كلية طب الأسنان
Faculty of Dentistry

STUDENT HANDBOOK
KAUFD
Acadmic Year
2026-2027





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IMPORTANT NOTICE

This Student Handbook for the 2026-2027 Academic Year contains only general guidelines and information. The contents of the Student Handbook are not static; they will be continually revised and edited to better meet the emerging needs of our undergraduate students. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the policies and procedures at King Abdulaziz University (KAU) and King Abdulaziz University Faculty of Dentistry (KAUFD). As KAUFD grows and evolves, there will be additions and changes to the content of this Handbook. The most recent University policies are located online for enrolled students on the University website, and where available, specific policy hyperlinks have been provided below. Some of the subjects described in this Handbook are covered in detail in the official KAU policy and procedure documents and Charters (respective links). Students should refer and defer to those official documents for specific information, since this Student Handbook only briefly summarizes those policies. For that reason, if you have any questions concerning a particular policy or procedure, you should address your specific questions to the Office of Student Affairs (Male and Female Sections). This Student Handbook is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented, or discontinued in whole or in part, at any time with or without notice. The KAUFD administration will attempt to inform you of any changes as they occur, and they will be uploaded on the KAUFD website. However, it is your responsibility to keep current and up to date on all KAU and KAUFD policies, procedures, and practices. It is your responsibility to review KAU and KAUFD policies and procedures in detail and to request any clarification needed from the Office of Student Affairs please contact:

Male Section: Tel: 0126402000 Ext. 73010, email: den.vdaa@kau.edu.sa
Female Section: Tel: 0126400000 Ext. 44190, email: deng.aaf@kau.edu.sa

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INTRODUCTION

It is a pleasure to welcome you to King Abdulaziz University-Faculty of Dentistry to study in preparation for your professional career. We believe you will find your course of study challenging and rewarding as you acquire the knowledge, skills, attitudes, and values that will enable you to attend to your patient's dental needs.

The 2026-2027 KAUFD Student Handbook, compiled by the different Vice Deanships, is to serve as a resource for undergraduate students throughout their experience at King Abdulaziz University, Faculty of Dentistry. It 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. Some policies are included in their entirety, others are summarized, and you are given a source for the complete policy.

Students should review each of these documents: the KAUFD Student Handbook, the KAUFD Bulletin, and the KAUFD Policies and Procedures Manual, carefully and thoroughly, to ensure that they are familiar with the Dental School Policies. Most 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 available student services and resources. We hope it will be helpful to you.

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WELCOME MESSAGE FROM THE DEAN

Dear Students,

Dr. Sahar M. Bukhary
Dean, Faculty of Dentistry

Welcome to the Faculty of Dentistry at King Abdulaziz University.

Whether you are beginning your journey with us or continuing along the path toward becoming a dental professional, I am delighted to welcome you to a community committed to excellence in education, patient care, research, and service.

Your years at the Faculty will be about far more than acquiring knowledge and clinical skills. They will shape the professional, ethical, and human qualities that define outstanding healthcare professionals. Dentistry is a profession built not only on scientific excellence, but also on integrity, compassion, respect, and a lifelong commitment to learning.

As members of the KAU Faculty of Dentistry and the University Dental Hospital, you are part of an academic community that strives to create a positive impact on the lives of patients, the advancement of knowledge, and the development of our society. We are committed to providing you with a supportive learning environment that challenges you to grow, achieve your potential, and prepare for the responsibilities of your future profession.

I encourage you to make the most of every opportunity, learn from every experience, support one another, and take pride in representing your Faculty, your profession, and your University.

On behalf of all faculty and staff, I wish you a successful, rewarding, and inspiring journey.

Welcome to KAUFD. We are proud to have you among us, and we look forward to the impact you will have.

Dr. Sahar MN. Bukhary
Dean, Faculty of Dentistry

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WELCOME MESSAGE FROM THE VICE DEAN OF ACADEMIC AFFAIRS



It is my great pleasure to welcome you to the Faculty of Dentistry at King Abdulaziz University. KAUFD stands at the forefront of national dental faculties, leading the way in quality education, research, patient care, and community service.

The Vice Deanship for Academic Affairs plays a pivotal role in shaping educational experience, fostering an environment that brings together student engagement and academic support so that our students can achieve their academic and professional goals. We oversee the core functions of the educational process, including curriculum management, the examination committee, the satellite library and learning resources, academic guidance, student support services, and extracurricular activities. Close teamwork among these units, and collaboration with the Female Vice Deanship, is central to KAUFD's success in upholding national and international standards of quality education.

Throughout your studies, we offer a wide range of support, including academic advising, personal and financial assistance, and psychological counseling. I also encourage you to take full advantage of the many extracurricular and student activities available across the University and KAUFD, which enrich your experience and broaden your growth beyond the classroom.
At KAUFD, we are dedicated to developing future academic and community leaders, graduates who are equipped with the lifelong learning skills, professional competence, and ethical judgment needed to improve the oral and general health of our community and the Kingdom of Saudi Arabia.

I am delighted to welcome you to KAUFD and wish you a rewarding and successful academic year ahead.

Dr. Abdulelah M. BinMahfooz
Vice Dean for Academic Affair

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WELCOME MESSAGE from the VICE DEAN FOR FEMALE SECTION:



On behalf of the Vice Deanship of the Female Section, it is my great pleasure to welcome our incoming and continuing students to the Faculty of Dentistry at King Abdulaziz University. KAUFD is among the leading dental schools in the Kingdom and the region, committed to the highest national and international standards of quality dental education. Through a continuously developed, evidence-based curriculum, our mission is to graduate confident, practice-ready clinicians equipped with the knowledge, clinical skills, and professional values needed to advance oral health in our community, in line with the Kingdom's 2030 Vision.

Located within the Female Healthcare Sciences Campus, our students learn alongside peers from across the health professions, with rich opportunities for interprofessional, team-based education that reflects modern, patient-centered care. I encourage you to make full use of this collaborative culture, supported by the academic advising, mentorship, and resources the Vice Deanship provides to nurture your professional and personal growth, leadership, and lifelong learning.

Our ambition is to graduate clinicians who embody the qualities of outstanding healthcare professionals, delivering holistic, patient-centered care with integrity, compassion, and respect.

This Handbook reflects the contributions of many dedicated members of our academic community, to whom I extend my sincere gratitude, and I hope it serves as a valuable resource for our Faculty, Students, and Staff. We look forward to supporting your academic and personal achievements at KAUFD. I trust your time with us will be both enjoyable and inspiring, and I wish you a rewarding and successful future.

Prof. Amal M. Sindi
Vice Dean for Female Section

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Vision & Mission Statement



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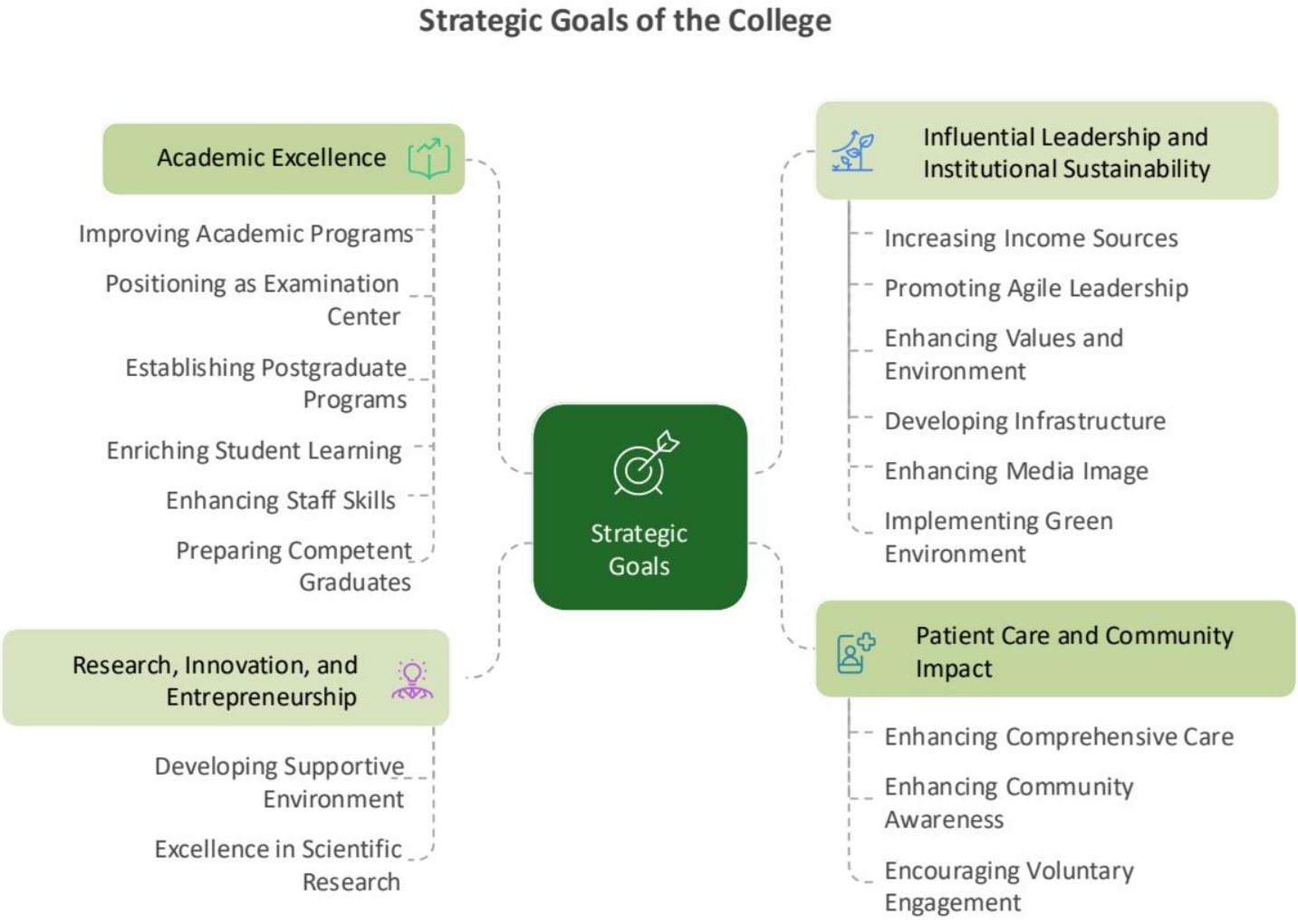
Strategic Plan Goals



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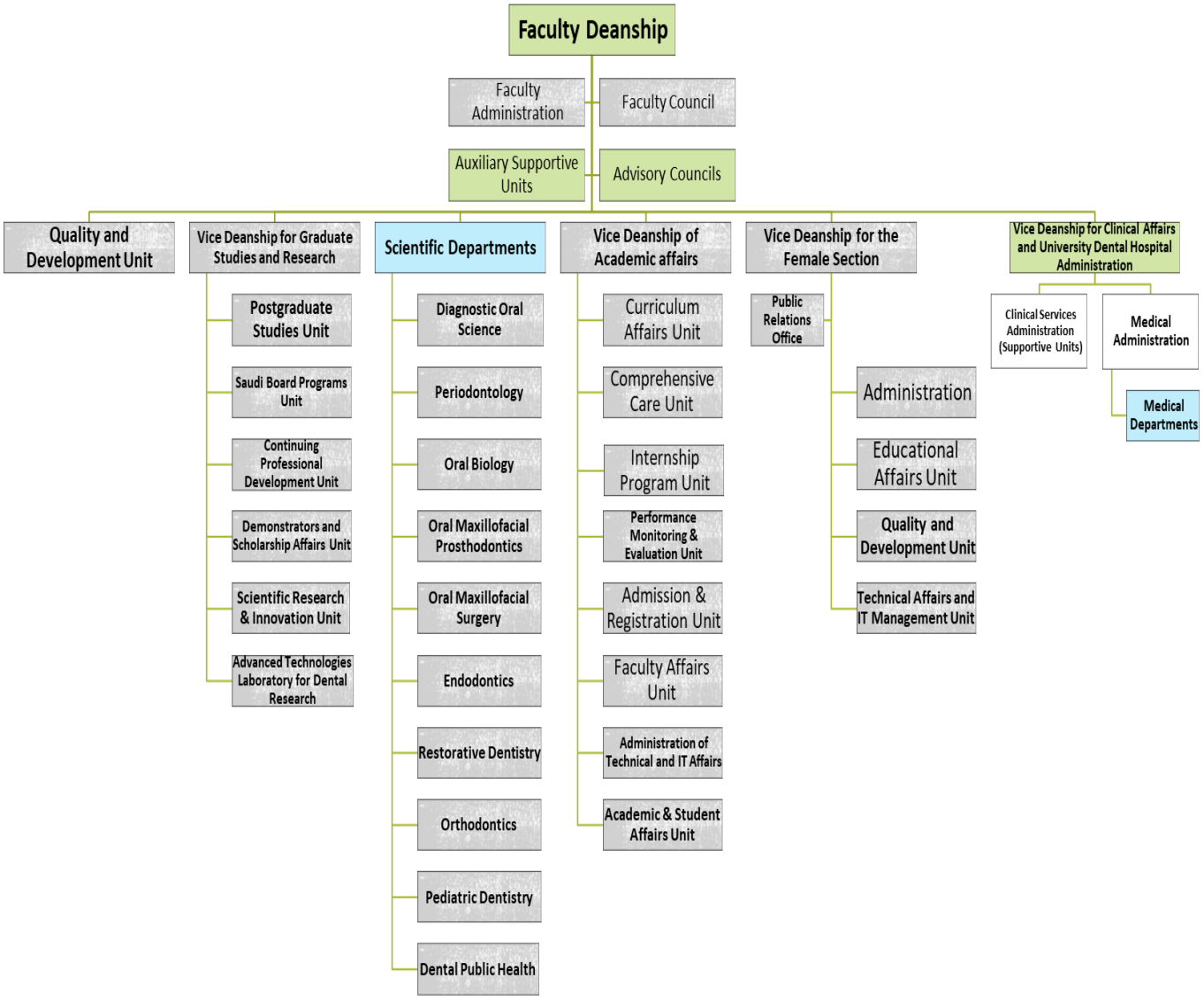
The Detailed Organizational Structure Of The Faculty Of Dentistry



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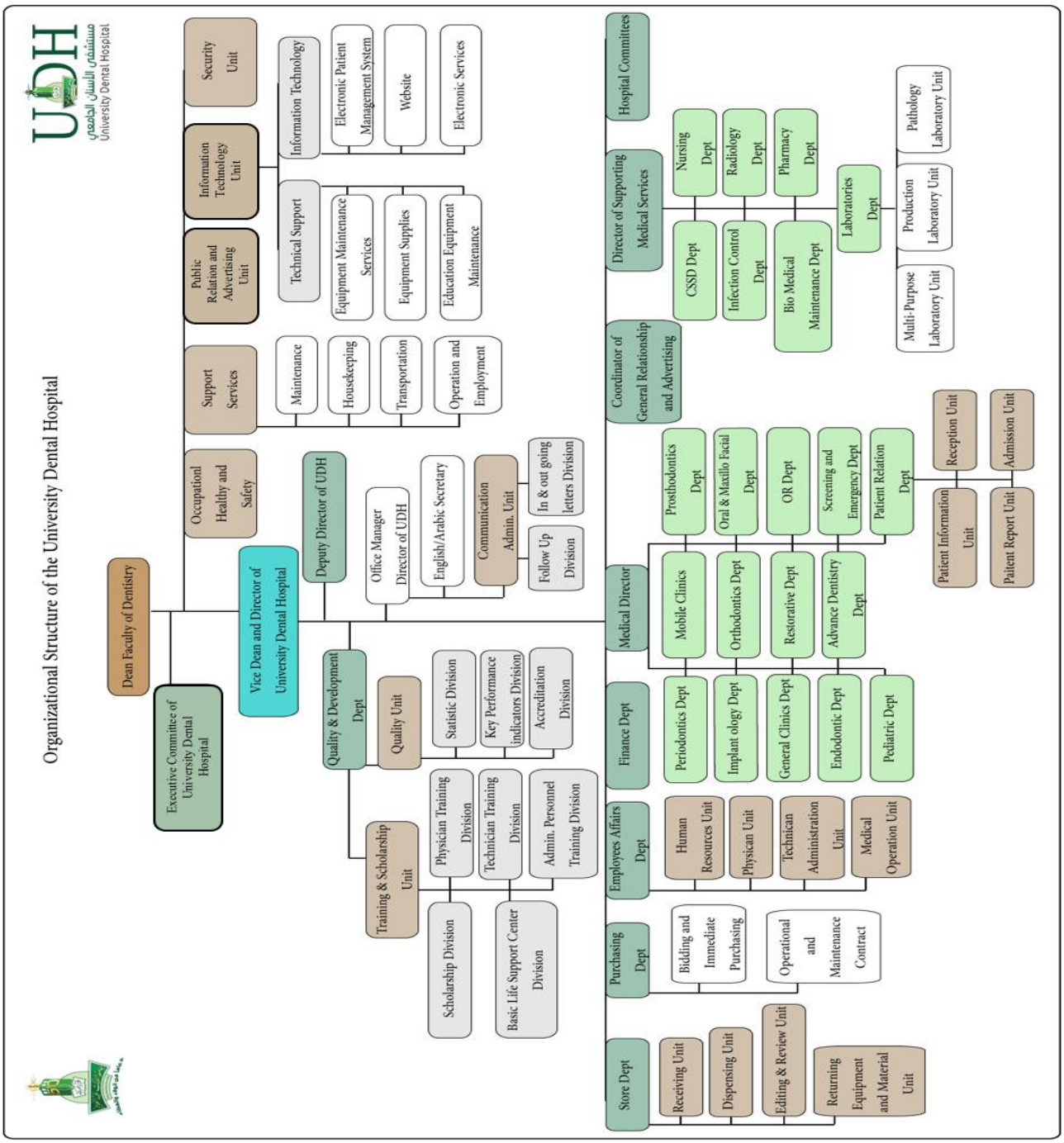

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Chapter One:
Education



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1.1. Definitions

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

1.1.2. 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, prerequisites simultaneously.

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

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

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

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

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

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

1.2. Admission and Direct Placement

Student admission to the BDS program at KAUFD is confirmed based on the central application competition results, the specific requirement/criteria set by the faculty, and the number of seats available at the faculty as approved by the Faculty Board.

1. Central application competition results are based on the applicant's weighted ratio score.

This score represents the sum of student achievement grades (high school percentage + GAT + SAAT+ STEP) in certain proportions. KAU has set the weighted ratio for admission to be as follows :

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Weighted percentage calculation:

30% High school results

30% General Aptitude test (GAT) score

30% Standard Achievement Admission Test (SAAT) score

10% Standardized Test for English Proficiency STEP

2. Acceptance into the program is based on the availability of seats and the capacity of the faculty, taking into consideration accommodating for Gifted and Talented students (2 seats) and transfer students.
3. Applicants who are academically qualified but cannot be enrolled due to space limitations in the faculty will be considered by the Deanship of Admission and Registration should any vacancies occur during the first week and following the admission processes of the second academic year.
4. Students must sign the following forms after placement into the Dental Program:
    i. Premarticulation technical standards for admission of BDS candidate .
    ii. Statement of understanding .
    iii. Acknowledgment of receipts and delivery for new students.
5. Conditions for continuing in the Faculty of Dentistry after the first year:
    i. Pass all first-year courses successfully.
    ii. The cumulative average after passing the first year should be not less than 3.75 out of 5.
    iii. Students must attend the Multiple Mini Interviews (MMI).
    iv. Pass the Dental Admission Test (DAT) electronic test.
    v. The student should be medically fit according to Faculty of Dentistry standards.
    vi. Fulfilling the requirements for the Faculty of Dentistry, which is achieving the minimum level of average score of 90% for the following first year courses :

Course	Minimum score	Note
Biology (BIO 112) Chemistry (CHEM 112) Physics (PHYS 112)	90%	
English for healthcare specialties (ELIH 110)	90%	Or equivalent score in standardized English language tests approved by KAUFD

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Conditions for transferring to the Faculty of Dentistry from within King Abdulaziz University

The student must fulfill all the conditions specified by the Deanship of Admission and Registration at King Abdulaziz University, in addition to the conditions set by the Faculty of Dentistry to accept transfers. Transfers are accepted from the health science faculties only.

1. Fulfilling the admission requirements for the Faculty of Dentistry, so that the percentage in the first-year courses is not less than 90%, which is an excellent grade.
    - Biology (112 HBIO).
    - Chemistry (112 HCHEM).
    - Physics (112 HPHYS).
    - Two levels of English language for health faculties (ELIH 110, ELIH 120).
2. The applicant should be enrolled in the healthcare faculties, provided that the student's cumulative average upon transfer is not less than (4.50) to (5).
3. The transfer is made according to the availability of seats and the capacity of the faculty, the total number of seats available annually (5) male seats (5) female seats as a maximum.
4. Undergo the personal interview (MMI).
5. Pass the Dental Admission Test (DAT) electronic test.
6. Medically fit.

Criteria for admission to WAED program (according to KAU regulations):

WAED program aims to attract outstanding and talented high school students to King Abdulaziz University by providing pathways for academic acceleration and direct placement in faculties and reducing the years of university study by omitting the foundation year for the target groups through equivalency of the study subjects studied by the student before joining the university according to the academic standards followed in the University to equalize and accept the courses that have been studied at the university or outside it. (https://admission.kau.edu.sa/Pages-WAEDprog.aspx)

Advanced Placement Admission Criteria Placement

Male and female students are accepted according to the criteria and conditions for admission to the advanced placement track, according to the criteria specified in the WAED Program Guide.

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Special conditions for advanced placement at the Faculty of Dentistry:

Requirements	Minimum Score
Standardized Abilities Tests: take one of the following	
GAT (administered by the National Center for Assessment- KSA)	85
SAT (administered by the College Board - USA)	1200/1600
Standardized Achievement Tests: take one of the following	
Academic Achievement Test (Administered by the National Center for Assessment- KSA)	85
Two SAT Subject Tests from the following:	1400/1600
Mathematics (level 1 or 2), biology (E or M), chemistry, physics.	(Sum of the two subjects scores)
English Proficiency: take one of the following	
IELTS	9/6
TOEFL IBT Test	120/80

In addition to the requirements for admission to the Faculty of Dentistry:

1. It is necessary to pass the electronic Dental Admission Test (Dental Admission Test) before placement.
2. It is necessary to pass the Multiple Mini Interviews (MMI).
3. The placement of applicants is conducted according to the availability of seats specified by the Faculty of Dentistry and the capacity available.
4. Medically fit.

1.3. Interview Process for acceptance at KAUFD (MMI)

Interviewing applicants to the Faculty of Dentistry through the Mini Multiple-Interviews (MMI) is an admission requirement to the Dental Surgery Program since 2013. The MMI process is designed to assess non-cognitive skills that are important for a health practitioner to possess and cannot be measured by standardized exams or transcripts. This is done through a series of short, structured interview stations used to assess empathy, cultural sensitivity, leadership, ethical decision-making, critical thinking, and communication skills.

The MMI are administered by a panel of faculty members and has 10% weight of the student's evaluation for acceptance into KAUFD.

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1.4. Dental Admission Test (DAT)

The standardized Dental Admission Test (DAT) is now part of the admission process for newly registered students. KAUFD is one of the first dental programs to take this step. The DAT assesses and measures newly registered students' academic knowledge in the natural and quantitative sciences, critical thinking, and perceptual ability. It will also support the administration in determining newly registered students' future needs. This computer-based test is conducted using the (Question Mark) electronic program. For more information, please refer to this website:

https://www.ada.org/en/education-careers/dental-admission-test.

1.5. 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 teaching 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 Conduct. The following document merges these Principles in a coherent manner that provides professionals at KAUFD with the globally accepted guidelines of conduct with an Islamic identity.

KAUFD 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, KAUFD acknowledges diversity and promotes communication and collaboration among others based on equity and mutual respect. Graduates of KAUFD are expected to continue doing good and practicing excellence to serve the community and improve humanistic culture.

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

The following document has six parts:

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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: KAUFD guidelines for professional attire and demeanor.
PART VI: Consequences of infringement of such guidelines.

PART I: 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. As such, academic dishonesty may include 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.

A. Attendance:

Students at KAUFD are expected to be in class on time and to participate fully in learning activities. Class attendance and participation are mandatory for all lectures, labs, and sessions. Exceeding the maximum permissible absences (25% or more) will deprive the student from attending the final exams.

B. Academic Dishonesty:

Academic dishonesty is defined as “illegal and unethical behaviors that individual displays during testing of his/her knowledge and ability”. Academic dishonesty can include individual’s behaviors such as cheating, changing exam papers, stealing exam papers from examination hall, changing results of the exam, exhibiting physical or verbal aggressive behaviors to people administering the exam and disregarding the rules of the exam.

The following list describes some acts of academic dishonesty:

Cheating: any attempt to give or obtain unauthorized assistance in a formal academic exercise. This may be, but is not limited to, the use of material, study aids or communication.

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).

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Bribery: Giving assignment answers or test answers for money.

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

According to KAU policy, a similarity percentage of 10-20% is acceptable for citing other people's work, above this cut-off it is considered plagiarism infringement and students 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.

This is applied on written assignments, be it coursework, theses, research papers, project reports in the case of theses. Instructors are expected to run student work on one of plagiarism detection software and required to provide feedback and instructions to students.

KAUFD 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).

C. Honor Pledge and Oath:

The Faculty of Dentistry at King Abdulaziz University (KAUFD) 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 have 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 Students are reminded every year with the CODE at the orientation day and should sign "KAUFD Honor Pledge" included in their student logbook "My Backpack".

KAUFD Honor Pledge states:

"As a member of KAUFD community, I pledge on my honor to uphold the principles of honesty and responsibility at my faculty. I understand that such acts violate the Honor Code and undermine the community of trust.

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PART II: HUMANISTIC VIRTUES AND THE FIVE ISLAMIC NECESSITIES:

A. Humanistic Virtues: Humanistic virtues are virtues that the health care professional must possess in order to carry on daily activities and use in his/her dealings with others in the workplace. This includes dealings with patients, colleagues, and other clinic staff. They represent human qualities that are needed in the health profession and play a large role in shaping the personality of a health care professional.

The humanistic virtues are:

KAUFD OATH:

KAUFD students undertake the oath twice. Once at the transition of their pre-clinical to clinical academic year during the "White Coat Ceremony", and at the conclusion of their studies during the "Graduation Ceremony".

KAUFD Oath Statement:

القسم الطبي حسب المؤتمر العالمي الأول للطب الإسلامي

بسم الله الرحمن الرحيم

أقسم بالله العظيم أن أراقب الله في مهنتي، وأن أصون حياة الإنسان في كافة أدوارها، في كل الظروف والأحوال، باذلا وسعي في استنقاذها من الموت والمرض والألم والقلق، وأن أحفظ للناس كرامتهم، وأستر عوراتهم، وأكتم سرهم.

وأن أكون على الدوام من وسائل رحمة الله، باذلا رعايتي الطبية للقريب والبعيد، الصالح والطالح، والصديق والعدو .وأن أثابر على طلب العلم، أسخِّره لنفع الإنسان لا لأذاه.

وأن أوقر من علمني، وأعلم من يصغرني، وأكون أخا لكل زميل في المهنة الطبية في نطاق البر والتقوى.

وأن تكون حياتي مصداق إيماني في سري وعلانيتي، نقيا مما يشينني أمام الله ورسوله والمؤمنين.

والله على ما أقول شهيد

1. **Respect for human beings:**

Absolute respect forms a fundamental to dealing with others in the workplace and ensuring humane interactions.

2. **Respect for human values and needs:**

Ignoring human values and needs when dealing with others moves the health care provider from the circle of best interest of patients or co-workers to a paternalistic or dictatorship relationship.

3. **Compassion:**

Dealing with vulnerable individuals requires compassion, which can be felt before being practiced by health care professionals in their dealings with patients and other vulnerable populations.

4. **Empathy:**

Showing empathy towards patients and other individuals in the workplace has a tremendous effect on health care provision as well as maintaining a healthy

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work environment. It is empathy, not sympathy that needs to be communicated by health care professionals to others and will help increase the compliance level among all.

5. Honesty:

Being honest is what makes the trust relationship flourish between health care professionals and others in the workplace. Honesty without rudeness and with respect is required in interpersonal communication to build a mutual trust relationship.

6. Integrity:

This requires the health care professional to act in a manner that shows stability in his/her actions regardless of changing circumstances and with considering service as the primary concern not prestige or profit.

7. Humility:

Being down to earth, but with professional boundaries is needed in the daily interactions of health care professionals. Scientific or academic ranks do not define an individual but rather place a burden of responsibility on them rather than a privilege.

8. Competence:

Acknowledging one's skills' boundaries protects the health care provider and the patient from any harm or legal matters that could arise from overconfidence bias. Thus, improving personal skills is required to a level beyond which the health care provider must consider referring the patient to a more skilled and specialized dentist.

9. Prudence:

Critical thinking skills play a major role in the provision of high-quality health care. Therefore, health care professionals must strive to employ their critical thinking skills combined with their knowledge, experience, and best available evidence when it comes to decision-making in a clinical setting.

B. The Five Islamic Necessities:

The five Islamic necessities are fundamentals that Muslims must live and abide by. They reflect respect and protection of human dignity regardless of religion, gender, color, race, ethnicity, or any other human subdivisions. These five necessities assure equality in dealings with others in any given society and in our case working in health care settings. The five necessities are:

1. Religion preservation.
2. Body and soul preservation.
3. Mind preservation.
4. Family preservation.

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5. Wealth and money preservation.

PART III: SHARED ETHICAL RESPONSIBILITIES OF HEALTH CARE TEAM MEMBERS.

A. RESPONSIBILITIES TOWARDS SELF.

These include the following responsibilities:

1. Securing ways that produce self-wellbeing in all forms enabling health care professionals to practice dentistry safely.
2. Seeking medical, social, or psychological help whenever needed.
3. Preserving self-image by avoiding circumstances or acts that may affect health care professionals through social media or any other means.

B. RESPONSIBILITIES TOWARDS THE ORGANIZATION AND THE PROFESSION.

These include the following responsibilities:

1. Ensuring that all clinical certifications and other requirements are being met. These requirements are:
   - 1.1 Valid professional registration by the Saudi Commission for Health Specialties (SCFHS).
   - 1.2 Valid basic life support (BLS) certificate.
   - 1.3 Evidence of annual training and certification in Health Insurance Portability and Accountability Act (HIPAA), Occupational Safety and Health Administration (OSHA), and Infection Prevention and Control (IPAC).
   - 1.4 Valid malpractice insurance policy.
2. Minimizing waste of resources including, but not limited to, dental materials or misuse of instruments, appliances, or any other organizational belongings.
3. Limiting the spread of infection and the disposal of potentially infections human materials e.g., proper disposal of sharps and proper disposal of environmentally harmful materials and hazards.
4. Translating the organizational mission, vision, and goals to reality in daily activities and practices.
5. Maintaining a good reputation of the health care organization and the profession without defamation or distribution of misleading information verbally or electronically.
6. Following the organization recommendations regarding appropriate attire and demeanor.
7. Abiding by organizational policies and memos that regulate the provision of care to patients and regulates the interactions between workers in the workplace.
8. Maintaining a life-long learning attitude to improve the profession through joining professional scientific organizations and societies that help in keeping the health care professional updated in his/her field of service.

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C. RESPONSIBILITIES TOWARDS PATIENTS.

The health care professional must be aware of his/her responsibilities towards patients as well as the patients' rights.

1. Health care professional responsibilities towards patients include:
   - 1.1. Respecting patient's privacy
   - 1.2. Maintaining patient's confidentiality
   - 1.3. Keeping promises
   - 1.4. Being truthful
   - 1.5. Considering patient's values and personal preferences in treatment decisions
   - 1.6. Acquiring and maintaining the expertise necessary to perform professional tasks.
2. Patients' rights include:
   - 2.1. Choosing a dentist of their preference and scheduling an appointment
   - 2.2. Knowing the education and training level of the dentist and the dental care team
   - 2.3. Taking adequate time to ask questions and receive answers regarding their dental condition and treatment plan.
   - 2.4. Knowing what the dental team feels the optimal treatment plan is. Patients also have the right to ask for alternative treatment options.
   - 2.5. Having an explanation of the purpose, probable (short and long term) results, alternatives and risks involved before consenting to a proposed treatment plan.
   - 2.6. Being informed of continuing heath care needs
   - 2.7. Knowing in advance the expected cost of treatment
   - 2.8. Accepting, deferring, or declining any part of their treatment recommendations
   - 2.9. Having reasonable arrangements for dental care and emergency treatment
   - 2.10. Receiving considerate, respectful, and confidential treatment by their dentist and dental team
   - 2.11. Expecting the dental team members to use appropriate infection and sterilization controls
   - 2.12. Inquiring about the availability of processes to mediate disputes about their treatment.

D. RESPONSIBILITIES TOWARDS COLLEAGUES, CLINIC STAFF AND OTHER HEALTH CARE PROFESSIONALS:

These include the following:

1. Building a relationship among health care workers that is based on mutual trust and collaboration.

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2. Dealing justly with colleagues without defamation or belittlement of their scientific rank or experience.
3. Avoid redirecting patients away from a colleague who started their treatment or telling patients not to see a specific colleague either in a direct or indirect way.
4. Dealing with colleagues, clinic staff, and other health care professionals with utter humility and respect.

E. RESPONSIBILITIES TOWARDS THE PUBLIC

These include the following:

1. Volunteering to help improve health care in communities, schools, and workplaces upon request.
2. Participation in campaigns to educate the public.
3. Providing oral health advice whenever asked, whether in a clinical setting or elsewhere.
4. participating in research projects and publishing articles in highly ranked journals to empower the public with up-to-date knowledge in the profession.
5. Providing honest and truthful information on social media platforms that the public follow.

PART IV: GLOBALLY KNOWN PRINCIPLES OF ETHICS, ADAPTED TO OUR ISLAMIC TEACHINGS.

CODE OF PROFESSIONAL CONDUCT.

PRINCIPLE 1:

PATIENT AUTONOMY – الاستقلالية في اتخاذ القرار

DEFINITION: What is Patient Autonomy?

Patient Autonomy means "Self-Governance". The dentist has a responsibility to respect the patient's rights to self-determination and confidentiality." [1.]

The holy Quran states: "*And We have certainly honored the children of Adam…*" (Surat Al-Isra'; 17:70) indicating that all life must be honored regardless of color, gender, or creed. As such, dentists must provide their patients with treatment options, keeping in consideration their desires and abilities. Such treatment must not infringe on the patient's rights. Patients must be respected and be provided the best available treatment while respecting their privacy and confidentiality and providing them with the right to obtain all information pertaining to them.

RELATED CODE OF PROFESSIONAL CONDUCT:

1.1. Patient Involvement.

The dentist has an obligation to explain and educate the patient on the diagnosis of their oral health status. The proposed treatment plan, as well as all the reasonable treatment options, must be disclosed and discussed with the patient. The patient

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must be involved in deciding which treatment option is preferable to him/her within his/her desires and limitations.

1.2. Patient Consent.

The dentist must not undertake any health care provision to a patient unless written or verbal consent has been obtained by a patient who is an adult and has the capacity to consent for themselves. In the case of minors or adults with incapacitated ability to consent, the dentist must obtain consent from the legal guardian of the affected patient. At KAUFD, the general consent that is obtained at the time of file opening is not sufficient to perform any dental procedures as it is only considered a general consent by which the patient agrees to be treated by students at KAUFD. A second detailed, written or verbal consent must be obtained by the dentist/student/faculty staff, to whom the patient was assigned before starting patient treatment. In case of verbal consent, the dentist is required to write in the progress notes of the patient to document obtaining of the consent.

1.3. Patient Health Records.

The dentist has a duty to keep accurate and up-to-date health records of their patients. Every procedure must be truthfully reported and safeguarded in order to protect the welfare of the patient. In the event the patient requests copies, such copies must be made available, with or without a nominal fee and irrespective of the patient having completed payment for the treatment (when applicable). Copies include any part of the health record, including radiographs. In the event of referral, the Health Record of the patient may be disclosed to the dental practitioner, as this is beneficial to the patient.

Academic Use of information within Health Records:

In instances when information in the Health Record of the patient is needed for academic purposes, confidentiality must be upheld. Any information that may indicate the identity of the patient must be omitted or this will be seen as infringement of patient confidentiality and is punishable by the law.

PRINCIPLE 2:

NON-MALEFICENCE -عدم الإيذاء

DEFINITION: What is non-maleficence

Non-maleficence means “Do no harm”. The dentist has a duty to refrain from harming the patient”1.

The Prophetic saying states: “On the authority of Abu Sa’Eed Sa’ad bin Sinaan al-Khudree who reported that the Messenger of Allah (Peace and Blessings be upon Him) said: There should be neither harming.

nor reciprocating harm.” The dentist has an obligation to protect the patient from harm. This is achieved.

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by keeping knowledge and skills current, being aware of one's limitations and impairments and knowing when to refer to a specialist or other professional including auxiliaries.

RELATED CODE OF PROFESSIONAL CONDUCT:

2.1. Education.

The dentist's role as a professional is based on his skills and knowledge, and as such, these must be current and updated at all times to ensure the best service is provided to the patient.

2.2. Consultation & Referral.

The welfare of the patient is the primary concern of the dentist, and the dentist is ethically obliged to refer the patient for treatment or consultation if he/she cannot provide the necessary treatment or diagnosis. Upon completion of treatment and/or consultation, the patient shall return to the treating the dentist unless he/she specifically asks to remain with another clinician.

2.3. Use of auxiliary personnel.

It is the duty of the dentist to ensure that the auxiliary personnel involved in the treatment of the patient is competent and qualified. Furthermore, any treatment delegated to them must remain under the supervision of the dentist and he/she/she is ultimately responsible for the welfare of the patient.

2.4. Personal Impairment.

It is a breach of ethics to work on a patient under the influence of any toxic material or medication that causes cognitive and clinical impairment. Should a dentist be aware of such impairment in a colleague, he/she is ethically obliged to report it.

2.5. Post-exposure and blood-borne pathogens.

Should the dentist be infected with a blood-borne pathogen, and the patient is exposed during a procedure, they are ethically required to inform the patient of their status. Should the dentist be the "source" individual, he/she is obliged to provide all pertaining information and the relevant tests.

2.6. Patient Abandonment.

The commencement of treatment is a binding obligation to the dentist to complete it. Should the treatment need to be halted in case of referral, the patient must be given due notice and explanation. Under no circumstance is the patient to be dismissed without proper care to ensure his/her continued welfare.

2.7. Personal Relationship with the patient.

Dentists must avoid any personal relationship with the patient that may jeopardize the professional judgment of the treatment, or that may pose a confidentiality breach conflict.

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2.8. Sexual harassment.

KAUFD does not tolerate sexual harassment by any means whether verbal or physical. All faculty, employees, students, and patients are expected to be treated with dignity and respect.

2.9. Hazing.

KAUFD forbids any conduct of initiation into or affiliation with any student organization that endangers the physical or mental health, safety and wellbeing of any student or person.

2.10. Use of facilities.

Dental clinics, computers, and other facilities at KAUFD are university belongings and are expected to be handled with caution and care. Users may not attempt to destroy, damage, or degrade university belongings; nor use them for personal or commercial reasons without written authorization.

PRINCIPLE 3:

BENEFICENCE – الإحسان

DEFINITION: What is Beneficence?

Beneficence means to “do good”. It is the duty of the dentist to promote the health and welfare of the patient.1 The Arabic equivalent “Ihsan” has a wider meaning of “doing good” and includes the perfection and good, kind conduct that must accompany all actions taken by the dentist.

The Prophetic saying states: On the authority of Abu Ya'la Shaddad bin Aws (may Allah be pleased with him), that the Messenger of Allah (peace be upon him) said: “Verily, Allah has prescribed excellence in everything –” Narrated by Muslim. This clearly denotes the responsibility of the dentist to ensure the welfare and safety of the patient and the community. This is fulfilled with the provision of competent treatment in a timely manner, while respecting the desires of the patient and within and to the best of the abilities of the dentist. Such treatment must be provided with due consideration to the fees (if applicable), and such treatment must not be sacrificed on account of financial circumstances.

RELATED CODE OF PROFESSIONAL CONDUCT:

3.1. Community Service.

Dentists are ethically obliged to use their clinical skills, knowledge, and expertise in the improvement of the health of the public and as such be leaders in their community.

3.2. Research & Development.

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Any result generated through investigation by the dentist should be made available to the dental community if such result can benefit patients and promote health.

3.3. Patents & Copyrights.

Dentists may secure patents and copyrights as long as they do not hinder or restrict research or practice.

3.4. Neglect & Abuse.

It is an ethical obligation for dentists to familiarize themselves with signs of abuse and neglect and be aware of organizations to which such signs are to be reported. If such signs are found on adults, such reporting must be done while respecting the wishes of the patient. Should such abuse be seen in minors or individuals under the care of guardians, reporting must be carried out to the appropriate authorities while circumventing the guardians.

3.5. Professional Demeanor in the Workplace.

It is incumbent on the dentist to act in a manner that is respectful and non-litigious in the workplace. Dentists are ethically obliged to act cooperatively within their dental team, be communicative and thus optimize the care provided to the patient.

PRINCIPLE 4:

JUSTICE - العدل

DEFINITION: What is Justice?

Justice means "Fairness". It is the duty of the dentist to treat patients justly. Dentists have a professional obligation to treat everyone fairly, patients, colleagues, and the dental team. The dentist is ethically bound to provide treatment without prejudice[1].

The Holy Quran states: "*Indeed We have sent Our Messengers with clear proofs, and revealed with them the Scripture and the Balance (justice) that mankind may keep up justice" (Surat Al-Hadid; 57:25)* And: "*Indeed, Allah orders justice and good conduct…" (Surat Al-Nahl; 16:90)* And: *"Be just: that is nearer to piety"* (Surat Al-Maeda; 5:8).

RELATED CODE OF PROFESSIONAL CONDUCT:

Please refer to Dental Healthcare Workers Manual of King Abdulaziz University Dental Hospital V10.
https://drive.google.com/file/d/1e0BnxnwkjGP53JipAJ1gV2cuMI5HI5qG/view

4 .1. Patient Selection.

KAUFD acknowledges diversity and does not tolerate discrimination in all aspects including race, gender, nationality, religion, disability and socioeconomic status. It is unethical for a dentist to refuse to treat a patient based on race, religion, nationality, color or gender. Furthermore, denying treatment to a patient known to be infected with any infectious disease (for example human immunodeficiency virus,

hepatitis B, or hepatitis C virus) is unethical and unaccepted, if this is the only reason to refuse treatment. It follows guidelines that all patients should be treated as potentially infectious and therefore no discrimination be made based on their infectious status when knows.

4.2. Emergency Service.

It is the ethical obligation of the dentist to provide arrangements for the patient for possible after-hours emergency. Should the dentist be involved in the treatment of a patient not under their care, as an emergency service, he/she shall refer the patient back to their dentist once the emergency care is completed, while recording all the information in the patient health record.

4.3. Justifiable Criticism.

Dentists are ethically obliged to inform the patients of their current oral health status including criticism of previous treatment as long as it is communicated professionally without reproachful comments. Dentists must report poor or faulty treatment in a non-litigious and professional manner.

PRINCIPLE 5:

VERACITY – الصدق والأمانة

DEFINITION: What is Veracity?

Veracity is “Truthfulness”. It is the duty of the dentist to communicate truthfully.1 The Prophetic saying states: on the authority of Abdullah bin Mas’ud (May Allah be pleased with him) reported: The Prophet (peace be upon him) said, "Truth leads to piety and piety leads to Jannah. A man persists in speaking the truth till he is enrolled with Allah as a truthful. [Agreed upon].” Truthfulness and honesty must accompany all actions and communications done by the dentist.

RELATED CODE OF PROFESSIONAL CONDUCT:

5.1. Representation of Care.

Dentists must not represent care to their patients falsely or in a misleading manner.

Dental Amalgam:

The ADA has reached the consensus that the removal of an amalgam restoration that is in good condition and is not causing allergy to the patient, under the pretense that it is “toxic”, is unethical. The dentist has the obligation to inform the patient of the harmlessness of leaving the restoration and must not mislead the patient. Should the patient insist on the removal, the dentist can oblige once all information is disclosed.

5.2. Representation of Fee.

1.2.1 Overbilling:

It is unethical to overbill a patient or falsify treatment records of a patient under a particular coverage (insurance or personal) when applicable.

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1.2.2 Treatment Dates:

It is unethical to change treatment dates for the purpose of obtaining (financial) benefits.

1.2.3 Dental Procedures:

It is unethical for the dentist to claim to have carried out a certain procedure for the sole purpose of reimbursement or greater payment.

5.3. Disclosure of Conflict of Interest.

When the dentist claims particular benefits to a treatment of material, verbally or written, he/she is ethically obliged to disclose any conflict of interest whether monetary or personal with the company/parties providing the material/device.

5.4. Reporting Adverse Reactions.

Dentists must report any adverse reactions to materials and/or devices should they occur to the regulatory body of their country (such as FDA). Lack of reporting is considered an infringement of ethical conduct.

5.5. Unearned Degrees and False specialization.

It is unethical for the dentist to work without the appropriate certification or with falsified documents. It is unethical for a dentist to assume the role of a specialist without having received, completed, and attained the degree.

PART V: KAUFD GUIDELINES FOR PROFESSIONAL ATTIRE AND DEMEANOR

Dress Code Standard in the Patient-Care Area

As a member of faculty, an auxiliary staff, or a student of KAUFD you are required to uphold a set of standards that convey the level of professionalism maintained in the institute. In this document, the minimal requirements for professional image are highlighted. Such dress code is to be followed by all students, faculty, and auxiliaries working in any Patient Care Areas at KAUFD University Dental Hospital (UDH). Such areas include clinics, nursing stations, patient rooms, and reception/waiting areas.

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Colors:

GUIDELINES			ACCEPTABLE	NOT ACCEPTABLE
CLOTHING DESCRIPTION	TOP	Women	Women are required to wear white coats at all times, and these must be: Below knee-length, long-sleeved, not tight-fitting, clean & wrinkle-free	Short-sleeved, or sleeveless, dirty, stained, frayed. Tight, see-through and/or above knee-length.
		Men	Men may wear scrubs and/or white coats, long or short-sleeved, clean & wrinkle free.	Sleeveless, dirty, stained, frayed T-shirts, or any type of shirt without a collar.
	BOTTOM	Women	Full-length trousers/skirt, an inch above the floor. Clean & wrinkle free.	Tight-fitting, too short or too long, dirty, stained, or frayed Leggings, lounge wear or training pants.
		Men	Full-length trousers/scrubs, an inch above the floor. Clean & wrinkle free	Tight-fitting, too short or too long, dirty, stained or frayed. Thobes, Jeans, shorts, gym pants, lounge wear or training pants.
	HEAD COVER	Women	It must cover all of the hair. Ends of head-cover must be kept under the coat or gown. Head-cover must be clean & wrinkle-free	Ends of head-cover above coat/gowns, very ill-fitting, dirty, stained or frayed. Flashy colors, lace and beaded
		Men	No head cover required unless hair is longer than the nape of the neck. A disposable head cover is worn during all patient-contact times.	Head-cover (shumagh)
	FOOTWEAR	Women	Flat or moderate heel (6 cm), closed-toe, clean	Heel above 6 cm, open-toe, sandal, dirty, stained or frayed
		Men	Flat, closed-toe, clean	Open-toe, sandal, dirty, stained or frayed (slippers are not allowed).

Colors are accepted at KAUFD and UDH as long as they are not flashy and bright. Black, white, cream, brown, navy blue and pastel colors are accepted, with mild patterns, no ornaments and of thick, resistant material.

Grooming Standard

Grooming indicates how a person maintains his/her personal hygiene and overall look. At KAUFD Hospital Patient Care areas, all personnel must maintain the following guidelines:

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GUIDELINES		ACCEPTABLE	NOT ACCEPTABLE
HAIR	Men	Hair must be well kept and groomed, and if long, tied back, away from the face.	Long un-kept hair, loose on the shoulders, covering eyes, dirty
	Women	While faculty and students are required to cover their hair as an Islamic tradition, any hair that shows must be in place and away from the face. Non-Muslim auxiliaries must keep their hair tied back.	Hair that is untied and slipping from under the head-cover requiring persistent re-adjustment, hair that covers the eyes.
FACIAL HAIR		All facial hair must be well kept and during procedures be tucked under the face mask.	Un-kept facial hair, untrimmed beard, or hair outside the facial mask.
FINGERNAILS		Must be kept clean and filed, not more than 3 mm long	Very long nails, artificial nails, flashy or chipped nail polish, dirty nails.
MAKE-UP		Minimal make-up	Heavy make-up or flashy colors.
JEWELRY		Simple and plain	Flashy jewelry or necklaces, heavy bangles or bracelets, nose piercings. Apparent watches, bracelets during patient procedures.
BODY ODOR		Natural odor or mild cologne or perfumes	Strong cologne or perfumes. Clothing or body smell from smoking or poor hygiene. Bad breath.

PART VI: CONSEQUENCES OF INFRINGEMENT OF SUCH GUIDELINES

Disciplinary actions are enforced at two levels:

LEVEL 1: AT KAUFD

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

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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 KAUFD. Disciplinary Regulations for KAU 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 spital.** **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 do not violate KAU'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.**			
Infringement of Professional Attire	Infringement is monitored and dealt with by Assigned Academic Affairs Representative and Directorship of University Dental Hospital Representative	Verbal Warning	**Withdrawal of University ID by the assigned committee or personnel.** **Student will retrieve ID after signing receipt of the 1st warning letter from the office of Academic Affairs.** **A copy will be kept in the student's file.**	**Withdrawal of University ID by the assigned committee or personnel.** **Student will retrieve ID after signing receipt of the 2nd warning letter from the office of Academic Affairs.** **A copy will be kept in the student's file.**	**Referral to Disciplinary Committee.** **The "Disciplinary Committee" will decide on any of the following depending on the severity of the violation:** **Unaccounted attendance at lecture.** **Suspension from clinics.** **Other disciplinary actions the committee might seem appropriate and do not violate KAU's Disciplinary Regulations.**

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- 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 KAUFD'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 and eye and tooth for 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 includes 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 allows 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 KAUFD STUDENTS:

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

NOTE 2 ON KAUFD STAFF:

KAUFD staff are responsible to supervise students 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, the faculty staff (not the student) is the one to be called by the medical forensic committee.

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1.6. Transfer of Students

The student Internal Transfer Policy between Health Sciences Faculties at KAU:

- Students can transfer to any health science faculties within KAU.
- Transfer between faculties is allowed only once.
- Transfer should meet all the criteria set by the faculty that the student will transfer to.
- Student should have not completed more than 50% of Graduation requirements in the original program.
- Student should not have any penalties/disciplinary actions on his/her academic record.
- Student must fill in the online transfer application form through ODUS.
- Student must follow up application form according to the scheduled times.
- Student must have a GPA of not less than (3).

Transfer of External Students from Other Universities:

- Applicant transferring from another faculties/university and applying directly to the Dental Surgery Program at KAUFD and in accordance with Article XII of the Study and Exam Regulations for the Faculty of Dentistry are required to show evidence of completion of prerequisite course requirements and all cases will be reviewed and approved by the Equivalency and Assessing Competency committee at KAUFD:
- The applicant must have studied in a faculty/ university recognized and approved by the Saudi Ministry of Education.
- The applicant should not have been dismissed/discharged from the original university for disciplinary reasons.
- The applicant must have a GPA of not less than (3).
- The applicant should not have any penalties on his/her academic record from the original faculty/university.
- The applicant should not have completed 50% or more of the program graduation requirements.
- Certified transcript from the transferred faculty/university are required as evidence of completion of prerequisite course.
- All applications must be submitted electronically through the Deanship of Admissions and Registration at King Abdulaziz University, which will then be sent to the Faculty of Dentistry where the application is reviewed and evaluated by the Equivalency and Assessing Competency committee at KAUFD.
- The signed Transfer Equivalency Form with an official letter from the Dean of the Faculty of Dentistry is then sent back to the Deanship of Admission and Registration with the equivalent courses, which are recorded in the student's academic transcript but not included in the calculation of his/her cumulative GPA according to KAU policy.

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- The Deanship of Admission and registration shall then notify the student about the status of his/her application.
- The transfer will be accepted for second year only.

1.7. Orientation program

Student orientation programs at KAUFD are conducted annually for each academic year with the main objective of initiating the integration of all students into their academic, cultural, and social climate of the faculty.

Orientation at each academic year is designed and implemented differently to fulfill a particular purpose:

Dental/Academic Ye	Purpose and Components	
1st Dental Year (2nd Academic Year) Preparatory Program	The preparatory weeks offered at **First** and **Second Dental Years** are designed to improve and enhance students' education and reinforce students' self-esteem through improving their educational environment and their extracurricular skills needs. he workshop offered during this week is part of students' Personal Development Program (PDP).	The Orientation Week is comprised of the following elements: 1. Ice-Breaking Exercise and Breakfast with the Dean 2. KAUFD Policies and Procedures 3. Code of Conduct 4. Campus Tour 5. Scientific English Writing Course 6. Mental Health Awareness Workshop 7. Mindfulness 8. Body and Mind Wellness 9. Goal setting
2nd Dental Year (3rd Academic Year) Preparatory Program		The Orientation Week is comprised of the following elements: 1. KAUFD Policies and Procedures 2. Code of Conduct 3. KAUFD Curriculum 4. Introduction to teaching courses 5. PDP Workshops
3rd Dental Year (4th Academic Year) Orientation Program	**Third, Fourth, and Fifth Dental Years** are considered "Clinical Years" in students' college life. Orientation comprises the following components, mainly to foster "civility" and enhance humanistic culture. Civility at KAUFD is to transparently orientate the KAUFD community, including students, about what is expected of them and provides appropriate ways of dealing with problems when they arise.	The Orientation Program is comprised of the following elements: 1. KAUFD Policies and Procedures lecture 2. KAUDH 1-Day Orientation Program and Accessibility Exam 3. KAUFD Curriculum
4th Dental Year (5th Academic Year) Orientation Program		
5th Dental Year (6th Academic Year) Orientation Program		
6th Dental Year nternship Year) Orientation Program	Internship Year is a mandatory training year	The Orientation Program is comprised of the following elements: 1. Introduction to the program and the internship year 2. Components of the Program 3. KAUFD and KAUDH Rules and regulation 4. Requirements and Evaluation 5. How to use the electronic "Intern's Gate" Program 6. Extramural Rotation Orientation

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1.8. Delay of Study and Refrainment

1. The student can apply for delay of study with the condition that he/she presents an accepted excuse to the Academic Committee at KAUFD. The period of delay should not exceed two intermittent years, during his whole stay in the university after which his/her entry will be terminated.
2. If the two years are consecutive, the University Board, in extreme necessity, may allow the student to continue his study, on condition that he/she passes a qualifying exam in the subjects of the last grade he/she has succeeded in. If the student fails, he/she may be admitted in the last academic year he/she has passed. This result should not be included in his/her general evaluation.
3. If a student discontinued studying for more than four weeks without applying for a delay, his his/her registration will be terminated, and the Faculty Board has the right to dismiss the student for a period less than that.

1.9. Dismissal from KAUFD

Dismissal from the Faculty

The student is dismissed from the faculty under the following conditions:

1. If the student did not pass the second re-sit exam after three academic years.
2. If the student did not pass the third and fourth levels after three academic years.
3. If the student did not pass the fifth level after two academic years.
4. If the student fails in the sixth level four times. The University Council, on the recommendation of the Faculty Board, has the right to grant no more than two final chances.

1.10. Re-Registration of Students

1. Student whose entry has been terminated may apply for restoration of entry, with his/her same computer number and record before termination with the following guidelines:
   1.1. Student application submission should be within two years from termination of his/her registration.
   1.2. The Faculty Board should approve his entry restoration together with the concerned authorities.
   1.3. If three or more years have passed since the termination of the student entry, he/she can submit a new application for admittance to the University without going back to the students' former record. In such cases all conditions of admittance declared at that time should conform to the student.
   1.4. Entry restoration should not be more than once.
2. It is not permitted to restore the entry of a dismissed student from the University for educational or disciplinary grounds; nor a student dismissed from another university for the same reasons. If it is found that a student who has restored his

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entry, has been previously dismissed for the above-mentioned reasons, his entry will be cancelled from the date of his entry restoration.

3. It is not permitted to restore entry for a student with a medical condition which may hinder his/her continuation in study or student's ability to practice the profession of dentistry (Please refer to section 1.10).

1.11. What the Courses Involve

Newly admitted students must read and sign the Premarticulation technical standards for admission of BDS candidate. 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.
KAUFD courses are both mentally and physically challenging. Most days students will be in the Dental School for approximately 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 during Ramadan and Hajj Holidays, and two at the midyear and summer holidays.

The foundation of knowledge in the Biomedical Sciences is delivered via a series of lectures, seminars, and laboratory activities. In this "basic science" portion of the curriculum, all students must possess the abilities and skills to observe, understand, integrate, and communicate material presented in various formats. This includes lectures, laboratories, patient interviews and videotape presentations, case-based learning, computer programs and simulations, and small group discussions. In order to dissect the human body and to perform gross and microscopic examinations of normal and abnormal human specimens, it is necessary to possess certain abilities and skills which include (but are not limited to) sensory, motor, emotional, and intellectual skills and abilities. KAUFD considers these skills and abilities essential to performing in these courses in a competent manner.

The core clinical experience exists as a comprehensive patient care experience. During this intensive clinical experience, aspects of biomedical science as well as humanism and professionalism are integrated into the curriculum. The students become familiar with the methods and skill to practice clinical dentistry under direct faculty supervision beginning in the third year of dental education. Clinical experiences are provided in the University Dental Hospital settings.

The 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 undergraduate dental candidate to be able to

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tolerate physical and emotional stress and continue to function effectively. Patient care frequently requires long periods of continuous physical activity. 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 will also spend a considerable amount of time sitting and leaning over to perform treatment, as well as moving about on a dental chair with wheels. An undergraduate dental candidate will need to possess qualities of adaptability and flexibility as well as function at a high level in the face of uncertainty. It is expected that the individual will demonstrate a high level of compassion for others, a motivation to serve integrity and consciousness of social values.

Undergraduate 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 undergraduate candidates must have motor function capabilities to meet the demands of dental education and the demands of total patient care. The candidates for the BDS degree 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 not only verbally, but also in writing. Communication in both the oral and written forms 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

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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 judgment, and complete all responsibilities required to appropriately diagnose and professionally care for patients.

If you have dyslexia, we encourage you to make early contact with the Audiology and Speech Unit located at the University Hospital. We would arrange additional time in examination (10-15 minutes per hour depending on your dyslexia profile), extend the loan period on university library books and advise 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 such 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.

1.12. KAUFD Due Process for Academic Achievement and Examination

1. A student should attend all lectures, practical and clinical lessons. He/she will be not allowed to sit for final written and/or competency examination, of any of the relevant course, if his/her attendance is less than 75% in any given course (lectures and practical/clinics).
2. The student should fulfil all clinical and laboratory requirements which are stated by the Scientific Department and included in their course's syllabi. If these requirements are not fulfilled, the student will not be allowed to sit the final exam.
3. Any student who is not allowed into the final written and/or competency examination will be considered failing in the course. Therefore, he/she has to follow

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the recommended remediation plan set by the Scientific Department and re-sit the exam.

4. If the student fails the re-sit exam, and or fails to complete the required tasks in the remediation plan, he/she has to retake the course.
5. If the student passed the re-sit exam and completed the required tasks outlined in the remediation plan, he/she will pass the course with a grade of 60%.
6. In certain circumstances and based on the recommendation of the "Assessment of Student Performance Committee", a student who did not complete his/her clinical requirement of the course and did not sit for a relevant competency examination, the student is denied from entering their final exam, but allowed to complete their clinical requirement during the summer vacation.
7. Student can appeal following the appeal and grievance process in Section 1.32.
8. The University Council or their representatives has the right to exempt a student and allow him to sit for the final exam on the condition that he/she has presented an accepted excuse and his attendance should not be less than 75% of lectures, practical and clinical lessons limited to each course.
9. The student can be excused for an academic year without being considered failing that year, on the condition that he/she presents a formal letter with an accepted excuse to the Faculty Board at least five weeks before the beginning of the final examinations.
10. Violation to KAUFD/UDH Academic Integrity, Islamic Ethics and Code of Professional Conduct at KAUFD that warrant disciplinary action/s that might affect the students' academic achievement.

1.13. KAUFD Study Policies

Guidelines of Study and Examination

The Study System

1. Study system at KAUFD follows a full academic year system.
2. BDS program at KAUFD consists of five years, following a preparatory year.
3. After successful completion of the 5-year program, students need to complete a compulsory training year (internship).
4. Students pass each level based on rules, regulation, and requirements set by the Scientific Department and stated in the syllabi of taught courses, in accordance with the regulations of transition from one level to another.
5. Students who succeed, and pass a level, move from the lower levels to higher levels according to an approved study plan.
6. KAUFD Exit Exam, is designed to directly assess the BDS Program Learning Outcomes (PLOs) and Major Competencies (MCs). Assessment will be conducted in 2 phases:

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Phase 1: Preclinical to Clinical Years Transition Exam, for 3rd year students. The exam will be a computer-based written exam conducted via Black Board.

Phase 2: Standardized Exit Exam, for 6th year students and interns. The exam consists of three sections:

- Computer based written exam conducted via Question Mark.
- Objective Structured Clinical Exam (OSCE).
- Clinical Exam.

Students will be trained in these exams and will be guided through the exam blueprints.

Starting from Academic year 2021-2022, these exams have become part of the continuous assessment scheme of the following courses:

- Oral Pathology (OBCS 334), for phase 1 Transition Exam
- Comprehensive Care Clinics (CCC 600), for phase 2 Exit Exam.
  - Students who fail less than 50% of the courses will repeat the study level they failed, re-taking the course(s) they failed.
  - Students who fail more than 50% of the courses will be referred to KAUFD Student Performance Committee to investigate either repeating the whole academic year or only repeat failed courses, each case to its own merit.

1.14. The Compulsory Practical Year (Internship Year)

The students who have passed the final examination for the bachelor's degree must spend a compulsory twelve months (internship year) that starts on the dates decided by the Faculty Board.

At the end of each period of practice the concerned department will evaluate the intern. If he/she has not achieved a satisfactory report, then the intern has to repeat the practice period in that department, according to the recommendation of the concerned department and its approval from the Faculty Board.

- At the successful termination of the compulsory practical year, the Intern will be awarded a certificate showing periods of practice in each subject, approved by the Dean.

1.15. Lectures

The dental school is located in the western part of the medical campus occupying six buildings, including Buildings #10, #11, #12, and #14 within the male campus and Buildings #9 and #10 within the female campus. All six buildings are connected by walking bridges and are also connected to the University Hospital.

The male and female dental school buildings were constructed to support the school's mission and goals. The academic goal is met via teaching classrooms, seminar rooms,

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laboratories and the library, which are located in Buildings # 11, 12 and 14 for male students and buildings # 10 for female students.

Teaching classrooms and seminar rooms are available in the following buildings:

- **Female:** Building 10: Female administration, classrooms, and laboratories. Building 9: the ground floor offices of female faculty members.
- **Male:** Building 14: Classrooms and offices of faculty members. Building 12: male administration and faculty and laboratory staff offices.

1.16. Attendance Policy

1. Students at KAUFD 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. Student attendance is supervised by the departments and monitored by the Vice Dean for Academic Affairs (male students) and the Vice Dean for the Female Section (female students). In addition, attendance is also monitored by the Academic Year Supervisor and 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 clinical 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 bylaws.

1. Absences with excuses:
   - ❖ Medical excuses are accepted, provided that the medical report is issued on Sehha platform.
   - ❖ All medical reports (medical confirmation note/report/sick leave) or official excuses should be submitted to the designated Vice Deans (male students: Vice Dean for Academic affairs) (female students: Female Vice Dean Female section) thorough ERS System 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 of 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 designated Vice Dean will review the report, and the case is referred to the Academic Affairs Committee (male and

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female) 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 Academic Affairs Committee (male and female) 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 Academic Affairs Committee (male and female) 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 Academic Affairs Committee (male and female) and if approved, the absence will not to be counted from the overall attendance of the student.

2. Absence without excuses:

If the student exceeds the limit allowed for absence, which has been issued by the Academic Affairs Unit (25%), the students will receive:

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

Persistence and Excuse from Study

KAUFD Students should attend all lectures, practical and clinical sessions. If the student's attendance is less than 75% in lectures, practical and clinical sessions assigned for each course, the student will be excluded from continuing the course and will not be allowed to sit for the final examination.

Procedures of Monitoring Attendance:

Student attendance is supervised by the departments and monitored by the Vice Dean for Academic Affairs (male section) and the Vice Dean for Female (female section).

Monitoring of Attendance for the following:

1.1 Lectures:

- Students should sign the attendance sheet during the first 15 minutes of a one-hour lecture, and names of the students who did not attend must be crossed out.
- Students should not sign for any other students or absent students. This would subject the student to the penalty stated by KAU policy and KAUFD Code of Conduct.

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- A designated staff member from the Educational Affairs Administration is responsible for collecting the attendance sheet 30 minutes after the beginning of the lecture from the designated area in each lecture room.

1.2 Pre-Clinical Labs:

- Attendance sheets are available in all pre-clinical labs.
- Students should not sign for any other students or absent students. This would subject the student to the penalty stated by KAU policy and KAUFD Code of Conduct.
- The designated staff from the Educational Affairs Administration is responsible for collecting the attendance sheet after 1 hour - 1 hour and half after beginning of the preclinical session from the designated area in the preclinical labs.

1.3 Clinics:

- Designating staff members to follow up the absence at different clinical areas.
- Students should not sign for any other students or absent students. This would subject the student to the penalty stated by KAU policy and KAUFD Code of Conduct.
- Students must sign by scanning the QR code on each session.
- A designated staff member from the Educational Affairs Administration is responsible for collecting the attendance sheet 60 – 90 minutes after the beginning of the clinical session from the designated area in the clinics.

1.17. Examination Policy

1. All mid-year and final examinations must be taken on their scheduled dates. The students have to be there on time. The students will not be allowed to enter any examination after half an hour from the beginning of the exam; and will not be allowed to leave before half an hour from the start of the exam.
2. Subject to review by the administration and the student Performance Committee.
3. The Faculty Board has the right based on the remediation plan and recommendations of the concerned department to include in the final exam practical and oral examinations and state the grades allocated for all final exam parts.
4. The student who failed in the final examination first trial is allowed to sit for the re-sit exam, and if he/she failed, the student shall repeat the academic year in the failed subjects only. The student is obliged to attend all clinical and preclinical subjects, which he/she has passed in the same level. This applies for the third, fourth, and fifth study levels.
5. A final examination should be held for all the first five levels at the end of each academic year. Failing Students should enter a re-sit exam before the beginning of the following academic year.
6. A final examination at the end of each semester is held for the sixth level, one

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of which must be at the end of the academic year. The student who fails in the final exam for the sixth level should repeat the examination in the subjects he/she has failed in only, with his/her obligation to attend all clinical and preclinical subjects which the student has already passed previously.

7. The student who fails to attend the final exam for a course or part of it "written, oral practical or clinical" will be considered failing in that course, and the Faculty Board has the right, in extreme cases, to accept his/her excuse and allow the student to sit for the next exam, and in that case he/she will be granted the grade he has achieved after the examination.
8. The GPA of student is estimated for each course and study level as follows:

Exceptional 5	Good 3
Excellent 4.75	High Pass 2.50
Superior 4.50	Pass 2
Very Good 4	Fail 1
Above Average 3.50	

9. The final GPA is cumulative based on the credit hours assigned for each course in the school curriculum.
10. KAUFD Exit Exam, is designed to directly assess the BDS Program Learning Outcomes (PLOs) and Major Competencies (MCs). Assessment is conducted in 2 phases:

    Phase 1: Preclinical to Clinical Years Transition Exam, for 3rd year students. The exam is a computer-based written exam conducted via Black Board.

    Phase 2: Standardized Exit Exam, for 6th year students and interns. The exam consists of three sections:

    - ❖ Computer based written exam conducted via Black Board.
    - ❖ Objective Structured Clinical Exam (OSCE).
    - ❖ Clinical Exam.

Students are trained on these exams and will be guided through the exam blueprints. These exams are part of the continuous assessment scheme of the following courses:

- ❖ Oral Pathology (OBCS 334), for phase 1 Transition Exam
- ❖ Comprehensive Care Clinics (CCC 600), for phase 2 Exit Exam

11. The student is awarded the first degree of honor if his/her general evaluation

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in the bachelor's degree is excellent and will be awarded the second degree of honor if the student's general evaluation is very good, and in both cases the student's grade in any level of study should not be less than very good and he/she/she should not have failed in any examination in this university or others.

1.18. Academic Warning

A student will be handed an academic warning/notification when he/she has only one chance left for success before terminating his/her registration at KAUFD.

1.19. Examination Protocol

Students are required to adhere to the following examination instructions:

1. Please arrive promptly on the day of the exam.
2. You must bring your university identification card with you at the time of the exam.
3. Make sure you enter the examination hall that has your name on the list provided.
4. Please enter the examination hall five minutes before the start of the exam
5. Food and drink are not allowed into the examination hall.
6. It is not allowed to leave the exam hall before passing half of the exam time.
7. You must bring all necessary supplies such as pens, calculator (if needed) and HB2 pencils to answer the MCQ computer sheet.
8. The student is not permitted to take a mobile phone/tablet/computer into the examination hall.
9. For Males: Please follow the attire protocol at all times. For Females: It is mandatory to wear white lab coat and prohibited to enter the examination hall in an abaya. And it is forbidden to cover the head during the exam (except if male faculty enter).
10. Leave all bags and books outside the examination hall and in case of valuables they can be kept in your designated lockers.
11. Please wear appropriate clothing for your comfort inside the examination hall.
12. Any student who is caught cheating or with a cheating tool, the answer sheet will be taken along with the cheating tool, and he/she will be reported and will be subjected to the disciplinary proceedings stated in the Code of Conduct.
13. Please adhere to sit in the designated seat that is assigned to you, and changing your seat is not allowed.
14. You cannot enter the examination hall after 30 minutes from the start of the exam, except in the case of a compulsive excuse accepted by the Head of the Examination Committee.
15. You are not allowed to ask questions during the examination.
16. It is not allowed to wait outside the examination hall at the start of the exam and any delay in entering the examination hall will lead to a written warning, and if repeated appropriate action will be taken in accordance with KAU examination policies.
17. You are not allowed to speak with your colleagues during the test.

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18. Be sure to write your name and computer number clearly with the pen in the space on the front page only of the answer booklet and using pencil on the MCQ computer sheet.
19. Ensure that all the digits of the computer number are filled so as not to leave a column without a number as follows: If the computer number does not start with zero, 3 zeros are added in the first digits on the left.
20. Do not bend the computer sheet and do not write anything other than the answer only.

Procedures for Final Examination

1. The Faculty Board has the right to form a committee which coordinates with the Departments in the organization of final examinations procedures.
2. The Faculty Board has the right to apply secrecy in the final examinations' procedure.
3. Faculty members for each course should set the questions for examination and coordinate with the Head of Department.
4. The Course Director will register the marks achieved by the students in the final examination in the result sheets prepared for that purpose; he/she should sign and approve it from the Head of the Department.

1.20. Student Committees at KAU and KAUFD

Students have the opportunity to contribute to the University and Faculty community by representing their fellow students on important issues such as extra-curricular activities, education, and student services in the different committees that are available. Students will gain valuable skills in teamwork, communication, and negotiation.

There are several committees in the University and Faculty where students can participate at KAUFD such as:

1. Student Extra-Curricular Committees: (Islamic Awareness, Cultural Committee, Sports Committee, and Social Committee)
2. Student Representative on the Board of the Faculty of Dentistry
3. Student Advisory Committee at the Faculty of Dentistry (male and female)
4. Student Advisory Committee at King Abdulaziz University

1.21. Honor Students

Honor students who demonstrate superior academic capabilities are honored by the University and Faculty for their academic achievement in a special graduation ceremony. In addition, honors students receive the following:

1. Granted achievement awards with the sum of 1000 SR (one thousand) for

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those who maintain an average of A for two consecutive semesters in any academic year.
2. Qualify for the Dean's list.
3. Are invited to participate in special events organized by the University and different Faculties.
4. Are offered on-campus employment in the faculty and receive a monthly salary (based on the hours System)
5. Offered special discounts and free training courses in the English Language and training programs.
6. Offered discounts on electrical and electronic appliances.
7. Are invited to take specially arranged field trips at the end of each semester.
8. Students with outstanding performance in curricular and extra-curricular activities are honored by the Dean of the Faculty in the annual extracurricular academic year ceremony.

1.22. Graduation

The student graduates once he has accomplished all graduation requirements of the study plan successfully and his/her general evaluation should not be less than satisfactory and has completed the compulsory practical year (internship year) with success.

1.23. Student Advising and Counseling

Academic advising and counseling are integral components of the educational process at KAUFD. These services are coordinated through the Academic Advising Unit, in collaboration with the Student Affairs Unit and other relevant faculty and university resources, to promote student success, well-being, and professional development.

The purpose of academic advising at KAUFD is to provide continuous support throughout the entire educational experience, from initial enrollment through graduation. particularly during critical periods, such as the first year of study, transition into the clinical phase of the program, and preparation for graduation and entry into professional practice. Furthermore, students who are academically at risk, experiencing personal or academic challenges, or demonstrating exceptional academic achievement and leadership potential are provided with additional support and guidance. In addition, Academic advising helps students understand their academic progress, identify areas requiring improvement, use available support services, and develop realistic plans for academic and professional development. 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 KAUFD, and to prepare them for the future job market.

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Students entering KAUFD are assigned to an academic faculty mentor appointed by the Dean of the school. Academic advisors act as mentors who monitor academic progress, identify academic concerns, meet with students individually or in groups, document advising activities, recommend action plans, and refer students to appropriate support services when needed.

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.
- Academic advisors provide initial support and guidance for personal or social concerns and refer students to Student Affairs, the University Counseling Center, the Student Support Unit, or other appropriate services when specialized support is required.

Methods of Advising and Counseling at KAU and KAUFD:

Students attending KAUFD are eligible for personal and academic advising and counseling through number of methods:

- Through the University Counseling Center under 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 KAUFD predoctoral dental program, they are assigned to an academic advisor based on their academic year.
- Students in clinical years (fourth, fifth and sixth) are assigned to the Group Practice System (GPS) with the objective is to give a student a variety of patients with different levels of complexity and dental needs.
- The academic counseling at KAUFD involves:
  - Group meetings.
  - personal one-on-one meetings.
- These meetings are arranged by the academic advisor at a mutually convenient time and during office hours of the academic advisors. The aim of these meetings is to discuss student progress and any related problems.
- Academic advisors attend to all academic, personal, emotional and/or financial problems in complete privacy and confidentiality. For more information, please refer to section 1.23 Student Advising and Counseling.

1.24. Student Support Unit

The Student Support Unit at the Faculty of Dentistry functions in cooperation with the University Counseling Center of the Deanship of Student Affairs. This unit was

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established in accordance with the recommendations of mental health awareness campaign for students of the Faculty of Dentistry, which was launched in 2018, 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 students are introduced to the services of the Student Support Unit at the beginning of each academic year during the introductory week.
- Mental and psychological assessment and therapy are carried out by specialized therapist at KAU Deanship of Student Affairs. When recommended, referral to the psychiatric clinic at the KAU Medical Services is arranged through the unit.
- The mechanism for referring male and female students to the Student 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: Contact is made directly with the Supervisor of Student Affairs in order to refer the student to the unit.
- The provision of consultative sessions takes place in confidentiality and privacy at the university counseling center in Deanship of Student Affairs building. Virtual follow-up sessions are available if a student requires a more flexible option.

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

- ✓ Female section: deng.aaf@kau.edu.sa office ext. no. 23350.
- ✓ Male section: den-sau@kau.edu.sa office ext. no. 20268.

"We Support YOU" initiative

The student support unit launched the "We Support YOU" initiative "نحن هنا لندعمكم"at the start of the academic year 2025-2026 upon feedback from representatives of the student body. The initiative aims to provide students with autonomy and privacy when they need non-academic support by scanning a barcode and filling out the request. Several areas of support are available to students including psychological, general well-being, and financial support.

The initiative's flyer containing the barcode is available on all classrooms' bulletin boards.

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1.25. Group Practice System (GPS) at KAUFD

The ***Group Practice System (GPS)*** is a team-based practice/mentor-mentee system ensure the availability of adequate patient experiences that afford all students the opportunity to achieve KAUFD's Competencies for the New General Dentist, within a reasonable time. This setting allows the distribution of the patient pool based on complexity and allows for internal referral to ensure comprehensive and complete patient care. The GPS involves the allocation of groups of students (mentees) to a faculty member (mentors) at a ratio 15:1 (refer to Patient Care Chapter).

1.26. Student Violations

The Student Affairs Office at KAUFD in cooperation with the University Student Affairs, offers a number of services for students by offering educational guidance and advice concerning violations of KAUFD Code of Conduct. Students are advised that violations will be treated seriously; with special attention given to recurrent offenders. Any disciplinary action imposed against them will become permanent in their academic record. There are a number of violations that students should be aware of and avoid at all times. These violations include the following: ethical violations, behavioral violations, academic violations such as plagiarism and cheating in examinations, stealing, false impersonation and identity theft. Since all the above-mentioned violations are serious offenses, which require the assignment of penalties, the University has issued regulations describing standards for ethical and academic conduct. It has proposed appropriate penalties depending on the seriousness of the offence and other particular circumstances involved. Penalties and disciplinary actions for offences may include one or more of the following, listed in the University Integrity Code:

1. Oral warning, with the student signing a written letter if necessary.

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2. Written warning the first time and the student signing a written undertaking the second time.
3. Temporarily depriving the student of some services: (such as student activities or reducing airline tickets or other services provided to students) for a period not exceeding one semester.
4. Canceling the result of one or more subject tests and considering the student as having failed in it.
5. Deprivation of residence in university student housing for one semester
6. Final denial of residence in university student housing
7. Dismissal from the university a period of one semester or more, provided that it does not exceed three semesters.
8. Delaying the delivery of the graduation document to the student for a maximum of one semester if the violation occurred during the graduation semester.
9. Alternative penalties aimed at controlling the behavior of university students, and the Permanent Disciplinary Committee determines the quality of these penalties and methods of implementation.
10. Dismissal from the university.

1.27. Standards of Ethical Conduct and Fair Process Preamble

Students are responsible for complying with all policies/procedures, rules and regulations and other information published by the King Abdulaziz University. Newly registered students will have to read and sign the "Statement of Understanding" form, which entails that students at KAUFD work as a Healthcare Worker in the University Dental Hospital and must be aware of and abide by all policies and procedures that direct their actions during their studentship life, which includes KAUFD Code of Conduct, patients' bill of rights and KAUDH's Dental Health Care Workers Manual.

KAUFD maintains a strong commitment to the principles of professionalism and collegiality between and among its students, faculty, and staff. Dental education occurs optimally in an atmosphere of mutual respect among all parties of interest. Behaviors that result in a lack of respect, such as discrimination, harassment, or abuse are contrary to the spirit of KAUFD, violate the trust between individuals and colleagues, and will not be tolerated by the Faculty of Dentistry. The Code of Conduct outlines the rights and responsibilities of students and faculty in their professional and collegial interactions. In addition to describing the basic expectations of students and faculty in their interactions, this document provides a framework by which conflicts arising from such interactions may be resolved, to the mutual benefit of all involved.

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Students have a right to expect to be treated fairly, professionally and in a positive, collegial manner in their interactions with faculty. Conversely, students have a responsibility to respond in a like manner to legitimate requests and directives from faculty. Faculty is entitled to similar treatment by students, with analogous responsibilities in their interactions with students. Students entering KAUFD are assigned to an academic faculty mentor appointed by the Dean of the school. For more information on Academic Advising, please refer to section 1.23. Student Advising and Counselling.

1.28. Ethics and Professionalism Committee (EPC)

The EPC Committee shall have the responsibility of:

1. Promoting ethical and professional behavior among students, faculty, and staff.
2. Reviewing and making recommendations concerning all issues relating to ethical and professional behavior of students, faculty, and staff.
3. Monitoring compliance with the Code of Conduct and ethics.

1.29. 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 VI. Please refer to Section 1.5 Code of Conduct.

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

1. The Office of the Student Affairs (male and female sections) 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 academic affairs / vice dean female section.
3. All complaints / grievances are confidential.
4. The vice dean for academic affairs/ vice dean for female Section 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

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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 student behavior at King Abdulaziz University.

1.30. Informal Conflict Resolution

1. Discuss the conflict with the person against whom the complaint was made. In the event that the claimant does not feel comfortable doing so, the complaint should be directed to the Office of the Vice Dean for Academic Affairs and Vice Dean, female section.
2. The Vice Dean for Academic Affairs / Vice Dean Female section will meet with the individual against whom the complaint has been made in an effort to resolve the conflict in an informal manner.

1.31. Complaints Policy and Procedures for Filing a Complaint

Filling a formal complaint:

If a situation is to arise in which a student is unable to resolve his or her conflict informally, KAUFD formal grievance process may be employed. There are two methods for filling a complaint (written and electronic format). The two processes are outlined below and should also be initiated within 3-7 days of the incident:

1. For the electronic format:

   Occurrence Variance Report (OVR) system is used at KAUDH/KAUFD for reporting by accessing the system through the KAUDH website at this link: https://dentalh.kau.edu.sa/Default-555-AR. Report the event or breach in roles and regulations accurately (to view the instructional video you can scan the QR code). After submitting the report, an email will be received confirming the receipt of your request and the current status of the report.
2. For the written format:

   Fill out the formal complaint form, with a statement of the complaint (https://dentistry.kau.edu.sa/Pages). Which must include identification of the individual/office against whom the complaint is made, and the claimant must sign the form. The completed complaint form can be handed in or sent by email to the office of the Vice Dean of Academic Affairs/Vice Dean Female section.

Upon receipt of the complaint through either of these processes, the Vice Dean of Academic Affairs/Vice Dean Female section will take immediate action to resolve the conflict. If the conflict cannot be resolved to satisfy the claimants within a period of 10 working days, the matter will then be referred to the Dean. The referral will

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include the claimant'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.
KAUFD deals with each complaint seriously, transparently, neutrally, and confidentially while ensuring that it has no negative effect on the relationship with the claimant.

Commission on Dental Accreditation Posting Form for Complaint.

The Commission on Dental Accreditation will review complaints that relate to KAUFD compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students. Additional details on the procedure for submitting complaints can be found at http://www.ada.org/en/coda/policies-and-guidelines/file-a-complaint. A copy of the appropriate accreditation standards and/or the Commission's policy and procedures for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 extension 4653.
KAUFD requests the opportunity to address your complaint internally before seeking an investigation by the Commission on Dental Accreditation. If we can be of service in that regard, or if you have questions about your right to file a complaint either internally or externally, you can contact the Vice Dean for Academic Affairs and Vice Dean, Female section at 20008-23350 or den.vdaa@kau.edu.sa and ws-vd-dentistry@kau.edu.sa.

KAUFD requests the opportunity to address your complaint internally before seeking an investigation by the Commission on Dental Accreditation. If we can be of service in that regard, or if you have questions about your right to file a complaint either internally or externally, you can contact the Vice Dean for Academic Affairs and Vice Dean, Female section at 20008-23350 or den.vdaa@kau.edu.sa and ws-vd-dentistry@kau.edu.sa.

1.32. Grievances: Academic and Non-Academic

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

1. 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.

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

2. Academic grievance:

Includes all matters relating to a 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, KAUFD 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 handing 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 claimant 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/she 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.

1.33. Dental Laboratories

Labs at KAUFD/UDH

❖ 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 demonstrations 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.

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❖ 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.

❖ Lab Usage

Dental Anatomy (2nd Year)
Pre-clinical Operative Dentistry (3rd Year)
Pre-Clinical Endodontic (4th Year)
Pre-Clinical Fixed & Removable Prosthodontics (4th Year)
Dental Hygienists/Assistants program
Pre-Clinical Pediatric Dentistry (5th Year)
Pre- Clinical Implantology (5th year)
OSPEs Exams (4th, 5th, and 6th Year)

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 KAUFD Student Handbook (Section 1.5). Students must abide by a set of principles of professional conduct and rules which aim to fulfil the students' duties to their patients, the public, the profession, the faculty, and their fellow students. Special emphasis is placed 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.

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

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opportunity to work with all faculty members thus keeping your practical experience as wide-ranging and fruitful as possible.

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.

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.

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. Take 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.

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 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 hypochlorite 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.

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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. Incident reporting forms are available in the lab.
15. In case of a chemical splash 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 overuse chemical reagents, and discard appropriately. Do not taste or smell any chemicals.

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17. Removal of any instrument, equipment, chemicals, or other materials from the laboratory areas is not allowed.
18. Use laboratory instruments with caution.
19. Use insulated pads in the designated areas. Do not use a 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:
  - ❖ Student name and ID number
  - ❖ Patient's name and medical record's number
  - ❖ Clear instructions
  - ❖ 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), the 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.

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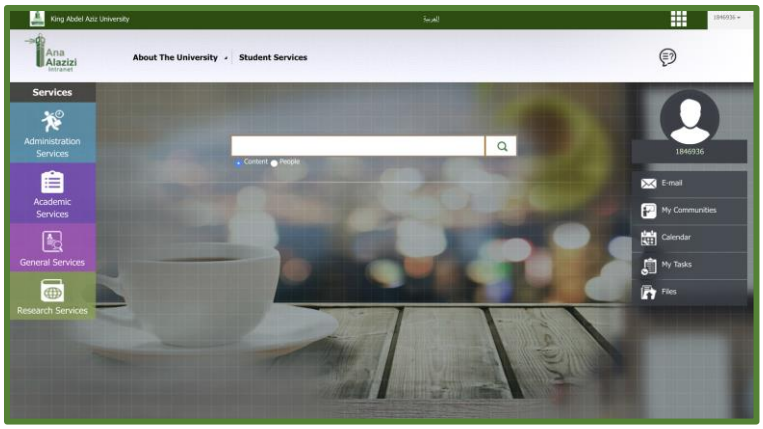
1.34. Electronic Services Offered by KAU and KAUFD IT Department

https://dentalh.kau.edu.sa/Default-555-AR



All staff and enrolled students are given an official and secure 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 Google 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 person's 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 die appropriate icon).
- Ruest for Internet service must be renewed every semester.

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- ❖ 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.

1.35. 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 in the request form to create a mailing list then send it to the following email address / help@kau.edu.sa.

Creating the Password:

The minimum password length is (6) letters or symbols, and composed of letters, numbers and symbols (uppercase and lowercase; letters and numbers). Should not include the username, password, or any part thereof. The password cannot be subject to guess or a word from the dictionary (English or other languages other). 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.

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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:
11. Sending or downloading malicious messages or pictures or content threatening.
12. Access to or upload or download, store information or pictures and pornographic sites.
13. Download or installation of unlicensed and illegal software.
14. Download or use of information or material protected by intellectual protection systems.
15. 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:
http://www.kau.edu.sa/Default.aspx?Site_ID=1&lng=AR.

1.36. Media Services and Information Web ads

https://kau.edu.sa/Default-124-AR

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, faculties, 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.

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- ❖ Preparing a newsletter that includes events, activities, achievements, and distribution within and outside the University.

1.37. 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.

1.38. Specialized Newsletters

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

1.39. KAU and KAUFD 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/
- X
  https://x.com/kauedu_sa?=11
- Snapchat
  https://story.snapchat.com/u/kau.snap50/CqfaFnW-SRmn9ytbZJnjCgAAApkVD3NvZ5sWaAXo5t3uOAXo5t3m8AAFRgA
- Instagram
  https://instagram.com/kau_media?utm_medium=copy_link

1.40. Library Services

The library is considered a foundation that supports 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

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programs. In addition, special attention is given to providing 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 be used to search the online catalog 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 2:30 pm.

King Abdulaziz University Health Faculty Libraries

- The Health Faculty libraries are the main libraries of the Medical Campus, serving both male and female campuses for the Healthcare Sciences Faculties. The Health Faculties Libraries has a variety of collections in medicine, dental medicine, pharmacy, and basic sciences.
  - **Location:** Male Health Faculties: 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

https://www.kau.edu.sa/libraries/alldatabase.html

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,

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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 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.

1.41. 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.

Extracurricular Student Activities

King Abdulaziz University and the College of Dentistry provide exceptional opportunities for male and female students in student activities. Extracurricular

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activities aim to enrich their university experience and develop their skills by providing activities and participation opportunities on both local and international levels. This allows students to express their talents, expand their knowledge, and build a network of positive relationships with their peers and faculty members.
Student activities follow a structured activities plan. They are run by students under the direction of a leading faculty member. Activities planning, facilitation and reporting are overseen by the administrative activity coordinator.

Competitions

The Deanship of Student Affairs organizes a variety of competitions for a plethora of purposes. These include cultural competitions between different faculties; annual competitions in the fields of Quran, Hadith (teachings of the Prophet), fiction/novel, poetry, poetry recitals, scientific research, painting, calligraphy, photography, handcraft; and drama writing.

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 opposite the Medical Office. For more information, please visit the Deanship website:
https://studentaffairs.kau.edu.sa/Default.aspx?Site_ID=211&Lng=AR

Volunteering Office

Stemming from Saudi Vision 2030, the volunteering office at the University Dental Hospital was created in 2017 as a division under the Community Service Unit with similar objectives. In March of 2022, it was formally established as an independent office and restructured with a head and board members. Its vision was to develop a culture of volunteerism where members donate their time and expertise to bring in positive change. Since then, the office oversees all volunteering opportunities carried out at the hospital which are usually a collaborative work between students, faculty, and staff. Although the office is supervised by faculty, a board of students runs the office in collaboration with other students on an opportunity-by-opportunity basis.

Student roles in Advisory Committees and Faculty Board:

As one of the stakeholders, student representation is open on the following boards and committees:

- KAUFD Faculty Board: selected students from both the female and male sections are invited to faculty board meetings, which are led by the Dean, to participate in academic and administrative decision making.
- KAUFD Student Advisory Committee: which aims to strengthen communication between students and faculty leaderships and provides space for suggestions towards the development of academic and non-academic services in the faculty and hospital. A representative from each year level is

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voted by their peers to represent them in this committee that is led by the Dean and includes the vice deans and student affairs supervisors.

- University Student Advisory Committee: Two students are selected to participate in the University Student Advisory Committee, providing students' perspectives in the development of university policies and services.

1.42. 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 a 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: football, 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 football, swimming, basketball and volleyball, weightlifting, cycling, badminton, table tennis, tennis, judo, karate, taekwondo, and gymnastics.

1.43. KAU Scouts

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

1.44. Student Allowance, Student Fund Management, and Student Financial Support

Student Monthly Stipend

The university offers a monthly stipend to all students throughout their enrolment regardless of their financial circumstances. This allowance is paid during the number of academic years designated to the program. In addition, top performing students who achieve an average A grade during two consecutive semesters are entitled to an additional bonus. The monthly stipend is (SR1,000) for all students and (SR 1,500) awarded to special needs students.

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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 as academic achievement awards.

Estimation of Total Expected Cost of Dental Education at KAUFD

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 role played by the Saudi Universities for the community. The predoctoral program at KAUFD is a tuition-free program with monthly stipend of (SR 1000). However, students at KAUFD 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 (SR 2000-3000 = $533-$800/ year). Occasionally, some additional expenses may apply such as laboratory expenses but are considered optional since there are dental laboratory facilities within KAUFD. 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 my incur.
- Continuing Student Subsidies: this is equal to a monthly allowance of SR 500 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 with the exception 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

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may be beneficial to their peers, as some hobbies, and activities such as computer skills and electronics.

Student Financial Support

These 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.

1.45. Student Health Services

1. 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://umsc.kau.edu.sa/Default-407-AR.

2. 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 communities. 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,

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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

3. Student Support Unit

Please refer to 1.24 Student Support Unit.

1.46. Students with Disabilities or Support Needs

What the course involves:

The KAUFD 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 it with your doctor and seek advice from the University Health Service before deciding to apply to study dentistry.
If you have dyslexia, we encourage you to make early contact with 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 section 1.10. What the Courses Involve.

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1.47. Student Housing and Accommodation

The Vice Deanship for Accommodation and Nutrition was established, under the Deanship of Student Affairs, it is responsible for providing housing opportunities and adequate residence for university students to complete their education in a suitable healthy environment and a comfortable family atmosphere. Students are enrolled in student accommodation through the registration program on the Deanship of Student Affairs page of the KAU website Acceptance results are announced one week before the beginning of the semester.

A student is eligible for enrolment in student accommodation if he/she:

1. Is a regular full-time university student whose family residence is 85 km or more away from Jeddah.
2. The student should submit a medical report that he/she is free of any contagious diseases, and it must be stated if a student requires special medical attention such as diabetes, heart disease, hypertension, anemia and other medical conditions.
3. Student must be presentable in appearance and be of good conduct.
4. Student must not have violated any University regulations or had any disciplinary actions or penalties entered in his/her academic record.
5. Student must not have been previously dismissed from university housing or residence hall.
6. Student must abide by all rules and regulations of the Housing Department.

Required Documents for Internal Housing

1. A letter of introduction from the district/neighborhood mayor of student's home residence
2. 8 colored photographs
3. 2 photocopies of student's high school certificate
4. Citizenship Card or Family Card of student's father + 2 photocopies
5. 8 colored photographs of student's father or legal guardian.
6. Photocopies of Citizenship Cards of all legal guardians, with their telephone numbers clearly written at the bottom
7. Student's letter of acceptance at KAU + 2 photocopies.

As part of the community responsibility of the University, a quota of 5% of the seats are dedicated to non-Saudis. To support all university students equally, non-Saudi students get education for free and are allowed to benefit from the university housing. All academic programs, including postgraduate students, are allowed to register and benefit from the student accommodation, if the conditions apply.

The Deanship for Accommodation and Nutrition deliver many services including:

- Free buses between university campus and university accommodation buildings from 07:00 am to 10:00 pm.

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- Amenities include restaurants equipped with two meals a day under the supervision of the Department of Nutrition, cafeteria, laundry, and supermarkets.
- Different services such as playgrounds under the supervision of specialized trainer, computer labs, student accommodation club, sports, entertainment halls, reading rooms, complimentary internet access, and a resident doctor in the evening.

For more information please visit:
http://studentaffairs.kau.edu.sa/Pages-265316.aspx
http://studentaffairs.kau.edu.sa/Pages-231193.aspx

1.48. KAU and KAUFD Catering Services Available to Students

The Deanship of Student Affairs is committed to providing students with quality food services at affordable prices. All meals are supervised and inspected by specialized personnel and a team of nutritionists. meals arc offered the central dining room, and at the dining rooms in Student Affairs and in the residence halls. The Food Service Department is also responsible for overseeing the quality control and condition of all other food services offered at restaurants, cafeterias, coffee shops, grocery stores and mini marts located throughout the University campus.

KAUFD catering services

Medical Campus at KAU have many restaurants and coffee shops at both male and female sections. Also, there is a main restaurant at KAUH basement floor which is only for the faculty, staff and interns.
For more information please visit: http://studentaffairs.kau.edu.sa/Pages-231191.aspx

1.49. Other KAU services

The University offers a variety of services that are aimed at facilitating the academic and social life of students, faculty, and staff. These include banking services, university post office and mailing services, cafeterias, restaurants, stationeries, bookstores, and copy centers. Other services include the following:

1.49.1 Transportation and Parking

Parking lots are provided on university grounds for faculty, staff and students free of charge, and most are close to facilities and classroom buildings. In some restricted parking areas vehicles must display a valid KAU parking sticker and must be registered with the Public Relations Office at KAU. The University also provides shuttle bus services between the student residence halls and other areas of the campus.
For more information please visit:
http://studentaffairs.kau.edu.sa/Pages-231192.aspx

http://studentaffairs.kau.edu.sa/Pages-231683.aspx

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1.49.2 Banking Services at KAU and KAUFD

For the convenience of the University community, a branch of the Saudi National Band (SNB) has been made available on campus near The Deanship of Administration Building. Automatic Teller Machines (ATM) operated by SNB are also available throughout the University campus to facilitate cashing of pay checks, allowance, and payment of bills.

ATMs operated by SNB available at both KAUFD male and female sections.

1.49.3 Travel Tickets for Student

Student Affairs issues identification letters for students wishing to travel overseas, and in conjunction with Saudi Arabian Airlines offers Saudi students enrolled at KAU discounts and special rates for all domestic flights. A branch of Saudi Arabian Airlines is available on campus. Telephone: 6400000 Ext. 61359.

For more information please visit: https://studentaffairs.kau.edu.sa/Pages-256205.aspx

1.49.4 Safety and Security of Students

The role of the Department of Safety and Security is to issue parking sticker, and entry permits to students, faculty and staff, and to ensure the security of all buildings within the University campus. Contact Telephone numbers: 6952040 Fax: 6401957.

For more information please visit:

http://security-safety.kau.edu.sa/Default.aspx?Site_ID=436&Lng=AR

http://osh.kau.edu.sa/Default.aspx?Site_ID=797&Lng=AR

https://www.kauhp.com/

1.49.5 Childcare Services at the Female Medical Campus

The University offers quality childcare for children of students, faculty, and staff in the form of a daycare and preschool for children aged 2-5. For further information and registration, contact: 6953348, Fax Ext: 2155.

For more information please visit:

http://ccart.kau.edu.sa/Default.aspx?Site_ID=138&Lng=AR

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1.50. KAUFD Campus Map

The Faculty of Dentistry is an integral part of the Medical Campus at King Abdulaziz University. This campus is comprised of the faculties of the Health Sciences, which include Faculty of Medicine, Faculty of Dentistry, Faculty of Pharmacy, Faculty of Applied Medical Sciences, the University Hospital, and King Fahad Medical Research Center (KFMRC).

The Dental School is located at the Western part of the medical campus occupying 6 buildings. These buildings are buildings #10, #11, #12 and #14 are on the male campus, and buildings #9 and #10 on the female campus. All buildings are connected by walking bridges which in turn is connected to the hospital.

For more information please visit:

http://dentistry.kau.edu.sa/Pages-%d8%ae%d8%a7%d8%b1%d8%b7%d8%a9-%d8%a7%d9%84%d9%88%d8%b5%d9%88%d9%84.aspx

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KAUFD Male and Female Campus



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Chapter Two:
Patient Care



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2.1. KAUFD/KAUDH Partnership

The University Dental Hospital at King Abdulaziz University (KAUDH) was inaugurated in 2013 under the patronage of KAU. KAUDH is one of the major operating components at KAU aiming to provide support and assistance to promote oral health care through oral disease management and prevention. KAUDH is considered an educational hospital. KAUDH partnership with KAUFD was established to strengthen the undergraduate and postgraduate programs. KAUDH aims to provide exceptional and innovative high quality comprehensive oral health care in a timely manner to all patients.

Please refer to Dental Healthcare Workers Manual of King Abdulaziz University Dental Hospital V12.

https://kau.edu.sa/web/static/9a804a37-7553-4ece-b1e0-c3eba88b4176

2.2. KAUDH Vision, Mission, and Strategic Goals

KAUDH Vision Statemen

Excellence in dental services according to local and global standards.

KAUDH Mission Statement

·Providing safe and comprehensive oral health care for seniors, adults, children, and patients with special needs

·Fulfilling our responsibility towards the community to improve quality of life

·Creating a sustainable health, educational, and research environment

KAUDH Values

Our values revolve around several concepts found in the acronym- SMILE.



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KAUDH Strategic Goals

The KAUDH strategic objectives will be concerned with four main concepts. They are addressed by the KAUDH and all stakeholders. KAUDH aspires to deliver its vision, mission, and values, as well as develop and improve the skills of its staff.
The four main concepts are:

- People Centered Care
- Sustainability
- Community Engagement
- Education & Research

KAUDH's vision, mission, and strategic goals are complimentary to KAUFD's vision, mission, and strategic goals.

2.3. Patients' Rights and Responsibilities

Patients receiving treatment in KAUDH have the right to the following:

1. Receive high standards of care in the profession.
2. Be treated in a respectful manner.
3. Be granted full confidentiality of their personal information, diagnosis, tests, treatment, and medical records, unless they or their legal guardians grant the permission to release the records or when 'it is legally needed.
4. Be given information on the clinician working on them.
5. Be given full information, privately and confidentially, on his/her condition and the treatment they are receiving and be given a choice when more than one alternative to treatment exists, and given the option to refuse treatment, the risk of no treatment, and the expected outcome of various treatment options.
6. Be informed of cost of treatment, when applicable.
7. Be given a consent form to sign at the beginning of treatment.
8. Be treated in a clean and safe environment.
9. Be told in advance in case of cancellation.
10. Be granted continuity of care and completion of treatment as long as he/she is eligible for treatment.
11. Their medical record is accessible, with official authorization, only to:

- ❖ The medical team caring for the patient.
- ❖ The quality management program team.
- ❖ The health facility research team.
- ❖ People with a written authorization of the patient, legal guardian, or legal authorities.

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Patients' Responsibilities:

1. Provide complete & accurate information including full name, address, telephone number, date of birth, and valid identification.
2. Providing accurate and complete information about medical complaints, allergies, past illnesses, hospitalizations, medications, pain, previous medical and dental treatment, and other matters relating to their health.
3. Declare their risk category for infectious disease transmission.
4. Provide detailed and timely information regarding any changes in their health condition.
5. Keep appointments arriving on time and cancel in a timely manner if they cannot keep their appointments.
6. Continue their care after they leave KAUDH, including knowing when and where to get further treatment and what they need to do at home to help with their care.
7. Make it known whether they clearly understand the planned course of treatment and what is expected of them.
8. Follow advice provided for the management of their own oral health or discuss this issue with their dental professional if they do not wish to do so.
9. Accept the consequences of their own decisions and actions, if they choose to refuse treatment or not to comply with the care, treatment, and service plan offered by their healthcare provider.
10. Inform staff of their needs in a respectable manner.
11. Inform KAUDH if they do not wish to have other people present.
12. Be considerate of the rights of other patients, students, faculty, and staff within the institute.
13. Inform Patient Affairs Office if they are not satisfied with the care they received.
14. Preserve institutional and public properties.
15. Use institutional facilities and properties safely and properly.
16. Follow rules, regulations, and guidelines of the institute.
17. Follow safety and security measures and instructions of the institute.
18. Refrain from smoking within the institute except in the designated areas.

2.4. KAUDH Policies, Procedure and Clinical Manual

- Students at KAUFD 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 the Dental Healthcare Workers Manual of King Abdulaziz
- University Dental Hospital V12.

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2.5. 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:
   1.1. Valid BLS certificate

   1.2. Updated medical clearance (not exceeding 3 months) including immunization forms.

   1.3. KAUDH clearance form when applicable

   1.4. Orientation Course: Watch all required video content as part of the orientation course.

   1.5. Orientation Exam: Achieve full marks on the orientation course exam.

   Once documents are verified, the student will sign a declaration to abide by and be held responsible for the KAUDH manual policies.

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

2.6. Immunization Requirements

Hepatitis B Vaccine

Students at KAUFD are required to provide documentation of having begun the Hepatitis B Vaccination series ***before they are allowed into the clinical area***. In accordance with KAUFD/UDH guidelines, dental students should:

1. Demonstrate proof of immunity.
2. Be immunized against the hepatitis B virus as part of their preparation for clinical training.
3. Provide 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 is to 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 absence of infection be determined.

Other Immunization Requirements:

- Students applying for Health Sciences Schools including Faculty of Dentistry are required to undergo a tuberculin test (Mantoux) within one

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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 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.

2.7. Group Practice system (GPS) at KAUFD/UDH

Structure:

It is a system that ensures maximum patient care and educational benefits. This is achieved through comprehensive care.

Parties involved in the system are grouped into "cliques". Each clique is made up of the following:

- Student attending clinical year (4th, 5th, and 6th)
- Patient advocate; a general dental practitioner (GDP)
- Case manager

All parties are expected to communicate professionally and efficiently with one common medico-moral concept in mind "the patient's interests always come first."

Communication Plan:

The GPS system depends on Microsoft applications, mainly Microsoft Teams (MS Teams), in which you will receive case offers, communicate with your case manager or GDP for guidance.

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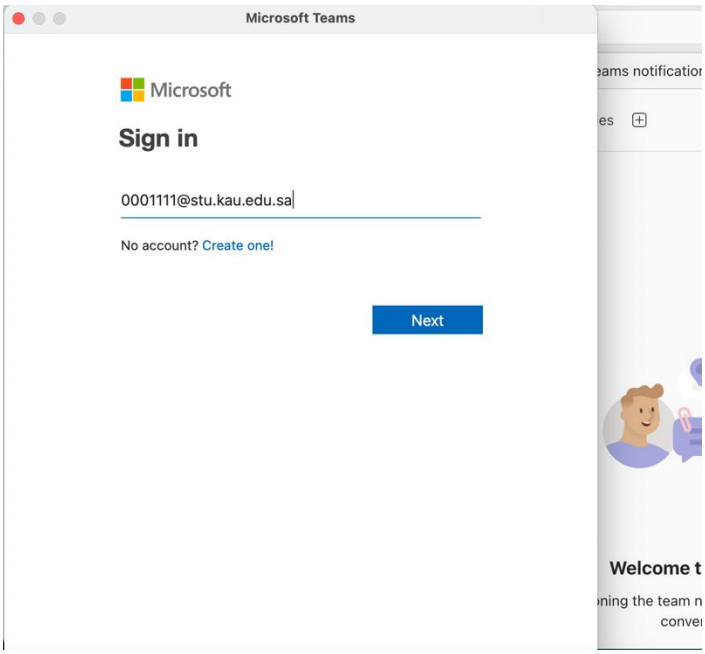
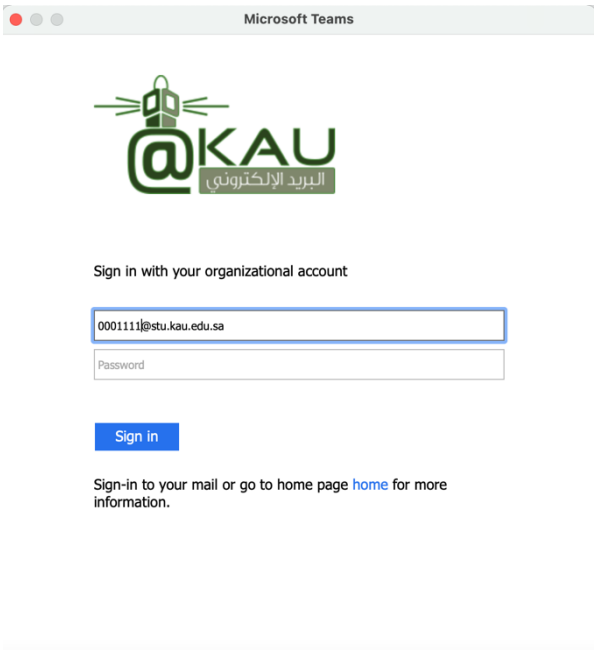
After downloading MS teams, please sign in using your student number followed by (stu.kau.edu.sa) as shown in figure 1-2. After that you'll be redirected to the KAU log in webpage in which you will enter your student number and password.





2.8. 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 V12

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Chapter Three:
Research



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3.1. Student Scientific Research Unit (SSRU)

Mission:

The goal of this unit is to introduce and support the 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 mentors with suitable research projects to ensure the progress of the students and facilitate any difficulties they might face.

Objectives:

- Introducing and encouraging 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 level.
- 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.

3.2. 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:

- An 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 conducting the exam and behaving as a different person in the manner of breaking out the rules of exam rules.
- Acts of violation of academic integrity including plagiarism, data fabrication, deception, cheating, bribery, sabotage, professorial

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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 unauthorized 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.

According to KAU policy, for undergraduate students a similarity report of 20% is acceptable for citing other people's work, above this cut-off it is considered plagiarism 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.

KAUFD 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 (KAUFD) 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 have 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://drive.google.com/file/d/1YQ8BT22SGd9CO6YiQKEEqw2cJJRnSlmf/view

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3.3. Research Facilities at KAUFD

Student Research Group: this group is an independent student group interested in scientific research which is directly affiliated with the Head of scientific research at the faculty. The objectives of Students Research Group are similar to those of the International Society for Dental Research. It coordinates between students interested in scientific research and the teaching staff and provides them with real research experiences that develop their abilities and sharpen their skills. In addition, it provides the students with the scientific sources under the supervision of selected faculty members.

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:

The Advanced Technology Dental Research Lab (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 research 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 is equipped with various state-of-the-art research equipment that assists faculty and students in conducting basic science research. It consists of:

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

Laboratory Information

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

Director, Prof Turki Bakhsh

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Coordinator, Mr. Saleh Alghamdi

Email: den.atdrl@kau.edu.sa

Direct phone: 012-6402000 Ext. 20548

Research Technicians:

- ✓ Mr. Fahad Alsaadi
- ✓ Dr. Jamaluddain Syed
- ✓ Mr. Hassan Mahboob
- ✓ Mr. Abdulaziz Almateri
- ✓ Mr. Ma'an Almadah
- ✓ Mr. Mahmoud Serafi

Regular Basic Training sessions for the Research Equipment:

Laboratory orientation visits and training sessions for the faculty, residents and students are organized on regular basis to make them familiar with the research equipment installed in the ATDRL.

3.4. 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.

3.5. Supporting Research Facilities Available at KAU

1. King Fahad Medical Research Center (KFMRC)

The KFMRC is a leading center in health and environmental research, conducting health research 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://kfmrc.kau.edu.sa/content.aspx?Site_ID=141&lng=EN&cid=19115

2. 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 '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

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3.6. 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.

3.7. Awards

1. 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, to enhance the educational process and human knowledge, explore community issues and find creative methods in solving them.

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

   SR 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

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the public media, the university newspaper, the university web site, and the electronic boards all over the main campus.

2. Award of scientific publications (Scholarship/Students)

It is one of the King Abdulaziz 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 interest 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:
  - ✓ Certificate of appreciation from the President.
  - ✓ Publicizing the incident in the public media, the university newspaper, the university website, and the electronic boards all over the main campus.
- Requirements:
  - ✓ The applicant must be a student or one of the university faculty members who are on scholarship by KAU.
  - ✓ The publication must be a result of the student MA or PhD thesis or graduation project.
  - ✓ The authors who apply for the award must clearly show their affiliation to King Abdulaziz University on the title page.
  - ✓ You must provide a letter from the supervisor stating that the paper is a result of MA or PhD thesis or graduation project.
  - ✓ If the paper is published in an ISI journal, you must provide a copy of the abstract taken from Thomson Reuter's web site.
  - ✓ You must apply for the award during the declared period.
  - ✓ The published papers must be scientific articles.
  - ✓ 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&lng=EN&cid=105157&URL=www.kau.edu.sa

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Chapter Four:
Community Service



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4.1 Community Service Unit at KAUFD

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 KAUFD 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 KAUFD 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

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4.2 Dental Volunteering Office at KAUFD

Volunteering services are an integral part of student life at KAUFD. The community service unit was the natural starting point for students and interns to engage in volunteering opportunities. During the academic year 2021-2022, the Dental Volunteering Office (DVO) was established with its own organizational structure to provide more exposure and opportunities for KAUFD students. Volunteering teams are required to register at the DVO to benefit from the resources and register the hours of service.

For more information, please refer to the school website for announcements https://dentistry.kau.edu.sa

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Chapter Five:
Leadership and Entrepreneurship



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5.1. Class Leaders

Effective education leadership makes a difference in improving the learning process for students. Student class leadership positions are often made available through a voting mechanism and chosen by his/her peers in the same year cohort.

Leadership roles at KAUFD benefit students by:

1. Developing students' leadership skills early on in the program.
2. Develops students' communication skills, as the class leader should be responsible for communicating with his/her classmates regarding information on the courses and exams.
3. Students learn how to be proactive and accountable.
4. Students learn how to collaborate.

5.2. Student Exchange Program

KAUFD is currently establishing a summer externship program in collaboration with Tufts University School of Dental Medicine, Brigham and Women's Hospital, and Harvard Division of Oral medicine and Dentistry, in addition to other programs that may be available in the future.

The program is a unique opportunity for fresh dental graduates to get exposed to didactic knowledge and clinical practices in top-tiered dental institutions and to explore future postgraduate education in the USA. Names of nominated students will be sent out to KAU Administration. Final program confirmation is pending approval of the Faculty and University Boards.

Application, Selection Process and Notification:

Application is competitive. Sixth-year dental students are encouraged to apply to this program. The review committee will select students based on the following criteria:

1. GPA of 4.5/5 and above. (Required)
2. Interview (Weight 50%)
3. TOEFL –IBT score of 80 and above [IELTS score of 6.5 and above] obtained within 24 months of the time of application submission. (Required)
4. Documentation of extracurricular scientific activity or community/charity services- within 24 months of the application date. (Weight 20%)
5. Two letters of recommendation from faculty members. (Required)
6. Provide a written essay about the student's motives and goals for joining the externship/observer-ship program. (Weight 30%)
7. Proof that you have passes American Board Examination (Optional and will be added as a bonus)
8. Potential candidates, who fulfilled the program eligibility criteria, will be

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notified through their KAU e-mail. A 30-minute interview with the potential candidate will be scheduled. The following rubric will be used for evaluation of candidates during the interview.

Character	**Excellent (5):** -Answers are effective, demonstrating a complex or advanced level of maturity and responsibility	**Good (4):** -Answers demonstrate adequate understanding of responsibility with some difficulty	**Satisfactory (3):** -Answers are insufficient with little specific content or examples; demonstrating limited understanding of responsibility	**Unsatisfactory (2):** -Answers are insufficient with no specific content or examples

Body Language	**Excellent (5):** -Comfortable and at ease throughout the interview -Demonstrates confidence and sincerity through body language	**Good (4):** -Seems at ease during the interview	**Satisfactory (3):** -Seems at ease, but had some uneasy moments	**Unsatisfactory (2):** -Seems extremely uneasy -Shows signs of intimidation or discomfort

Responses	**Excellent (5):** -Gives well-constructed confident responses that are genuine	**Good (4):** -Gives well-constructed responses	**Satisfactory (3):** -Answers with "Yes" or "No" and fails to explain	**Unsatisfactory (2):** -Answers with "Yes" or "No" and fails to explain - Speaks negatively - Unsure

English Proficiency	**Excellent (5)** - Shows optimal proficiency and fluency in English conversation	**Good (4)** - Shows reasonable proficiency and fluency in English conversation	**Satisfactory (3)** - Shows suboptimal fluency in English conversation	**Unsatisfactory (2)** Fails to converse in a proficient and acceptable English

Notification of the selection result will be sent out electronically. Afterward, the four selected students will be required to submit further documentation and fill out paperwork to finalize the process.

How to Apply?

Students who are interested in and fulfill the program criteria must send the following documents to Collaborative Training Unit (CTU) official email:

- Copy of the student's academic transcripts for all previous years at KAUFD.
- Copy of the student's TOEFL or ILETS score obtained within 24 months of the time of application submission.
- Documentation of extracurricular scientific activity or community/charity services- within 24 months of the application date.
- Two letters of recommendation from faculty members at KAUFD directed to Externship Program Reviewing Committee.
- Statement of purpose: a 1-2-page essay demonstrating the student's motives and goals for applying to the externship/observer-ship program.

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WISHING YOU SYSSESSFUL

ACADEMIC YEAR

Documentary about Faculty of Dentistry and University Dental Hospital at King Abdulaziz University.

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