

KING ABDULAZIZ UNIVERSITY – FACULTY OF DENTISTRY



POSTGRADUATE STUDIES HANDBOOK 2025-2026



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Introduction

It is a pleasure to welcome you to King Abdulaziz University-Faculty of Dentistry (KAUFD) to begin your studies in preparation for your professional career. In making the decision to pursue your postgraduate education at KAUFD, you have chosen a distinctive institution with a proud and rich history and a promising future. Among all qualified candidates, you have been carefully selected for a position in the coming academic year. We believe you will find your course of study challenging and also rewarding as you acquire the knowledge, skills, attitudes and values that will enable you to meet your profession requirements.

As a postgraduate resident at KAUFD, you have a very important role in the life of the institution and a great responsibility to protect and assist in defining what KAUFD is and should be today and in the future. Strive for excellence in everything you do at KAUFD and contribute to the development of the special communities at KAU & KAUFD.

The KAUFD Postgraduate Studies Handbook, compiled by the Vice Deanship for Postgraduate Studies and Scientific Research, provides a description of the Institutional and Faculty policies and procedures for students enrolled at the King Abdulaziz University, Faculty of Dentistry. This handbook serves as a supplement to the KAUFD Bulletin. Much of this information is available on the website at <http://www.kau.edu.sa> Please refer to the website for additional important KAUFD bulletin information. Other information in this handbook is intended to familiarize you with the student's services and resources available to you. We hope this handbook will be a helpful guide to you.

Faculty of Dentistry

King Abdulaziz University



Graduate studies at KAUFD is a path of excellence, so imprint your future and work hard for it.



Welcome Messages

DEAN

The Faculty philosophy is to set up a distinctive edifice for practical and academic sciences of oral medicine that are able to offer high quality world standards in the field of teaching, training and scientific research to students which are positively reflected in meeting our society needs through treating, health and protection services of premium quality.

The Faculty mainly depends on utilizing the latest methodology in teaching, using developed academic courses and accurate scientific research for the sake of graduating dentists with international standards. To achieve those principles, the college will fully care for students since they join it and under the supervision of a group of teaching staff. Those principles are derived from teachings and manners of our true religion of Islam. It will establish these sublime principles and fine manners necessary for professional work and scientific research in the minds of qualified staff of College of Dentistry in King Abdulaziz University. Through its ten main departments, the college aims at providing all required potentialities for creating the appropriate environment to

offer highly efficient and effective academic and clinical services with premium international standards.

The Faculty offers undergraduate and postgraduate programs as well as programs of higher studies in coordination and collaboration with Saudi authority of health specialties which aim at improving medical services offered to our society.

Faculty department exerts their utmost efforts through periodical evaluation of performance to raise and develop the standard of teaching process permanently so that it can cope with rapid world development and to a pioneering college in King Abdulaziz University. The academic approval the college has lately got from the European organization is the best evidence of that.

Dean, Faculty of Dentistry

Prof. Abdulghani Ibrahim Mira

VICE DEAN FOR POSTGRADUATE STUDIES & SCIENTIFIC RESEARCH

We would like to welcome our students to King Abdulaziz University, Faculty of Dentistry. The Faculty of Dentistry (KAUFD) stands today at the forefront of National Dental Faculties leading the way in quality dental programs, research, patient care and community services.

The Vice Deanship for Postgraduate Studies and Scientific Research continues to maintain quality services in order to create an educational environment that brings together student engagement with academic support services, in order for our students to achieve their academic and personal professional goals. The Vice-Deanship for Postgraduate Studies and Scientific Research plays a pivotal role at the dental faculty by implementing and supervising the various aspects of the educational process, which include these units; curriculum management, examination committee, satellite library and learning resources, academic guidance, student support services and students' extra-curricular activities. The teamwork between the members of these units and the collaboration with other Deanships in the Faculty is the key to KAUFD success in maintaining and implementing national and international quality standards of education.

At the Vice Deanship for Postgraduate Studies and Scientific Research, we offer many supportive services to our students throughout their studies at KAUFD, such as academic advising, personal and financial support, and psychological counselling. In addition to motivating our students to participate in the various non-academic and extracurricular activities that are available at the university and KAUFD.

At KAUFD we are dedicated to developing future academic and community leaders, who have the lifelong learning skills, capabilities, and ethical decision-making to improve the oral and general health of the community and the Kingdom.

We would like to welcome you and wish you a successful academic year ahead.

**Vice Dean for Postgraduate Studies
and Scientific Research**

Dr. Rayan A. Kayal

Vision, Mission, Goals & KAUFUD Strategic Plan

Vision: Global Excellence in Dental Innovation

Mission: Achieve excellence in teaching and learning, scientific research, leadership and entrepreneurship, and provide outstanding patient care and community service in the field of oral health.

Values

Beneficence

Ensure our practices are moral, provide benefit to others, and are performed with mastery, sincerity and skill.

Belonging

Be proud of belonging to KAUFUD and continuously seek that our practices are geared toward globalization.

Responsibility

Willingness of the individual to bear all assigned tasks and be accountable for his/her own act and outcomes before God, in the first place, his conscience and the society. Hence, achieving the university's goals and aspirations.

Quality

Adherence to measurable and achievable standards for continuous and sustainable improvement in outcome.

Innovation

Building supportive and stimulating environments conducive to creativity and innovation that has an impact on the society.

Entrepreneurship

Prepare influential leaders, through promotion of self-development, demonstrating team spirit in facing and finding innovative solutions to effectively tackle challenges.

Sustainability

Ensure optimum utilization and development of resources to positively impact the environment, economy and the community.

Strategic Plan has four main Streams:

- Effective Teaching and Learning
- Innovative Scientific Research
- Outstanding Service for the Patient and the Community
- Influential Leadership and Entrepreneurship

KAUFD Strategic Goals:

KAUFD devised 17 strategic goal to support its mission and guide its strategic plans and projects

Effective Teaching and Learning (Goals 1-4):

- 1:** Promote Quality of the Educational process
- 2:** Support E-learning & Self-Directed Learning
- 3:** Train Students for Professional and Licensing Exams
- 4:** Prepare Efficient and Competent Graduates Ready for Work Field
- 5:** Support Creativity & Innovation in teaching and learning

Innovative Scientific Research (Goals 6-8):

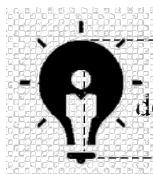
- 6:** Promote Research Funds
- 7:** Establish Masters & PhD Programs in All Disciplines
- 8:** Achieve Excellence in Applied and Innovative Research

Outstanding Service for the Patient and the Community (Goals 9-12):

- 9:** Enhance the System of Comprehensive Patient Care Delivery
- 10:** Promote Volunteering and Social Responsibility
- 11:** Support Collaboration with Healthcare & Continuing Education Sectors
- 12:** Provide Exceptional Community Service

Influential Leadership and Entrepreneurship (Goals 13-17):

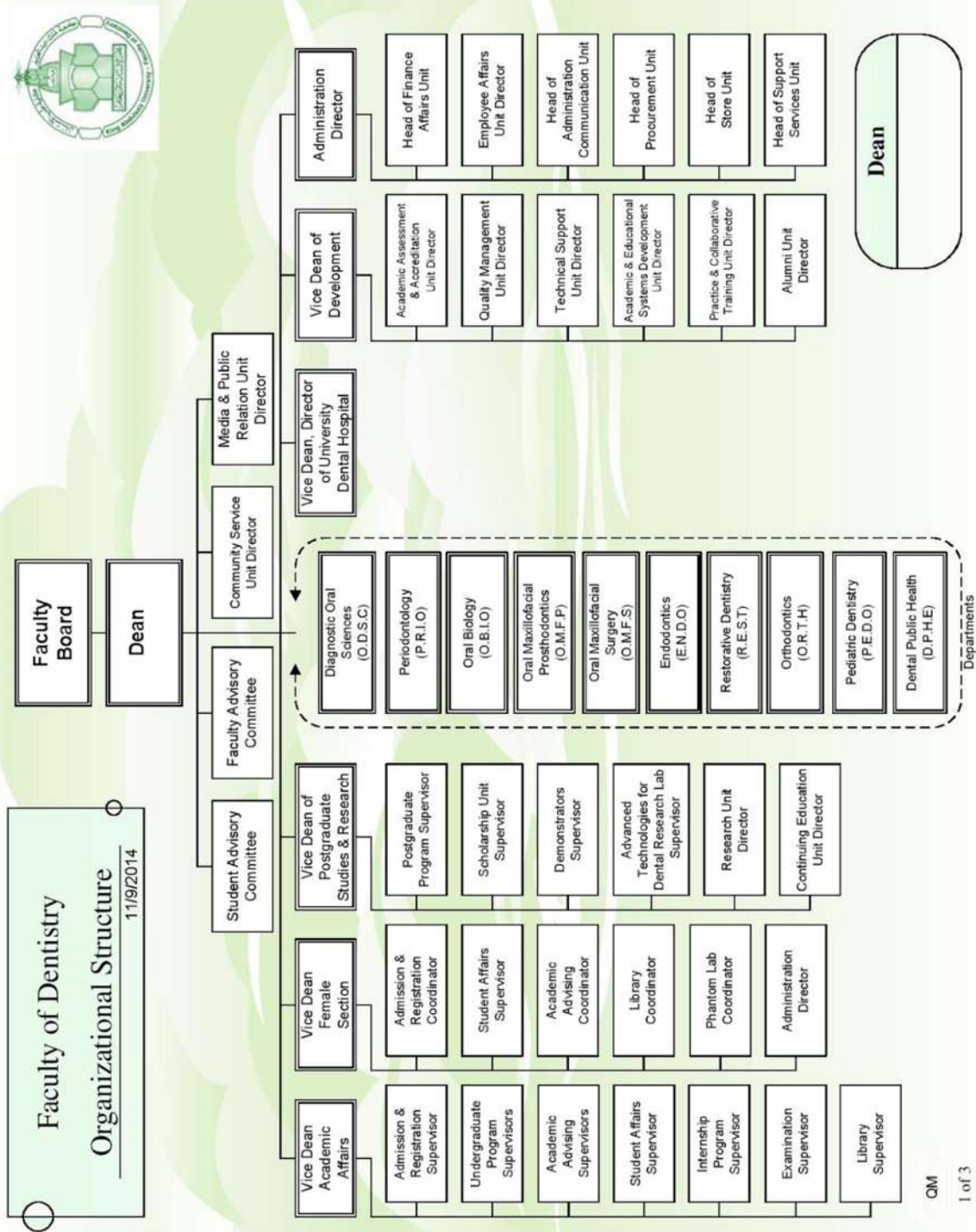
- 13:** Develop Self-Funded Educational Programs and Capitalize on Resources of the College
- 14:** Improve Organizational Culture
- 15:** Reinforce KAUFD's values and creating a humanistic culture
- 16:** Train student, faculty and staff on Leadership and Entrepreneurship
- 17:** Improve KAUFD's Positive Image in Media



KAUFD vision and mission is
developed for you and by you, so be
part of it

Administrative Structure

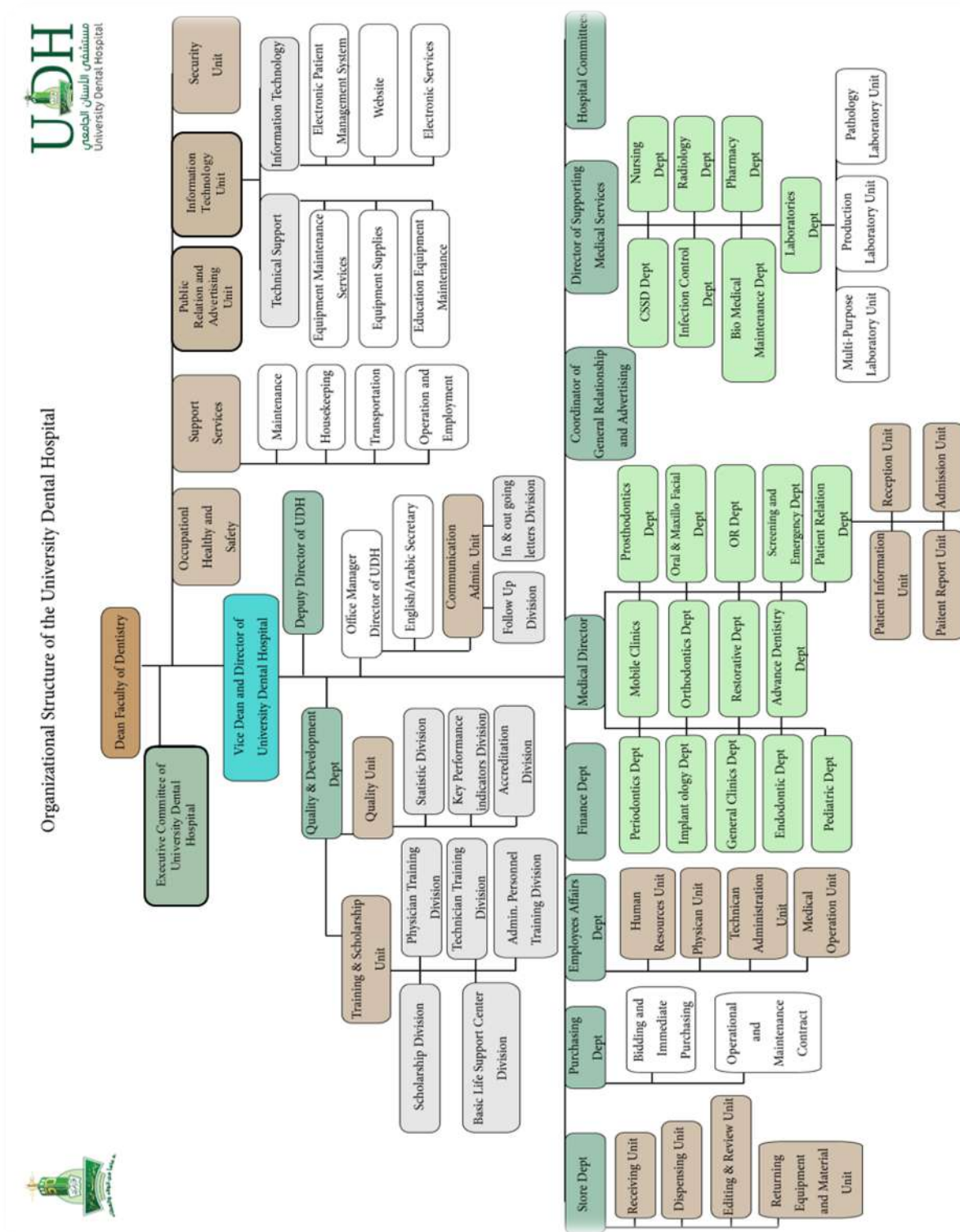
KAUFD Administrative Flowchart



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1 of 3

KAUDH Administrative Flowchart



Rights and Responsibilities

King Abdulaziz University strives to provide a safe environment conducive to personal and intellectual growth, and to promote respect and mutual trust among all members of the university community. The chart below summarizes the most important rights and duties of the student.



**For further information,
read the KAU Students'
Right and
Responsibilities**

Rights

- ✓ Receive and understand the full regulations of the institute.
- ✓ Take advantages of university services and facilities.
- ✓ Enjoy social and health care services.
- ✓ Obtain financial aids or loans.
- ✓ Get incentives & rewards.
- ✓ Get the opportunity to attend the provided training courses.
- ✓ Have a chance to evaluate the provided students' services.

Responsibilities

- ✓ Adherence to appropriate behavior and attitude according to the Islamic and university code of conducts.
- ✓ Commitment to the regulations and systems of the various sectors of the university.
- ✓ Adherence to the university rules and regulations related to the exams.
- ✓ Treat faculty members, colleagues, and all university staff with respect.
- ✓ Commitment to the ethics and maintain professional integrity for scientific research.
- ✓ Obligation to carry the university card while entering the university.
- ✓ Commitment to enter the university calmly, professionally and refrain from smoking.

Code of Conduct

The University adopts a holistic approach towards preparing and training students academically, scientifically, ethically, socially, and culturally, based on the teachings of the Holy Quran and the example of the Prophet Mohammad (Peace be upon Him). The University believes that the following tenets are instrumental in helping students to be honest and sincere in the quest for knowledge, to be Islamic in actions, words and appearance, to follow the correct guidelines regarding academic achievement, to be diligent, patient and to persevere in the face of difficulties, to be wary of cheating in exams and plagiarism in assignments, to respect all members of the dental team and provide patients with the best available care.

Islam provides a holistic moral guide to daily activities to any individual. Furthermore, it provides direct teachings on the correct conduct during particular situations. The Islamic code of conduct is a complete and detailed guide that complements the ADA Principles of Ethics and Code of Personal Conduct¹. The following document merges these Principles in a coherent manner that provides professionals at KAUFU with the globally accepted guidelines of conduct with an Islamic identity.

KAUFU believes in providing students with a safe and supportive learning environment that not only nurtures clinical competency and knowledge, but also models an ethical and professional working environment that produces qualified dentists. Such environment provides ongoing opportunities for student-centered growth and development, and encourages creativity and innovation. Furthermore, KAUFU acknowledges diversity and promotes communication and collaboration among others based on equity and mutual respect. Graduates of KAUFU are expected to continue doing good and practicing excellence to serve the community and improve humanistic culture.

KAUFU require that students sign acknowledgment of receipt and understanding of this document. This document is an official document that has been approved by KAUFU's Faculty Board and KAU's Presidency.

The following document has six parts:

PART I: Academic integrity

PART II: Humanistic virtues and the five Islamic necessities

PART III: Shared ethical responsibilities of health care team members

PART IV: Globally known principles of ethics, adapted to our own Islamic teachings

PART V: KAUFU guidelines for professional attire and demeanor

PART VI: Consequences of infringement of such guidelines

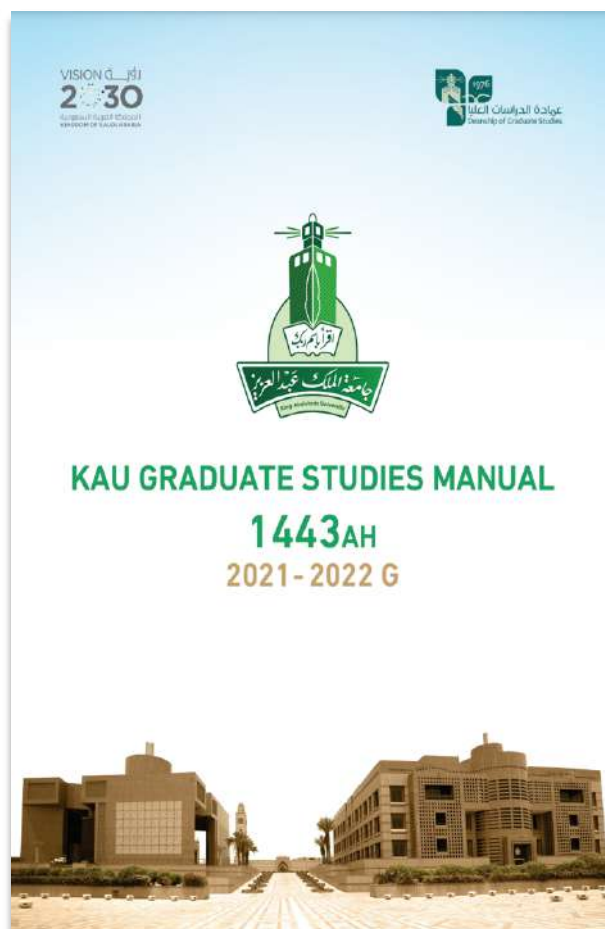


You are obliged to read and comply
with KAUFU Code of Conducts
regulated in the KAUFU
Undergraduate Curriculum Handbook

Chapter One: Education



Regulatory Aspects of the Study



All regularity aspects of the study plan follow the Unified Rules and Regulations for Postgraduate Studies that is regulated by KAU Deanship for Graduate Studies through its executive rules, policies, and procedures. This includes:

- Program & curriculum establishment & development.
- Admission policies and procedures.
- Academic policies and procedures.
- Financial policies and procedures.
- Electronic procedures for postgraduate studies transactions.



You are obliged to read and comply with regulations, policies and procedures stated in the KAU Graduate Studies Manual.

Definitions

Academic Year: A full academic year not less than thirty weeks, during which the syllabus is taught and not including registration, nor final examinations periods.

Study. Level: Which indicates the study level and is awarded for a whole academic year.

The Curriculum: A course of study, which follows a certain standard within the approved plan study. Each course should have a number, a code, a name, and a detailed description of its times which differentiate it, in respect of standard and content, from other courses. Each division should have a filing system for preservation, follow-up, evaluation, and development. Some courses may have requisites, pre-requisites, or co-requisites simultaneously.

Unit of Study:

- ☐ A weekly theoretical lecture which is not less than fifty minutes for half a year time,
- ☐ A scientific lesson, a clinical lesson or field lesson, which is not less than a hundred minutes for half a year time.

Academic Warning: The notification, which is addressed to the student when he/she has only one chance left for success before rolling his entry.

Annual Grade: Grade awarded for work which shows the achievements of the student throughout the academic year including examinations, research, learning activities related to the curriculum.

Final Examinations: An examination in the curriculum held once at the end of semester or year.

Final Grade: The total annual grade added to the final examination grade in each course.

Evaluation: The description of the percentage or the alphabetical symbol for the final grade achieved by the student in each course.

General Evaluation: Measurement of learning achievements for the student through his university study.

Postgraduate Programs at KAUFD

Faculty of Dentistry							
Degree	Department	Academic Degree	Major Specialization	Minor Specialization	Required English Language Test Score	Grade	Accepted Specialization
Master Programs By Courses & Thesis	Pediatric Dentistry	Master of Science in Pediatric Dentistry	Dentistry	Pediatric Dentistry	IELTS 6 and above	Very Good	BDS in Dentistry from Saudi university or any university recognized in Saudi Arabia
	Orthodontic	Master of Science in Orthodontics	Dentistry	Orthodontics	IELTS 6 and above	Very Good	BDS in Dentistry from Saudi university or any university recognized in Saudi Arabia
	Endodontic	Master of Science in Endodontics	Dentistry	Endodontics	IELTS 6 and above	Very Good	BDS in Dentistry from Saudi university or any university recognized in Saudi Arabia
	Oral & Maxillofacial Prosthodontic	Master of Science in Prosthodontics	Dentistry	Oral & Maxillofacial Prosthodontics	IELTS 6 and above	Very Good	BDS in Dentistry from Saudi university or any university recognized in Saudi Arabia
PhD Programs	Pediatric Dentistry	Doctor of Philosophy in Pediatric Dentistry	Dentistry	Pediatric Dentistry	N/A	Very Good	MSc in Dentistry from Saudi university or any university recognized in Saudi Arabia

Policy of Study

1. Study in the faculty of dentistry follows the full academic year system.
2. The prescribed period for obtaining a master's degree is no less than four semesters and not more than eight chapters including a thesis defense.
3. The prescribed period for obtaining a doctorate degree is no less than six semesters and not more than ten chapters including a thesis defense.
4. The statutory period is calculated from the beginning of registration in the methodological curriculum plan in which the applicant is accepted.
5. The curriculum is distributed over the designated program levels. Every level has its number of units of study according to study plans.
6. The student does not graduate until after completing the academic degree requirements and with a cumulative GPA not less than very good (3.75).

The policies and procedure for this regulation follows the article (18) and its executive rules of the Unified Regulations for Graduate Studies and its Implementing Rules. <https://t.ly/sduq>

Admission and Registration

Applications for graduate studies at KAU are 100% electronic through an admission portal system to be accessed through the website of the Deanship of Graduate Studies; <https://graduatestudies.kau.edu.sa/Pages-home2.aspx>

Requirements for Admission

The requirements for admission to graduate studies are as follows:

A. General Requirements for all Programs

- The applicant must be Saudi, or on an official scholarship for graduate studies if of non-Saudi origin.
- The applicant must have a university degree from a Saudi university or from another recognized university.
- Applicant must be of good conduct, good conduct and medically fit.
- Applicant must submit two scientific recommendations from professors/teachers who have taught him previously.
- Applicant must have approval of the employer for the study if he is an employee.
- The norm for doctoral study is time full-time mode and it is permissible for the University Council to make exceptions to that when the need arises.

B. Specific Terms for Program

These are conditions that are specific to some programs and not others. Refer to the Program Catalogue for further specific admission requirements.

According to the Premarticulation technical standards for admission of KAUFD candidate, which newly admitted students must read and sign;

King Abdulaziz University-Faculty of Dentistry has undertaken the responsibility to educate students as general dentists able to undertake education. Therefore, students must exhibit the knowledge, skills and values to function independently in a broad variety of clinical situations and to render a wide spectrum of patient care.

Clinical experience is a demanding one in which students are required to develop mature, sensitive, and effective relationships with patients, colleagues and the dental team. This may require the candidate to be able to tolerate physical and emotional stress and continue to function effectively.

Dental students must have the functional use of the senses of vision, hearing, and equilibrium to enable them to carry out all activities required to complete dental education. Dental students

must have motor function capabilities to meet the demands of dental education and the demands of total patient care.

The candidates for the dental degrees must be able to independently demonstrate a range of abilities and skills. Examples include but not limited to the following:

1. Observation – the ability to observe is required for demonstration, visual presentations, lectures, and laboratories. A candidate must be able to observe patients accurately and completely, both at a distance and closely. This ability requires functional vision, hearing, and somatic sensation. The candidate should also be able to comprehend three-dimensional relationships and the spatial relationships of structures.
2. Communication – a candidate should be able to independently communicate with and observe patients in order to elicit information, perceive non-verbal communication, and describe changes in patients including not only speech but also reading and writing. Communication in oral and written form with the dental and health care team must be effective and efficient.
3. Motor – the candidate should have sufficient motor function to elicit information from patients by performing inspection, palpation, auscultation, percussion, and other diagnostic maneuvers. Candidates should be able to execute motor movements reasonably required to provide dental care and emergency treatment to patients. Example of emergency treatment reasonably required of dentists are cardiopulmonary resuscitation (CPR), application of pressure to stop bleeding, the opening of obstructed airways. Such actions require coordination of both gross and fine muscular movement equilibrium, and functional uses of senses of touch, vision, and hearing.
4. Intellectual – conceptual, integrative and quantitative abilities in problem solving are critical skills demanded of dentists. The candidate should be able to integrate and assimilate large volumes of information from multiple sources and multiple experiences in a timely fashion and be able to apply that to problem solving and decision making.
5. Behavioral and Social Attributes – the candidate must be able to use his or her intellectual ability, exercise good judgement, and complete all responsibilities attendant to making the appropriate diagnosis and professionally caring of patients.

If you have dyslexia, we encourage you to make early contact the Audiology and Speech Unit located at the University Hospital. We would arrange for additional time in examination (10-15 minutes per hour depending on your dyslexia profile), extend the loan period on university library books and advice on various types of assistive technology. You do not need to wait until you become a student to get advice. You can make a pre-entry appointment with the Audiology and Speech Unit before you submit your application.

For students who have matriculated (accepted, enrolled) into King Abdulaziz University-Faculty of Dentistry, issues related to pre-matriculation standards are dealt with directly by a committee

convened and charged by the Dean and considered on an individual basis. KAU does not discriminate on the basis of disability status and has developed guidelines for addressing academic issues of students with disabilities. King Abdulaziz University-Faculty of Dentistry adheres to the University's nondiscrimination policy and follows the guidelines. Students requiring accommodations should contact the Center of Student Disability. Their website is <https://studentaffairs.kau.edu.sa/pages-233868.aspx>

Dental students are expected to satisfy all pre-matriculation health requirements set by the University Student Health Services and University Dental Hospital which includes additional health requirements that apply to those involved in a patient care environment.

Registration

Once accepted and informed by the Deanship for Graduate Studies, students are required to register before the start of the semester through the ODUS Plus System: https://odusplus-ss.kau.edu.sa/PROD/twbkwbis.P_WWWLogin.

Applying is after the student's university number is issued from the Admission Unit at the Deanship for Graduate Studies.

- The Academic Department of the Faculty determines the name of the academic advisor and the minor specialization and supplementary courses (if any).
- The student can only register his academic schedule after the completion of the data processing operation for new students.
- The student can view the data of the application process by logging into the Graduate Application System.

After that, students are required to further complete their registrations of the academic schedules and other KAUFU related registrations at the Postgraduate Academic and Students' Affairs Units at KAUFU.

The policies and procedure for this regulation follows the article (18, 35, 41) and its executive rules of the Unified Regulations for Graduate Studies and its Implementing Rules. <https://t.ly/sduq>

For inquiries, you can contact the Postgraduate Academic Affairs Unit at KAUFU:



den-pgu@kau.edu.sa; den-vggssr-psa@kau.edu.sa

Postponement of Admission

- The procedure is for new students only.
- Maximum postponement is two semesters.
- Admission is deferred each semester by an independent procedure.
- Submission is according to the academic calendar.
- The student must not have a course schedule.
- Admission cannot be postponed for students of Specific Programs.
- Submission of the transaction is done electronically from the student's account through the Application System of Graduate studies.
- Submitting the application does not mean accepting it, and the student must follow it up until it is approved by the Deanship.
- Convincing and compelling justifications must be attached.

The policies and procedure for this regulation follows the article (21) and its executive rules of the Unified Regulations for Graduate Studies and its Implementing Rules. <https://t.ly/sduq>

Induction Program for New Students

The Vice Deanship for Postgraduate Studies and Scientific Research at KAUFU organizes, in coordination with KAUDH, an induction program annually for all academic years including the new students with the main objective of initiating the integration of all students into their academic, cultural, and social climate of the Faculty. Invitations and program schedule is sent by emails to all postgraduate students before the start of the academic year.

Example of the induction program schedule:

Theme	Content
<i>KAUFU Postgraduate Administration</i>	<ul style="list-style-type: none">• Administration orientation to the rules, regulations and policies of the training
<i>KAUDH Administration</i>	<ul style="list-style-type: none">• Welcome Speech
	<ul style="list-style-type: none">• Our Vision, Mission, Strategic Goal
	<ul style="list-style-type: none">• You are a partner
	<ul style="list-style-type: none">• أقسام المستشفى (الهيكل التنظيمي للمستشفى)
	<ul style="list-style-type: none">• KAUDH Rules and Regulation (PPM)
<i>Guide to Working at KAUDH</i>	<ul style="list-style-type: none">• Rights and Responsibilities (Stakeholder-Specific)
	<ul style="list-style-type: none">• Code of Conduct
	<ul style="list-style-type: none">• The to-go-to Reference when working at KAUDH: Clinical Manual

	<ul style="list-style-type: none"> KAUDH Patients (our community partner) – Highlight on Patient Relation and KAUDH Reception
	<ul style="list-style-type: none"> KAUDH Electronic Health Record
	<ul style="list-style-type: none"> Working with KAUDH Radiology Department - Highlight on Radiation Safety
	<ul style="list-style-type: none"> Working with KAUDH CSSD Department
	<ul style="list-style-type: none"> KAUDH Laboratories
	<ul style="list-style-type: none"> Working with KAUDH Pharmacy – Highlight on Medication Safety
	<ul style="list-style-type: none"> Get to know the DHC Team: <ul style="list-style-type: none"> KAUDH DA KAUDH Receptionists
	<ul style="list-style-type: none"> Highlight on IPAC System at KAUDH
	<ul style="list-style-type: none"> Medical Emergency Protocols – Highlight on BLS
	<ul style="list-style-type: none"> الخدمات الإلكترونية and Highlight on IT Department

	<ul style="list-style-type: none"> • The OVR and Point System
Patient Safety	<ul style="list-style-type: none"> • The Concept • KAUDH Patient Safety Teams
Occupational Health and Safety	<ul style="list-style-type: none"> • Together we build a safe environment • Codes and Emergency Contact • Incident Reporting • Violence in the workplace
KAUDH and Community Services	
Scientific Research at KAUFU/KAUDH and Research Ethics Committee أهمية البحث العلمي ودور لجنة أخلاقيات البحث العلمي	
What is so special about the Era we are living now? (COVID-19 Pandemic and learnt lessons)	
Emotional Wellbeing and Mental Health (Toolkit)	
Quality Management	
Attestation and Disclosure	<ul style="list-style-type: none"> • Rules and Regulations/Code of Conduct • HIPAA • Intellectual Property
Program specific orientations	<ul style="list-style-type: none"> • Curriculum

	<ul style="list-style-type: none">• Program specific clinical training rules, regulations & requirements
	<ul style="list-style-type: none">• Program specific research orientation
<i>KAUFD / KAUDH TOUR & Meeting Senior Colleagues</i>	
<i>Special Rules for Specific Audience (Stakeholder-Specific)</i>	

Postponement of Study and Withdrawal from Study

Postponement of study

- A new student cannot postpone studies.
- The procedure is for a student who has passed one or more semesters.
- The application is to be made according to the academic calendar.
- The total period of postponement shall not exceed four semesters.
- It is not possible to postpone for more than two consecutive semesters, provided that the procedure for each semester is conducted through a separate application.
- The postponement period is not counted within the maximum period for obtaining the degree.
- There must be convincing reasons.
- It is not possible to postpone during additional opportunities.
- The application is to be electronically submitted from the student's account through the Application System of Graduate Studies.
- Submitting the application does not mean accepting it, and the student must follow up the application until it is approved.

The policies and procedure for this regulation follows the article (22) and its executive rules of the Unified Regulations for Graduate Studies and its Implementing Rules. <https://t.ly/sduq>

Withdrawal from study

- The procedure is for those who have a study schedule.
- The procedure is calculated within the number of times of postponements.
- It is not possible to postpone for more than two consecutive semesters, provided that the procedure for each semester is conducted through a separate application
- It is not possible to postpone during additional opportunities.

- The application is to be electronically submitted through the Graduate Application System.
- Submitting the transaction does not mean accepting it, and the student must follow up until it is approved by the Deanship.
- If the student withdraws from graduate studies based on his desire and then wishes to return and Re-apply, he/she will be subject to admission requirements at the time of new registration. The academic department may calculate what it deems from the supplementary courses that are taken by the student and passed before his/her withdrawal.
- The application is to be electronically submitted through the student's account on the Application System of Graduate Studies. The student must follow up the application until it is approved by the Deanship.

The policies and procedure for this regulation follows the article (31) and its executive rules of the Unified Regulations for Graduate Studies and its Implementing Rules. <https://t.ly/sduq>

Transfer Policy

Transfer from faculty to another or from a department to another within the same faculty

- Passing (6) academic hours.
- The average should not be less than very good (3.75).
- Student must meet the admission requirements for the program to be transferred to.
- The transfer is for one time, whether inside or outside the faculty
- Submission of the application is done according to the Academic Calendar.
- The academic department transferred to can carry out the equivalency of some courses if it deemed them in accordance with the plan of the program.
- The academic department to be transferred to has the right to approve supplementary courses for the student before initiating the studies of the program plan.
- Application must be electronically submitted from the student's account through the Application System of Graduate Studies.

The policies and procedure for this regulation follows the article (31) and its executive rules of the Unified Regulations for Graduate Studies and its Implementing Rules. <https://t.ly/sduq>

Attendance Policy

1. Students at KAUFU are expected to be in class on time and to participate fully in learning activities. **Class attendance and participation are mandatory for all lectures, practical and clinical sessions. Exceeding the maximum permissible absences (25%) will deprive the student from attending the final exams.**
2. Students' attendance is supervised by the Departments and monitored by the Vice Dean for Postgraduate Studies & Scientific Research. In addition, attendance is also monitored by the Academic Advisor in order to identify students who have low attendance.
3. The attendance policy is stated in the course syllabus and shared during the orientation sessions. **Certain courses may have more stringent attendance policies; therefore, students should be aware of differences and plan accordingly.**
4. Excuses for absence in accordance with Article XVIII of the Study and Exam Regulations for King Abdulaziz University and the Faculty of Dentistry By laws:

3.1. Absences with excuses:

- Medical excuses are accepted, provided that the medical report is issued by a governmental or private medical facility. If the report is issued by a private clinic, it is only approved after the approval from the General Directorate of Health Affairs.
- All medical reports (medical confirmation note/report/sick leave) or official excuses should be submitted to the for Postgraduate Studies & Scientific Research within a period not exceeding five days from the date of the absence and should be submitted either by the student him/herself or by a relative or acquaintance. With the exception for admission to hospital- or in cases of delivery, it can be accepted within a maximum period of two weeks.
- In case of special circumstances (such as death of a family member or traffic accidents) students should provide an official excuse.
- In the event that the student presents a medical report for an absence that coincides with a quiz or mid-year exam, the Vice Dean for Postgraduate Studies & Scientific Research will review the report and the case is referred to the Postgraduate Academic Affairs Committee for a decision. If the excuse is accepted, the designated Vice Dean will refer the case to the Department for a final decision.
- In the event that the student presents a medical report for an absence that coincides with a final exam, the designated Vice Dean will review the report and then the case is referred to the Postgraduate Academic Affairs Committee for a decision. If the

excuse is accepted, the designated Vice Dean will refer the case to the Department for a final decision on the student's case and will coordinate with the Vice Deans for the student to retake the exam.

- In the case of repeated absence (with an excuse) from quizzes/exams, the Postgraduate Academic Affairs Committee has the right not to accept the medical excuse or request the presentation of the student to a medical committee.
- In the event that the medical reports are presented for absence for lectures or practical lessons/clinics, it is reviewed by the Postgraduate Academic Affairs Committee and if approved, the absence will not be counted from the overall attendance of the student.

5. Absence without excuses: if the student exceeds the limit allowed for absence, which has been issued by the Postgraduate Academic Affairs Unit (25%), the students will receive:

- i. Notice letter if the absence percentage has reached 10%
- ii. Warning letter if the absence percentage exceeded 15%
- iii. Denial of entering / sitting the final exam if the absence percentage has reached 25%.

For more information, please visit https://t.ly/n_br

Cancellation of Registration and Re-enrolment

Cancellation of registration

- If he/she was accepted into graduate studies and did not register within the specified period of registration.
- In the case of registering for a certain semester and did not start studying for that semester.
- If he/she does not pass the supplementary courses according to the conditions set forth in Article (18).
- If he/she withdraws or stops studying for a semester without an acceptable excuse.
- If it is proven that he/she is not serious about studying or violates any of his academic duties according to the provisions of Article (52) of this Regulation.
- If the cumulative average drops below “Very Good” in two consecutive semesters.
- If he/she exceeds the chances of postponement specified in Article (22).
- If he/she violates the academic integrity, whether at the stage of studying the courses or preparing the Thesis, or did an act that violates the university’s regulations and traditions.
- If the judging committee decides that the Thesis is not suitable for discussion or does not accept it after discussion
- • If he/she does not obtain the degree within the maximum duration according to Article (36).

- The policies and procedure for this regulation follows the article (25,26) and its executive rules of the Unified Regulations for Graduate Studies and its Implementing Rules.

<https://t.ly/sduq>

Re-enrolment

- A student may be re-enrolled if compelling circumstances prevented him/her from continuing studying.
 - No more than six semesters have passed since the study was interrupted.
 - If he/she has a cumulative average of no less than 3.25.
 - Approval of the Department and Faculty Council.
 - The academic department must adhere to addressing the reasons for cancelling the enrolment in the same semester in which the student will be re-enrolled.
 - A student who has dropped out for more than 6 semesters shall not be re-enrolled and will be treated as a new student.
 - The application is to be electronically submitted through the student's account on the Application System of Graduate Studies.
 - The purpose of re-enrolment is determined as follows:
 - a. Re-enrolment to discuss the Thesis and award the degree.
 - b. Re-enrolment to confirm the Title of the thesis and appoint a supervisor
 - c. Re-enrolment to complete the Program Plan requirements.
 - d. Re-enrolment to improve the average.
- The policies and procedure for this regulation follows the article (27,28) and its executive rules of the Unified Regulations for Graduate Studies and its Implementing Rules.

<https://t.ly/sduq>

Extension of Study Period

1. There should be an approved application to acknowledge the title of the thesis and to appoint a supervisor.
2. The average should not be less than very good (3.75).
3. The Thesis Supervisor's Evaluation average shall not be less than very good (3.75).
4. Approval of the academic department of the faculty.
5. The number of additional opportunities shall not exceed two semesters.
6. The application is initiated in the last semester of the student's regular term.
7. The additional opportunity is for students of thesis programs only.
8. The application is to be electronically submitted from the student's account through the Application System for Graduate studies.

The policies and procedure for this regulation follows the article (29) and its executive rules of the Unified Regulations for Graduate Studies and its Implementing Rules. <https://t.ly/sduq>

Grievance and Complaints

Complaints Policy and Procedures for Filing a Complaint

Filing a formal complaint:

If a situation is to arise in which a student is unable to resolve his or her conflict informally, KAUFU formal grievance process may be employed. This process is outlined below and should also be initiated within 3-7 days of the incident.

The written complaint must include the following:

1. Fill out the formal complaint form, with a statement of the complaint (<https://dentistry.kau.edu.sa/Pages>)
2. Identification of individual/office against whom the complaint is made
3. The complainant must sign the form.

Upon receipt of the formal written complaint, the Vice Dean of Academic Affairs/Vice Dean Female section must take immediate action to resolve the conflict. If the conflict cannot be resolved to the complainant's satisfaction within a period of 10 working days, the matter will then be referred to the Dean. The referral will include the complainant's formal written request plus a statement of actions taken by the Vice Dean of Academic Affairs/Vice Dean Female Section to resolve this matter.

KAUFU deals with each complaint seriously, transparently, neutrally and confidentially while ensuring that it has no negative effect on the relationship with the complainant.

Grievances: Academic and Non-Academic

If a situation is to arise in which a student is unable to resolve his or her grievance informally, KAUFU formal non-academic grievance process may be employed. This process is outlined below, and should also be initiated within 3-7 days of the incident.

Non-academic grievance:

Includes all matters relating to the student/student relationship, student / faculty member, student/technical, student / administrative, or student / patient and includes the following:

1. Exposure to mockery or defamation or verbal threat in which the loss of the dignity.
2. In cases of verbal abuse or physical abuse.
3. Exposure to destructive or arbitrary behavior.

4. Discrimination.

For more information on filing a complaint, please refer to section 1.26 Complaints Policy and Procedures for Filing a Complaint.

Academic grievance:

Includes all matters relating to student against a staff member, staff members, or the Faculty/ University, because of a claim that he or she has sustained academic disadvantage.

If a situation is to arise in which a student is unable to resolve his or her academic grievance informally with the Course Director, KAUFU formal academic grievance process may be employed. This process is outlined below and should also be initiated within 3 days of the incident or exam results.

Process for filing an application for an academic grievance:

1. In case of non-resolution the student should follow the following:

1.1. The academic grievance application must submit a form (1) (available at the Department Secretaries and Educational Affairs Offices). After completing all the required data in the form within three business days from the conflict or from the distribution of the exam result, and then hand it over to the Course Director.

1.2. In the event that a conflict is not resolved between the two parties, the student shall return to the Head of the Department to consider the matter.

2. In case the academic grievance was not resolved informally:

2.1. The student must submit form (2) (available at the Educational Affairs Offices) and complete the required data in the form and hand it to the Academic affairs office and will be handed to the Vice Dean for Academic affairs / Vice Dean, Female section.

2.2. A committee will be formed after the approval of the Dean; the members of the committee shall review and study the application for academic grievance.

2.3. The Committee shall have the right to refuse the application if the form fails to follow the procedures necessary for its submission and the committee has the right of refusal if there is insufficient evidence to prove the case.

2.4. The Committee shall respond to the complainant with a written report containing the decision of the Committee and sent within 15-30 working days from the date of receipt of the academic grievance request.

2.5. The recommendations of the committee shall be submitted to the Dean for approval or decision as he deems appropriate in the light of the investigation.

2.6. The student has the right to challenge the decision of the committee within fifteen working days of receiving the decision from the Vice Deans.

For more information, please visit https://t.ly/n_br

Discipline Procedures

Disciplinary Actions in Case of Violations and the Committees Involved

Disciplinary Actions:

Breach of the Code of Conduct warrants disciplinary actions based on the Disciplinary actions table in part IV: Disciplinary Actions (section 6.11) <https://t.ly/n br>

Committees Involved in Investigating Complaints (Academic and Non-Academic)

1. The Office of the Postgraduate Students Affairs receives the complaint or grievance from students or faculty member.
2. The complaint / grievance (if paper form) is placed in a sealed envelope and delivered to the Vice Dean for Postgraduate Studies and Scientific Research.
3. All complaints / grievance are confidential.
4. The Vice Dean for Postgraduate Studies and Scientific Research and the Postgraduate Director shall form an Investigative Committee to look into the complaint.
5. The Investigative Committee members are selected from the Academic Year Director, academic advisors and scientific Departments, provided that there is no conflict of interest or have no direct relationship with the complaint.
6. During the course of the Investigative Committee meeting, the student is informed of this meeting, and in case the student fails to attend on the requested dates, the committee has the right to issue a decision based on the results of the investigation.
7. The Investigative Committee may apply penalty No. (1) of Article (6) in the Student's Rights Manual. The committee can also decide if another penalty can be applied, in coordination and approval from the Dean.
8. The minutes of the investigation committee shall be submitted to the Dean.
9. All the procedures mentioned above are based on the regulations governing Students behavior at King Abdulaziz University.

Disciplinary actions are enforced at two levels:

LEVEL 1: AT KAUFU

Deals with breaches of the code described in this document. Such breach warrants disciplinary actions that are stated in the table below.

Violation	Responsibility	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
Infringement of the Academic Integrity	Infringement is monitored and dealt with by Scientific Departments, Assigned Academic Affairs, and Female Section Representatives.	Absence will be dealt with based on Attendance Policy set by KAUFU. Disciplinary Regulations for KAUFU Students (http://studentaffairs.kau.edu.sa/Content.aspx?Site_ID=211&lng=AR&cid=220362) A translated copy is provided as an attachment.			
Infringement of the Code of Professional Conduct	Infringement is monitored and dealt with by Directorship of University Dental Hospital Representatives.	Referral to “Disciplinary Committee” under the Directorship of the University Dental Hospital. The “Disciplinary Committee” will decide on any of the following depending on the severity of the violation: Suspension from clinics. Other disciplinary actions the committee might see appropriate and does not violate KAUFU’s Disciplinary Regulations. A signed copy of decision and student’s signed pledge not to repeat the violation will be kept in student’s file at the Vice Deanship of Academic Affairs.			

Violation	Responsibility	First Infraction	Second Infraction	Third Infraction	Fourth Infraction
Infringement of Professional Attire	Infringement is monitored and dealt with by Assigned Academic Affairs Representative and Directorship of University Dental Hospital Representative	Verbal Warning	<p>Withdrawal of University ID by the assigned committee or personnel.</p> <p>Student will retrieve ID after signing receipt of the 1st warning letter from the office of Academic Affairs.</p> <p>A copy will be kept in the student's file.</p>	<p>Withdrawal of University ID by the assigned committee or personnel.</p> <p>Student will retrieve ID after signing receipt of the 2nd warning letter from the office of Academic Affairs.</p> <p>A copy will be kept in the student's file.</p>	<p>Referral to Disciplinary Committee. The "Disciplinary Committee" will decide on any of the following depending on the severity of the violation: Unaccounted attendance to lecture. Suspension from clinics. Other disciplinary actions the committee might see appropriate and does not violate KAU's Disciplinary Regulations.</p>

* Scientific Departments monitor daily activity through MPE forms. Students will be denied marks assigned for behavior and appearance. Major violations are reported via incident report to relevant party for appropriate action (Incident Report Forms for Academic and Clinical Violations are available on KAUF's Official Website – Faculty Section).

* Disciplinary Committee consists of Academic Affairs Representative and Directorship of University Hospital Representatives.

LEVEL 2: OUTSIDE OF KAUFD

This involves disciplinary actions either by the medical forensic committee or by the supreme court in Saudi Arabia depending on type of medical errors in hand. In cases of intentional medical errors, the health care professional will be referred to the supreme court and their outcome of disciplinary action lies under the Islamic rule of an eye for an eye and a tooth for a tooth. However, in case of unintentional medical errors, the health care professional will be referred to the medical forensic committee that is headed by a judge and include the following members: the attorney general, two consultants in the specific medical subject matter, and a member of the society. The sanctions to non-intentional medical errors in Saudi Arabia are meant to protect the public and they are:

- 1) A Fine that ranges between 10,000 to 100,000 Saudi Riyals which only covers the civil rights and is added on top of any other expenses that was involved in treating the patient to ensure enforcing criminal laws.
- 2) Imprisonment for up to six months.
- 3) Suspension from work for a given period of time.
- 4) Probation that allow the health care professional to work under supervision for a period of time.
- 5) Withdrawal of the health professional license which bans the individual from practicing in Saudi Arabia.
- 6) Defamation by authorities after obtaining a court permission to do so.

NOTE 1 TO KAUFU STUDENTS:

All students are covered legally under the umbrella of KAUFU however, this does not protect them in case the student performed an intended medical error.

NOTE 2 TO KAUFU STAFF:

Students are your responsibility to supervise and to make sure that all medico-legal practices are being followed because if a non-intentional medical error happens and the patient decided to escalate the matter the court of law, you (not the student) are the one to be called by the medical forensic committee.

For more information, please visit https://t.ly/n_br

Examination Policy

- An assessment / examination plan should be followed as specified for each course.
- The student who failed in the final examination from the first trial is allowed to sit for the re-sit exam, and if he/she failed, the student shall repeat the course but is allowed to be. Promoted to the next level.
- The final GPA is cumulative based on the credit hours assigned for each course in the school curriculum
- The GPA of student is calculated out of 5 for each course and study level as follows:
 - Excellent 4.5-5
 - Very good 3.75-4.49
 - Good 2.75-3.74
 - Satisfactory 2-2.74

Comprehensive test

- The comprehensive examination is intended for doctoral students and is a prerequisite for the approval of thesis title and appointment of a supervisor for PhD students.
- The comprehensive exam consists of two parts: one is written and the other is oral.
- The academic department of the faculty determines the materials required for the comprehensive exam.
- The academic department of the faculty determines the duration of the comprehensive test, and its date however, this procedure must not exceed three semesters after initiating the studying of the curricular courses.
- The student passes the written test if he scores 70% of the test.
- The student passes the oral test if he/she scores 70% of the average score of the committee members.
- If a student fails an exam, he/she will be given one more chance to take the test again.
- The student's enrolment will be cancelled if he does not pass the test for the second time according to the article (26) of the unified Regulations for Graduate Studies and its Executive Rules.

The policies and procedure for this regulation follows the article (31) and its executive rules of the Unified Regulations for Graduate Studies and its Implementing Rules. <https://t.ly/sduq>

Thesis Registration, Supervision and Examination

1. The student has the right to register his/her thesis title and get an appointed supervisor after passing 50% of the program plan and before finishing the plan.
2. The average GPA should not be less than very good (3.75).
3. The research plan should be approved by the academic department.
4. The selection of the supervisor should be in accordance with the Unified Regulation for Graduate Studies.
5. Thesis examination requires publication of a paper for the master's degree.
6. The thesis must be examined and approved by the Academic Council before establishing and forming the Viva Committee.
7. The members of the Viva committee should be in accordance with the Rules of the Unified Regulation for Graduate studies.
8. The Viva must be conducted after submitting the completed thesis to the academic department in no more than one semester from the application to thesis examination.
9. All thesis registration and examination procedures should be done electronically.

The policies and procedure for this regulation follows the article (42-48, 50, 53-58) and its executive rules of the Unified Regulations for Graduate Studies and its Implementing Rules.

<https://t.ly/sduq>

Degree Award



The M.Sc. degree in the specialty is awarded after completion of all the followings:

1. Successful completion of all study plan mandated requirements and examinations with an average not less than very good (3.75).
2. Passing the thesis viva examination.

The doctorate degree in the specialty is awarded after completion of all the followings:

1. Successful completion of all study plan mandated requirements and examinations with an average not less than very good (3.75).
2. Passing the comprehensive exam with a minimum score of 70%.
3. Passing the thesis viva examination.

The policies and procedure for this regulation follows the articles and its executive rules of the Unified Regulations for Graduate Studies and its Implementing Rules. <https://t.ly/sduq>

Student Support: Advising & Counseling

Advising and counselling is an educational process that includes a number of services offered by Student Affairs. The purpose of academic advising is to engage with students at critical periods throughout their academic career at KAUFU, such as during a student's first year of study, or when they enter the clinical setting or when they approach graduation. Furthermore, particular students may require additional attention such as academically at-risk students or highachieving students. In addition, academic advising enables students to better understand themselves, make use of their capabilities and skills, and to support them to adjust to their university environment. The purpose of advising is basically to promote the academic, social and emotional status of students. This allows them to succeed and complete their course of study at KAUFU, and to prepare them for the future job market.

Students entering KAUFU are assigned to an academic faculty mentor appointed by the Dean of the school. The academic advisors are considered mentors and are primarily responsible for advising students on their academic progress and track student performance throughout their journey at the Faculty of Dentistry.

The academic advisor for postgraduate students is a faculty member whose rank is not lower than that of assistant professor, and his role is as follows:

- Advises the student to register the study schedule.
- Informs the student of graduate studies about regulations and policies.
- Academic follow-up of the student and ensuring his participation in academic meetings in the academic department
- Eliminating obstacles and difficulties that might face the student during the study.
- If the student's study is based on the dissertation system, the academic advisor will guide the student and assist him/her in choosing the topic of the thesis in an appropriate manner which suits the goals of the university, the scientific department and the student's desire. The advisor will also help the student in preparing a research proposal.
- Once Appointed as a supervisor of the student's thesis, the scientific supervisor acts as an academic advisor.

The student academic advising also aims to:

- Offer students religious and social guidance in accordance with Islamic principles.
- Support students with academic problems (students on probation or who have failed their courses) to help them overcome these academic challenges.
- Help students address their personal, social and family challenges.

Methods of Advising and Counselling at KAU and KAUF:

Students attending KAUF are eligible for personal and academic advising and counselling through number of methods:

- Through the University Counselling Center under the KAU's Deanship for Student Affairs; the center provides a range of highly confidential services such as psychological, social and career counseling services.
- Once the students are enrolled into the KAUF predoctoral dental program, they are assigned to an academic advisor based on their academic year.

The academic counselling at KAUF involves:

- Group meetings (forms available online and sent via email to all students)
- Personal one-on-one meetings (forms available online and sent via email to all students) These meetings are arranged by the academic advisor at a mutually convenient time for both the students and during office hours of the academic advisors. The aim of these meetings is to discuss student academic progress and any related problems.

Academic advisors attend to all academic, personal, emotional and/or financial problem in complete privacy and confidentiality. For more information please refer to section 1.23 Student Advising and Counselling.

Psychological Support Unit

The Psychological Support Unit at the Faculty of Dentistry in cooperation with the University Counseling Center of the Deanship of Student Affairs. This unit was established in accordance with the recommendations of the mental health awareness campaign for students of the Faculty of Dentistry, which was launched 4 years ago, and its establishment was approved by the Director of the University in a letter No. (91276/39/D/8) and dated 25/7/ 1439 AH).

- All male and female students are introduced to the services of the Psychological Support Unit at the beginning of each academic year during the counseling week. There is also an information about the unit in the Student Handbook.
- The mechanism for referring male and female students to the Psychological Support Unit: (for academic advisors and faculty members): - Female students: Contact is made directly with the Supervisor of Student Affairs in order to refer the student to the unit. - Male students: The student affairs supervisor is directly contacted to refer the student to the unit.

- The provision of consultative sessions takes place in all confidentiality and privacy at the headquarters of the Faculty of Dentistry

For more information, you can contact the Postgraduate Student Affairs Unit via the following e-mail:



den-vdgssr-psa@kau.edu.sa

Chapter Two: Research



KAUFD Research Unit

Mission:

The goal of this unit is to introduce and support the faculty members, graduate and undergraduate students with great interest in research to grasp basic principles and participate in research activities. The unit also organizes serial scientific research seminars throughout the year to provide students with structured interactive sessions to learn the basic principles of scientific research.

The unit will support, and guide interested students to find potential faculty mentor with suitable research project to ensure the progress of the students and facilitates any difficulties they might face.

Objectives:

- Introduce and encourage students to learn and participate in research scientific activities.
- Guide and support interested students to find suitable research mentors and projects.
- Provide educational seminars for scientific research methods and writing during the academic year.
- Encourage students to participate in competitive research awards of excellence for undergraduate and postgraduate levels
- Flourish the research field at KAUFD and prepare future generations of clinician scientists.
- Create elective research programs in the summer to enhance the extracurricular activities.

Academic Integrity

Academic integrity at KAUFD is described as a set of values including maintenance of academic standards, avoidance of cheating or plagiarism, honesty and rigor in research and academic publishing.

Academic dishonesty is defined as “illegal and unethical behaviors that individual displays during testing of his/her knowledge and ability”.

Academic dishonesty may include:

- Individual's behaviors such as cheating, changing exam papers, stealing exam papers from examination hall, changing results of the exam, showing physical or verbal aggressive behaviors to people applying the exam and behaving as a different person in the manner of breaking out the rules of exam.
- Acts of violation of academic integrity including plagiarism, data fabrication, deception, cheating, bribery, sabotage, professorial misconduct, and impersonation, assuming a student's identity with intent to provide an advantage for the student.

The following describes acts of academic dishonesty:

Cheating: any attempt to give or obtain assistance in a formal academic exercise.

Plagiarism: the adoption and/or reproduction of original creations of another author without due acknowledgement.

Data fabrication: The falsification of data, information, or citations in any formal academic exercise.

Deception: Providing false information to an instructor regarding a formal academic exercise (e.g. giving a false excuse for missing a deadline).

Bribery: Giving assignment answers or test answers for money.

Impersonation: assuming a student's identity with intent to provide an advantage for the student.

For **Plagiarism** KAUFU decided that 20% is acceptable for citing other people's work, above this cut-off it is considered infringement and student will receive "zero" mark for the submitted assignment. Students, however, are given one chance in the preliminary draft "only", where 30% is considered acceptable, and for which the student will receive written feedback to correct and resubmit.

KAUFU uses the following software for detection of plagiarism:

- iThenticate
- Turnitin.com
- SafeAssign (within blackboard)
- Google and Google Scholar (can be used as initial step in plagiarism detection)

The Faculty of Dentistry at King Abdulaziz University (KAUFU) promotes and maintains high standards of academic integrity among its students. It has a code with an honor pledge, which all students should memorize and abide by. Violations to the honor code has penalties, which may

range from failing an exam to dismissal from the university in accord with KAU policies and regulations.

KAU Student Disciplinary Regulations

<https://studentaffairs.kau.edu.sa/pages-23001.aspx>

KAUFD Research Support

Research Laboratory

Mission:

To improve the quality of research by providing a high-value research opportunity in safe and healthy environment for students, faculty, and researchers on issues related to Dentistry.

Vision:

ATDRL will be a global leading interdisciplinary dental research facility.

Goals:

Guided by our mission, the goals of ATDRL include:

1. Build competence and promote professionalism in research for KAU students and staff.
2. Establish a high-level dental research facility for students, Faculty, and researchers.
3. Conduct distinctive researches in the core disciplines of Dentistry, especially in the areas of Dental Biomaterials and Biology.
4. Engage in research activities that participate in developing and improving the provided dental care in Saudi Arabia.

Advanced Technology Dental Research Laboratory (ATDRL)

ATDRL is a multi-purpose research lab that occupies the 2nd floor of Building #14 and offers the opportunity to conduct highly advanced research on biomaterial and basic science research with direct biologic applications. This lab was completed in 2014 and equipped with various state-of-art research equipment that assists faculty and students in conducting basic science research. It is consisted of:

- a. The Main laboratory (Biomaterials and Biosciences Divisions)
- b. Specialty rooms

Laboratory Information

Vice Dean for Postgraduate Studies and Scientific Research, Dr. Rayyan Kayal

Director, Dr. Tarek Abuhaimeed

Coordinator, Dr. Jamaluddin Syed

Email: den.atdrl@kau.edu.sa Directe Phone : 012-6402000 Ext. 20548

Research Technicians:

1. Dr. Bassim al Turki
2. Mr. Fahad Al Saadi
3. Ms. Haneen Shaban
4. Ms. Wefaq Madani
5. Mr. Abdul Aziz
6. Mr. Hasan Mahboob

Regular Basic Training sessions for the Research Equipment:

Laboratory orientation visits and Training sessions for the Faculty, Residents and Students are arranged on regular basis to make them familiar with the Research equipment installed in the ATDRL.

Commercial Laboratories

Due to the increase in students' number, the faculty of dentistry secured a deal with local commercial laboratories to cover the great demand for laboratory work.

Supporting Research Facilities Available at KAU

1. Research Services Unit at Deanship for Graduate Studies

The Research Services Unit of the Deanship of Graduate Studies provides consultations and research services for male and female graduate students, to develop scientific research skills including various types of computational usage for scientific research and statistics operations, as well as improving the level of stylistic performance in Arabic and English. The unit also seeks to raise the efficiency of the performance of the male and female students and raise the standards of academic quality and professional for them.

2. King Fahad Medical Research Center (KFMRC)

The KFMRC is a leading center in health and environmental researches, conducting health researches and advanced diagnostic services with focus on healthcare, vocational and

educational programs. The research center has a variety of up to date research laboratory equipment in clinical and basic health research.

For more information please visit:

https://kfmr.kau.edu.sa/content.aspx?Site_ID=141&Lng=EN&cid=19115

3. Center of Excellence for Osteoporosis research

The Center of Excellence of Osteoporosis Research (CEOR) was established by Ministry of Education to set up a unique center for scientific researches of Osteoporosis in Saudi Arabia and Middle East to diagnose, treat and prevent Osteoporosis through in-depth studies in Stem cell, Clinical studies, Oral health, Orthopedic Engineering, Pharmacogenetics and Biochemical Technology studies. To identify the size of Osteoporosis problem in the Kingdom and find effective solutions as well that lead to improve patient health and increase interaction and partnership with government and private sectors in all relevant fields.

For more information please visit:

https://ceor.kau.edu.sa/Default.aspx?Site_ID=525&Lng=EN

4. Center of Excellence for Genomic Medicine

The CEGMR is a leading research center directed towards innovation in biomarker discovery and personalized medicine thereby providing better health care. The center strives to perform multidisciplinary research with a scope extending from creating tools to perform and analyze genomic, proteomic and epigenomic data and search for “disease genes” and or “disease mutations”, to the understanding of disease pathogenesis by molecular genetics/pathway analysis. The center aims to become a research ‘think tank’ in the Kingdom through commitment and dedication and using advanced state-of-the-art technologies.

For more information please visit:

https://cegmr.kau.edu.sa/Default.aspx?Site_ID=117&Lng=EN

Financial Support for Research

The Center for Talent and Creativity at the Deanship of Student Affairs at King Abdulaziz University presents the following services:

- Help the student write the project proposal.
- Assistance in providing project needs.

- Provide scientific advice for the success of the project.
- Assisting students in registering patents.
- Make a marketing presentation of the project.
- The unit will research and coordinate with a financial sponsor to support the project.

Awards

Award of the Best Student/Scholarship Student

This award recognizes students for their excellence in scientific research and is given annually to the best student as well as to the best faculty member who is on a scholarship by KAU. The award aims to create a distinct research environment and to enhance the educational process and human knowledge and exploring community issues and finding creative methods in solving them.

- Application Requirements:
 1. The applicant must be a student or one of the university faculty members who are on scholarship by KAU.
 2. The student must have at least one published paper in his specialty.
 3. A faculty who is in a scholarship by KAU must have attended at least one workshop outside the kingdom.
 4. Only electronic applications are accepted.
 6. Must submit a letter from the supervisor or the Head of the Department stating that the paper is a result of a MA or a PhD thesis or a graduation project (faculty members who are on scholarship are exempted from this).
- Evaluation Criteria
 1. Scientific Publishing.
 2. Research Grants.
 3. Participations in conferences.
 4. Patents.
 5. Authoring and translation.
 6. Workshops and Courses attendance.
- Benefit

SAR 15,000, including a certificate of appreciation from the University President during the award ceremony which will be held at the university annual prizes ceremony for scientific research. In addition, the incident will be publicized in the public media, the university newspaper, the university web site, and the electronic boards all over the main campus.

Award of scientific publications (Scholarship/Students)

It is one of the King Abdul Aziz University awards for scientific research. It is awarded to university students, in undergraduate and graduate studies as well as the university faculty members who are on scholarship by KAU. It requires a published paper in one of the classified periodical journals (with impact factor) based on the Thomson Reuters (ISI).

The award aims to stimulate interests in research and international publication.

- Award value: the value of the prize is divided equally to students and participants in the event there is more than one researcher for the publication:
- Extra Benefits:
 1. Certificate of appreciation from the President.
 2. Publicizing the incident in the public media, the university newspaper, the university web site, and the electronic boards all over the main campus.
- Requirements:
 1. The applicant must be a student or one of the university faculty members who are on scholarship by KAU.
 2. The publication must be a result of the student MA or PhD thesis or graduation project.
 3. The authors who apply for the award must clearly show their affiliation to King Abdulaziz University in the title page.
 4. You must provide a letter from the supervisor stating that the paper is a result of MA or PhD thesis or graduation project.
 5. If the paper is published in an ISI journal, you must provide a copy of the abstract taken from Thomson Reuter's web site.
 6. You must apply for the award during the declared period.
 7. The published papers must be scientific articles.
 8. You must apply electronically through the electronic gate.

- Award ceremony: The award is delivered at the university annual prizes ceremony for scientific research.

For more information please visit:

https://dsr.kau.edu.sa/content.aspx?Site_ID=305&Ing=EN&cid=105157&URL=www.kau.edu.sa

King Abdulaziz University also paid great attention to graduate studies, so it worked to encourage graduate students, supervisors, and scientific departments through allocating (4) annual prizes to be granted to the following categories:

1. Best Graduate Student Award

Awarded annually to the best graduate student. The award aims to foster a distinguished research climate, the advancement of the educational process and human knowledge, and anticipate community issues, to encourage students to be pioneers and innovative.

2. Best Scientific Department Award for Graduate Studies

Awarded annually to the distinguished scientific department in the field of graduate studies. The award aims to motivate the scientific departments to improve the activities of graduate studies and elevate the university to levels of excellence among the distinguished and globally ranked universities. It also seeks to enhance the effectiveness and outcomes of the studies system of higher education through rewarding certain academic departments and encouraging them to be competitive and have the initiative towards creativity, innovation, and excellence in graduate studies.

3. Best Supervisor of Scientific Theses Award

It is awarded annually to the best distinguished scientific supervisor at the university level. The award aims to honour the distinguished professors who supervise scientific theses, improving the effectiveness of scientific supervision, and refining its efficiency, which will reflect positively on the level of enhancing the outcomes of the graduate studies and scientific research system at the university.

4. Best PhD Thesis Award

Awarded annually to the best distinguished doctoral dissertation at the university level. The award aims to raise the level of quality of doctoral theses and foster the spirit of competitiveness among graduate students and motivating them to conduct original research, which enhances students' capabilities, and usher them into contributing to improve the scientific research outcomes' system of graduate studies at the university.

These awards are awarded for each specialization separately as follows:

Natural Sciences Majors: These include the Faculty of Science – Faculty of Science and Arts in Rabigh – Faculty of Earth Sciences – Faculty of Marine Sciences – Faculty of Meteorology, Environment and Arid Land Agriculture.

Engineering and Technical Sciences Majors: These include the faculties of Engineering – Architecture and Planning – Faculties of Computers and Information Technology – Faculty of Maritime Studies – Rabigh Engineering.

Health Sciences Majors: These include the Faculty of Medicine – the Faculty of Dentistry – the Faculty of Pharmacy – Faculty of Applied Medical Sciences – Faculty of Nursing – Medical Rehabilitation Sciences.

Social and Human Sciences Majors: These include the Faculties of Arts and Humanities – Economics and Management – Law – Graduate Educational Studies – Human Sciences and Designs – Tourism – Communication and Publicity – Institute of Islamic Economics – Institute of Arabic for Speakers of Other Languages – English Language Institute – Faculty of Business in Rabigh.



For more information, check the KAU Graduate Studies Manual.

Chapter Three: KAUFD/KAUDH Services

Dental Laboratories

Production Lab

Holistic treatment is supported by laboratories fitted with cutting edge equipment to raise the standard of education process and provide the best laboratory services to patients including the production of fixed and removable partial dentures, complete dentures, surgical stents as well as orthodontics and pediatric dentistry appliances.

Prosthodontics Labs

KAUFD has two educational prosthodontics laboratories. One is located in building # 10 for female students, and the other located in building # 12 for male students. The labs contain appropriate working surfaces and vacuum suctions for cast pouring and trimming. In addition, it encompasses polishing machines, impression sterilizing machines, Eye-washer system, and a gas-leak detector system.

Phantom Simulation Pre-Clinical Labs

KAUFD has two phantom head laboratories, one located in building # 10 for female students and the other lab located in building # 12 for male students. These laboratories are equipped with equipment and materials for adequate preclinical training. Students usually observe a particular procedure/skill before they commence the phantom head work. Different courses use different type of Demos including the use of instructional videos, live demos or online tutorials. In addition, a camera can be used and the output is displayed on monitors or on a screen via a multimedia projector.

1. Manuals and Regulations

The Phantom Simulation Laboratory represents a state-of-the-art facility that supports the engagement of students into a clinical simulated experience in a safe and effective environment. Students can practice safely to build their self-confidence through mastering their skills in this risk-free environment. The Phantom Lab is also used for conducting practical and simulated clinical exams.

2. Phantom Simulation Laboratory Protocol

Code of Conduct

All students are held to standards of the Code of Conduct described in the King Abdul Aziz University policies and KAUFU Student Handbook (Section 1.5) and is represented by a set of principles of professional conduct and rules by which dental students must aim to fulfil their duties to their patients, the public, the profession, the faculty, and to their fellow students. With special emphasis on the moral conduct within the meaning of Islamic values.

Professional Attitude and Image

You are expected to conduct yourself in a professional and mature manner at all times in the lab. The interpersonal relationship skills you develop in dealing with staff, faculty and colleagues are crucial for your overall professional growth.

- Make sure your clothes hair and general appearance reflect a professional image.
- Express interest in what you are doing and motivation to learn.
- Accept constructive criticism and interact with others in a relaxed fashion.

3. Phantom Simulation Laboratory Setting

Phantom Simulation laboratories are equipped with 115 phantom head units. An appropriate number of teaching faculty will be in attendance to supervise your work and provide any educational or technical assistance required. They are aware of the required practical experience and all deadlines. For each session, faculty members are assigned to cover a certain section of the lab. This will help reduce the time you must wait to receive assistance or evaluation. Faculty will rotate periodically to give you the opportunity to work with all faculty members thus keeping your practical experience as wide-ranging and fruitful as possible.

4. Phantom Simulation Laboratory Equipment

During orientation weeks, you will attend short mandatory training sessions where you will learn instructions and restrictions on all laboratory equipment use.



5. Phantom Head Units

You can find detailed instructions for operating and storing phantom head units on the link provided in your course manual and syllabi.

6. X-Ray Machines

Students use X-ray machines in the Pre-clinical Endodontic course only. X-ray units are to be handled carefully. Please follow these instructions:

1. Familiarize yourself with x-ray units before your first scheduled laboratory session
2. Place the tooth to be radiographed on the sensor as instructed by your supervisor
3. Lock the machine door
4. The Exposure time is fixed but you must hold the timer button down throughout the exposure
5. Shoot the radiograph then proceed to PCs to get the images
6. To minimize your waiting time, know what you want from the radiograph before getting in line

7. Phantom Simulation Laboratory Instruments and Materials

Each student will receive a stainless-steel instrument tray with all the needed items for the practical session. You are required to sign out any instrument or device borrowed from the laboratory assistants. They will also dispense any dental materials you need. Do not use any material without permission from your supervisor.

Extracted Teeth Sterilization Protocol

All extracted teeth should be sterilized before use to allow for safe handling. You must follow the following protocol:

1. Only freshly extracted teeth should be used
2. Teeth should be free from old fillings
3. Teeth should be free from any hard or soft tissue deposits like calculus, etc.
4. Clean teeth should be placed in Sodium Hypo Chlorite solution (1:10 – NaOCl) for minimum of 24 hours or overnight.

5. Teeth should then be removed from the NaOCl solution, washed under tap water and kept in saline solution ready for sterilization. Do not allow teeth to dry out.
6. Place teeth to be sterilized in autoclave pouches, seal them and write your name on the pouch.
7. Submit to Central Sterilization Department CSSD as soon as possible and collect when ready.
8. Any unsterilized teeth are extremely prohibited to use inside phantom lab. To avoid any possibility of cross –infection

Safety Guidelines

The following are safety guidelines for everyone using the phantom laboratory. These have been made to ensure that all users of the lab will be able to engage in teaching and learning safely. Since the lab represents a clinical environment, all areas are to be left clean, tidy and ready for the next group of learners. Therefore;

1. No student is allowed to work in the lab without supervision.
2. Do not handle any equipment, chemical or other materials that are not part of your course work.
3. Eating, drinking and chewing gum are prohibited.
4. Smoking is prohibited.
5. Read all procedures thoroughly before entering the laboratory.
6. Work areas should be kept clean and tidy at all times. You should clean your equipment and workspaces after each laboratory session. Clean work surfaces with water and a neutral detergent when visibly soiled.
7. Notify the supervisor immediately of any unsafe conditions you observe.
8. Dispose of all chemical waste, used materials and sharp items properly. Check with your supervisor for disposal of chemicals, sharps and used materials.
9. Do not pour chemical waste or any used materials in sink drains. Sinks are to be used only for water.
10. Use the allocated equipment as directed by your supervisor. All labels and equipment instructions must be read carefully before use.
11. Proper hand washing should be performed after all procedures.

12. Safety goggles, masks, gowns and gloves must be worn during all laboratory procedures.
13. Proper attire must be worn during all laboratory activities.
14. Report any accidents (spill, breakage, etc.) or injury (burn, cut, etc.) to the supervisor immediately, no matter how small the accident is. Do not panic. Incidents reporting forms are available in the lab.
15. In case of a chemical splashes in your eye/s or on your skin, immediately flush with running water for at least 20 minutes. Immediately inform your supervisor.
16. Chemical handling: Keep all chemicals away from eyes and body parts, check labelling, do not return used chemicals to the containers, do not over use chemical reagents and discard appropriately. Do not taste or smell any chemicals.
17. Removal of any instrument, equipment, chemicals or other materials from the laboratory areas is not allowed.
18. Use laboratory instruments with precaution.
19. Use insulated pads in the designated areas. Do not use any hot apparatus directly on the laboratory desk. Allow plenty of time for hot apparatus to cool before touching it.
20. Familiarize yourself with the location of safety equipment (including fire extinguishers, eyewashes, and first-aid kits), as well as evacuation routes and fire alarm boxes.

Infection Control

Prior to submitting the case, gowns, gloves and masks should be removed. All items to be received by the Production Laboratory must be properly disinfected in the clinic and sealed in a plastic bag or in a denture cup covered by an iodophor-soaked towel or placed in a lab pan.

Laboratory Work Authorization Form

- The form should be filled out completely and properly. The case may be delayed if it was not properly completed. It must include:
 - o Student name and ID number
 - o Patient's name and medical record's number
 - o Clear instructions
 - o Clinical instructor's signature

Quality Control

The clinical case must be approved by the clinical instructor before submitting it to the laboratory. If the case was not accepted by chief dental technician, the clinical instructor will be consulted, and the student should correct it. After each step (e.g. Metal Try-in, Porcelain Applications, and Insertion) clinical instructor will evaluate laboratory work.

Laboratory Working Hours

8:00 am – 12:00 pm (Open)

12:00 pm – 1:00 pm (Lunch break)

1:00 pm – 3:00 pm (Open)

3:30 pm – 4:00 pm (Praying break)

4:00 pm – 5:00 pm (Open)

Commercial Laboratories

Due to the increase in students' number, the faculty of dentistry secured a deal with local commercial laboratories to cover the great demand for laboratory work.

Electronic Services

All staff and enrolled students are given an official and secured account on the University network. Electronic services are available through the University Website at www.kau.edu.sa where students can access general, academic and administrative services such as:

- E-mails with its G-Suite products
- Admissions and registration platforms
- Academic advising and students' support service platforms
- Academic services such as semester and courses' registrations and scheduling as well as transcription and certification services platforms
- E-learning and virtual classrooms platforms
- E-examination platforms

Authentication of KAU e-services users is determined through the login username which matches the persons' KAU ID and his/her credentials registered at KAU.

Services Offered by Internet Services Department: Use of the World Wide Web

Access to the World Wide Web is provided for research, teaching, learning and other legitimate school-related business. Users can access the University Network and Intranet using on site computers. Access from remote locations must be authorized by concerned Faculty or Department and is only available to certain categories of users and subject to University policies concerning internet access.

Procedure for Acquiring Internet Services for Bachelor's Degree Students

- Internet application form (Form 902) can be downloaded and submitted to the Internal Service Department (available as compressed Word document so users will need WinZip available for downloading from the University Website by clicking on the appropriate icon).
- Request for Internet service must be renewed every semester.
- Photocopy of Citizenship Card/Residency Permit/ Passport.
- Photocopy of University ID and photocopy of student's schedule of classes.

- The Faculty Academic Affairs Office endorses application forms.

Student's Email

Email policy:

KAU offers all its students free email services. This service is provided to assist teaching, learning, research and the administrative functions to serve the KAU mission.

Students are expected to use their KAU email as the only formal method of communication during their study at the University, Faculty of Dentistry.

KAU E-mail features high precision terms of storage capacity, the size of attachments. It also provides services such as calendar, sending text messages, space in Google Drive to save files. Users can Browse their email through the University website or using device software, such as Outlook Express.

How to set up an account

University student:

- Each student can set up a KAU email when he/she is accepted at KAU by submitting a request to the Student Affairs office at their Faculty.
- Students can log on to the University email by using the student's ID as the username and the same password that is used to enter and access all of KAU electronic systems.

Groups and postal mail:

To generate a group email, send the request to the management of the university portal applications – Deanship of Information Technology and fill the request form to create a mailing list then sent it to the following email address / help@kau.edu.sa.

Creating the Password:

1. The minimum password length (6) letters or symbols, and composed of letters, numbers and symbols (uppercase and lowercase; letters and numbers).
2. Should not include the username, password or any part thereof.
3. The password cannot be subject to guess or a word from the dictionary (English or other languages other).
4. For safety concerns it is recommended to change your password frequently.

Privacy Policy

1. Email should be used for educational purposes only.
2. All users should respect the guidelines for using the KAU email.
3. All users should not participate in any illegal activities such as logging onto unauthorized websites that may cause viruses.
4. All students and employees should understand their responsibilities regarding the protection of all assets owned by KAU.
5. You should not use the information processing facilities for purposes not related to work. In the case of the discovery of any operations against KAU policies, it will be handled by a disciplinary proceeding.
6. Should not be used to transfer personal information or inform any other items.
7. Users are not allowed, under any circumstances, to exchange usernames and passwords with each other.
8. Must maintain the privacy and confidentiality of your username and password.
9. In the event of a breach in the password by any other person, you must act immediately to change the password and inform the IT department.
10. It is prevented from using the University network for the following purposes:
 - a. Sending or downloading malicious messages or pictures or content-threatening.
 - b. Access to or upload or download, store information or pictures and pornographic sites.
 - c. Download or installation of unlicensed and illegal software.
 - d. Download or use of information or material protected by intellectual protection systems.
11. University email services cannot be used for commercial or illegal activities.

For further information regarding KAU email service and tips for setting your account password please visit the following page: <https://mail.kau.edu.sa/Default-1-AR>

Media Services and Information Web ads

http://www.kau.edu.sa/tabscontent.aspx?Site_ID=0&lng=EN&cid=19778

The Media Center at King Abdul Aziz University is responsible for media production in the University. It organizes, executes and produces documentary media of all kinds, and manages the various media, advertising, television, radio and print channels, in addition to providing the

external parties and publishing centers with accurate news, statistics and information about the university.

In addition to the following services for all Faculties:

- Media documentation for all University activities.
- Providing the university departments, colleges and all sectors with information about the University's educational policy and activities through press files, media reports and the website of the Media Center.
- Providing the community and research centers with accurate statistics and documented information about the university.
- Coordination and preparation to conduct media interviews.
- Preparing a newsletter that includes events, activities, achievements and distribution within and outside the University.

University Newspaper and Magazine

KAU provides the University community with free media services through the following channels:

1. University Newspaper:

The Department of Communication is responsible for issuing the University electronic Newspaper, to provide an accurate and realistic picture of the status of KAU and its community. Also, to document the achievements of all faculties and academic departments and present the various contributions of all University sectors and centers. In addition to reporting on the success achieved by KAU students.

2. University Magazine:

The magazine is printed by the local Al-Medina Newspaper and issued by the Deanship of Student Affairs every two months, and it covers a variety of topics related to the achievements of KAU community.

Specialized Newsletters

These are concerned with covering the news of the different sectors of the University.

Campus Announcement

University and Campus announcements can be followed by logging on to the University website and also by following the different social media accounts:

KAU Social Media Accounts:

- YouTube

<https://www.youtube.com/user/kaumedia/videos?flow=grid&view=0>

- FaceBook

<https://www.facebook.com/KingAbdulazizUniversity>

- Twitter

https://twitter.com/kau_media

KAUFD Social Media Accounts:

- Facebook:

<https://www.facebook.com/KAUFD/>

- Twitter:

<https://twitter.com/kaufd?lang=en>

- Google plus:

<https://plus.google.com/u/0/110664995964968826539>

- YouTube:

<https://www.youtube.com/channel/UC8OHqEPpbOKMQ358k5MkQmg>

- Instagram:

https://www.instagram.com/kau_fd/--

- SnapChat:

https://www.snapchat.com/add/kau_fd

Library Services

The library is considered a foundation that support the University's educational process by providing teaching resources, information and referral services. Books, periodicals and other resources are selected primarily to support different educational programs. In addition, special attention is given to provide resources that help in enhancing the personal growth, career development and intellectual maturity of the faculty, students and supporting staff. There are three libraries on campus:

Central Library

http://library.kau.edu.sa/Default.aspx?site_id=212&lng=AR

The KAU Central Library, which is under the Deanship of Library affairs, houses the main collections at KAU's main male and female campuses. In addition, the library provides a range of electronic services that can be easily accessed from any location on both campuses and can used to search the online catalogue system for a variety of library materials. Students and faculty have access to a number of online periodical indexes, electronic books, full text Journals and magazines. The website also includes all recently acquired books, and useful library forms. The male Central Library is now accessible to both male and female students according to a preset semester schedule.

Working Hours

- Deanship of Library Affairs (Central Library-Male): Sunday to Thursday from 8 am to 10 pm.
- Deanship of Library Affairs (Central Library- Female): Sunday through Thursday from 8 am to 2:30pm.

King Abdulaziz University Health Colleges Libraries:

- The Health Colleges libraries are the main libraries of the Medical Campus, serving both male and female campuses for the Healthcare Sciences Faculties. The Health Colleges Libraries has a variety of collections in medicine, dental medicine, pharmacy, and basic sciences.
- Location: Male Health Colleges: Building # 13 Female Medical Campus and Building #4
- Working Hours: Male Students: Morning session from 8.00 am- 8:00pm. Female Students: From 8:00 am -4.00 pm

KAUFD Satellite Libraries:

<http://cutt.us/t2vJQ>

KAUFD Satellite Libraries are located within the dental school facilities at both male and female campuses. Both satellite libraries provide equal access to male and female students of the electronic resources that are provided by the Central KAU Library. They hold over 1600 printed books and maintain subscriptions to more than 2555 Journals, among which 96 are exclusive dental journals. They provide electronic access to most of these journals, thousands of e-books and media through different electronic databases that are supported by the Deanship for Library Affairs (which include, MEDLINE from the National Library of Medicine; Web of Science from the Institute of Scientific Information; Science Direct and Black-Well Synergy). Students and staff have access to the above databases through the Saudi Digital Library, which provide the Saudi universities with more than 310,000 scientific references from more than 300 global publishers.

Rules and instructions for using KAUFD Satellite library Facilities:

- Students must show the University card when requested.
- Maintain calm inside the library.
- Do not bring food and drink to the library.
- Close mobile phones or turn them on silent mode before entering the library.
- Registration in the logbook.
- The use of the library is limited to the intended purpose, and it is prohibited to use it for sleeping or gathering other than research and learning.
- The library users should leave the (books) on the tables, and not return them to the shelves.
- It is prohibited to misuse the facilities, such as suspending, marking, scraping, shredding, adding other materials, or recording any new information on the books/ journals.
- The library is not responsible for any loss or damage to personal property.

Working Hours

- The library is opened during school's operating hours.
- For Male Students: From 8:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 5:00 p.m.
- For Female Students: From 8:00 a.m. to 4:00 p.m.

Library Membership & Borrowing Services

All faculty and students registered in the University have privilege of using the University's Central library. And all students are welcome to and for membership and borrowing privileges at the Central Library, students must:

- Present University Identification Card + current schedule of classes.
- Complete membership application form.

Saudi Digital Library - SDL

http://library.kau.edu.sa/content.aspx?Site_ID=212&lng=AR&cid=117485

KAU has a signed agreement to access the Saudi Digital Library (SDL) to ensure its availability to all their employees, students, and faculty members. Students, faculty, and staff can benefit from the SDL's e-resources and databases which is the largest academic conglomerate of information resources in the Arab world, and covers all academic disciplines including Dentistry, and is constantly being updated by the Library.

KAU Deanship of Student Affairs Services and Resources

Deanship of Student Affairs Services

The primary responsibility of the Deanship of Student Affairs is to develop and maintain a supportive and enriching environment for KAU students. This goal is achieved mainly through non-academic and extracurricular activities, and through the broad participation not only of students but of faculty and staff, and the University community at large.

Committees for Student Activities

Every University Faculty or college includes a number of committees including:

1. Committee for Islamic Awareness,
2. Cultural Committee,
3. Sports Committee,
4. Social Committee.

Members include a supervisor and five elected students one of whom acts as the secretary. The major role of these committees is to plan and implement annual programs designed to meet the needs of KAU students. These Committees are described as follows:

- **Islamic Awareness Committee:** this committee guides the students in religious issues or matters and urges them in cooperation and guidance towards a better adherence to the faith of Islam. In addition, this committee arranges logistics for Umrah.
- **Social Committee:** in addition to field trips that aim at socialization, this committee also organizes course(s) for computer training as well as organizing cultural and entertainment trips in Jeddah and outside Jeddah. This committee also participates with the University in the yearly student activity party.
- **Cultural Committee:** students interested in cultural activities can participate in scientific and literature competitions.
- **Sports Committee:** encouraging students to participate in the University sports activity and arrange competitions between different colleges. In addition, this committee encourages student to perform sports activities to obtain a better physical fitness. A faculty-students' sport activity is organized once a year.

Competitions

The Deanship of Student Affairs organizes a variety of competitions for a multiplicity of purposes. These include: Cultural Competition between faculties and colleges; annual competitions in the fields of Quran, Hadith (teachings of the Prophet), Fiction/Novel, Poetry, poetry recitals, scientific research, painting, calligraphy, photography, handcraft; and the Drama Writing competition.

Student Clubs

Student-sponsored clubs are an integral part of the learning process. KAU currently has a variety of clubs that meet the educational and recreational needs of all students. All clubs are strategically located in the Internal Student Club in front of the Medical Office.

For more information please visit the Deanship website:

https://studentaffairs.kau.edu.sa/Default.aspx?Site_ID=211&Lng=AR

Sport and Athletic Programs and Championships

Sports Complex and Athletic Facilities

The athletic facilities at KAU are designed to benefit the entire community of the University, and to provide both male and female students with the opportunity to develop their athletic talents through instructional programs designed to accommodate various levels of skill, experience and interest. It also aims to develop student's self-esteem, assertiveness, positive emotional growth and healthy lifestyle. The Sports Complex facilities are as follows; the Sports Tent, KAU swimming pool, the Sports Stadium, athletic halls at faculties, sports facilities at residence halls, the New Stadium, and 9 outdoor courts and fields.

Athletic Programs

The University league and the University cup include the following sports; soccer, basketball, volleyball, handball, table tennis, badminton.

Championships

The University participates in a number of Western Region Championships, and its varsity teams compete against major universities in the Western Region and major sports clubs that include star players from the Saudi National Team. Such sports as soccer, swimming, basketball and volleyball, weightlifting, cycling, badminton, table tennis, tennis, judo, karate, taekwondo, and gymnastics.

KAU Scouts

KAU scouts which is directed towards developing students character, Islamic ethics, citizenship, fitness, emotional wellness, scouting abilities and individual skills and talents.

Student Allowance, Student Fund Management, and Student Financial Support

Student Monthly Allowance

The university offers a monthly allowance to all students regardless of their financial circumstances. In addition, top performing students who achieve an average A grade during two consecutive semesters, are entitled to an additional allowance/bonus. The amount of monthly allowance is (1,000 SR) for all students and (1,500 SR) awarded to special needs students.

The Deanship of Student Affairs established the Office of Student Allowance to address the financial needs of students and provides the information on all the various forms of aid available to students such academic achievement awards.

Estimation of Total Expected Cost of Dental Education at KAUF

The Government of the Kingdom of Saudi Arabia is keen to sponsor University education and provide it with all the funds and resources it needs generously, in recognition of the civilizational role played by the Saudi Universities for the community. The predoctoral program at KAUF is a tuition-free program with monthly allowance of (SR1000), however students at KAUF are advised that there are some expected additional costs which include books, some dental instruments, and materials during the course of their studies. In academic year 2017-18, focus groups meetings with previous students showed that the expected cost in each academic year is approximately around two thousand to three thousand Saudi Riyal (SR2000-3000= \$533-800/year). Occasionally, some additional expenses may apply such as laboratory expenses, but are considered optional since there are dental laboratory facilities within KAUF. The total cost of purchasing these materials is covered by the student's monthly allowance.

Student Fund Services

The Students' Fund is granted for full time students who undergo social or emergency conditions. The aim is to deepen the spirit of cooperation on righteousness and piety, realizing the meanings of fraternity and social solidarity, and the sense of responsibility and readiness for public service

It is an independent body-both financially and administratively and is supervised by an administrative board whose responsibilities include:

- **Urgent Student Subsidies:** one-time emergency allowance is provided to students during the semester in cases such as the need for the expenses of printing research, purchasing

books, study materials, transportation expenses, and other expenses the students may incur.

- **Continuing Student Subsidies:** this is equal to a monthly allowance of 500 SR for one academic year for students who do not receive any University assistance in the form of awards or scholarships, but whose financial/social circumstances justify assistance., except for students with special needs.
- **Students Work Hourly Program:** this helps students appreciate the concept of hard work, respect for regulations, and ways of addressing financial difficulties. Priority is given to students who do not receive monthly allowance, and those who need assistance based on their educational, social, economic, and psychological conditions; as well as students with special abilities and skills that may be beneficial to their peers, as some hobbies, and activities such as computer skills and electronics.

Student Financial Support

Are available to any student in the University facing emergency circumstances, with a maximum amount of SR 1,000. Larger loans are presented to the Board of Directors. The loan is paid back as monthly instalments, not less than 250 riyals per month. The deduction from the students' allowance, or monthly allowance starts one month following the disbursement of the loan; deduction shall not be more than 25% of the monthly allowance.

For more information please visit:

<https://studentaffairs.kau.edu.sa/Pages-231897.aspx>

Student Health Services

KAU Medical Administration Department

The University Medical Department and Clinics provide free primary health care to all King Abdulaziz University students, faculty and staff and their dependents. Students and their families at the Faculty of Dentistry at King Abdulaziz University have the opportunity to receive medical consultation and treatment through the University Medical Administration Department located at the University Main Campus. Basic medication is usually supplied free of charge to patients by the Medical Department Pharmacy. Health service includes the following specialties:

- Internal Medicine
- Orthopedics
- ENT

- Dentistry
- Ophthalmic Clinic
- Pediatrics
- Family Medicine
- Radiology Clinics
- Laboratory Medicine
- First Aid Clinics

For more information please visit:

https://medical-admin.kau.edu.sa/Default.aspx?Site_ID=407&Lng=AR

KAU Hospital

The University Hospital is equipped with state-of art laboratories and equipment necessary for patient care and treatment. It is a modern comprehensive hospital providing a spectrum of tertiary health care services of highly professional quality free of charge to all KAU community. In addition, the University Hospital Departments also provide another route for students to seek medical consultation and treatment. The University Hospital Departments include Internal Medicine, ENT, Dental, Pediatrics, Neurology and Psychiatry, Surgery, Ophthalmology, Urology, Gynecology and Obstetrics, Emergency Medicine, General Medicine and Pharmacy Department.

For more information please visit:

https://hospital.kau.edu.sa/Default.aspx?Site_ID=599&Lng=AR

Students with Disabilities or Support Needs

The KAUFU courses are both mentally and physically challenging. Most days students will be in the Dental School for around 9 hours a day. Teaching normally takes place between 8:00 a.m. and 5:00 p.m. with a lunch break between 12:00 pm to 1:00 pm. You will attend lectures, practical laboratory classes and practice operative dentistry in the pre-clinical lab before moving on to treat patients. We would normally expect you to regularly spend around 3 evenings a week doing private study or coursework. With the exception of first year, the teaching for dentistry is longer than other University courses. Normally you will have four breaks in teaching a year - two at Ramadan and Hajj Holidays, and two at midyear and summer holidays.

Mentally you must be able to motivate yourself to attend classes regularly and study in the evening, even after working in the Dental School all day. You will start to see patients from the fourth year of the course and you must have interpersonal skills to be able to cope with adults and young children who may be anxious or distressed.

Physically you may be required to stand for extended periods of time, for example, if you are helping to treat a patient in Oral Surgery. You have to be physically able to perform emergency resuscitation. This is taught at the end of the third year using a cardiovascular simulator. You will also spend a considerable amount of time sitting, leaning over to perform treatment and moving yourself about on a dental chair with wheels. We can arrange for a special dental chair with arm support if you have back problems but if you have a pre-existing back condition you should discuss with your doctor and seek advice from the University Health Service before deciding to apply to study dentistry.

If you have dyslexia we would encourage you to make early contact the Audiology and Speech Unit located at the University Hospital. We would arrange for additional time in examination (10-15 minutes per hour depending on your dyslexia profile), extend the loan period on university library books and advice on various types of assistive technology. You do not need to wait until you become a student to get advice. You can make a pre-entry appointment with the Audiology and Speech Unit before you submit your application.

For more information; please refer to https://t.ly/n_br

Chapter Four: Clinical Training & Patient Care



KAUDH Policies, Procedure and Clinical Manual

Students at KAUFU are considered Dental Healthcare Workers (DHCW) and they are to abide by KAUDH's policies and rules and regulations.

All relevant material is uploaded on Student's website, and on KAUDH's official website.

Failure to abide by these policies, rules and regulation warrant disciplinary action.

Please refer to Dental Healthcare Workers Manual of King Abdulaziz University Dental Hospital V9, https://t.ly/n_br

Credentialing Students as Dental Healthcare Workers

Dental Healthcare Workers (DHCW) cannot work at KAUDH's facilities until their credentials are verified.

At the beginning of each academic year and during the orientation week (prior to commencing of study):

1. Each student must submit to the office of KAUDH Medical Director the following:
 - a. Copy of Student University ID
 - b. Valid BLS Certificate
 - c. Approved privileges form (Form #)
 - d. Updated Medical Clearance (not exceeding 3 months) including immunization forms (Form #)
 - e. KAUDH Clearance Form when Applicable (Form #)
 - f. Copy of the Accessibility Exam results (that covers relevant HIPAA and OSHA Regulations)
2. Once documents are verified student will sign a declaration to abide by and be held responsible for the KAUDH manual policies.

3. The Office of KAUDH Medical Director will direct new student to KAUDH Security Unit to obtain the KAUDH ID and to the KAUDH IT Unit to activate your account on the Health Information System (HIS)

COVID Vaccine:

To book an appointment, please refer to the following website:

<https://vaccines.kau.edu.sa/Login.aspx>

Students at KAUFU are required to provide documentation of having begun the Hepatitis B Vaccination series before they are allowed into the clinical area. In accordance with

KAUFU/UDH guidelines, dental students should:

1. Demonstrate proof of immunity.
2. Immunized against the hepatitis B virus as part of their preparation for clinical training.
3. Immunization documentation must include the type/name of the vaccine, as well as the month, day, and year on which the vaccine(s) was administered. Documentation must be signed by the student's physician or health care provider.

Immunity to Hepatitis B be determined by the student's physician prior to administration of the Hepatitis B vaccine. If the student is immune, nothing further is required. If the student is not immune, it is required that presence of infection be determined.

Other Immunization Requirements:

Students applies for Health Sciences Schools including Faculty of Dentistry are required to have a tuberculosis test (Mantoux) within one year prior to first year registration, unless known to be tuberculin positive. Students, who are tuberculin negative, must be tested annually. Any student who submits documentation of a positive tuberculosis test must submit documentation of a chest x-ray, taken within one year prior to first year registration. Students who are known to be tuberculin positive from an exposure must submit documentation of a tuberculosis test, INH treatment, and a chest x-ray taken within one year prior to first year registration. A history of BCG vaccine is not acceptable as proof of being tuberculin positive. Documentation of a past, positive tuberculosis test, in addition to a chest x-ray taken within one year prior to first year registration, is required.

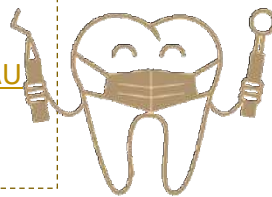
- A tetanus/diphtheria an adult booster dose given within the past ten years.
- One mumps and rubella vaccine, two doses of live virus measles vaccine or laboratory evidence of immunity.

- One dose of Meningococcal vaccine given within the past five years.
- Varicella (Chicken Pox) vaccination, history of disease, or positive antibody titer is required.
- Polio vaccine. Students should have received the polio vaccine along with the DPT series as a child. If not, students are asked to consult their physician about recent changes regarding adult polio vaccination and comply as recommended.

Disciplinary Committees Pertaining to Patient Care

Refer to Code of Conduct and to Clinical Manual and UDH's Policies and Procedures. Dental Healthcare Workers Manual of King Abdulaziz University Dental Hospital V9.

[https://www.kau.edu.sa/Files/555/Files/160808_KAU
DH Dental Healthcare Workers Manual V9.pdf.](https://www.kau.edu.sa/Files/555/Files/160808_KAU_DH_Dental_Healthcare_Workers_Manual_V9.pdf)



Chapter Five: Community Service



Community Service Unit at KAUFU

Vision:

Leadership in the field of community dental service at local, regional, and global levels.

Message:

Contribute to raising the level of oral and dental healthcare at local, regional, and global levels.

Objectives:

1. Coordination between agencies, departments, and different units at KAUFU and the University Dental Hospital to provide community initiatives and activities in the field of oral and dental healthcare.
2. Communicate with government and private sectors to provide community initiatives and events in the field of oral and dental healthcare.
3. Instilling the value of community service in students and staff of KAUFU and the University Dental Hospital.
4. Strengthening community solidarity of the Faculty of Dentistry and University Dental Hospital by establishing local, regional and international partnerships to serve the community at the preventive, educational and therapeutic levels.
5. Educating the community about issues related to oral and dental health and ways to prevent them.
6. Enabling community members to improve their oral and dental health.
7. Encouraging field detection and scientific studies to analyze oral and dental health problems in the community and developing recommendations to the proper decision makers.
 - Some of the activities sponsored by the Community Service Unit:
 - World Breast Cancer Day

- International Children's Day
- World Disability Day
- International Day and Gulf Week Oral and Dental Health
- Dental caries awareness campaign in schools

Community Service Partnerships:

- Ministry of education
- First Women's Charity Association
- The National Home Health Care Charity We Care
- Dental companies
- Colgate

Chapter Six: Leadership & Entrepreneurship



Postgraduate Students Advisory Committee

