him and the grade of the course/s in which he was examined.

## The study plan for awarding Bachelor Degree in Dental Surgery from College of Dentistry, Najran University.

The student should fulfill the following courses completely and successfully to be awarded the bachelor degree in Dental Surgery from the College of Dentistry, Najran University.

No	Course	No. of courses	Credit units	Contact hours
1	University requirements	6	12	12
2	Preparatory year	12	27	41
3	Dental courses	49	124	216
4	Supplemental medical courses	14	36	46
Total		81	199	315

### 1- University requirements

No	Code	Course	Credit Units	Contact hours
1	Islam 111	Islamic culture	2	2
2	Islam 112	Islamic culture	2	2
3	Islam 113	Islamic culture	2	2
4	Islam 114	Islamic culture	2	2
5	Arab 201	Arabic language	2	2
6	Arab 202	Arabic language	2	2
Total			12	12

# Courses required for awarding bachelor degree of Dentistry in the College of Dentistry

## The preparatory year

first semester ( Level One )			second semester ( Level Two )		
Course Code	Course title	Credit Hours	Course Code	Course title	Credit Hours
		(Th+Pra)			(Th+Pra)
140	Reading	2(2+0)	150	General English	3(3+0)
141	Writing	2(2+0)	151	Technical Writing Report	2(2+0)
142	Listening & Speaking	2(2+0)	150	Ethics (1)	1(1+0)
143	Vocabulary & Grammar	2(2+0)	150	Communication Skills (1)	2(2+0)
140	Introduction to Mathematics (2)	2(2+0)	150	Calculus (3)	4(4+0)
140	Learning, Research and thinking skills (1)	2(2+0)			
140	Computer Skills 201	3(3+0)			
Total		15(15+0)	Total		12(12+0)

## The First year

first semester ( Level Three )			second semester ( Level Four )		
Course Code	Course title	Credit Hours	Course Code	Course title	Credit Hours
		(Th+Pra)			(Th+Pra)
111 VDS	Behavioral science & medical ethics	2 (2+0)	122 RDS	Dental biomaterials II	3(2+2)
121RDS	Dental biomaterials I	1(1+0)	124 RDS	Dental anatomy II	2(1+2)
123 RDS	Dental anatomy I	2(1+2)	162 SDS	Head and neck anatomy	3(2+2)
161 SDS	General anatomy & embryology	3(2+2)	165 SDS	General physiology II	3(2+2)
163 SDS	Basic histology	2(1+2)	167 SDS	Biochemistry	3(2+2)
164 SDS	General physiology I	3(2+2)	112 ISLM	Islamic culture	2(2+0)
166 SDS	General and Organic chemistry	2(2+0)	168 SDS	Medical physics	2(1+2)
111 ISLM	Islamic culture	2(2+0)			
Total		17(13+8)	Total		18(12+12)

## The Second year

first semester ( Level Five )			second semester ( Level Six )		
Course Code	Course title	Credit Hours	Course Code	Course title	Credit Hours
		(Th+Pra)			(Th+Pra)
221 RDS	Operative dentistry (preclinical I)	3(1+4)	211 VDS	Preventive dentistry	1(1+0)
231 PDS	Removable prosthodontics (preclinical I)	4(2+4)	222 RDS	Operative dentistry (preclinical II)	3(1+4)
251 MDS	Oral biology I	3(2+2)	232 PDS	Removable prosthodontics (preclinical II)	2(1+2)
261 SDS	Microbiology & immunology	2(1+2)	252 MDS	Oral biology II	3(2+2)
263 SDS	General pathology	3(2+2)	241 OMS	local anesthesia in dentistry	2(2+0)
264 SDS	pharmacology	3(2+2)	253 MDS	Oral radiology (preclinical)	2(1+2)
			262 SDS	Oral microbiology	2(2+0)
Total		18(10+16)	Total		15(10+10)

## The Third year

first semester (Level Seven)			second semester ( Level Eight )		
Course Code	Course title	Credit Hours	Course Code	Course title	Credit Hours
		(Th+Pra)			(Th+Pra)
321 RDS	Operative dentistry(clinical I)	3(2+3)	351 MDS	Periodontal prophylaxis	2(1+3)
331 PDS	Fixed prosthodontics (preclinical I)	2(1+2)	322 RDS	Endodontics (preclinical)	2(1+2)
332 PDS	Removable prosthodontics (clinical I)	3(2+3)	333 PDS	Removable prosthodontics (clinical II)	3(2+3)
341 OMS	Oral & maxillofacial surgery I	2(1+3)	334 PDS	Fixed prosthodontics (preclinical II)	2(1+2)
342 OMS	Oral pathology I	3(2+2)	352 MDS	Oral diagnosis I	2(1+3)
353 MDS	Oral radiology (clinical)	2(1+3)	345 OMS	Oral & maxillofacial surgery II	2(1+3)
361 SDS	General surgery ,Ophth , ENT ,GA	3(3+0)	343 OMS	Oral pathology II	3(2+2)
			362 SDS	General medicine & skin diseases	2(2+0)
Total		18(12+16)	Total		18(11+18)

## The Fourth year

first semester ( Level Nine )			second semester ( Level Ten )		
Course Code	Course title	Credit Hours	Course Code	Course title	Credit Hours
		(Th+Pra)			(Th+Pra)
411 VDS	Pediatric dentistry (preclinical)	2(1+2)	452 MDS	Periodontology II	2(1+3)
451 MDS	Periodontology I	2(1+3)	412 VDS	Pediatric dentistry (clinical)	3(2+3)
421 RDS	Operative dentistry (clinical II)	2(1+3)	413 VDS	Orthodontics I	3(2+2)
431 PDS	Removable prosthodontics (clinical III)	3(2+3)	422 RDS	Endodontics (clinical)	3(2+3)
432 PDS	Fixed prosthodontics (clinical I)	3(2+3)	433 PDS	Fixed prosthodontics (clinical II)	3(1+6)
453 MDS	Oral diagnosis II	2(1+3)	443 OMS	Oral & maxillofacial surgery IV	3(2+3)
422 OMS	Oral & maxillofacial surgery III	3(2+3)	454 MDS	Oral medicine	2(1+3)
Total		17(10+20)	Total		19(11+23)

## The Fifth year

first semester ( Level eleven)			second semester ( Level Twelve )		
Course Code	Course title	Credit Hours	Course Code	Course title	Credit Hours
		(Th+Pra)			(Th+Pra)
511 VDS	Dental public health & community dentistry I	2(1+3)	512 VDS	Dental public health & community dentistry II	2(1+3)
513 VDS	Orthodontics II	3(2+3)	514 VDS	Comprehensive pediatric dentistry clinic	3(1+6)
521 RDS	Comprehensive care clinic I	5(1+12)	533 PDS	Comprehensive care clinic II	5(1+12)
532 PDS	Maxillofacial prosthodontics	2(1+3)	541 OMS	Principles of care of complicated oral surgical cases	2(1+3)
113 ISLM	Islamic culture	2(2+0)	114 I SLM	Islamic culture	2(2+0)
201 arb	Arabic Language	2(2+0)	202 arb	Arabic Language	2(2+0)
Total		16(9+21)	Total		16(8+24)

## Some of the definitions the student needs

### **Academic Year:**

Two main semesters and a summer semester, if any.

### **Semester**

A period of not less than fifteen weeks within which the curricula shall be taught, not including the periods of registration and final examinations.

### **Summer Semester**

A period of time not exceeding eight weeks, and not including the periods of registration or final examinations, during which the period allocated to each course is added.

### **Academic level:**

It is indicative of the Educational level, according to the approved study plans.

### **Study Plan**

It is a group of compulsory and elective courses, which constitute from the total of its units the graduation requirements that the student must pass successfully in order to obtain the degree in the specified specialization.

### **Semester grade**

The total points obtained by the student are divided by the total units prescribed for all the courses he studied in any semester. The points are calculated by multiplying the prescribed unit by the weight of the estimate obtained in each course he studied.

### **GPA (grade point average)**

The total points obtained by the student in all the courses he has studied since joining the university are divided by the total units prescribed for those courses.

### **Overall Grade**

Describe the level of educational achievement of the student during the period of his study at the university.

## Academic load

The total number of study units in which the student is allowed to enroll in a classroom, and the maximum and minimum load are determined according to the executive rules of the University.

### Some executive rules of Najran University

#### Article 8-1

The minimum academic load for the student shall be twelve academic hours and the maximum shall be (20) academic hours in proportion to the student's GPA. The university director - or whomever he delegates - shall agree to increase the maximum student's expected graduation load by no more than (24) hours.

#### Article 8-2

The student shall be automatically registered (without the need for an application from the student if he is not suspended academically) before the beginning of each semester according to the ideal plan for the student's study program, gradually starting from the lower levels of the study plan, as permitted by the student's study status according to the following:

- A-** The student's academic load shall be linked to his/her GPA, provided that it is not less than the minimum.
- B-** Provided that there is no conflict in the student's schedule.

#### Article 8-3

The initial enrollment of students who have not confirmed their enrollment during the first week of the semester shall be dropped out.

#### Article 8- 4

The student can modify his registration through the electronic portal by adding and deleting courses during the first week of the semester (or summer), and deleting some or all of the courses during the first two weeks of the semester according to the following controls:

#### **First: Dropout regulations:**

- (a) The number of academic hours shall not be fewer than the minimum allowed academic load of registration.
- (b) **If the course to be dropped out is an accompanying pre-requisite** with another course, the student shall not be entitled to drop it out except by dropping out the two courses together.

## **Second: Addition Regulations:**

- a. There is no conflict in the table.
- b. The course must be included in the approved study plan, electives or free courses, if any.
- c. Availability of seats in the required specialty.
- d. The absence of a prerequisite.
- e. Not to exceed the maximum academic load allowed for enrollment according to the GPA of a student.
- f. If the student is unable to attend the final exam in any of the semester courses due to a compelling excuse, the faculty council may, in cases of extreme necessity, accept his excuse and allow him to be given a makeup exam within a period not exceeding the end of the next semester, and the grade he gets after taking the makeup exam is given.
- g. The student may apologize for continuing to study a semester without being considered a failure if he submits an excuse acceptable to the authority determined by the University Council within a period of time specified by the executive rules approved by the University Council, and is allocated to the student. This semester is calculated from the period necessary to complete the graduation requirements.
- h. It is permissible to withdraw with an excuse from one or more courses in the semester in accordance with the executive rules approved by the University Council.

## **Honours:**

The first class honours shall be awarded to the student with a GPA of (4,75) to (5.00) upon graduation, and the second class honours shall be awarded to the student with a GPA of (4.25) to less than (4.75) upon graduation.

## **For the first or second class honours, the following are required:**

- a. The student should not have failed any course he/she studied at the university or at another university.
- b. The student should have completed the graduation prerequisites in a maximum period of the average period between the minimum and maximum stay in his/her faculty.
- c. The student must have studied in Najran at least (60%) of the graduation requirements.

## **Faculty Academic Departments:**

The Faculty has four main approved departments under which several divisions fall, as follows:

### **1. Department of Dental Restoration Sciences**

This department is concerned with teaching the curricula and courses of: Conservative dental treatment, treatment of pulp and roots, and properties of vital dental materials used in dental repair and restoration. The department provides its therapeutic and consulting services through specialized faculty clinics, doctors of excellence clinics, as well as university hospital clinics. Faculty members also oversee the process of conducting research and helping students learn the basics of research and presenting therapeutic cases as part of scientific research papers. The department includes the following divisions:

- Dental repair division
- Pulp and Root Dental Treatment Division

## **2. Department of Prosthodontics**

This department is concerned with teaching the curricula and courses of fixed and mobile installations and all types of artificial crews and compensation of the face and jaws, which are used after the treatment of surgical cases of deformities, injuries or diseases of the face and jaws. In addition to the teaching process, the department provides therapeutic services to all patients with dental prostheses and dental prostheses through the faculty's various prosthesis clinics. The department includes the following divisions:

1. Fixed Fittings Division.
2. Removable Partial Fitting Division.
3. Removable Dentures Division.
4. Maxillofacial Replacement Division

## **3. Department of Dental Restoration Sciences**

Awareness-raising concerns are considered one of the most important priorities of preventive dentistry, which serves multiple groups of society with the aim of increasing awareness of dental prevention methods through a variety programs of specialization of community dentistry. Preventive dentistry initiates scientific and epidemiological research into the prevailing oral and dental health problems in the community, as well as behavioral and community programs in coordination with basic science programs, and also helps stimulate community dental health programs to provide preventive dentistry to individuals and communities. The faculty members of the department teach the curricula of each of the disciplines of: 1) Orthodontics, 2) Pediatric dentistry, 3) Community dentistry. In addition to the academic role of faculty members, doctors in the department take the remedial and educational role through the faculty clinics.

## **4. Department of Maxillofacial Surgery and Diagnostics**

This department is concerned with diagnosis and treatment of various injuries requiring minor or complex surgical intervention as well as dental implants. The faculty members of this department teach all the curricula and courses of this specialization in addition to participating in providing the necessary consulting and treatment services in the faculty clinics or in the dental clinics at the university hospital. Treatments include simple and surgical dislocations, oncology and oral diseases, facial and jaw deformities and fractures, as well as orthopedic surgeries and dental implants, among others. The department includes the following divisions:

- Maxillofacial surgery Division
- Division of Oral and Tissue Biology
- Maxillofacial Radiology Division
- Oral diseases sciences Division
- Diagnosis of oral diseases Division

## **Faculty facilities and equipment**

### **1. Clinics**

A clinic complex with more than 56 comprehensive integrated dental clinics has been equipped with the latest equipment such as digital radiology devices, panorama and CT scanner that serve accurate diagnostic objectives, elaborate treatment plans, a cephalometric sterilization center, high-resolution displays, and support laboratories (7 educational and productivity laboratories). A number of 3 specialized clinics have been established and opened, serving senior personalities from clinic visitors from the university staff, the region and others. The Faculty also provides community service through the reception and treatment of sick cases in dental clinics. The total number of treated cases has reached 29,463 patients so far. The Faculty also carries out awareness and educational campaigns conducted by faculty members and students for government and private agencies in support of their educational goals and contribute to serving the citizen and promoting oral and dental health in society.

### **2. Specialized faculty member's clinics:**

There, the university faculty and their families are treated through specialized clinics. These clinics provide dental treatment for children, as well as treatment of dental caries, root treatment and all kinds of fixed and mobile dental prostheses. These clinics also provide treatment for advanced medical conditions, depending on the specialty. The treatment of all these categories of patients is supervised by a selected group of consultants, specialists and faculty members. These clinics are equipped with modern dental units with digital x-ray. Comfortable waiting areas for patients have been provided for these clinics.

### **3. Internship Physicians Training Program Clinics:**

In these clinics, internship physicians are trained to provide various initial and specialized dental treatments for all Faculty visitors and patients who are referred from various other health sectors such as health, National Guard, school health units, etc. and oversee the audit and review of treatments provided by internship physicians, consultant physicians and faculty members in various dental specialties.

### **4. Undergraduate student's clinics:**

During their various years of study, undergraduate students receive intensive training on how to provide appropriate educational care and dental treatment depending on the specialty and the academic year. Students at these different stages are permanently accompanied by faculty members who offer the same specialty scientific content.



### **5. Diagnostic Clinic:**

In which the patient is received, his complaint diagnosed and treated in the first place, and then referred to specialized clinics to complete the treatment under the supervision of specialists and consultants in the faculty.



## Facilities supporting clinics

### Central sterilization unit:

The sterilization center ensures that all devices and tools used in the treatment process are free from the causes of infection in order to ensure the safety of patients, doctors and assistants. Therefore, the clinic sterilization center is equipped with modern central sterilizers with high operational capacity to meet the needs of all clinics. The center employs a number of sterilization technicians specialized in sterilization procedures who work to implement all infection control protocols according to the latest international standards in order to prevent any infection that leads to health risks.





## **Radiology Department:**

There is a radiology department that contains a number of radiology laboratories for radiographic work and for student training work. The laboratories have been provided with the latest diagnostic radiology devices such as panoramic and cephalometric x-ray appliances, CT scans and oral radiology devices. There are also self-processing units that are semi-automatic and manual. The department works with a group of oral technicians and radiologists and trainees to use these devices to make all kinds of diagnostic radiology that help doctors develop appropriate treatment plans.



## **Reception and Medical Records Department:**

This department is responsible for receiving, recording and scheduling all patients' appointments and keeping their files digitally using the electronic filing system. The department also organizes the summoning of patients and distributes them to various dental clinics. The work of this department is supervised by specialists in the work of medical records.

## **Faculty laboratories:**

For a large part of his science, dentistry is based on practice and on materials and materials used by the dentist in treatment as well as devices and equipment used in diagnosis, so it was necessary to have training laboratories in order to provide the student with the practical skills required for practicing the dental profession. Different dental laboratories contribute significantly to the process of support and success of the educational and therapeutic process in the dental specialization, and these laboratories vary according to the specialization intended for training. The Faculty has seven main laboratories as follows:

### **Simulation Lab:**

The Faculty is equipped with training simulation laboratories for pre-clinical students with a capacity of up to 40 students. The units were connected to LCD screens and audio units linked to the computer so that the student can communicate with the lecturer and get more information and guidance. There is also the main unit of the lecturer, which is equipped with a camera and a computer. The training simulation units specialize in training the student to simulate the treatment provided to patients through artificial models. The student makes all the treatments using these artificial models in the process of decay and the ensuing dental restoration, root treatment and preparation for fixed dental fixtures and others.



## **Production Laboratories:**

There are production laboratories in the faculty where these laboratories produce and manufacture all kinds of dental formulations, including fixed and mobile dentures, orthodontic devices, as well as the production of cast fillings. Surgical splints and artificial formulations of parts of the face and jaws are also made to treat some cases of birth defects or treatments that follow the removal of tumors or compensation of missing tissues. The faculty has a specialized team of dental technicians in all dental disciplines to work on the manufacture of these various dental devices. These laboratories are also equipped with the latest dental tools, as well as the necessary equipment and industrial materials, so that this reflects positively on the student's educational achievement process in order to achieve the desired goals of the educational process.



## **Student training and preparation laboratories:**

A special laboratory has been equipped to train students with a capacity of more than 30 students. This laboratory has tools and devices for the latest practical training methods used by the student in his early academic years to acquire the basic skills of the dental profession, such as training on how to carve dental forms and build missing parts, as well as knowledge of dental tissues and dental matching

relationships and making steps for laboratory mobile dentures and others. This laboratory also has modern equipment for the presentation of educational movies and lectures.



### **E-Learning Lab:**

Based on the Faculty's vision of excellence in the fields of dentistry and in order to improve the means of education and diversify its sources in order to achieve quality excellence in the outputs of the Faculty of Dentistry, and to provide the appropriate environment for faculty students, the Faculty's computer lab, equipped with the latest modern educational technology, was opened. The laboratory has been designed as a tool that enables students to benefit from digital libraries and use health informatics and modern educational technologies. The laboratory has been equipped with a

very high Internet connection speed to meet the needs of the student for training and education.



### Diagnosis of oral diseases laboratory:

The laboratory has been equipped with a sufficient number of modern microscopes that help students to study oral tissues and diagnose oral diseases, which gives the student the ability to know the type of disease through the sick tissues.



### The available classes:

The faculty building has a number of modern classrooms that have been configured with the latest equipment for the presentation of scientific materials and lectures. There are also separate halls for the meetings of the faculty, departments and other halls where scientific discussions

and scientific research points and developments are held.



### Medical Maintenance unit:

The Faculty's Medical Maintenance Unit performs periodic maintenance of all medical devices and infrastructure in the faculty's laboratories and clinics, which keeps the workflows in clinics, laboratories and halls easily and efficiently.



## **Academic Advising**

Academic advising is a professional service that directs the student's abilities and tendencies to choose the specialization that suits him, and then choose the profession of the future. It also aims to identify problems that hinder the student's ability to achieve education and provide assistance and support to increase students' awareness of their academic responsibilities and encourage them to exert more effort in solving academic and personal problems that prevent them from achieving their educational goals.

To achieve this, the system allocates to each student an academic advisor characterized by a number of knowledge, directions, and guidance, leadership and communication skills that help him guide students well, as well as requiring conscious knowledge of the program's regulations and the order of courses and their requirements. Etc. The academic advising system begins with the nomination of academic advisors and the distribution of students among them according to the system decided by the Faculty Council where a list of the names of the students to be supervised is delivered to each academic advisor, provided that the academic advisors determine the times for receiving students (the academic advising hours) so that the counseling process takes place on the appropriate time for registration, dropout and addition of courses, as well as to discuss any problems that the student would like to consult his academic advisor to solve .

### **Objectives of the academic advising process**

1. Protective objectives that protect the student from Academic stumble.
2. Therapeutic goals to correct the student's academic career.
3. Developmental goals that increase the student's abilities to manage his affairs and solve his problems through his integration and compatibility with the study life and positive participation in it.

### **General Objectives of Academic Advising Units**

1. Providing academic and guidance information to students, increasing their awareness of the objectives of the dental program and the faculty study system and informing them of the importance of academic guidance.
2. Identify personal problems and obstacles that prevent the student's ability to achieve education.
3. Provide students with tips that enable them to understand their tendencies and abilities and play a positive role in the educational process.

4. Directing students and following them up academically, socially and healthily during the faculty years.

## **The mechanism of work of the Academic Advising Units at the Faculty of Dentistry**

1. New and transferred students are distributed at the beginning of each (academic year or semester) to a number of academic advisors so that the share of each advisor is a number not exceeding 20 students through the faculty's academic departments.
2. In the first week of each academic year/ semester, new and transferred students are received in a comprehensive meeting attended by academic advisors to provide students with the necessary information about the university stage and the study system and to introduce students to their guide and duties towards them and their duty towards him.
3. Introducing the new faculty members, whether appointed or contractors, to the study system, whether it is by the courses or credit hours' systems.
4. Emphasizing the academic advisors to activate office hours to benefit students and alerting students to review the academic advisor when facing any academic problem or difficulties.
5. Requesting the Deanship of Admission and Registration to provide the Academic Counseling Unit with copies of the student statements as well as copies of the students' results for follow-up by the academic advisor.
6. Emphasizing the academic advisors to hold periodic meetings (at least twice a month) for students who guide them through the meetings to learn about the students' progress and try to help solve the problems that they may face and record their situation in the information register and discover cases that need help.
7. Identifying, introducing, motivating and caring for talented and distinguished students.
8. Identifying, caring for, and guiding students who are in academic stumble and have social, health, or psychological problems to solve their problems.
9. Preparing records and papers for the work of the academic advisor.
10. Holding periodic meetings with academic advisors.
11. Follow up the student records of the academic advisor to ensure the implementation of the academic advising activity and the filling of student data.

12. Provide appropriate protection to protect the confidentiality of the student's academic and personal topics discussed with the academic advisor.

13. Preparing questionnaires and research on academic advising and disseminating the results to benefit from them in improving the process of academic advising the faculty.

## **Mechanisms for dealing with students**

### **Mechanisms for dealing with talented students**

A gifted student is a student who has high intellectual abilities and outstanding performance that exceeds his peers in the field of study or activities supported by the faculty.

- Discovering talented people is the responsibility of academic advisors, student activity officers and faculty members.
- Encourage talented students to participate in courses to develop their talents.
- Motivates talented students to participate in the Faculty Student Activities Club.
- Student activity activities include programs that help invest and grow talented students' talents.
- The academic advisor holds individual sessions to support the talents of talented students and follow up the development of their talents.
- Supporting talented people to participate in creativity competitions inside and outside the university.
- Creation of a branch of the Talent Award within the Faculty Excellence Award.
- Honouring talented students within the annual ceremony inside the faculty.
- Announcement of talent student's names for participants in events within the university.

### **Mechanisms for dealing with talented students**

The superior student is the one who gets a GPA (grade) of at least 4.5

- Obtaining the right to external borrowing of books from the library in the number specified by the Deanship of Libraries and granting an introductory card in this sense.
- Involvement of superior students in research projects obtained by faculty members and funded by the university
- Supporting superior students with summer training programs, whether inside or outside the Kingdom.
- Priority shall be given to the outstanding in attending the training programs held by the Deanship of Development and Quality and the Deanship of Student Affairs for the development of the skills of university students.

- Priority in inviting superior people to participate in activities organized by the Deanship of Student Affairs.
- Involvement of outstanding students at the last levels in the faculty's academic advising processes.
- Creating an honour board with the names and photos of superior students.
- Publish the names of superior students on the faculty website.
- Honouring superior students.

### **Mechanisms for dealing with stumbling students**

The stumbling student is the one who failed one course or more or who got an academic warning.

- It is the responsibility of faculty and academic advisors to identify stumbling students.
- Each academic advisor prepares a report on the stumbling blocks in his/her group that he/she guides and identifies the reasons.
- Stumbling reports are studied by the Academic Advising Committee and the needs of stumbling students are identified.
- Directing the stumbling students to benefit from the services of the Central Unit for Academic Advising according to the causes of stumbling.
- The implementation of scientific departments of strengthening programs for those who fail for academic reasons by following up the Academic Advising Committee.
- The academic advisor submits a report on the level of the stumbling student and follows up on the improvement and the effectiveness of the mechanism of dealing with him.
- Students overtaken by a stumbling block are given incentive rewards.

### **And to avoid stumbling into faculty**

- It is required to pass a personal interview and a comprehensive medical and psychological examination for every student who wishes to join the Faculty of Dentistry.
- Provide a comprehensive definition of students who wish to enroll in the Faculty of Dentistry. the field of work, the requirements for success in it and the professional future.

## **Bill of Rights and Duties**

### **First: University Student Rights:**

1. Obtaining a university card and benefiting from the services provided by the university in accordance with the applicable university regulations, decisions and customs in this regard.

2. Maintaining the confidentiality of the contents of his file within the university with the integrity of dealing with it.
3. Obtaining the scientific material and knowledge associated with university courses in an appropriate study environment that enables him achieve understanding and progress easily.
4. Obtaining study plans and study schedules as well as his enrollment in the courses prescribed by the University rules and regulations and the enrollment rules followed therein.
5. The seriousness of the faculty members of the faculty in adhering to the dates and times of the lectures and meeting the academic and office hours and not to cancel any of them except in the case of necessity and after announcing this in advance with giving alternative lectures in coordination with students.
6. Asking his professors inside the campus and discussing with them the appropriate scientific discussion and at the specified times in accordance with the academic schedule.
7. The examination questions shall be within the course and its contents and a student has the right to know his results and to request for a review of its answer in the final exam in accordance with the rules and regulations followed in the University.
8. Access to the social care provided by the university as well as participation in the activities established within it in accordance with the rules and regulations followed in the University.

## **Second: University Student Duties:**

1. Follow university rules and regulations, instructions and decisions issued in implementation thereof and not to carry out any actions that violate Islamic ethics or public morals.
2. Regular study and doing all the course requirements.
3. Holding the university card while inside the university and presenting it to specialists upon request, maintaining public hygiene and adhering to the appropriate attire that ensures proper respect for the university.
4. Follow the rules and arrangements related to the preparation of research, reports or tests, not to cheat, attempt or assist in committing fraud or breach of the examination system.
5. Not to be exposed to the property of the faculty by tampering with it or disabling it from work and he should be keen to maintaining it.
6. Follow the instructions inside the faculty library and university library. Calm and serenity within the faculty facilities and not to disturb or gather in places other than those designated.
7. Treating all employees of the faculty and the university and its guests with proper respect and not offending them or insulting them by word or deed.

8. Not to attend lectures in courses in which the student is not enrolled except with a special permission from the course professor, knowing that he is not considered a regular student in this course officially for understanding the importance of enrollment in this course.
9. Eating food and beverages in their designated spaces.
10. Ensure the activation and follow-up of his official email approved by the university
11. Follow up on announcements placed on the official bulletin board inside the faculty and university building.

## **Complaints and suggestions handling mechanism Faculty of Dentistry**

### **First: Submitting a Complaint:**

1. The seriousness of the complaint and the credibility, and informing the complainant of the complaint that malicious or not serious complaints are punishable by the university system.
2. Clarify the complaint in a way that is free from ambiguity or ambiguity, and a verbal statement can be requested to clarify it, if required, or direct the complainant to rewrite it in a way that ensures that it is free of any ambiguity.
3. The applicant is required to put in the university number, the mobile phone number and the information that ensures direct access to it.

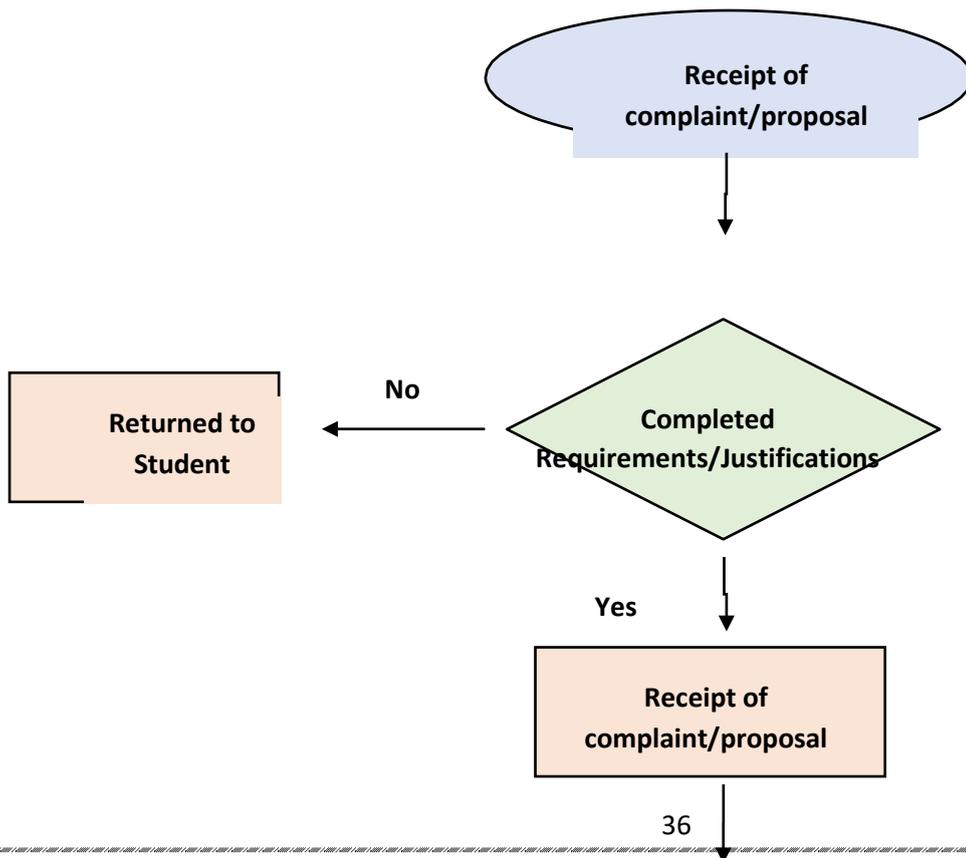
### **Second: Mechanisms for dealing with students:**

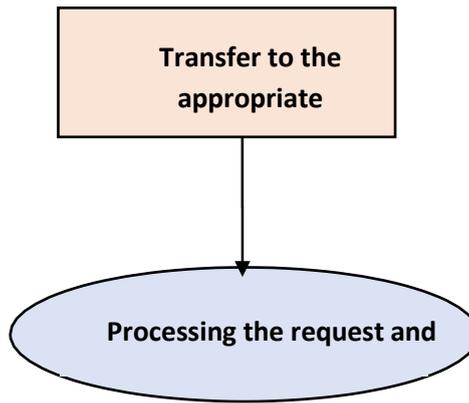
1. Submitting the complaint via the student's official e-mail to the academic advisor.
2. To submit a complaint to the concerned authority regarding each topic for speedy decision, while ensuring the completion and resolution of problems within a specified period of time after reviewing the laws and regulations,
3. The response time to the complaint shall not exceed one week and for urgent cases 48 hours.
4. Maintaining the confidentiality of the information provided and not disclosing the complainant's data.
5. Ensure that students are protected from subsequent punishment, injustice or discrimination as a result of considering their grievance or appeal cases.
6. . The complainant is informed of the response to his complaint and the decision made through his academic advisor.
7. Ensuring the appeal and grievance procedures for cases impartially by persons or committees that have nothing to do with the parties to the case or those who issued or imposed the punishment in which the grievance is filed.
8. The Academic Advising Committee keeps a copy of the complaint, and the final response to it is in the file of the student who opened the complaint with the academic advisor.

### Third: Mechanisms for dealing with proposals:

1. Proposals are received through the academic advisor via the official e-mail of the student and the advisor, which he submits to the head of the academic advising committee.
2. As many proposals as possible are collected and reviewed by the Academic Advising Committee for study.
3. The Academic Advising Committee re-examines these proposals, so that some faculty members are involved in the faculty if the committee deems it appropriate, or based on what is directed by His Excellency the Dean to study and discuss these proposals and the mechanism of implementing and benefiting from them.
4. The Dean shall be informed by the Chairman of the Academic Advising Committee about the results of the study of these proposals, and His Excellency shall present them to the Student Advisory Council.
5. Directs His Excellency the Dean to submit to the Faculty Council to adopt those proposals or adopt what he deems appropriate.

### Summary of the complaints and proposals mechanism





**Transferring from one university to another university according to the university study and exams regulations and the executive rules of Najran University**

**Article 42:**

With the approval of the dean of the faculty to which the student wishes to transfer, it is permissible to accept his transfer from outside the university in accordance with the following controls:

- ✓ The student must have studied at a recognized faculty or accredited University.
- ✓ He shall not be dismissed from the university from which he was transferred for disciplinary or educational reasons.
- ✓ The conditions of transfer specified by the Faculty Council shall apply to him
- ✓ The number of scheduled study units that the transferring student is required to study at the University of Najran must not be less than (60% of the number of planned units required to obtain a bachelor's degree from the University.

**Article 43:**

The Faculty Council shall equalize the courses that the student studied outside the university based on the recommendation of the departments that provide these courses, and the academic record of the student shall record the courses that have been equivalenced to him, and shall not be included in the calculation of his GPA.

**Article 44:**

If it becomes clear after the transfer of the student that he has already been dismissed for disciplinary reasons, his enrollment shall be considered canceled from the date of accepting his transfer to the university.

**Article 45:**

The student in any semester shall be transferred from one university to another in accordance with the procedures and dates announced at the university to which he is transferred in light of the general controls of transfer.

**Transfer from one faculty to another within the university**

**Article 46:**

The student may be transferred from one faculty to another within the university in accordance with the regulations approved by the Faculty.

**Article 47:**

The academic record of the student transferred from one faculty to another shall record all the courses previously studied, including grades and semester grades and GPAs throughout his studies at the university.

**The executive rules of the University of Najran regarding the visiting student**

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

**First: For a student of Najran University who wishes to study as a visitor at another university:**

- a. The student must have a study record (at a GPA) of at least two semesters in the faculty in which he/she enrolled before applying to study as a visiting student.

- b. Prior approval must be obtained from the student's faculty to allow him to study as a visiting student with the determination of the courses that he will study, and the faculty has the requirement to obtain a certain grade for Course equivalency from.
- c. The study must be at a recognized faculty or university.
- d. The course taught to the student outside the university shall be equivalent in its units with a percentage of not less than 80% and his study units shall not be less than the number of units of the course to be equivalence with.
- e. Subject to paragraph (d) of Article no. (42), the maximum number of study units that can be calculated from outside the university shall be (20%) twenty percent of the total number of graduation units from Najran University.
- f. The grades of courses that are equivalent to the visiting student shall not be calculated within his/her GPA, and the courses shall be recorded in his/her academic record.
- g. The student must provide the Deanship of Admission and Registration Affairs with his results obtained within two weeks from the beginning of the study in the first semester of his study period as a visitor, and if he does not submit his results, he is considered dropout from those classes (except for summer classes) and treated according to the article no (15)
- h. The monthly stipend is paid to the visiting student if it is due to his/ her through manual procedures after submitting his results for dismissal to the Deanship of Admission and Registration Affairs.

### **Second: For a student of who belongs to another University and wishes to study as a visitor at Najran university**

- ✓ The student must have an academic record (at a GPA) at least two semesters from his university where he was accepted.
- ✓ The student is not dismissed for disciplinary or educational reasons.
- ✓ To obtain the prior written approval of his university to study as a visiting undergraduate at the University of Najran, and must mention in the letter the courses of the University of Najran that he will study.
- ✓ To obtain the approval of the faculty in which he wishes to study as a visiting student.
- ✓ The maximum number of semesters a student is allowed to attend are two semesters
- ✓ A visiting student is not entitled to request housing at the university, and no stipend is paid to him from Najran University.
- ✓ Courses are registered for the student by the faculty in which he wishes to study, taking into account all registration controls.

## Expected Recruiters for Graduates

- 1- Ministry of Health Hospitals
- 2- Private sector hospitals
- 3- PHC - Primary Health Care Centers
- 4- Specialized dental centers.
- 5- Dental faculties and university hospitals
- 6- Military Medical Services (MMS)
- 7- National Guard Health Affairs
- 8- Medical services at the Ministry of the Interior
- 9- Self-employment programs in government agencies.
- 10- Private business