



College of Applied Medical Sciences
Department of Dental Health Sciences

Dental Technology Program

Study Regulation and Test

Manual

Table of Contents

	Page
About the department of Dental Health Sciences	
- Organizational chart	
- Vision, mission and objectives	
- Academic Programs Offered By the Department	
Study Regulation and Test	
- Student regulations	
- Examination and grading	

Dental Health Department

Vision, Mission and Objectives

Vision:

Regional Leadership with global reputation in the fields of applied dental sciences.

Mission:

To contribute in the promotion of the dental health services to the Saudi Community through graduating qualified dental health professionals with the ability to compete internationally in dental professions, to provide an environment that encourages learning and creativity, and to produce scientific research that contributes in building the knowledge society.

Objectives:

1. Provide dental health programs according to quality standards and academic accreditation.
2. Prepare dental health care professionals with high conceptual, professional, leadership and research skills.
3. Provide academic and administrative environment that encourages learning, productivity and creativity.
4. Support conducting and publishing dental health research that contribute to technological and dental advances.
5. Establish effective partnerships with distinctive educational organizations and research centres locally and abroad.
6. Effectively contribute in community services and development.

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 preceding 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 students 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 fulfill 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

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

First semester average:

Sum of points (48.25) = 4.02

Sum of units (12)

Second Semester

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

46				12	Total
----	--	--	--	----	-------

Second semester average:

Sum of points (46) = 3.83

Sum of units (12)

Accumulative average:

Sum of point (48.25) + (46) = 3.93

Sum of units (12) + (12)