



King Saud University
College of Applied Medical Sciences
Department of Community Health Sciences

Health Education Program Manual

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About the department

The Department of Community Health Sciences is one of the oldest departments in the College of Applied Medical Sciences. It aims at qualifying competent national graduates to serve the health sectors to promote community health, improve the quality of medical nutrition therapy, enhance health awareness, and empower community members to adopt sound and healthy behaviors, as well as the development of health services, and a sustainable healthy environment.

The Department of Community Health Sciences seeks to achieve its mission of education, research and services by offering two integrated programs for the betterment of the health of the community, they are: (1) Clinical Nutrition, (2) Health Education. The department offers undergraduate and graduate programs available for both male and female students. The Bachelor's Degree program starts at the third level and includes specialized theoretical and practical courses over a period of six semesters. After which, students are required to finish a 1-year internship period.

To keep up with the developments in the field of Community Health Sciences, the department is always eager to update its curriculums, teaching methods, classrooms and Clinical Nutrition Laboratories, which are provided with the necessary scientific devices and a number of educational materials.

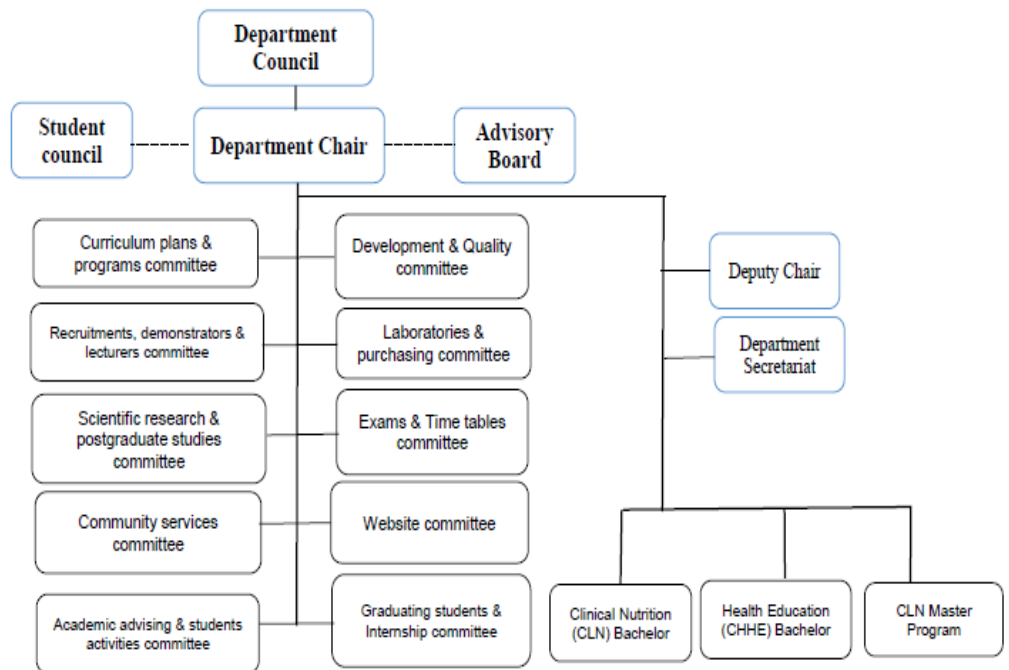
The graduate studies in the Department were started in 1409H with a master's Degree Program in Clinical Nutrition. This program includes 6 semesters: 3 semesters cover a variety of systematic studies in advanced topics in Clinical Nutrition for. The other three semesters are dedicated to preparing for the graduate thesis or dissertation. The department provides an opportunity for outstanding students for the advancement in scientific research in the field of Community Health Sciences and University teaching positions.

The Department's faculty members are specialized in different areas of Community Health, including Clinical Nutrition, Health Education and Behavioral Sciences, Health Services Management, Biostatistics, Preventive Medicine, Environmental Health, in addition to a number of researchers and technicians.

Faculty members contribute to community services through health researches, educational lectures and health awareness exhibitions, as well as their contribution in other training programs.

The Department has many scientific and cultural activities such as: Saudi Dietetic Association, the student club for Clinical Nutrition, the student club for Health Education, collaborations with research chairs, in addition to the counseling and training contributions inside and outside the University

Department of Community Health Sciences Organizational chart



Prepared by:	CHS Development and Quality committee
Approved by:	CHS Department council
Date:	11 /4 /2018

Department of Community Health Sciences

Vision, Mission and Objectives

Vision:

"Regional leadership and international reputation in the fields of community health".

Mission:

To contribute in the health promotion through qualifying internationally competitive specialized cadres in the fields of community health, to produce unique scientific researches that contribute in building the knowledge society and solving priority public health problems, and to mobilize community participation which will be reflected positively on health development of the society.

Objectives:

1. To provide high quality academic programs coinciding with the latest updated knowledge with the expansion in postgraduate studies programs.
2. To prepare leaders and specialists who are capable to provide distinguished care in the fields of community health.
3. To encourage and activate joint and multidisciplinary scientific researches and to support applied and community-based researches.
4. To disseminate health literacy and inculcate values and attitudes that facilitates the adoption of healthy lifestyles and behaviors among members of society.
5. To provide consultancy services and continuous medical education programs for community health specialists.
6. To build and strengthen the relationship with health promotion related-sectors by opening new prospects for cooperation and partnerships to link the education process to community health needs and the requirements of the labor market.

Academic Programs Offered by the Department

Bachelor's Degree Programs

1. Clinical Nutrition
2. Health Education
3. Environmental Health (Closed)
4. Health Services Administration (Closed)
5. Medical Record Management (Closed)

Master's Degree Programs

The department currently offers only one program: Master Degree in Clinical Nutrition

Bachelor Degree of Health Education

About the program:

Health Education Program was established in the College of Applied Medical Sciences - King Saud University in year 1403H. This program is part of the Community Health Sciences department which complements it with the privileges of health cooperation and integration with other programs in the same department.

Health education has a positive effect on the behavior of individuals and communities and helps in disease prevention through health awareness, advocacy for health issues and helping people adopt healthy behaviors. It also helps and supports patients with disabilities and chronic diseases and their families by educating them on new healthy lifestyles. Therefore, the mission of the Health Education Program is the preparation of qualified and trained cadres in the field of health promotion and patient education for the improvement of the health of the community and the achievement of a better quality of life for all.

The program is keen on giving the graduates the knowledge, abilities and skills that qualify them to work as specialists in this field, through continuous update of its educational courses and the intensification of the practical training in different fields of health education and promotion.

Health Education Program

Vision, Mission and Goals

Vision:

Excellence, leadership and innovation in the field of health education and promotion.

Mission:

To promote the health of individuals and communities and improve the quality of life through qualifying competitive cadres specialized in health education and promotion; who are characterized by creative thinking, innovation, problem solving and decision making skills, armed with values and ethics needed to practice the profession within a multidisciplinary team, and competent in planning, implementation and evaluation of health education programs and campaigns, in addition to mobilizing community participation, and conducting distinguished scientific research.

Goal 1

To provide students with knowledge, skills and competencies needed to become life-long learners in health education and promotion.

Goal 2

To conduct scientific research using evidence-based methods through teaching staff and students' participation.

Goal 3

To actively engage in community service activities and initiatives that promote health awareness and lifestyles for the community members.

Bachelor of Health Education

Admission Criteria

The admission criteria for CHHE students are available on the college website at <http://cams.ksu.edu.sa/en/node/2123> and includes the followings:

Students should meet the admission criteria of the preparatory year- health track, under the terms of Deanship of Admission and Registration and passing a personal interview and a language placement test

After passing the preparatory year- health track, students are asked to fill out a form identifying their favored specializations. Students are accepted within the CHHE program based on their cumulative GPA, academic record and availability of seats.

Job Description for the Graduate

Professional Title: Health Education Specialist/ Clinical Health Educator

Job Description of a Health Education Specialist/ Clinical Health Educator:

- Assess health needs and education needs of individuals, groups and society.
- Plan preventive, curative and rehabilitative health education programs.
- Apply innovative educational techniques for individuals, communities and mass media.
- Prepare and evaluate helpful educational materials, health messages and educational tools.
- Develop and implement educational programs and awareness campaigns in all areas of health education:
 - Clinical health education
 - Health education in preventive health services
 - School health education
 - Occupational health and safety education
 - Societies health education and others
- Manage health education programs, activities and services.
- Assess and monitor health education programs and strategies.
- Document health education activities and procedures.
- Conduct research and studies related to health education and health promotion.
- Serve as a reference for health education and health information.
- Inform, communicate and advocate for health issues.
- Promote and publicize the profession of health education and work on the development of the profession.
- Coordinate cooperation between government agencies and non-governmental organizations related to health education and education of patients.
- Ensure the application of quality standards in educational services.
- Respect the rights of patients and commit to the ethics of the profession of health education

Terms of graduation:

In order to obtain a bachelor's degree in of Applied Medical Sciences in the field of Community Health Sciences- Health Education Program from King Saud University, students must successfully pass 133 credit hours - eight levels (including the preparatory year and years of specialization), in addition to an internship year in a hospital or other relevant health sectors.

Graduation Requirements:

Requirements	Credit hours
University requirements (preparatory year)	33 hours
University Requirements; 2 compulsory courses with 4 credits (ARAB103 and IC 106) and 3 elective courses with 6 credits.	10 hours
Department requirements (the program and the specialization)	90 hours
Total	133 hours
Internship year	One year (50 working weeks)

Career Opportunities:

Due to the Increase growth of the profession of health education and clinical health education in recent years, demand for Health Education Specialists and Clinical Health Educators with the competencies and skills in the field has increased.

Job opportunities for graduates of the program are available in different health sectors, governmental and private hospitals, primary health care centers, school health services, professional institutions, regional health organizations, voluntary associations, and others. The Kingdom of Saudi Arabia at the moment is one of the first countries in the world that has an ongoing need to this program because of the increased labor market demand for its graduates and the lack of specialized personnel in this area.

Saudi graduates who have received a cumulative GPA of A or B or might be appointed in the department as demonstrators or given the opportunity complete their post graduate studies such as a master's Degree or a Doctorate Degree abroad.

Bachelor of Health Education

Curricular Plan

Level 3

Course No.	Course Abbreviation	Course Title	Credits		
			Lecture	Practical	Total
103	ARAB	Expository Writing	2	0	2
212	CHS	Community Health	2	0	2
212	CLS	Medical Microbiology	3	1	4
223	CHS	Computer programming in Health Care	2	0	2
224	CLS	Basic Anatomy and Physiology	2	1	3
261	CHS	Principles of Nutrition	2	0	2
			Total		15

Level 4

Course No.	Course Abbreviation	Course Title	Credits		
			Lecture	Practice	Total
224	CHS	Demography	3	0	3
225	CHS	Computer Application in Health Care	2	1	3
232	CHS	Health Sciences	2	0	2
282	CHS	Principles of Health Education 1	2	0	2
311	CHS	Personal Health	3	0	3
353	NUR	Human Growth and Development	3	0	3
			Total		16

Level 5

Course No.	Course Abbreviation	Course Title	Credits		
			Lecture	Practice	Total
106	IC	Medical Jurisprudence	2	0	2
231	CHS	Infectious Diseases	2	0	2
334	CHS	Epidemiology I	3	0	3
371	CHS	Environmental Sciences 1	3	0	3
382	CHS	Fundamentals of Health Education	1	1	2
383	CHS	The Social Concept of Health Education	2	1	3
384	CHS	Psychological Basis of Health Education	3	0	3
			Total		
					18

Level 6

Course No.	Course Abbreviation	Course Title	Credits		
			Lecture	Practice	Total
335	CHS	Epidemiology II	3	0	3
385	CHS	Methodology in Health Education	2	2	4
412	CHS	Preventing Diseases of Civilization	2	0	2
413	CHS	Substance Abuse	2	0	2
433	CHS	Maternity and Child Care	2	1	3
			Total		
					14

Level 7

Course No.	Course Abbreviation	Course Title	Credits		
			Lecture	Practice	Total
436	CHS	Family Planning	2	0	2
465	CHS	Nutrition and Health Education	2	1	3
472	CHS	Occupational Health & Safety	3	0	3
484	CHS	Systems Approach to Health Education	2	1	3
487	CHS	Health Education in Health Services	2	1	3
488	CHS	Consumer Health Education	2	0	2
				Total	16

Level 8

Course No.	Course Abbreviation	Course Title	Credits		
			Lecture	Practice	Total
243	CHS	Basics of Emergency Care	1	1	2
438	CHS	Mass communication in health education	3	1	4
483	CHS	Dental Health Education	2	0	2
485	CHS	Health Education in Schools	2	0	2
486	CHS	Management of Health Education	2	0	2
496	CHS	Research in Health Education	2	1	3
				Total	15

Bachelor of Health Education

Course Description

Course (code and NO):	(CHS 212)	Course title:	Community health
Credit hours:	2 (2+0)	Level:	3
Contact hours:	2	Prerequisite:	None

Course description:

Concept of society and community, public health concept: factors affecting community health status- biological and genetic factors, environmental factors, and organizational factors. Community health model. Public health principles and programs. Study the relationship of man to various environmental factors which affect health status. Normal and abnormal phenomena (Health and illness) are explored, natural history of health, personal history of health, social history of health. Includes social structures, the family, community and social instructions as applied to family health. Differences and similarities in rural and urban societies will be explored and its health.

Course (code and NO):	(CHS 223)	Course title:	Computer programming in health care
Credit hours:	2 (2+0)	Level:	3
Contact hours:	2	Prerequisite:	CT 140

Course description:

Provides a basic understanding of the use of a computer; basic techniques of programming. Use of the computer language being utilized in the kingdom of Saudi Arabia; preparation of an elementary program.

Course No. and abbrev:	(CLS 224)	Course title:	Basic Anatomy and Physiology
Credit hours:	3 (2+1)	Level:	3
Contact hours:	4	Course prerequisites:	ZOOL 145

Course Description:

Introduction to human anatomy and physiology, cell structures and functions and all bodily functions and systems that will enable students to understand the deviations from the normal in the different specialties that he/she will be directed to later on.

Course (code and NO): (CHS 261) **Course title:** Principles of nutrition
Credit hours: 2 (2+0) **Level:** 3
Contact hours: 2 **Prerequisite:** None

Course description:

Principles of nutrition, food groups, food pyramids (proteins, carbohydrates, fats, vitamins and minerals, milk and milk products) process of digestion and absorption of nutrients, the human nutrients need, common malnutrition problems

Course (code and NO): (CLS 212) **Course title:** Medical microbiology
Credit hours: 4 (3+1) **Level:** 3
Contact hours: 5 **Prerequisite:** None

Course description:

Study principles of microbiology, taxonomy of microbes, description of morphology, structure, pathogenicity, prevention and control measures for microbial infection, food and air microbiology.

Course (code and NO): (CHS 224) **Course title:** Demography
Credit hours: 3 (3+0) **Level:** 4
Contact hours: 3 **Prerequisite:** None

Course description:

Introduction to demographic models and related biostatistics, census & biostatistics resources, and population studies, study and analyze the positive female behaviors attitudes, with examples from different countries, study and analyze the mortality rates, differences, and causes with examples from Gulf countries and other countries, in and out migration, modernization and the effect on the population.

Course (code and NO): (CHS 232) **Course title:** Health sciences
Credit hours: 2 (2+0) **Level:** 4
Contact hours: 2 **Prerequisite:** CHS 212

Course description:

Holistic approach to health. Illness-wellness continuum, optimal health. The contribution of behavioral sciences & health education in health sciences, Health promotion- protection-maintenance: Physical fitness, Maintenance of hearing, Maintenance of visual health, Breast cancer, Nutrition and health & nutritional problems, Genetic diseases, Renal failure, Inflammatory bowel diseases.

Course (code and NO): (CHS 282) **Course title:** Principles of health education 1

Credit hours: 2 (2+0) **Level:** 4

Contact hours: 2 **Prerequisite:** CHS 212

Course description:

Definition, philosophy, need of health education. Principles of teaching and learning process, domains of learning, scope of teaching: teaching knowledge, attitudes, and different types of skills. Application of education principles for improving health education, task analysis, curriculum & lesson plan development, improving learning environment.

Course (code and NO): (CHS 311) **Course title:** Personal health

Credit hours: 3 (3+0) **Level:** 4

Contact hours: 3 **Prerequisite:** CHS 212

Course description:

The impact of personal health on infectious diseases and community health. The relationship of individual health to environmental and ecological factors. The health problems associated with rapid cultural development and the impact of personal health on health maintenance practices and procedures. Some diseases and health problems related to personal health, natural and acquired immunity, aging, as well as the use of health-care services.

Course (code and NO): (CHS 225) **Course title:** Computer application in health care

Credit hours: 3 (2+1) **Level:** 4

Contact hours: 4 **Prerequisite:** CHS 223

Course description:

An overview of medical record activities for computer applications and other organizations. Procedural and coordinative requirements required in computerizing medical record activities. The impact of the use of the computers in medical record activity e.g. the patient registration systems, lectures supplemented with field trips.

Course (code and NO): (NUR 353) **Course title:** Human growth and development

Credit hours: 3 (3+0) **Level:** 4

Contact hours: 3 **Prerequisite:** CLS 224

Course description:

This course entails definitions and stages of growth and development, milestones of growth and development in prenatal- infancy- early childhood- school age, preadolescence, and adolescence periods. Theories of development; psychoanalytical theory, ego development, cultural and social influences. Study of stage characteristics of youth, adulthood and senior adults with health care services available to those groups.

Course (code and NO): (CHS 231) **Course title:** Infectious diseases

Credit hours: 2 (2+0) **Level:** 5

Contact hours: 2 **Prerequisite:** CLS 212

Course description:

Common and important infectious diseases nation and world-wide will be presented and discussed focusing on the whole spectrum of the disease concerned such as causative agent, reservoir hosts, transmission, incubation period, major clinical features, principles of management with emphasis on prevention and control measures.

Course (code and NO): (CHS 371) **Course title:** Environmental sciences 1

Credit hours: 3 (3+0) **Level:** 5

Contact hours: 3 **Prerequisite:** CHS 224

Course description:

Recognition of environment, basic requirement for healthy environment, nature of environmental hazards, pollution causes, types, and effect of pollutants on the environment and health in different situations. Pollution control and preventive measures.

Course (code and NO): (CHS 382) **Course title:** Fundamentals of health education

Credit hours: 2 (1+1) **Level:** 5

Contact hours: 3 **Prerequisite:** CHS 212

Course description:

Evolution and development of health education, health education models: preventive approach, educational approach, health promotion, empowerment, self-concepts and life skills, advocacy. The study of health communication: models, components, assumptions, types and barriers. Effective verbal and non-verbal communication skills. 'P' process of communication.

Course (code and NO): (CHS 334) **Course title:** Epidemiology I
Credit hours: 3 (3+0) **Level:** 5
Contact hours: 3 **Prerequisite:** CLS 212

Course description:

Principles and methods in the study of communicable and other diseases in space, overtime, and in populations. Factors related to their occurrence, case studies. Basic concepts of epidemiology, applied mortality and morbidity in Saudi Arabia. Approaches to intervention in disease cycles (host, man and environment).

Course (code and NO): (CHS 383) **Course title:** The social concept of health education
Credit hours: 3 (2+1) **Level:** 5
Contact hours: 4 **Prerequisite:** CHS 232

Course description:

The contribution of behavioral sciences in health education & promotion, social determinants of diseases. Theory of general susceptibility to disease, health& illness. Culture, group-structure & process, leadership. Socialization, approaches to social changes, social support.

Course (code and NO): (CHS 384) **Course title:** Psychological basis of health education
Credit hours: 3 (3+0) **Level:** 5
Contact hours: 3 **Prerequisite:** CHS 282

Course description:

The course focuses on the role of human behavior in health and illness and determinants of human behavior (predisposing, enabling & reinforcing factors). Bio-psycho-social needs. Attitude formation, change, and measurement. Theories of learning and motivation. Health behavior models and theories (social cognitive theory, health belief model, theory of reasoned action, theory of planned behavior, stage of change theory, transtheoretical model, self-efficacy, attribution theory, locus of control, unrealistic optimism) as well as diffusion of innovation.

Course (code and NO): (CHS 335) **Course title:** Epidemiology II
Credit hours: 3 (3+0) **Level:** 6
Contact hours: 3 **Prerequisite:** CHS 334

Course description:

An overview of disease control programs being conducted by governmental and private agencies. Topics include; communicable diseases a, chronic disease and other illness, population planning, accident prevention, and rehabilitation programs.

Course (code and **(CHS 385)** **Course title:** Methodology in health education
Credit hours: 4 (2+2) **Level:** 6
Contact hours: 6 **Prerequisite:** CHS 282. CHS 382

Course description:

The course provides an overview of various techniques designed to enable students to develop and practice the skills necessary for effective delivery of health promotion and education programs to various groups in a variety of settings such as school, community, work-sites and medical care settings. It includes: designing and delivering health education messages, counseling, group work, lecture, presentation, meetings, demonstration and participatory& experiential learning, problem solving/ decision making, community-based health education, social marketing, health campaign, peer education/ working with volunteers, behavioral modification, life skills, role play, games and puppets.

Course (code and NO): (CHS 412) **Course title:** Preventing diseases of civilization
Credit hours: 2 (2+0) **Level:** 6
Contact hours: 2 **Prerequisite:** CHS 334, CHS 371

Course description:

Study of diseases and problems of industrialized countries: causes, risk factors, signs and symptoms, prevention and control strategies and the role of educational programs. Heart attack, cancer, hypertension, hypercholesterolemia, obesity, diabetes, osteoporosis, peptic ulcer, mental health, accidents, bronchial asthma and effect of radiation on health.

Course (code and NO): (CHS 413) **Course title:** Substance abuse
Credit hours: 2 (2+0) **Level:** 6
Contact hours: 2 **Prerequisite:** CHS 231

Course description:

Nature, use and abuse of substances and drugs, depressants, narcotics, sedatives, hallucinogens, stimulants, inhalants, smoking, alcohol abuse, their effect on individual and community health, different methods for prevention of substance and abuse and their treatment, relation between personal behavior and lifestyle with substances abuse.

Course (code and NO): (CHS 433) **Course title:** Maternity and child care
Credit hours: 3 (2+1) **Level:** 6
Contact hours: 4 **Prerequisite:** CLS 212, CLS 224

Course description:

Providing essential information on maternity and child care in general with emphasis on the Saudi family and traditional practices and beliefs in these aspects. The course includes physiology of reproductive system, mother care during normal pregnancy, labor, post-partum period- breast feeding- weaning, baby care- hygiene, high risk pregnancy, health education programs for MCH care. The most common nutrition related diseases in children and their nutrition care.

Course (code and NO): (CHS 436) **Course title:** Family planning
Credit hours: 2 (2+0) **Level:** 7
Contact hours: 2 **Prerequisite:** CHS 433

Course description:

The course includes; definition, rationale and impact of family planning. Fertility motives and the role of health educator. Family planning services, population problems & maternal and infant mortality. Need of family planning in KSA. Contraceptive methods: types, description, mechanism of action, effectiveness, advantages, side effects and uses. GATHER approach for counseling in family planning.

Course (code and NO):	(CHS 484)	Course title:	Systems approach to health Education
Credit hours:	3 (2+1)	Level:	7
Contact hours:	4	Prerequisite:	CHS 383, CHS 384

Course description:

This course focuses on the standards of JCIA, JCAHO recommendations for quality health education, different models of planning health education programs- PRECEDE-PROCEED, PATCH, intervention mapping, ABC models, planning skills- community analysis & educational needs assessment, setting priorities, mission, vision, SMART objectives, selecting program strategies and methods, allocating resources, plan for evaluation and setting action plan. Identifying and applying phases of PRECEDE-PROCEED Model on health education program.

Course (code and NO):	(CHS 472)	Course title:	Occupational health and safety
Credit hours:	3 (3+0)	Level:	7
Contact hours:	3	Prerequisite:	None

Course description:

Occupational hazards and health problems, biological, chemical, physical, mechanical hazards, its effect on health, risk management, accident prevention, protection and safety measure for employees. Standards and techniques of hospital environment, and safety measures for health professionals. Motor car accidents in KSA. Ethics and environmental health education.

Course (code and NO):	(CHS 487)	Course title:	Health education in health services
Credit hours:	3 (2+1)	Level:	7
Contact hours:	4	Prerequisite:	CLS 212, CLS 224, CHS 282

Course description:

This includes an overview of principles and challenges in patient education and the health settings where patient education can be delivered- hospitals: inpatients- outpatients- emergency, rehabilitation centers, primary health care centers, and how to overcome obstacles in patient education. Patient education process, planning, implementing, evaluating and documentation. Designing patient education guide. Patient counseling. Psychological impact of chronic diseases. Patient compliance, self-regulatory mechanism, care seeking behavior, and coping behavior, Consumer movement, patients' Pill rights, JCAHO standards for patient education.

Course (code and NO):	(CHS 465)	Course title:	Nutrition and health education
Credit hours:	3 (2+1)	Level:	7
Contact hours:	4	Prerequisite:	CHS 261

Course description:

Study the effect of nutrition education on promoting health, educational methods targeted to change individual, group and community unhealthy nutritional behaviors and habits, the effect of mass media on eating habits and nutrition education. Nutrition education during pregnancy and lactation, infancy, childhood, adolescence, and most common diseases in KSA: diabetes, hypertension, obesity, renal failure, heart disease, peptic ulcer, anorexia nervosa, and bulimia.

Course (code and NO):	(CHS 488)	Course title:	Consumer health education
Credit hours:	2 (2+0)	Level:	7
Contact hours:	2	Prerequisite:	CHS 282

Course description:

Classification of consumer health education programs, national health and health related agency programs, the purpose of consumer health education, consumer education movement, industry and consumer, health consumerism, self-help/self-health movement, the health consumer and lifestyle, behavior change and disease prevention, cost effectiveness of lifestyle modification, patient's rights and consumer protection.

Course (code and NO):	(CHS 483)	Course title:	Dental health education
Credit hours:	2 (2+0)	Level:	8
Contact hours:	2	Prerequisite:	CHS 282

Course description:

Epidemiology of dental diseases causes of common dental problems, nutrition and dental health, dental hygiene, beliefs, decisions making, behaviors concerning dental health care, role of health education in dental care, special dental problems as emergency cleft palate and lip. Dental care for special groups e.g. pregnant women, children, diabetics and elderly.

Course (code and NO): (CHS 485) **Course title:** Health education in schools
Credit hours: 2 (2+0) **Level:** 8
Contact hours: 2 **Prerequisite:** CHS 282, CHS 385

Course description:

KSA school health system. Priority areas in school health, rationale, components of comprehensive school health program, school health services, sequential developmentally appropriate health education, curriculum development, promoting healthy school environment. Nutrition and exercise program, mental health program, integration between family- community and school, presenting some health problems of school age and school policies and measure for control: intentional &unintentional injuries, smoking, drug abuse, sexually transmitted disease

Course (code and NO): (CHS 486) **Course title:** Management of health education
Credit hours: 2 (2+0) **Level:** 8
Contact hours: 2 **Prerequisite:** CHS 484

Course description:

Core competencies of health educator. Job description for different settings, community health educator, school health educator, patient educator, and occupational health educator. Principles of management and administration and its application in health education, the need for organized health education program, quality of successful manager, organizational structure, strategic- tactical- operational planning, team management, managing time and money, staffing, power and authority, quality assurance and evidence-based health education, in health education. Ethics of health education and patients' rights.

Course (code and NO): (CHS 438) **Course title:** Mass communication in health education
Credit hours: 4 (3+1) **Level:** 8
Contact hours: 5 **Prerequisite:** CHS 383, CHS 384, CHS 385

Course description:

This course helps students to effectively plan, design and pre-testing written–printed materials posters, leaflets, fact sheet, newspapers, booklets, radio and television health education messages, video, computer learning materials, health faire with emphasis on effects – advantages- disadvantages of audiovisual aids and mass media in health education.

Course (code and NO): (CHS 496) **Course title:** Research in health education
Credit hours: 3 (2+1) **Level:** 8
Contact hours: 4 **Prerequisite:** CHS 487
Course description:

This course provides a chance to students to apply all research process starting from research problem statement, literature review, setting aim and hypothesis, construction of data collection tools, data collection, use of SPSS for data analysis, writing research report, set applicable recommendations for health education.

Course No. and abbrev: CHS243 **Course title:** Basics of Emergency Care
Credit hours: 2 (1+1) **Level:** 8
Contact hours: 3 **Course prerequisites:** CHS412, CHS433
Course Description:

This course in basic emergency care emphasizes how to recognize and render assistance to the ill or injured in situations likely to be encountered by emergency response personnel. In addition, it emphasizes first aid and CPR for those ill or injured where there is an airway obstruction, respiratory arrest, cardiac arrest, severe bleeding, shock, actual or suspected fractures, head injuries, or other life-threatening environmental circumstances requiring emergency response.

Department of Community Health Sciences

Internship

After successfully passing their undergraduate courses, students have to complete a training period (internship) for one year; 52 weeks (with 50 working weeks) in hospitals or related health administration institution following a training program approved by their departments, with mutual supervision between the College and training institutions. After successfully completing the internship period, the students receive certificates which entitle them to practice their profession.

Objectives of the Internship of the Health Education program

- Applying various approaches and methods for health promotion and education.
- Recognizing health promotion and education needs in communities and individuals and participating in field studies about health and environmental issues.
- Planning and implementing health education programs and acquiring the knowledge and skills needed to invent appropriate educational messages and tools.
- Selecting and evaluating various approaches and methods of health promotion and education based on proper identification of needs in different community settings as hospitals, schools and workplaces.
- Designing evaluation tools for health education programs and documenting health education activities.
- Interpreting human behavior and the factors affecting it and its relation to health and disease.
- Organizing and implementing health education campaigns to resolve adverse health conditions.
- Conducting health education research and applying research results to improve the quality of health education services.
- Using effective communication methods to enhance motivation and reduce resistance in individuals and groups in the community.
- Adhering to professional ethics and team work principles and protecting patients' rights

Rules and regulations of the internship

- To start the internship period, students must complete all their undergraduate courses successfully with a minimum cumulative GPA of 2.0.
- Students must start their internship year two weeks after their final exams and no later than three months unless approved by the internship committee.
 - Failing to start the internship within three months after the final exams, students must pass a written or practical exam or a personal interview depending on the decision of the department council.
 - Failing to start the internship within 12 months after the final exams, students must attend 16 to 30 credit hours as an auditing student and pass them successfully over two academic semesters. The department council is responsible for assigning the courses the students must complete during these two semesters.
 - Students lose their rights to obtain the internship completion certificate if they do not complete the internship within three years after the final exams.
- The specified period of training shall be on a continuous and uninterrupted basis. Nevertheless, should any situation warrants an Intern to go on an emergency leave, there would be an extension of the training at the end of the program for a specified period to equally compensate for the leave of absence determined by the Interns' Training Committee.
- If an intern has postponed or discontinued this period for more than one year, must pass a requalification exam or to repeat between 20-30 hours before continuing her training.
- For female interns, a maternity leave of 3 weeks is granted provided that a medical report is attached to the application form. If there is a sick leave form from the doctor, then the maternity leave might be extended after the acceptance of the college committee. Thereby an extension of the internship period is deemed until the requirements of the program are entirely fulfilled.
- Saudi Interns trained in a governmental hospital/health institution are eligible to receive the internship monthly remuneration 2500, plus free housing and transportation. For the non-governmental hospital the remuneration will be stopped, and would not be return.
- Supervisors from the training institutions and hospitals send their evaluation of the intern's performance at the end of each rotation.
- At the end of the one-year internship program, interns will be awarded a certificate of completion of the internship signed by the Dean and the Vice-Dean for Administrative Affairs and Chairman of Interns' Training Committee, provided that he/she fulfilled the requirements of the program.

List of training settings in Riyadh

- King Khalid University Hospital
- King Khalid Eye Specialty Hospital
- King Faisal Specialty Hospital and Research Center.
- King AbdulAziz University Hospital- Diabetes Center.
- King AbdulAziz University Hospital.
- King Saud Medical City.
- King Abdulaziz Medical City – National Guard Hospital.
- Security Forces Hospital.
- Health Care Centers of the Ministry of Health.
- King Salman Hospital.
- Prince Sultan Military Medical City- Riyadh
- Prince Sultan City for Humanitarian Services.
- King Salman Center for Kidney Diseases.
- King Fahd Medical City.
- AL-Amal Compound for Mental Health.
- AL-Yamamah Hospital
- Aliman Hospital
- Prince Mohamad ben Abdulaziz Hospital
- Prince Faisal bin Fahad Hospital for Sports Medicine.

List of training settings in The Eastern Region and Jeddah

- King AbdulAziz Avian Base –Al-Dhahran
- King Fahd Teaching Hospital-Al-Khobar
- King Fahd Specialist Hospital-Al-Damam
- King Fahd Military Medical Hospital- Al-Dhahran
- Aramco Hospital -Al-Dhahran.
- Imam Abdurrahman National Security Hospital-Al-Damam.
- Qateef Central Hospital.

List of training settings in Jeddah city:

- King Fahd Hospital
- King Saud Hospital
- King Abdulaziz Hospital
- King Faisal Specialty Hospital
- Diabetic and hypertension –Jeddah

Department of Community Health Sciences

Laboratories, classrooms and clinics

Types, areas and student's capacity of Learning facilities						CHHE Program	2017-2018
NO	section	Title	Room Number	Students capacity	Total Students capacity	Area (m2)	Total area (m2)
II. Undergraduate labs							
1	Female	Health education lab	11F40	10	60	70.0	210.0
2		Computer Lab 1	11S19	25		70.0	
3		Computer Lab 2	11s21	25		70.0	
III. Clinics							
1	Female	Health education clinic	11B24	3	3	12.0	12.0
IV. Classrooms							
1	Male	Classroom CHS 21	1100	20	85	47.6	181.1
2		Classroom CHS 27	1133	30		63.5	
3		Classroom CHS 28	1134	35		70.0	
1	Female	CHS Lecture room	11f4	37	426	43.5	524.5
2		CHS Lecture room	11f9	60		74.3	
3		CHS Lecture room	11f12	60		74.3	
4		CHS Lecture room	11s1	48		74.3	
5		CHS Lecture room	11s10	55		63.8	
6		CHS Lecture room	11s26	37		43.5	
7		CHS Lecture room	11s28	37		43.5	
8		CHS Lecture room	11s31	55		63.8	
9		CHS Lecture room	11G66	37		43.5	

Details are available on the college website:

Clinics: <http://cams.ksu.edu.sa/ar/comenety/nc-lab>

Laboratories: <http://cams.ksu.edu.sa/ar/comenety/biochemistry>

تعليق عليه [MFF1]: OK we will wait till updating the CHS website related to the health education program

تعليق عليه [MFF2]: I think will change all links because they are related to the Clinical Nutrition program

Please ask DR Sultana who will update the CHHE website

Department of Community Health Sciences

Teaching staff members, Research and Community Service activities Teaching staff members

Teaching staff members within the department are qualified staff from different nationalities and graduated from various international universities and different research schools.

Details on the teaching staff are available on the college website:

Male: <http://cams.ksu.edu.sa/en/node/1491>

Female: <http://cams.ksu.edu.sa/en/node/1493>

Research activities

The research activities within the department are carried out on both staff and students levels in a form of published research papers and research projects.

The department established a committee of scientific research comprising members of both male and female sections to advise and direct the strategies for researches within the department. At the end of each academic year, the coordinator of the committee submits an annual report of its activity and sends it to the coordinator of the quality committee who sends it to the department head to be discussed in the department council meeting.

Details on the research activities are available on the college website:

Staff's Published research papers: <http://cams.ksu.edu.sa/en/node/1887>

Students' research projects <http://cams.ksu.edu.sa/ar/node/1453>

Community Service activities

The CHS department established a committee of community service comprising members of both male and female sections to advise on and direct the community services within the department and its programs

The community services within the department are offered through both teaching staff members and students with sufficient skills and abilities to conduct such services and directed to both King Saud University and Saudi Community in Riyadh City. The community services include offering awareness lectures to the Saudi community, providing training programs and workshops to the health care team, managing various nutrition-related disorders among KSU staff and students through the nutrition and diet clinics present in the College.

The community contributions of the staff and students are recorded on an annual basis by the committee of community service. The coordinator of the committee submits an annual report of its activity and sends it to the coordinator of the quality committee who sends it to the CHS department head to be discussed in the department council meeting.

Details on the community service activities are available on the college website:

Staff's community service activities: <http://cams.ksu.edu.sa/sites/cams.ksu.edu.sa/files/attach/staff.pdf>

Students' community service activities <http://cams.ksu.edu.sa/sites/cams.ksu.edu.sa/files/attach/stud.pdf>

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website, but the page isn't available.

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website, but the page isn't available.

Department of Community Health Sciences

Health education Club

Student activity clubs is an important forum important for the discovery and development of talent, and for encouragement of innovation and creativity among students. So, the department sought to motivate students to create the club of health education, which is considered a scientific and cultural, social and artistic center allowing the students to communicate with the leaders of these activities within and outside the university. Also, this club is the main source to view their outputs so as to be a building block to enrich the society.

Website: <https://cams.ksu.edu.sa/en/node/1077>

Twitter page: <https://twitter.com/heclub1?lang=ar>

Vision

Promoting the students' health by raising their awareness, regarding health and preservation of the environment, through adopting healthy life styles.

Mission

Continuous communication with the students and graduates of health education program to unify efforts, recruit capacities and refine awareness and communication skills in order to promote their health as a first step we go beyond to serve the community through promotion of health and provision of awareness messages urging the adoption of sound lifestyles within the same course of the culture of our society and the guidelines of our religion.

Main objectives

- Highlighting the role of the university and faculty in the dissemination of health awareness in the society.
- Creating a nucleus for the Association of health education Alumni and students in exchange experiences and harmonize efforts for the consolidation of the profession within the community and promote it.
- Assessing the extent of health problems in Saudi society through the statistics and directing educational programs to introduce these problems to confront them and reduce their spread.
- Concerning the global events and contribute to defining their issues related to health and social impact.
- Preparing media awareness materials and to hold exhibitions aimed at improving the level of health education to individuals and groups.
- Encouraging students to attend conferences and seminars related to the development of scientific and professional esteem.
- Spreading team spirit among students and graduates and to develop a sense of belonging to the profession and the university.
- Providing an opportunity for the students to innovation and creativity in media

communication and awareness through the newspaper "message of the university" and to establish a website for the club.

Students Regulations

Registration

The students can automatically register the desired courses during every academic semester through online academic portal of the deanship of admission and registration available at <https://edugate.ksu.edu.sa/ksu/ui/home.faces>.

The students may enter the academic system gate by using a user name and password to cancel courses, add courses, modify the schedule, confirm registration and print the schedule. The students must confirm their registration within the first week of the semester. The minimum load is (12) units and the maximum is (20) units.

The student who is not willing to study in the first semester or in any semester must apply for withdrawal, otherwise he will fail in the courses of that semester. If the student encounters any problems concerning his registration, he must go to his academic guide or to the Student Affairs office in the college.

Absences and Warnings

Absences are counted from the first day of the semester. The student must regularly attend all lectures and practical lessons. The student will not be allowed to continue the course or participate in the final examinations if his percentage of attendance is less than (75%) of the lectures and practical lessons allotted for the course.

Students who are deprived of attending the final examination will fail that course.

Students will receive an academic warning if their accumulative average doesn't go beyond (2.00) and they will be expelled if they receive three consecutive warnings.

Expulsion from University

If the student receives a maximum of three academic warnings due to his low accumulative average (less than 2). The student may have a fourth chance to increase his accumulative average assuming that he will obtain 48 points by studying 12 units. This process is automatically calculated.

If the student does not finish the university requirements within a maximum of half the duration allotted for his graduation. In addition to the program duration, the college council may give the student an additional chance to finish the university requirements within a maximum of double the duration allotted for graduation, based upon specific conditions.

Leave of Absence

Students are allowed to be excused from the semester for a period not exceeding five weeks or eight weeks (for students in the academic year system) prior to the beginning of the final examination if he submits an excuse acceptable to the college council.

The student must complete all the appropriate procedures and submit the form to the Department of Documentation in the Deanship of admission and registration before the deadline.

The Deanship requires the consent of the female student's guardian when she applies to be excused. The duration of absence is counted within the duration required for fulfilling the requirements of graduation.

The student must obtain the approval of his employer if he works or has a scholarship when applying for a leave of absence. A visiting student will not be approved for leave of absence during the semester if he studies outside the university.

Study Postponement and Suspension

The student is allowed to apply for postponement before the end of the first week of the semester, if he presents an excuse acceptable by the dean, and the postponement duration must not exceed two consecutive semesters or a maximum of three inconsecutive semesters.

The students applying for postponement during the academic year are not allowed to postpone two consecutive years or more than a maximum of two inconsecutive years throughout the duration of study, otherwise, the student's file will be cancelled, and he will be terminated from the University.

The postponement is not calculated within duration necessary for fulfilling the requirements of graduation.

Graduation

The Deanship of Admissions and Registration Affairs prepares the graduation report (i.e. memorandum) at the end of each semester and delivers it to the university council to be approved. Students will not graduate unless they obtain the approval of the university council.

The prospective graduates must go to the Deanship of Admissions and Registration Affairs to make sure that they have fulfilled the requirements of graduation and to fill in the form related to the graduation book within the first week of the semester in which graduation is expected. They must submit the following:

- One photo (4x6): (for male students only).
- One copy of Passport (page one, for those who want to write their names in English).
- Identification card (one copy for Saudi male students) or Family notebook for Saudi female students.

The university invites you to attend the graduation ceremony. The graduate student must go to the Deanship of Admission and Registration Affairs file section and obtain a clearance letter to be signed by the respective Departments.

Conditions for Obtaining First/Second Honor Rank

- The student should not fail in any course he has studied in the university or any other university.
- The student should fulfill the university requirements within a maximum of the average duration expected for graduation.
- The student should study at King Saud University a minimum of (60%) of the graduation requirements.
- If the student meets the conditions above and he scores an accumulative average ranging from (4.75) to (5.00), he will be granted the first honor rank. However, the student who scores an accumulative average ranging from (4.25) to less than (4.75) is granted the second honor rank.

Transfer

Transfer from one university to another

Upon the approval of the Dean of the particular college that the student is transferring to, the student will be admitted into the university in accordance with the following requisites:

- The student should have studied at an accredited college or university
- The student shall not be admitted into the university if he is transferring for disciplinary and/or academic reasons.
- The student shall meet the transferring conditions specified by the college council.
- The number of required units the transferred student should study at King Saud University should not be less than 60% of the total units required for the bachelor's degree by the university.
- The college council equates courses that the student has studied out of the university according to the recommendation of the Deanships' councils. The equated courses are registered in the student's academic record, but they are not calculated in his accumulative average.
- If it turns out after the transfer that the student was dismissed for disciplinary or academic reasons, his registration is cancelled from the date of his transfer to the university.
- Transferring the student occurs in any semester from one university to another in accordance with the aforementioned procedures and the dates which he is transferred to the university shall be in accordance with the general conditions of transfer.

Transfer from One college to another inside the university

Firstly, this process will occur by the approval of the Deans of the two respective colleges.

The student is allowed to transfer in accordance with the conditions determined by the college in which student is willing to transfer to.

Secondly: all courses previously studied by the student along with the scores and

accumulative averages are fixed in the academic record of the student who is transferred from one college to another.

Transfer from one course of study to another within the College

Upon the approval of the dean of the college, the student is allowed to transfer from one course of study to another in accordance with the conditions set by the college council.

All courses previously taken by the student, along with the scores, accumulative and semester averages are all fixed in the academic record of the student during his university study.

Monthly Stipends

- All Saudi national students are granted stipends at the undergraduate and postgraduate levels of study provided they do not work in the public sector. In addition, the scholarship students from abroad and the students from Saudi mothers are also granted monthly stipends. The stipends are deposited in the bank and the students are issued ATM cards by their respective colleges. The stipend is 1000 Saudi Riyals for students of scientific studies, 850 Saudi Riyals for the students of humanitarian studies and 900 Saudi Riyals for postgraduate students.
- Stipends are issued during the regular period of the program assigned for graduation on the basis of the study plan approved by the university council. Example: The regular duration of the college of arts is four years. The regular duration starts from the time of admission into the semester including withdrawal and transfer semesters but not postponed semesters.
- Stipends are not granted during the summer semester unless the student registers in the summer semester or studies the second semester preceeding the summer semester.
- Stipends are not granted to students who withdraw from or postpone the semester.
- Stipends are not granted to the students who received academic warnings due his accumulative average being less than (2.00).
- Postgraduate students are granted exceptional stipends of 900 Saudi Riyals for reference books and materials as well as an additional 3000 Saudi Riyals for printing the thesis and 4000 Saudi Riyals for printing the dissertation once a year.
- Students who score an excellent average consecutively (i.e. both semesters) in one year are granted an extra allowance.
- 10 Saudi Riyals are deducted from the allowances for the students' fund.

Disability Allowance

Disabled students are granted an additional stipend for disabilities. The stipend is divided into two classes:

- **First type:** students with severe disabilities.

- **Second type:** students with moderate disabilities.

These types of disabilities are classified by the Ministry of Labor and Social Affairs. Disabled students apply for a disability allowance at the Deanship of Student Affairs.

Reference Letters

Reference letters are issued to the students for various purposes by the Deanship of Students Affairs. The Deanship of Admissions and Registration Affairs issues the letters referring to the student's academic status in the university and letters necessary outside the kingdom.

Student University I.D. Cards

Freshman students are granted university I.D. cards, so they can:

- Maintain proof of identity within the campus of the university.
- Receive the monthly stipends issued to each student.
- Borrow books from the library.
- Purchase books from the book store inside the university.
- Enter the sports facilities available on campus.
- Participate in examinations.
- Enter the campus restaurants and living quarters designated for university students.

By announcing the appointments designated for the issuing of student I.D. cards, for the admitted students, every student must submit the admission form and the identification card to the Student University Card Office in the Deanship of Admissions and Registration. Every student must protect and maintain his card from being lost or damaged.

Procedures for Replacing Lost Cards

- The student signs a statement that he has lost his student I.D. card. He pledges to return the new card in the event he finds the card he lost initially. The student will be subject to punishment if he allows someone else to use his card during his study or after graduation.
- The student writes a report illustrating why and how he lost his card.
- The student must announce that he has lost his student I.D. card in the University newspaper or in any of the local newspapers if the university newspaper is not published. The procedure starts one month after the announcement.

Withdrawal from University

The student can completely withdraw from the university if he finishes the clearance procedures, returns the student I.D. card and brings his identity documents to restore his file.

If the student is willing to re-register in the university after withdrawal, he will undergo the regulations of suspension.

When a student withdraws from the university, he must take the following points into consideration.

- The period of his withdrawal from university is counted as if he was suspended from study.
- The student who withdraws from university will not be granted a stipend until he registers in a new semester.
- Monthly stipends are not granted during the summer semester unless the student registers in the summer semester.
- The student must submit a letter of clearance concerning housing, library and other university facilities.

Semester Average and Accumulative Average

Semester Average: The result of dividing the sum of points obtained by the student by the number of units representing the courses the student has studied in any semester.

The points are calculated by multiplying the academic unit with the equivalent grade the student gets in each course.

Accumulative Average: The result of dividing the sum of points obtained by the student in all the courses that he has studied by the number of units representing these courses.

Examinations and Grading

The council of the college that teaches the course may allow the student to study the requirements of any course in the following semester on the basis of a recommendation by the instructor of the course.

The student then receives (IC) grade in his academic record and it is not calculated in his semester average nor in his accumulative average unless he fulfills the requirements of that course. If one academic semester passes without changing the (IC) grade in the student's record due to not fulfilling the course, the (IC) grade is replaced by (F) which is calculated in his semester average and in his accumulative average.

The mark of class work is calculated in these two ways:

- Oral exams, practical exams, researches, class activities or all of these choices or some of these choices in addition to at least one written exam.
- At least two written exams.
- If research courses entail more than one semester, the student receives (IP) in his record.

By fulfilling the requirements of the course, the student will obtain the grade of that course. However, if the student cannot fulfill the course within the allotted time, the council of the college may approve an (IC) grade in his record.

•The grades are calculated as follows:

Points	Grade	Course Grade	Mark
5.00	A+	Excellent Plus	95 – 100
4.75	A	Excellent	90 less than 95
4.50	B+	Very Good Plus	85 less than 90
4.00	B	Very Good	80 less than 85
3.50	C+	Good Plus	75 less than 80
3.00	C	Good	70 less than 75
2.50	D+	Pass Plus	65 less than 70
2.00	D	Pass	60 less than 65
1.00	F	Fail	Less than 60

The general grade of the student when he graduates (based on his accumulative average) shall be as follows:

- Excellent: if the student's accumulative average is not less than (4.50).
- Very Good: if the student's accumulative average ranges from (3.75) to less than (4.50).
- Good: if the student's accumulative average ranges from (2.75) to less than (3.75).
- Pass: if the student's accumulative average ranges from (2.00) to less than (2.75).

The first honor rank is granted to the student who scores an accumulative average ranging from (4.75) to (5.00) at the time of graduation. The second honor rank is granted to the student who scores an accumulative average ranging from (4.25) to less than (4.75) at the time of graduation.

Final Examination Procedures are as follows:

- The student shall not attend more than two examinations within the same day.
- The student is not allowed to attend the examination half an hour after the examination session begins. He is also not allowed to leave the examination hall before a minimum of half an hour from the initial start of the examination.
- Cheating or violating the rules and regulations of the final examination are violations that entail disciplinary action based upon the disciplinary system issued by the university council.
- The council of the college that teaches the course (in necessary cases) approves re-marking answer sheets within a duration not exceeding the beginning of the following semester.

Restrictions of Re-Marking Examination Answer Sheets:

- The student may apply to the department that presents the course to re-mark his answer sheet which will be referred to the college council within a maximum of one month after the end of the final examination.
- The student may not apply for a request to re-mark his answer sheet beforehand, as his request will be invalid.
- The student must not apply for re-marking the answer sheets for more than one single course during one semester.
- A written form is filled out including the items 1,2,3 stated above in addition to: student's name, I.D. number, course number(s), course code(s), course name(s), branch number, the semester, absence rate, accumulative average, warnings, instructor's name, examination date, reason(s) for re-marking request and a pledge from the student regarding the accuracy of information submitted in the form.
- In case of approval, the college council constitutes a committee including at least three staff members who will re-mark the answer sheet(s) and present a report to the college council who will give a final decision.

A Sample of Calculating the Semester Average and the Accumulative Average for the First Semester

Courses	Units	Mark	Grade	Course Grade	Points
Islamic	2	85	B+	4.50	9
Chemistry	3	70	C	3.00	9
Math	3	92	A	4.75	14.25
Physics	4	80	B	4.00	16.00
Total	12				48.25

First semester average:

Sum of points $(48.25)/12 = 4.02$

Sum of units (12)

Second Semester

Courses	Units	Mark	Grade	Course Grade	Points
Islamic104	2	96	A+	5.00	10
Chemistry327	3	83	B	4.00	12
Math 314	4	71	A	3.00	12
Physics326	3	81	B	4.00	12
Total	12				46

Second semester average:

Sum of points $(46)/12 = 3.83$

Sum of units (12)

Accumulative average:

Sum of point $(4.02 + 3.83)/2 = 3.93$

Sum of units $(12) + (12) = 24$

Student Rights and Obligations

The university expect from its students and all employees to accept and respect the mentioned principles in this document. The university confirm that this document does not consider a substitute law or rule for the applied rules, in case of inconsistency the mentioned texts in this document with any applied rules in the kingdom or the university, the last rules must be applied.

This document aims to enlighten the students with their academic and non- academic rights that are presented by the university according to its possibilities, and the manner of practicing these rights and the body is concerned with, also, it aims to enlighten the students with their obligations towards the university, that's because the university is keen on the quality of the academic function and the associated matter of strong relation between the students and the university master, organization and units as another side, and the nature of this relation from clarity and transparency with the different university functions in its different fields.

The university student's rights and obligations include the following:

The university student right in the academic field:

- The right of the student to provide them with the adequate educational environment for comprehension and grasping easily by ensuring all the educational facilities to support this aim.
- The right of the student to get the educational and acknowledgement related to the university curriculums that are studied accordance with the university regulations and rules that control the academic function.
- The right of the student to get the college and departments study plan, as well as the available specializations. Also, to know the educational schedules before they begin to study and to know also the registration rules which enable them to register themselves in the available curriculums, also to consider the priorities arrangements according to fair standards when it is become not available to all students' desires.
- The right of the student to eliminate or add any curriculums or even eliminate a whole semester in accordance with the study and registration rules within the limited period that is announced to the students.
- The right of the student to abide the faculty members by the lectures timing, and fulfilling both scientific and practical fixed hours, not canceling lectures or changing its time, except when it is necessary, and it is very important to provide the students with substitute lectures instead of the missed lectures, thus all of this has to be accomplished in accordance with the coordination between students and specified department.
- The right of the student to ask and participate in an adequate scientific discussion with faculty members, without any supervision or penalty unless the discussion goes too far beyond the general moral and the appropriate manners and etiquette, both during lectures and during the office hours allocated to meet students.
- The right of the student to be questions within the curriculum components and within the discussed matters, the tests should consider the equal and logical distribution of the marks, thus to ensure the fair evaluation for the abilities of the students.

- The right of the student to attend all tests unless there is a systematic obstacle, and the student has to be informed with deprivations from attending exams with enough time.
- The right of the student to know the typical answers for the seasonal exams questions and the marks distribution to the answers parts which are considered the evaluation bases, in order to evaluate the student before the final exam.
- The right of the student to revise his answers to the final exam according to the university regulations and rules that manage the system of revision and its terms.
- The right of the student to know his results which he got in the monthly, sessional or final exams after evaluating and approving it.

The university student right in the non-academic field:

- The right of the student to profit from social aid and care that are offered by the university and participate activities that are carried out in accordance with the university regulations and rules.
- The right of the student to get the proper medical care by treating him/her in the hospital and medical centers affiliated to the university.
- The right of the student to profit from the university services and utilities (university references, university residence central and subsidiary libraries, sporting playgrounds, restaurants, parking...etc) according to the regulations and rules applied in the university.
- The right of the student to get the financial rewards and bonus according to the rules especially the outstanding students.
- The right of the student to be nominated for the training courses, programs and inside and outside trips, and his right to increase his participation in cultural activities and to participate in local society service activities and voluntary contributions.
- The right of the student to complain of any matter that he/she is suffering from in his relationship with the teaching staff members, the department, the college or any of the university units. The student submits his/her complaint or petition according to the student' rights protection unit regulations and enabling him to follow his/her complaint path at the concerned unit.
- The right of the student to defend himself/herself before any unit in the university in any disciplinary case is sued against him/her, and his/her right to be not charged except after listening to his/her defense unless it is proved that his/her absence was because of u acceptable excuse and after recalling him/her for the second time.
- The right of the student to complain from the disciplinary decision issued against him/her according to the stated rules in these cases by student discipline rules.
- The right of the student to keep the contents of the university file, not to deliver any of the contents of the file except to the student himself/her or their guardian or to who is officially authorized, except when the investigation or judgment authority or any other governmental authority ask to disclose it. And it is not acceptable to disclose or spread the scores of the student exams for discipline or as a penalty.
- The right of handicapped student to get the adequate service that is appropriated for his /her requirements according to the applied rules.

The obligations of the university student in academic field:

- The student is obligated to go on the study and undertake all the students' requirements in light of the rules and timing determining for the beginning and ending the session, transformation, registration, excuses, elimination, and addition according with the rules mentioned in the applied regulations in the university.
- The student is obligated to respect the teaching staff members, employees, workers, from the university employees and others from the contracting companies with the university, the students in the university, the visitors, not to expose to them with hurt even by saying, doing or by any other action.
- The student is obligated to respect the rules and arrangement related to the lectures running. Attend and not absent from the lecture except only with accepted excuse according to the rules and regulations.
- The student is obligated to prepare the researches and the different studies requirements for the curriculums without cheating, not sharing with others in prepare them with any form, to ascribe others' efforts to himself, follows any of illegal tricks to prepare these researching, the reports, the papers, studies and other of the basic requirements for the curriculums.
- The student is obligated to attend exams, discipline, not attempt to cheat attempting, assistance to commit it with any form, to pass off as, forgery or entering the forbidden materials or appliances to the examination sites or labs.
- The student is obligated to the guidance and instructions that are delivered to them by the responsible or the observers in the examination sites or labs, not break the calmness during undertaking the examination

The obligations of the university student in the non-academic field:

- The student is obligated to the university rules, regulations, instructions and the issued decision carrying out for it, not deceive over it, not infringe it, not use forger documents to get right or benefit other than what is mentioned in the related rules.
- The student is obligated to carry the university ID during his presence in the university and submit it to the employee or to the teaching staff member when they request it and when perform any procedure for the student inside the university.
- The student is obligated not to damage, trifle or breakdown the university properties (supplies or buildings) or by sharing with others.
- The student is obligated by the related instructions with the university utilities and supplies arrangement, organization or using it in the specified purpose. The student is bounded by to get an advance permission from the concerned management to use the utilities and supplies in a purpose other than the specified purpose.
- The student is obligated by the clothes and behavior that agreement with university and Islamic traditions. The student is bounded by not to commit any action against the Islamic common morals or the general morals considerate inside the university.
- The student is obligated by calmness and tranquility inside the university utilities, abstaining from smoking inside it, not to make disturbance, illegal gathering, or legal gathering in other than the particular places.

Reference: The Student Rights Protection Unit, King Saud University.

[Deanship of Student Affairs](#), King Saud University

Disciplinary Regulations

Everything that comes from the student of breach of public morality, public order and the regulations and instructions and decisions of the university is a disciplinary offense perpetrator subjected to disciplinary sanctions, including the following acts:

- Disable study, instigating and refrain from attending lectures and other academic activity that require attendance by.
- Breach of order and discipline in the university and all its attachments, as well as creating chaos in units of university housing and university buses or any other university facilities.
- All the cheats in the test by any means, or to initiate or participate in it, or get illegally on the test questions before held and fraud reports, research and practical field training exercises, and graduation projects and theses and doctoral, as well as fraud enter student substitute in midterm or final or entry tests a substitute for other.
- Impersonation of others and give the documents or the identity of the university in intent to use them illegally or speak on behalf of the University in non-official status.
- Any act from the student said or done touches faith or honor or dignity of others, or prejudice to good conduct and behavior, or contrary to public morality or what would harm the reputation of the university.
- Assault by word or action to the employees of the university and its staff.
- Viewing unlawfully on confidential information of employees of the university, publishing it, for guidance for accessing it.
- The establishment of any activities or events within the university without the consent of the competent authorities, including issuing, publishing or distribution of publications and leaflets and posters or collect signatures or donations or money.
- Compromising Islamic principles and social foundations of the nation or to harm national unity or the call to join the anti-home arrangements, or to promote any political ideas or regional violates the government system.
- Falsification of official documents, certificates and use of falsified documents.
- Misuse or sabotage to the property of the university or university transfer property without the approval of the competent authorities.
- Carrying a firearm and even if licensed or knives or flammable materials or explosion or the introduction of any material can be used for that purpose within the university and its attachments or threaten to use it.
- The use of modern technologies in order to damage the university or one of its employees.
- Possession of devices or movies or pictures or magazines or newspapers or recordings contrary to ethics and public morals.
- Lack of commitment to public taste attire or image, including the disproportionate to the Islamic values and traditions of Saudi society and the university instructions.
- Students go out of the university or the students housing without official permission from the competent authority.

- Failure to provide documents to the competent authorities if requested.
- Breach of the system during interrogation or break the limits of morals and ethics with the Disciplinary Committee.
- Every other violation of the university considers it constitutes a breach of the university regulations and is not mentioned above.

For detailed information about disciplinary penalties' and conditions please refer to Deanship of Students Affair

<http://sa.ksu.edu.sa/ar>

Academic Counselling

The main purpose of academic counselling is to facilitate the academic process for each student and to overcome obstacles, on the way, successfully through this important stage of his life. Thus, it is inevitable to appoint a Committee for Academic advising at the division level to regulate the counselling and then appoint a faculty member as an advisor for each grade level, who would be responsible for following up this level until graduation.

Objectives of the Academic counselling:

- To facilitate the learning process through the active participation of students and enable them to:
 - determine the educational objectives appropriate to their abilities and aspirations
 - Improve their academic skills to overcome academic difficulties facing them.
 - Access to academic information and guidance and to increase awareness of the university message, its objectives and regulations.
 - participate in extra-curricular activities, discovery and development of talent.
- To study cases of delinquent, drop-out students and to try to reduce and treat these problems.
- To guide and follow up students during their study at the university.

Responsibility and role of students in academic counselling

Students have a central role in the process of academic counselling. They have the responsibility to ask for counselling from the academic counsellor. This will assist them in developing study plans, and to achieve the highest return from academic advising contacts. Student must be encouraged to make use of contacts with their advisors by:

1. Informing them with the Office Hours of the academic advisor.
2. Setting a date with the academic advisor, preferably to start the contact prior to each semester and to strive to identify those appointments early.
3. Reviewing college manual, which explains all requirements that is needed by the department.
4. Setting a target date for graduation and consult with his/her academic counsellor.
5. Sharing with the academic advisor to develop a syllabus with a schedule including what is being planned to be studied in the following coming semester.
6. Asking all questions that come to his/her mind. The academic advisor can help when a student has a clear vision of what he/she is planning to do.
7. Bearing the responsibility for his academic progress. Where advice and guidance is an important tool for success, but above all a student, is primarily responsible for his/her success.

Department of Community Health Sciences

Useful links

Title	Link	Uses
King Saud University (KSU)	http://ksu.edu.sa/en	Information about colleges, deanships, administrative departments, faculty, students and e-services within the university
College of Applied Medical Sciences (CAMS)	http://cams.ksu.edu.sa/en	Information about departments and their programs, faculty, and students within the college
Online Academic Portal (Edugate)	https://edugate.ksu.edu.sa/ksu/ui/home.faces	Insertion of the student's absenteeism as well as marks for the course, checking students lists, students' evaluation for the course, and staff schedule
TAWASOL	http://etc.ksu.edu.sa/ar/no-access	Sending emails and free SMS
e-services Portal	https://login.ksu.edu.sa/Login.aspx	Follow up salaries, vacations and issuing a letter of introduction, and clearance
Electronic basket	http://ebasket.ksu.edu.sa/	University employee's affairs regulations and academic research regulations
e-transactions and communications	http://etc.ksu.edu.sa/	Getting technical support, creating KSU e-mails, downloading licensed software
Deanship of Admission and Registration	https://dar.ksu.edu.sa/ar	Admission and Registration Regulations and Procedures.

Department of Community Health Sciences

Contact Information

	Male section	Female section
Building NO	24	11
Office NO	1145; First Floor	176; Third floor
Office phone NO		
– Head/ Vice head of the department	4693699	8058023
– Secretary	4693697	8050476
Fax NO:	4693698	8054575
Mailing Address	P.O. Box / 10219 Riyadh / 11433	
Web Site:	https://cams.ksu.edu.sa/en/departments/community-health-sciences	

Important numbers to call for safety and security:

Emergency at the University campus: 950
Chamber of the university operations: 4677866 OR 4676298
Civil Defense inside University campus: 955
Civil Defense outside University campus: 998
King Khalid hospital ambulance: 4671699
Alternate director: 4673128

Female campus

Emergency unit contact numbers:
0118051751, 0118050482, 0118050963
Medical clinics contact numbers:
0118051929, 0118054450, 0118054451
In case of robbery, contact:
8050796