



Rehabilitation Health Sciences Department Faculty Manual Policies and Procedures 2025

Master of Science in Physical therapy

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A Message from the Head of RHS Department



Dear reader,

As we stand at the forefront of healthcare transformation and Saudi Vision 2030, we are excited to guide you through this the dynamic and academic journey in the Master's Program in Physical Therapy. We encourage you to review this guide thoroughly, as it will serve as a valuable resource about the program.

The MS in PT program is designed to equip the students with the knowledge and skills necessary to excel in a rapidly evolving healthcare landscape. Through the direct supervision of our dedicated teaching staff, they will engage in advance practices, evidence-based approaches, and selected topics that are essential in addressing the diverse needs of our communities.

We believe that with hard work, collaboration, and a commitment to excellence in quality, we will make a significant impact in the field of physical therapy and the lives of those we all serve. Heartfelt thanks to KSU and CAMS leaders and the RHS dedicated staff, whose unwavering support and commitment have made this program possible. Together, we will strive to enhance the quality of care and improve the overall health of our society.

Let us work collaboratively towards a healthier future!

Best regards,

Dr. Saad Alhammad, PT, MS. PhD.

Associate Professor

Head of RHS Department

shammad@ksu.edu.sa

Introduction

The College of Applied Medical Sciences at King Saud University was established in 1979 and is considered one of the first colleges in its field at the local and regional levels to offer a bachelor's degree. The Department of Rehabilitation Health Sciences was the first department in the Kingdom and the Arab Gulf states, which was established at the beginning of the establishment of the college with two other departments: Clinical Laboratory Sciences and Radiology.

The Department of Rehabilitation Health Sciences started with one program, which is the physical therapy program. The department and the college were convinced of the importance of development and keeping pace with professional and academic changes. Therefore, and upon the approval of the university, three other academic programs were developed at different stages; namely, the speech and hearing disorders treatment program, the occupational therapy program, and the respiratory therapy program. The average annual enrollment of the department for the undergraduate level is 150 male and female students, and the number of the department's graduates now exceeds 4000 male and female graduates. Over the past four decades, the department has been able to provide the health, research, and academic sectors in the Kingdom with distinguished competencies who have contributed to the development process that the Kingdom has witnessed since its establishment, and many of them have held leadership positions in higher education institutions and health and research facilities in the Kingdom.

In the year 2000 AD, the department introduced a master's program in physical therapy in response to the need of the labor market and the desire of holders of a bachelor's degree to complete their scientific journey. About 20 male and female students have currently enrolled in the master's stage annually, and the number of its graduates exceeds 100 male and female graduates. In 2012, the first conference of the Faculties of Medical Sciences was held, and one of its most important recommendations was the development of postgraduate programs that contribute to fulfilling the needs of the Applied Medical Sciences Colleges with their different specializations, which suffer from shortages and the scarcity of their numbers in the faculty members who hold doctorate degrees, in addition to the difficulty of continuing postgraduate studies abroad.

There is a big need for graduate professional cadres with master's and doctoral degrees to work in hospitals, universities, and research centers, who are in line with the university's strategic plan and the vision of the Kingdom of Saudi Arabia 2030. One of the most important aims of this plan and vision is investing in human development. Given that there has been no development, modification, or modernization of the master's program since its inception and due to the profession's urgent need for such a program as a requirement for a doctoral program, the Department of Rehabilitation Health Sciences proposes to amend the current master's program in physical therapy to match the modern change in the profession.

College of Applied Health Sciences vision and mission

I. Vision

"Regional leadership with a global reputation in the fields of applied medical sciences"

II. Mission

"To contribute in the promotion of the health services for the Saudi community through producing qualified professionals with the ability to compete internationally in applied medical professions, to provide an environment that encourages learning and creativity, and to produce scientific research that contributes in building a knowledge society".

III. Values

- **Quality and excellence:** CAMS measures the overall performance through the application of high-level standards in teaching, learning and innovation.
- **Leadership and teamwork:** CAMS is committed to strengthening the leadership roles on individual and institutional levels, and combine action to achieve its mission and objectives.
- **Freedom of inquiry:** CAMS is committed to encourage intellectual exploration and consolidation of rigorous academic tradition in all aspects of scientific and educational activities.
- **Fairness and integrity:** CAMS is committed to the principles of social justice and equal opportunity, honesty, respect and professional ethics.
- **Transparency and accountability:** CAMS is committed to document all procedures, and offer ideas to the community to measure the extent of its contributions to global knowledge.
- **Lifelong learning:** CAMS is committed to support continuous learning, to promote intellectual and professional growth, and the well-being of community development

Rehabilitation Health Sciences Department; Vision,

Mission, Goals

I. Vision

Vision Local and global leadership in the field of health rehabilitation.

II. Mission

Rehabilitation specialists in physiotherapy, speech therapy/ Audiology, and occupational therapy, research and production of distinct help to promote health and contribute effectively to the service and community development.

III. Goals

1. Ensure the quality of education and preparation of human cadres with intellectual and professional skills.
2. Dissemination of research in the field of applied medical rehabilitation of health.
3. Build partnerships with educational and research centers.
4. The expansion of graduate programs and continuing medical education programs.
5. Participation in volunteer and community work.

Rehabilitation Health Sciences Department

Organizational and Administration Structure

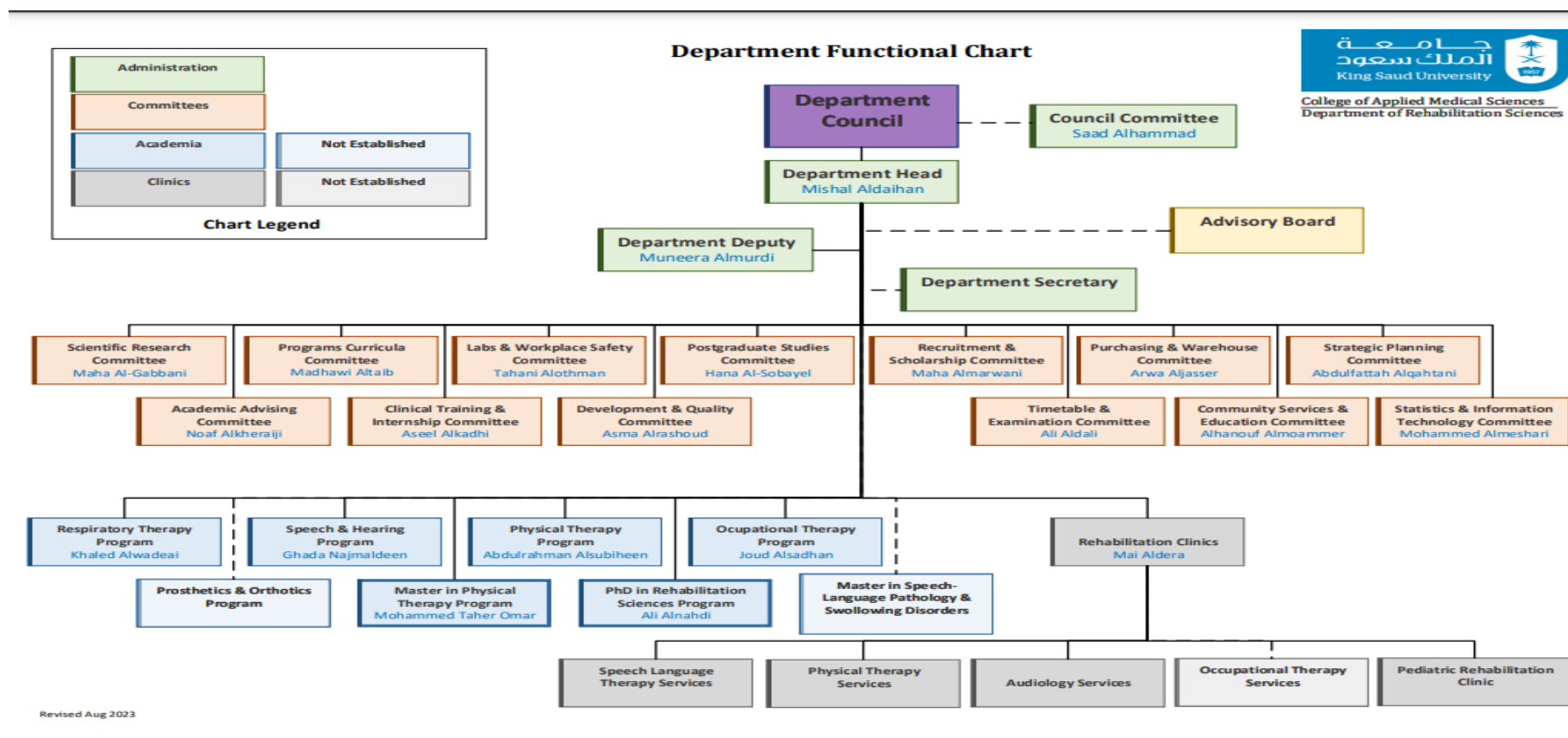
IV. Faculty Administration

Charmain of department	Deputy head of department
Dr. Saad AlHammad	Dr. Madhawi Altaib
E: mail: shammad@ksu.edu.sa	E: mail maltaib@ksu.edu.sa

Postgraduate committee coordinator	Program directors
Dr. Hana AlSobayel	Dr. Maha Al-Gabbani
E: mail hsobayel@ksu.edu.sa	E: mail malgabbani@ksu.edu.sa

Secretory board	Contact information
Mrs.Norah Alsubait	Ms Hala Almaymoni
E: mail nsubait@ksu.edu.sa	E: mail halmaymoni@ksu.edu.sa

RHS department organizational structure



Orientation of new teaching staff

When a new member of staff joins the program, the academic affairs set up an orientation day/schedule for them. It is an official welcoming process aimed at introducing the new staff to the college and sharing his/her experience with other faculty members. The new staff is provided with, a part of orientation meetings, a portfolio about the structure, and the system of the program. In addition, he/she will get the necessary support to complete all official procedures to join, including all necessary documents. To ensure the consistent development of effective teaching skills for faculty, the Deanship of Skills Development offers courses for new faculty to facilitate their active contribution to the academic program, along with other courses that are available throughout the year to maintain continued professional development.

Policies and Faculty Rights:

Please visit Kingdom of Saudi Arabia Ministry of Civil Service website for information:

<http://www.mcs.gov.sa/ArchivingLibrary/Pages/default.aspx>

Required Procedures for New Faculty Members:

1. Report on working by visiting the office of the department's secretary to sign in.
2. Issue an I.D. card from the Deanship of Staff Affairs.
3. Create an email via the university's website.
4. Create their own webpage on KSU's website by visiting <http://fac.ksa.edu.sa>, which includes present teaching courses, course syllabuses, C.V., contact information and research work. For more information about how to create a website, visit <http://itsupport.ksu.edu.sa>
5. Create a Teacher's File for the Quality Assurance and Accreditation committee which includes C.V., teaching philosophy, course specifications, samples of exams, quizzes and assignments, and course reports. This should be done after completing the first semester.

Services Offred for New Faculty Members:

I. New Faculty Development Program from deanship of skills development:

- Target Audience new faculty members who have been appointed by decision of the Scientific Council during the past two years.

II. Program Objectives:

The program aims to achieve the following:

- Familiarizing new faculty members with the university, its developmental vision, and its strategy towards internationalization and its developmental programs.
- Helping new faculty members adapt practically and psychologically to their new roles, and alleviating any anxiety that may hinder their participation and integration into university activities and events.
- Informing new faculty members about the role of King Saud University and their responsibilities towards it.
- Familiarizing new faculty members with the professional development programs at the university, so they can play an active and influential role in them.
- Providing new faculty members with the opportunity to build a network of relationships and communication with their peers from other departments and colleges.
- Informing new faculty members of their rights and duties.
- Introducing the university's scientific research programs, enabling them to contribute to its research activities.
- Familiarizing them with the services offered by the university to its members so they can benefit from them.
- Introducing the sources of knowledge and electronic information available to faculty members at the university and equipping them with skills for searching the internet and databases.
- Developing faculty members' skills in teaching and learning and managing the educational process.

Employment Contract

All staff shall get the employment contract according to the employment categories and levels. The Deanship of Human Resources at KSU shall prepare an employment contract according to the application letter. All job contract documents shall be submitted, as specified in official procedures to join work. Moreover, the recruitment process for non-Saudi faculty involves looking for previous teaching experiences, this includes the teaching positions that they had occupied in their universities

Working schedule and Academic Calendar

The maximum working hours are 48 hours/week. From Sunday to Thursday according to work requirements, working hours at the RHS department shall extend from 07:30 am and 3:30 pm.

Standard teaching load

Classification of faculty and academic staff	Teaching load
Professor	10
Associate professor	12
Assistant professor	14
Lecturer	16
Teaching assistant	16
Instructors	18

The university publishes and distributes the annual academic calendar, which includes dates for registration, adding and dropping courses, holidays, final exams, commencement, and other important dates. The calendar consists of two 15-week semesters.

Classification of faculty and academic staff

I. Regular Professional Ranks

These are members of the faculty holding the ranks of assistant professor, associate professor, or professor. They must hold a Doctor of Philosophy (PhD), or equivalent terminal degree. Their full-time duties at the program include teaching, research, and community services.

II. Lecturer

These are full-time individuals on the instructional staff who hold Master's degrees or individuals who have completed all requirements but the dissertation for a Ph.D. and the program plans to appoint as Assistant Professors when they complete all requirements for the Ph.D.

III. Specialists and Technicians

They are responsible for providing appropriate health care for different cases by identifying the needs of patients, providing treatment alternatives, reducing the use of chemical drugs, choosing appropriate alternatives after studying the patient's condition, and following up on various examinations and analyses to ensure an appropriate treatment that helps the patient regain movement naturally.

IV. Instructors

These are graduate students whose teaching, research assistants, or community services are conducted under the supervision of a faculty member

Vacation and Leave for Faculty and Staff

The following is the information pertaining to Vacation and leave at King Saud University

Article 56: For staff members, lecturers, teaching assistants, and instructors, the summer vacation is considered their annual leave, and the University Council specifies the return dates. The summer leave starts following the end of examinations and the announcement of the results.

Article 57: Staff members, lecturers, teaching assistants, and instructors shall receive compensation for duties assigned by the University Rector during their annual vacation. The given amount equals his/her salary for that period with a maximum of sixty days per year.

Article 58: Based on the work's best interest, the University Rector may postpone all or part of the annual leave of the staff member and the like.

Article 59: Other leaves of absence are given according to the Civil Service regulations.

Article 60: Staff members and the like may be given, for reasonable causes, an exceptional leave without pay which does not exceed six months within three years. The University Council may overlook that condition provided that the leave does not exceed one calendar year. Sabbatical Leave

Article 61: The staff member may be granted a one-year sabbatical leave after a minimum serving term of five years, or after a previously taken sabbatical leave, based on the recommendations of the Department and College Councils, and the Scientific Council as well as the University Council resolution. The staff member may be granted a one-semester sabbatical leave after a minimum serving term of three years or after a previously taken sabbatical leave, provided that the given leave does not affect the educational process. The secondment period shall not be included in the required period. Regulations organizing sabbatical leave are laid down by the University Council based on the Scientific Council recommendation.

Article 62: Controls of granting sabbatical leave to faculty members are as follows:

1. Sabbatical leave shall be granted to only one faculty member, or 10% of the staff members in each department in one calendar year.

2. The research program to be carried out during the sabbatical leave should be submitted by the faculty member.

Article 63: The staff member on a sabbatical leave is entitled to the following:

1. Full salary and monthly transportation allowance for the entire leave period.
2. Air tickets for the staff member, wife, minor sons below the age of eighteen, and dependent daughters.
3. Books allowance given by the University to post-graduate studies students.
4. Scientific and academic expenses are estimated independently for each case by the Scientific Council.
5. An amount of five thousand Riyals (SR 5,000) for the medical expenses of a staff member whose leave is outside the Kingdom and ten thousand Riyals (SR 10,000) if the staff member is accompanied by her/his family. The staff member granted a sabbatical leave for one semester shall receive half of the assigned amount.
6. Staff members working as physicians shall be granted extra-hours compensation for a minimum of three hours per day including Thursdays. For sabbatical leave in governmental hospitals inside the Kingdom, a minimum amount of SR 3,000 (three thousand Riyals) shall be given.

Article 64: Staff members on sabbatical leave shall not be eligible for secondment or transfer and are not permitted to sign a work contract or consultation.

Article 65: Staff members on sabbatical leave should carry out her/his academic program approved by the University Council. A detailed report, regarding her/his achievements during the leave shall be submitted to the Department's Council by the close of the semester following the end of her/his sabbatical leave as a maximum period. Copies of the academic accomplishments shall be attached to the report submitted to the College and the Scientific Councils.

The RHS department and PT program follow the university's vacation policy, where all teaching staff have 60 days of annual leave at the end of each academic year.

Faculty and Staff Development

A number of training opportunities are available for professional and personal development at King Saud university offered by the deanship of skills development for Faculty members, lecturers and Docents. The Deanship of Skill Development offers a variety of training courses, workshops, events, and webinars related to teaching and research.

The Deanship of Skills Development provides workshops and activities that target wide range of skills such as personal, academic, and professional skills of the faculty and staff. International speakers and experts are invited to deliver different workshops at KSU during the academic year which is of great benefit to the staff and allow the exchange of experiences. Several webinars are also among the options for the faculty in which national and international speakers are invited to give a wide range of topics for skill development. Announcement of workshops and course are disseminated by emails via either the CAMS emails or the department administration to faculties and staff online registration being available.

Promotion of Faculty and Staff

The promotion of faculty and staff happens as per the set criteria of king Saud University given below:

1. Faculty promotion is administered centrally at the University by the Scientific Council, with support from the Permanent Committee for the Promotion of Faculty Members.
2. Promotion applications are evaluated according to the following 100 points scale:
 - a. Scholarly output counts for 60%. Four scholarly units are required for promotion from assistant professor to associate professor, while six units are required for promotion from associate professor to professor. The scholarly output is forwarded to a number of referees between 10 for review and promotion recommendation.
 - b. Teaching activities count for 25%.
 - c. University service and community service count for 15%
3. Promotion of staff is regulated by the Civil Service Promotions Bylaw. The bylaw outlines the conditions and procedures for the promotion of staff, including:
 - a. Availability of the position to which the employee seeks to be promoted.
 - b. The employee should possess the qualifications required by the new position in the Job Classification Guide¹⁸.
 - c. The rank of the new position should immediately succeed the rank of the position currently filled by the employee; in other words no jumping over ranks is allowed.
 - d. The employee should have at least four years' experience at their current position rank

Services available for Faculty and Administrative Staff

King Saud University provides appropriate care and services for its employees. In particular, the University provides:

a. Health Care: Primary care is provided by the King Saud Medical City (KSUMC). Services include the free provision of medical examinations, imaging services, tests, and the free dispensing of prescription drugs.

b. Electronic University Account, Saudi Digital Library and Internet Service:

Each faculty is provided with a university online account which provides the faculty with information as well help in doing various administrative work like Contract renewal, Salary information, log in to digital library

- ❖ **Academic portal:** Through the academic portal, teaching staff can monitor their student's academic progress, insert student marks and absences, edit their profile, and more.
- ❖ **Learning Management System (LMS):** The PT Program has been using KSU-QMS as its learning management system, teaching staff have been trained to design courses and upload material on ITQAN with the support of its administrator.
- ❖ **Internet service:** The service is available throughout the university campus.
- ❖ **Digital library services:** The faculties are also given the access to the Saudi Digital Library for scholarly activities.
- ❖ **Religious Services:** Masjids have been built on the main campus as well as in the branches, and in the male sections as well as in the female sections to allow students, faculty, and staff to perform their daily prayers.
- ❖ **Parking Services:** Parking lots for faculty and staff are available, with some of the slots designated for employees in supervisory positions.
- ❖ **Maintenance Services:** IT services including Internet service, computer hardware, computing supplies such as printer ink, printing paper. Also, maintenance of access to digital libraries and information systems.

Staff Code of Ethics and Charter

I. Complaints and Grievances

These Standing Rules of Procedure for grievances are hereby implemented under the policy of Complaints and Grievances. They apply to the filing and appeal of all grievances by any member of the Academic Staff.

II. Rights and Duties

The RHS department, ad PT program, philosophy is that you have the right to fair and equitable treatment and that you are responsible for conducting yourself according to the university's policies and procedures.

III. Teaching Staff Rights:

1. To be treated equally, with equity and respect, avoiding any transgression related to religious beliefs and morals.
2. To receive the salaries on the allotted due dates.
3. To provide a suitable workplace environment and all required technical equipment.
4. To be empowered and supported throughout the learning process to achieve employee development.
5. To build strong bonds and relationships to earn staff's trust and loyalty.
6. To encourage and invest in autonomous creativity and embolden the importance of teamwork.
7. To guarantee the security and confidentiality of personal information.
8. To endorse field-related personal achievements.
9. To proceed with the assigned course of action in case of any injustice, following the appropriate chain of command.

IV. Teaching Staff Responsibilities:

The faculty members are obliged with the following duties and responsibilities:

1. Teaching duties & responsibilities: Classroom instruction, office hours one-on-one tutoring, grading and submitting feedback on students' work, academic advising, career guidance.

2. Clinical duties & responsibilities: Patient care, clinical teaching and clinical administration

3. **Research duties & responsibilities:** Research, innovation, creative work, dissemination of new knowledge through publications, conferences.

4. **Community Partnership duties & responsibilities:** Conducting community services ranging from awareness program to community research.

5. **Course Coordination:** Each faculty member is responsible to coordinate a number of courses being delivered during the program.

6. **Academic Advising:** Each faculty members is entrusted with the responsibility to do academic advising of students enrolled in the program.

7. **Service duties & responsibilities:** Within the university: Council or committee membership, administrative work at the department level, college level, or university level. Outside the university: Reviewing academic publications, sitting in editorial boards, other services to the community at large.

Faculty Performance Evaluation

Evaluation of staff performance

I. Criteria for annual evaluation

Faculty performance evaluations are conducted annually to support and encourage excellence by recognizing and rewarding outstanding academic performance, guiding faculty members regarding professional improvement and development, obtaining information relevant to contract renewal, promotion, and termination, and teaching, research, and advising awards.

II. The general criteria for academic review are:

The Program follows the university policy for academic staff evaluation. In addition, the faculty members must be evaluated by students each semester and in each course. Excellence in research and scholarship, as reflected in both the ability and the achievement of the faculty member in contributing significantly to the acquisition and dissemination of knowledge in obtaining research grants when they are available, and in being innovative or demonstrating powers of independent thought is a main criterion for academic review.

In addition, program professional and community service, including contributions to the effective functioning of the university, the effectiveness of cooperation with colleagues, links with business, industry private or government entities, and contributions to professional communities and student life and academic environment is also evaluated annually. Teaching performance evaluation is a critical aspect of the academic review and the promotion decision. Teaching excellence will be assessed by determining the individual's ability to:

1. Lecture and lead discussions.
2. Create a range of learning opportunities.
3. Draw out students and arouse the curiosity of beginners.
4. Stimulate advanced students to engage in creative work.
5. Organize courses logically and systematically.
6. Evaluate critically the materials related to the field of specialization.
7. Assess student performance.
8. Stimulate students to extend learning beyond a particular course.
9. Other functions related to teaching as specified by the college.

The faculty and staff are evaluated for their performance by set of criteria based on their work profile. The evaluation criteria are given below

Competencies	Behaviors
1- Sense of Responsibility	Assume the responsibilities of their actions and decisions, and do not blame others.
	Understand their role and how it ties into the general goals of their unit.
	Spell out with transparency the challenges confronting them.
2- Cooperation	Volunteer information with openness according to the work requirements.
	Strive to benefit from the opinion of colleagues outside their unit, and to prepare others to support his work by building supporting relationships with them.
	Respond to support requests from other organizational units with the institution.
3- Communication	Uses clear and effective written communications.
	Uses clear and effective oral communications.
	Listens attentively to others.
4- Achievement of Results	Able to do multiple tasks and to determine their priorities.
	Reliable, completes tasks on time and with high quality.
	Takes initiatives, and executes his tasks without needing guidance from his supervisor.
5- Development	Strives to learn and to continuously develop himself.
	Helps others develop themselves.
6- Job Engagement	Ready to tackle work challenges.
	Aspires to higher levels of achievement and innovation in work execution.
	Abides by the working hours and is available when needed.
	Focuses on customer service while executing his tasks.
7- Leadership	Flexible and able to execute important tasks in conditions with a high level of risk and uncertainty.
	Supports and encourages his team to achieve its goals even in difficult conditions.
	Thinks logically and creatively without being influenced by his personal bias.
	Delegates authority and follows up on results.
	Provides and supports opportunities for his supervisees.

Performance Evaluation Dimensions- Faculty

Dimension	Criteria	Maximum Points
Basic Data (10 points)	Specialty shortage	4
	Reputation of PhD institution	6
Teaching Activity (30 points)	Carry out the teaching load entrusted to them by the department	3
	Attend to their office hours	3
	Participate in preparing curricula and developing courses.	3
	Committed to deliver their lecture during the assigned times from beginning to end.	3
	Prepare exams according their college's specifications.	3
	Fulfill their tasks of academic advising.	3
	Committed to official working hours.	3
Research Output and Scholarly Activities (40 points)	Update their course content and use effective instruction methods.	3
	Respects the University's customs and traditions.	3
	On-time recording of attendance and grades.	3
	Previous year publications.	20
	Current year research and development projects.	10
	Previous year's books, patents, and awards.	10
Activity in the Department, the University, and the Community (20 points)	Participate in committees, respect department's decisions.	2.5
	Start initiatives to improve academic environment.	2.5
	Participate in quality management activities.	2.5
	Cooperate with colleagues in completing their duties.	2.5
	Attend seminars and student events.	2.5
	Have had no violations, notices, or been subject to disciplinary decisions.	2.5
	Participate in volunteer work in the community.	2.5
	Help with the department's administrative tasks.	2.5
Total		100

Faculty Committees and Units

- 1. Academic Advising Committee**
- 2. Clinical Training, Internship and Graduates Committee**
- 3. Community Service and Continuing Education Committee**
- 4. Curriculum Committee**
- 5. Development and Quality Assurance Committee**
- 6. Laboratories and Workplace Safety Committee**
- 7. Post Graduate Committee**
- 8. Purchasing and Warehouse Committee**
- 9. Recruitment, Demonstrators and Lecturer Committee**
- 10. Scientific Research Committee**
- 11. Statistics and Information Technology Committee**
- 12. Strategic Planning and Follow-Up Committee**
- 13. Timetable and Examination Committee**

III. Program: Teaching-Learning Methods

The Master of Science in Physical Therapy (MSc.PT.) program has implemented learning and teaching strategies to enhance independent learning (self-study) and critical thinking, problem-solving and research skills relevant to professional development. MSc.PT., using a blended learning approach where learning is enhanced by technology (e.g., Blackboard and Web-based education) which plays a key role in this regard. Instructors will develop a teaching environment to facilitate learning by providing.

- Supportive learning environment
- Opportunities for creativity and innovation
- Supporting and challenging learners with diverse learning needs through multimodal teaching and learning methods.
- Creating and using dependable assignments and projects

The program includes various elective courses in several clinical specialties, including musculoskeletal physical therapy, cardiopulmonary, neurology, geriatrics, and pediatrics. These electives are developed to equip students or practitioners with the advanced research skills needed to develop their practice at the individual and organizational levels. Our program's overall teaching, learning, and assessment strategies follow the guidelines of KSU. Students receive an education that meets academic standards and promotes lifelong learning that meets their theoretical and practical needs. This program provides students with a variety of learning and teaching methods and activities to facilitate participants' learning.

- Lectures (e.g., traditional and interactive lectures)
- Problem-based learning (PBL)
- Seminar and independent study
- Blended learning
- Research skills-based activities

Lectures and independent study Enable students to broaden and deepen their professional knowledge and understanding of the core scientific principles and concepts of physical therapy. They also enable students to transfer scientific knowledge from theory to research.

Problem-based learning (PBL): In this teaching method, students use “triggers” from the problem case or scenario to define their own learning objectives. Subsequently, they do independent, self-directed study before returning to the group to discuss and refine their acquired knowledge. The problems in the scenario are designed to cover different topics. Thus, PBL is not about problem-solving per se, but rather it uses appropriate to increase knowledge and understanding. The process is clearly defined; all follow a similar series of steps. 2. Teamwork 3. Chairing a group 4. Listening 5. Recording 6. Cooperation 7. Respect for colleagues' views 8. Critical evaluation of literature 9. Self-directed learning and use of resources 10. Presentation skills

Seminars and independent study: These are opportunities to extend and deepen your understanding of topics covered in a module. In some seminar forums you will be encouraged to take the lead in discussing relevant articles, policies and the theoretical and evidence base that underpins the module.

Blended learning uses online and offline technologies in tandem, allowing instructors to quickly adopt the latest learning trends and modalities into the curriculum. Instructors can also use built-in reporting features in most KSU- LMS software programs and/or Web-based education for deeper, data driven insights into student progress and success

IV. Program: Academic Advising for Student

Academic advising is an essential element of the educational process. Students are assigned to academic advisors who help them in selecting their course of study and in planning their schedules. Advisors also approve students’ schedules each semester. The advisor’s role is to assist the student in obtaining a well-balanced education and in interpreting program policies and procedures according to academic advising forms.

The Academic Advisor’s Responsibilities:

1. To be familiar with the academic regulations of the college, the college plan and its specialization.
2. To strive to educate him/herself in the field of academic guidance to achieve the desired results for the student.

3. Each member follows his students whose names appear on his/her page on the academic portal.
4. The mentor shows a special file (paper or electronic) for each student who is stumbling or is expected to stumble from students under his/her guidance in order to facilitate the follow-up of the student's condition. Each mentor is given access to academic information for students, such as schedules and results for students of the college who guide them and follow them, and every advisor's name appears before the student's name in the academic portal.
5. Following up students during their studies, especially those who are defaulted or expected to falter due to academic reasons, especially after announcing the quarterly tests. Likewise, for students who are frequently absent from lectures (for whom a first alert or a second alert has been issued) or for whom the subjects' teacher notices some negative behaviors such as frequent sleep during the lectures, mental distraction or other.
6. If the counselor and the guidance committee in the college are unable to solve the students' default problem, the matter will be referred to the head of the college, and the academic advisor will continue to follow the case with the students' affairs.
7. The counselor assists the student in analyzing his/her situation and guides the student to the appropriate steps that the student must take to confront the problems he/she suffers before it effects on his/her academic situation.
8. The academic advisor explains to the student that meeting the psychological and social counselor will be completely confidential and does not mean that he/she is ill, this would spread reassurance in the student.
9. The academic advisor identifies the outstanding students in the college, and communicates with them in coordination with the head of the college and other members to urge them to continue to distinguish them, remove obstacles that might come their way, and suggest an

appropriate mechanism to reward them (Honoring them/ providing them with certificates of excellence/ putting their names and pictures on the official college website/ giving simple gifts)

- 10.** Clarify the importance and role of the academic advisor to students, urge them in every way to benefit from the counseling services in the college, as well as students' guidance in college, and the need meet the academic advisor.

Research and Community Services

Teaching, research, and community services are the primary functions of the university and are nourished by efficient and imaginative administration. These three— teaching, research, and community service — are essential features in the Radiological Sciences program. When the performance of a teaching staff is appraised, consideration will be given to high achievement in any of these areas, and the value of the teaching staff's total contribution will be measured not only by the extent and nature of his or her other activities but also by the effectiveness with which they are pursued.

E-services	https://graduatestudies.ksu.edu.sa/en/node/631	الخدمات الإلكترونية
The general framework for writing university theses	https://graduatestudies.ksu.edu.sa/sites/graduatestudies.ksu.edu.sa/files/imce_images/ltr_lm_lktb_lrsyl_ljmy.pdf	الإطار العام لكتابة الرسائل العلمية
Electronic registration guide	https://graduatestudies.ksu.edu.sa/sites/graduatestudies.ksu.edu.sa/files/imce_images/dlyl_ltsjyl_llktrwny_1.pdf	دليل التسجيل الإلكتروني (إضافة وحذف المقررات)
Guide to submitting a research proposal through the electronic services portal	https://graduatestudies.ksu.edu.sa/sites/graduatestudies.ksu.edu.sa/files/imce_images/tqdym_lmqrh_lbhthy.pdf	دليل تقديم المقترح البحثي من خلال بوابة الخدمات الإلكترونية
How to submit a request through the academic portal	https://graduatestudies.ksu.edu.sa/sites/graduatestudies.ksu.edu.sa/files/imce_images/lhrkt_lfsly_1.pdf	طريقة التقديم بطلب تأجيل قبول - تأجيل دراسة - اعتذار "حذف" عن طريق بوابة النظام الأكاديمي
User guide to the postgraduate admission portal	https://graduatestudies.ksu.edu.sa/sites/graduatestudies.ksu.edu.sa/files/imce_images/dlyl_ltdym_43_1.pdf	دليل المستخدم لبوابة القبول للدراسات العليا

Electronic graduation procedures guide	https://graduatestudies.ksu.edu.sa/sites/graduatestudies.ksu.edu.sa/files/imce_images/jrt_ltkhrj_llktrwny_4.pdf	دليل إجراءات التخرج الإلكترونية لطلبة الدراسات العليا
Electronic services provided by the Deanship of Graduate Studies	https://graduatestudies.ksu.edu.sa/ar/node/1217	الخدمات الإلكترونية المقدمة من عمادة الدراسات العليا
Services provided by the Deanship of Scientific Research	https://graduatestudies.ksu.edu.sa/ar/node/1205	خدمات مقدمة من عمادة البحث العلمي

Students with Disability Services Policies	https://graduatestudies.ksu.edu.sa/sites/graduatestudies.ksu.edu.sa/files/imce_images/dlyl_lqwd_wljrt_ltnzymy_lkhdm_tlb_dhwy_lq_bjm_lmlk_swd.pdf	سياسات خدمات الطلاب ذوي الإعاقة
Student housing regulations at the university	https://sa.ksu.edu.sa/sites/sa.ksu.edu.sa/files/attach/lyh_lqm_blskn_ljmy_tlb_wtlbt_jm_lmlk_swd-twsl_1.pdf	ضوابط السكن الطلابي في الجامعة
Deanship of Libraries Affairs	https://library.ksu.edu.sa/en	عمادة شؤون المكتبات
Deanship of Skills Development	https://dsd.ksu.edu.sa/en	عمادة تطوير المهارات
Deanship of Skills Development for Postgraduate Students	https://dsd.ksu.edu.sa/en/node/37	عمادة تطوير المهارات طلاب وطالبات الدراسات العليا
Deanship of Electronic Transactions and Communications services platform	https://etc.ksu.edu.sa/ar/studentsservice	منصة خدمات عمادة التعاملات الإلكترونية والاتصالات الطلاب
Guidelines and Procedures on Academic Accommodations for Students with Disabilities at King Saud University	Guidelines and Procedures on Academic Accommodations	الإجراءات المتعلقة بالسكن الأكاديمي للطلاب ذوي الإعاقة بجامعة الملك سعود

Electronic training platform	https://tp.ksu.edu.sa/	منصة التدريب الإلكترونية
Nafae services	https://nafae.ksu.edu.sa/en	نافع
The Vice Rectorate for Educational and Academic Affairs	https://vrea.ksu.edu.sa/en/node/3056	وكالة الجامعة للشؤون التعليمية والأكاديمية
Research Support and services Unit	https://dsrs.ksu.edu.sa/en/node/3616	وحدة مساندة وخدمات الباحثين
Scientific Research Ethics Committee	https://dsrs.ksu.edu.sa/en/node/449	لجنة أخلاقيات البحث العلمي
Student Services Guide	https://vrea.ksu.edu.sa/en/node/2987	دليل خدمات الطالب
Electronic training platform	https://tp.ksu.edu.sa/	منصة التدريب الإلكترونية

THE PROGRAM FACULTY MEMBERS

الاسم	المسمى الوظيفي	التخصص	البريد الالكتروني	تلفون المكتب
سامي صالح العيد الوهاب	استاذ	التأهيل العصبي الحركي	swahab@ksu.edu.sa	93583
أحمد حيدر الغدير	استاذ	تأهيل امراض الجهاز العصبي	alghadir@ksu.edu.sa	93600
عادل عبدالله الحصيني	استاذ	تأهيل اصابات الأطفال العصبية	aaalhusaini@ksu.edu.sa	93605
علي حمد النهدي	استاذ	الميكانيكا الحيوية للجهاز العضلي الهيكلي	alialnahdi@ksu.edu.sa	93595
سعد مبارك بن دواس	استاذ	تأهيل حالات المسنين والعظام	sbindawas@ksu.edu.sa	96226
همايون ظفر	استاذ	التحكم الحركي ومشاكل الفك	hazafar@ksu.edu.sa	93657
علي مفرح البراتي	استاذ	تأهيل أمراض القلب والجهاز التنفسي	abarrati@ksu.edu.sa	93597
محمد طاهر عمر	استاذ	العلاج الطبيعي للأورام والحروق	momamar@ksu.edu.sa	93795
هناء إبراهيم السبيل	استاذ مشارك	تأهيل العظام	hsobayel@ksu.edu.sa	55763
فهد سعد القرني	استاذ مشارك	علاج وتأهيل إصابات وأمراض العظام	falgarni@ksu.edu.sa	93609
فارس عبدالله العضيبي	استاذ مشارك	عظام وعضلات	falodaibi@ksu.edu.sa	93599
سعد عبدالعزيز الحماد	استاذ مشارك	الفسيولوجيا التطبيقية والتأهيل القلبي الرئوي	shammad@ksu.edu.sa	
عبدالفتاح بن سعيد القحطاني	استاذ مشارك	التأهيل القلبي الرئوي	abalqahtani@ksu.edu.sa	93598
سميحة محمد إبراهيم عبدالقادر	استاذ مشارك	ميكانيكا حيوية	sabdelkader@ksu.edu.sa	50273
أسماء سعد الرشود	استاذ مشارك	العلاج الطبيعي لاضطرابات الجهاز العضلي الهيكلي	aalrashoud@ksu.edu.sa	51784
محمد يوسف بريكة	استاذ مشارك	التشريح البشري	mberika@ksu.edu.sa	93884
منيرة محمد المرضي	استاذ مشارك	علم الاعصاب	malmurdi@ksu.edu.sa	50614-52642
مها فهد القباني	استاذ مشارك	علم أعصاب أطفال	malgabbani@ksu.edu.sa	58177
محمد عبدالله المهيزع	استاذ مشارك	تأهيل الجهاز العصبي العضلي وأمراض التوازن	mmohiza@ksu.edu.sa	93584
الاء محمد البيشي	استاذ مشارك	العلاج الطبيعي للأمراض العصبية	aalbeshi@ksu.edu.sa	52456
عبدالرحمن محمد السبيهي	استاذ مشارك	أهيل الجهاز العصبي العضلي وأمراض التوازن	aalsubiheen@ksu.edu.sa	693596
مها محمد المرواني	استاذ مشارك	أعصاب و مسنين	malmarwani@ksu.edu.sa	58400
مشعل محمد الديحان	استاذ مشارك	تأهيل الجهاز العصبي	mishaldaihan@ksu.edu.sa	93582
عفاف أحمد محمد شاهين	استاذ مشارك	علوم أساسية	ashaheen@ksu.edu.sa	51784
اسماء عبداللطيف الدرع	استاذ مساعد	علم الأعصاب والجهاز الليمفاوي	aalderaa@ksu.edu.sa	50189
لولوه أحمد الراشد	استاذ مساعد	العلاج الطبيعي لاضطرابات الجهاز العضلي الهيكلي	lalrashed@ksu.edu.sa	55246
مي عبداللطيف الدرع	استاذ مساعد	العلاج الطبيعي - علم الألم والمجتمع	maldera@ksu.edu.sa	50189
نبيلة مصطفى ساتحي	استاذ مساعد	امراض الاعصاب	ntounsi@ksu.edu.sa	52048
رحاب فراج جويده	استاذ مساعد	أمراض الجهاز التنفسي والمسنين	rgwada@ksu.edu.sa	52468
دالية محمد الإمام	استاذ مساعد	العلاج الطبيعي لاضطرابات الجهاز العضلي الهيكلي	dalimam@ksu.edu.sa	52709
تهاني الاحمد	استاذ مساعد	عظام الأطفال	taalahmad@ksu.edu.sa	94224
جواهر العقيل	استاذ مساعد	العلاج الطبيعي لصحة المرأة	Jaqeel@ksu.edu.sa	30156