

جامعة
الملك سعود
King Saud University



College of Applied Medical Sciences

Rehabilitation Sciences Department



King Saud University

College of Applied Medical Sciences

Department of Rehabilitation Health Sciences

Speech and Hearing Therapy Program Manual

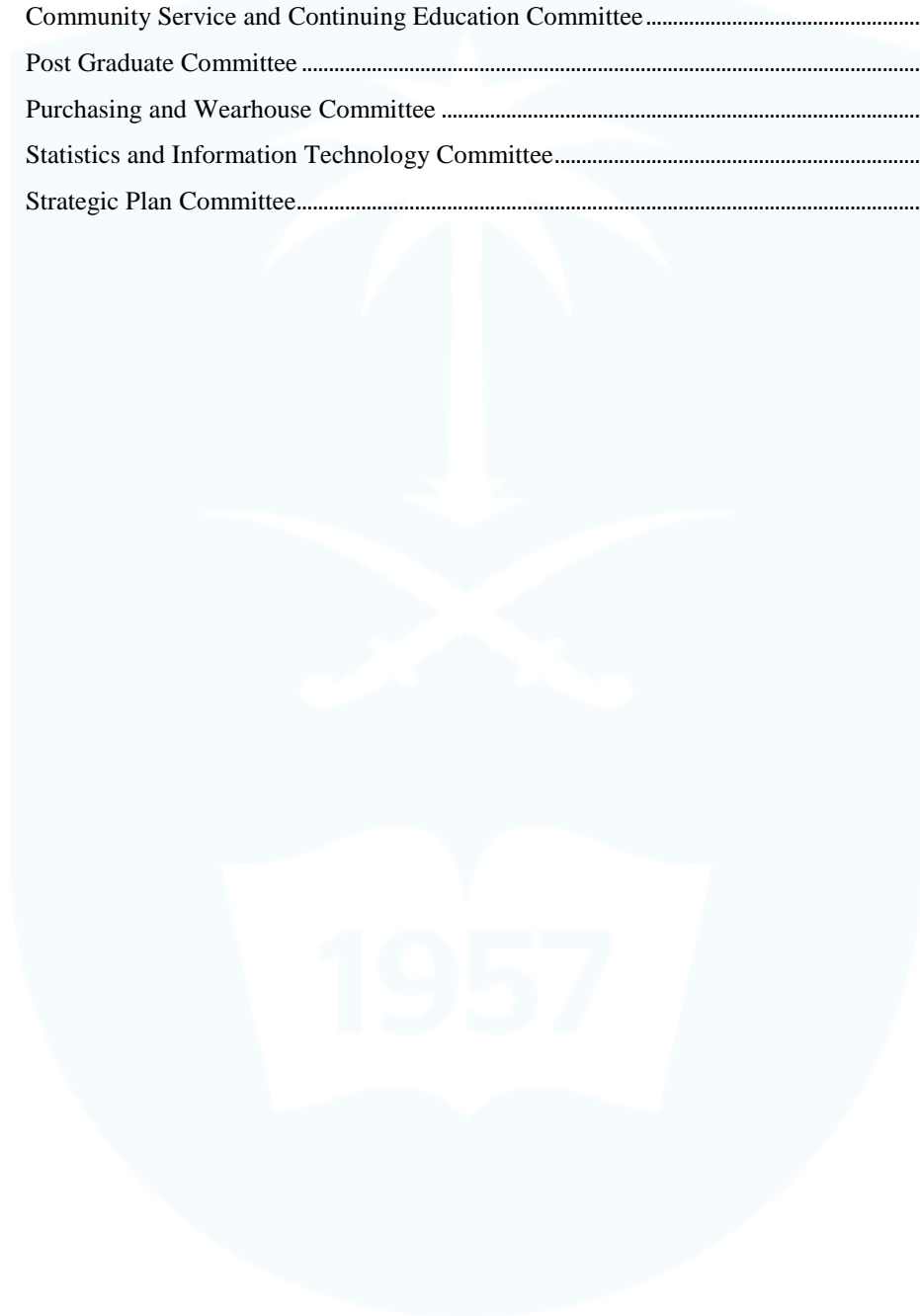
2023

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2 About the Department of Rehabilitation Health Sciences

Increased need in recent years devoted to health and rehabilitation due to the increase in the non-permanent and permanent disabilities, which affect individuals as a result of accidents and diseases. No doubt that the tremendous scientific advances that occurred in this area in the world need to make this department necessary in our country. This is because increasing deficits negatively impact on the individual, family, school and work and this is reflected in the end to society and needs rehabilitation of health to have adequate time to enable a disabled person that achieves the highest level of self-reliance. The department contains four programs:

- Physical therapy program
- Occupational therapy program
- Speech and hearing program
- Respiratory program

2.1 Speech and Hearing Therapy Program Description

Speech language pathology and audiology plays an integral part in the treatment and rehabilitation of individuals with various disorders and disabilities. King Saud University (KSU) was the first institution in Saudi Arabia to take the initiatives in establishing a speech and hearing therapy program. The establishment of the RHLE program at KSU hoped to alleviate some of the economic burden of patients who require the services of speech-language pathology and/or audiology as many patients might seek help abroad or might be on a long waiting list, hence, on sick leaves.

Speech-language pathologists and audiologists work to prevent, assess, diagnose, and treat speech, language, social communication, cognitive-communication, swallowing, hearing and balance disorders in children and adults. Participating in multidisciplinary teams, speech and hearing therapy assists in improving the quality of life of individuals as they become competent to communicate and interact with others.

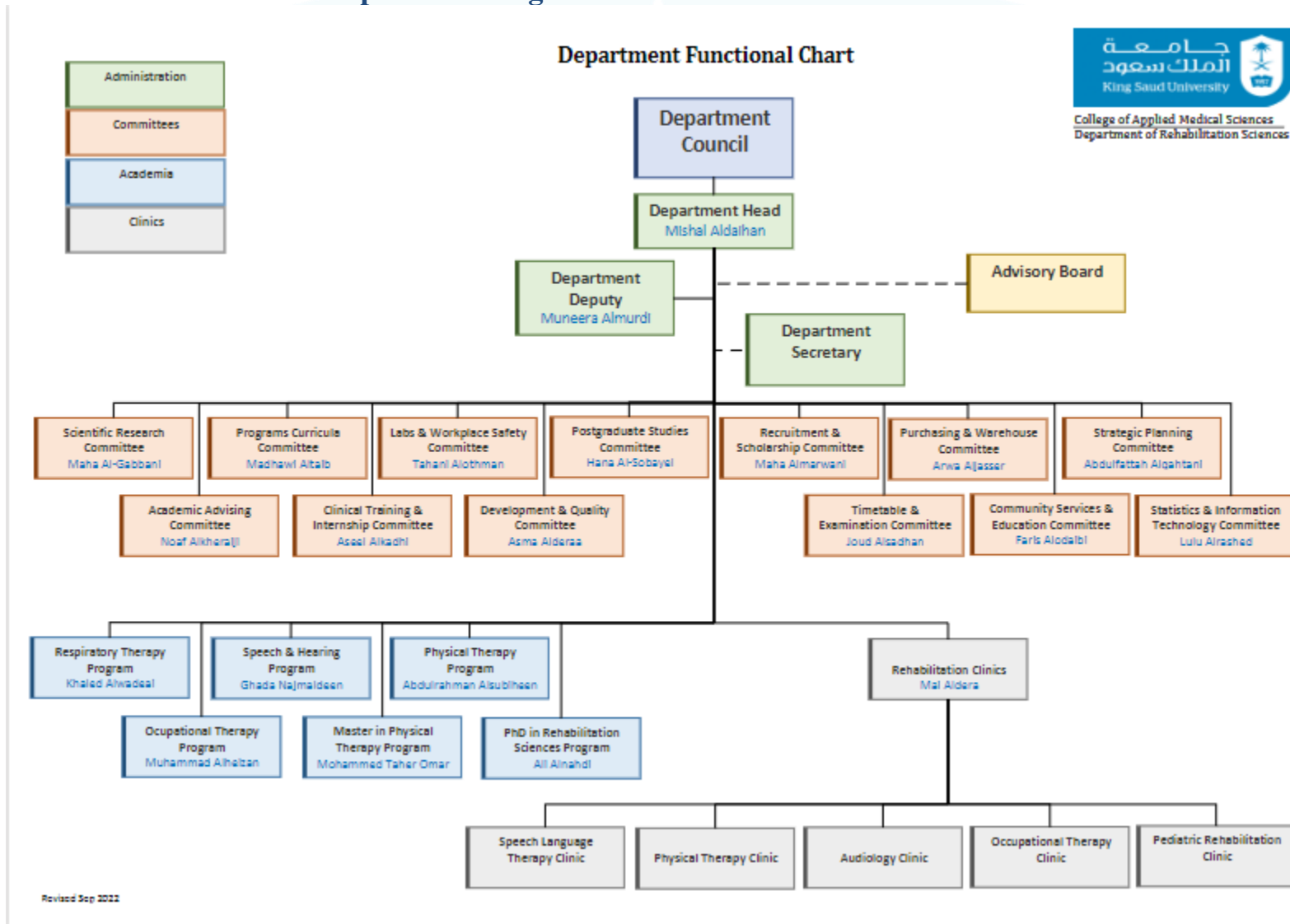
Speech-language pathology and audiology aims to treat and improve individuals' speech, language, hearing, and communication skills in different contexts; these skills are sensitive to cultural variations. Thus, training therapists from the same culture would enhance expected outcomes of promoting health of the society.

One of the primary goals of the educational mission of King Saud University is to meet the community's healthcare needs in order to contribute to the economic empowerment and productivity of Saudi Arabian citizens. Speech and hearing therapy program contribute to the local economy by producing professionals in the field of speech-language pathology and audiology who provide health services in their specialty, thereby providing job opportunities for Saudi youth. Furthermore, the speech and hearing therapy profession aids in the treatment, rehabilitation, and even prevention of citizen disorders and disabilities.

2.2 History of The Program

The speech and hearing therapy program has been established in the department of Health Rehabilitation Sciences at King Saud University 1980 in the Kingdom of Saudi Arabia for skilled speech pathologist and audiologist. Since its establishment as the first bachelor's program in this field in the Kingdom, it has been playing an important role in providing both the public and private health sectors with highly qualified professional graduates equipped with knowledge and skills in the field of speech and hearing therapy.

2.3 Rehabilitation Sciences Department Organizational Chart



3 Bachelor's Degree in Speech and Hearing Therapy

3.1 Program Mission

To enhance the speech-language pathology, audiology, and rehabilitation services nationally and globally by preparing qualified speech-language pathologists and audiologists who can serve the community and help produce creative rehabilitation research that improves speech-language pathology and audiology professions.

3.1.1 Relationship between program mission and goals and the mission and goals of the institution/college:

The program is aligned with the institution's mission/ college mission and goals to graduate qualified speech pathologist and audiologist needed for the development plans in the Kingdom as well as contribution to the community services and research activities related to the field.

3.2 Program Goals

1. Provide an excellent speech and hearing therapy program with high-quality evidence-based speech-language pathology and audiology competence nationally and internationally.
2. Prepare qualified speech-language pathologists and audiologists who can engage in interdisciplinary research and enrich the field.
3. Participate effectively in community services and development that meet the needs of our patients, profession, and community.
4. Enhance partnerships with distinguished educational and research centers nationally and internationally to advance and employ scientific knowledge, research, and serve the community.

For more information regarding the program vision & mission (in Arabic), please visit:

<https://cams.ksu.edu.sa/ar/SanitaryEntitlingSciences/AcademicPrograms>

3.3 Program Learning Outcomes

At the completion of the bachelor's degree of speech and hearing therapy the graduate will be able to:

- Identify anatomical, physiological, developmental, neurological, acoustic, psychological, linguistic, social knowledge and cultural bases in the field of speech-language pathology and audiology.
- Recognize normal and abnormal processes in communication, cognition and swallowing abilities, and auditory function including the anatomical, physiological, developmental, neurological, acoustic, psychological, and linguistic bases.
- Describe methods of prevention, assessment, and intervention of communication, swallowing, and auditory disorders across the lifespan.
- Select the best evidence to apply in the delivery of care, and practice management and examine the theoretical and scientific basis for speech-language pathology and audiology.
- Integrate the knowledge from anatomical, physiological, developmental, neurological, acoustic, psychological, and linguistic bases into speech-language pathology and audiology practice.
- Employ critical thinking, problem-solving skills, and evidence-based practice in order to make clinical decisions.
- Use appropriate prevention, assessment and intervention methods and instrumentation in communication, swallowing and auditory disorders following an evidence-base practice.
- Communicate effectively using all forms of communication (written, verbal and nonverbal) in a professional and culturally competent manner with patients, families and other professionals.
- Use information technology to deliver appropriate services in the field of speech-language pathology and audiology.
- Practice in a manner that is consistent with the professional code of ethics and the scope of practice for the profession of speech-language pathology and audiology.
- Develop self-assessment, professional development, and life-long learning attitude in the practice of speech-language pathology and audiology.

- Collaborate and interact effectively with other members and professionals in multidisciplinary teams and maintain mutual respect and shared values.

3.4 Graduate Attributes

- **Specialist:** They will have deep knowledge of concepts, terminology, and theories of the fields of speech pathology and audiology.
- **Effective communicator:** They will be able to communicate effectively in both Arabic and English in the academic field and work environment.
- **Leader:** Work effectively in a team environment, providing leadership, team building, exerting positive influence and demonstrating project management skills.
- **Honest:** They will demonstrate a knowledge of ethical, social, cultural and environmental issues relating to their disciplines.
- **Ambitious:** They are lifelong learners. They are open, curious, willing to investigate, and consider new knowledge and ways of thinking. They will have ongoing professional development and personal growth and enhancement.
- **Researcher:** They will be able to conduct original and distinguished scientific research in the field of speech pathology and audiology in accordance with the directions of the Kingdom and publish in approved publications.

For more information regarding the graduate's attributes, please visit:

<https://cams.ksu.edu.sa/en/node/3808>

3.5 Admission Criteria

The speech and hearing therapy program, follows the rules of King Saud University for admission. The Deanship of Admissions and Registration Affairs receives the applications for admission in accordance with the following conditions:

1. The student must hold a general secondary certificate (i.e., High School Diploma) or any equivalent from inside or outside the kingdom of Saudi Arabia.
2. The general secondary certificate or any equivalent must not be more than 5 years old.
3. The student must have good behavior and conduct.
4. The student must successfully pass the examination, or the interview held by the senate.
5. The student must be medically fit.
6. The student must obtain approval from their employer allowing them to study if he works in the public or private sector.
7. The student must meet any conditions assigned by the senate at the time of registration. For the speech and hearing therapy program, the student must be a graduate of the scientific section of the high school and have 90% or more.
8. The student should not have been expelled from any university due to disciplinary or academic reasons.
9. The student who already has a bachelor's degree or any equivalent will not be admitted for another bachelor's degree. However, the senate is entitled to some exceptions.
10. The selection occurs between the applicants who meet the conditions on the basis of their scores (the general secondary certificate examination, the admission tests if they are available, and the special rate. in addition to the general potential tests).

For more information regarding the admission criteria (in Arabic), please visit:

<https://dar.ksu.edu.sa/sites/dar.ksu.edu.sa/files/users/user980/admission2023.pdf>

3.6 Graduates Job Description

Graduates of the program will be employed as speech-language pathologists or audiologists in the following sectors:

- Governmental and private hospitals
- Rehabilitation centers
- Clinics
- Schools
- Research centers
- Non-profit organizations and research chairs
- Graduates with excellent GPA have a chance to be appointed as teaching assistants in the College.

3.7 Graduates Requirements

3.7.1 Terms of Graduation

In order to obtain a bachelor's degree in collage of Applied Medical Sciences in the field of rehabilitation health sciences- speech and hearing therapy Program from King Saud University, students must successfully pass 135 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.

3.7.2 Credit hours required to graduate

Requirements	Credit hours
<i>University Requirements</i>	Required 32 hours
	Elective 6 hours
<i>College Requirements</i>	12 hours
<i>Program Requirements</i>	85 hours
<i>Internship Year</i>	One year (52 working weeks)
Total	135 hours

3.8 Career Opportunities

Area for work and job opportunities for graduates of speech and hearing therapy program as speech pathologists and audiologists are in the sectors of: governmental and private hospitals, rehabilitation centers, clinics, schools, research centers, non-profit organizations and research chairs. Graduates with excellent GPA have a chance to be appointed as teaching assistants in the College.

For more information regarding the graduates requirement (in Arabic), please visit:

<https://cams.ksu.edu.sa/ar/SanitaryEntitlingSciences/AcademicPrograms>

3.9 Curriculum Plan

The professional program consists of 85 credit hours of sequenced and integrated didactic and clinical courses. The rehabilitation sciences department at the College of Applied Health Sciences, King Saud University, offers all didactic coursework.

All students in King Saud University are required to pass a Preparatory Year (32 Credit hours) before enrolling into their desired program / college.

Year	Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of Requirements (Institution, College or Department)
Preparatory Year	Level 1	English 100	English	Required		6	Institution
		CT 101	IT Skills	Required		3	Institution
		EPH 101	Fitness and Health Education	Required		1	Institution
		CI 101	University Skills	Required		3	Institution
		STAT 109	Biostatistics	Required		3	Institution
		Total Credits/ Level					16
			ZOOL 109	General Zoology	Required	None	3

Year	Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of Requirements (Institution, College or Department)	
Second Year	Level 2	PHYS 109	General Physics	Required	None	4	Institution	
		CHEM 109	Organic Chemistry for Health Sciences	Required	None	3	Institution	
		ENGL 110	English for Medical Purposes	Required	ENGL100-/ P	6	Institution	
		Total Credits/ Level					16	
		Total Credits/ Year					32	
	Second Year	Level 3	PSY 101	Introduction to Psychology	Required	None	2	Department
			CLS 224	Basic Anatomy & Physiology	Required	ZOOL 109-/ P	3	College
			RHS 227	Introduction to Exceptional Children	Required	None	2	Department
			RHS 249	Speech & Language Pathology –I-	Required	None	2	Department
			RHS 261	Linguistics –I-	Required	None	2	Department
			RHS 345	Human Growth & Development	Required	None	3	Department
Total Credits/ Level					14			
Level 4		ARAB 100	Writing Skills	Required	None	2	College	
		CHS 243	Basics of Emergency Care	Required	None	2	College	
		RHS 247	Anatomy & Physiology of Speech & Hearing	Required	CLS 224 -/ P	3	Department	
		RHS 248	Phonetics	Required	RHS 249 -/ P	3	Department	
		CLS 323	General Pathophysiology	Required		3	College	
		RHS 479	Linguistics –II-	Required	RHS 261 -/ P	2	Department	
	Total Credits/ Level					15		
Total Credits/ Year					29			
Third Year	Level 5	RHS 344	Neurology.	Required	RHS 247 -/ P	2	Department	
		RHS 371	Audiology – I -	Required	RHS 247 -/ P	3	Department	
		RHS 374	Speech & Language Pathology – II -	Required	RHS 249 - / P RHS 479 - / P	4	Department	
		RHS 377	Physics of Sound & Voice Production	Required	RHS 247 - / P	4	Department	
		RHS 444	Medical Aspects of Communication Disorders	Required	RHS 247 - / P	3	Department	
		Total Credits/ Level					16	
	Level 6	IC 106	Medical Jurisprudence	Required	IC 100 - / NC IC 101 - / NC IC 102 - / NC IC 103 - / NC IC 104 - / NC IC 105 - / NC IC 107 - / NC IC 108 - / NC	2	College	

Year	Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of Requirements (Institution, College or Department)	
					IC 109 - / NC QURN 100 - / NC			
		RHS 372	Audiology – II -	Required	RHS 371 -/ P	2	Department	
		RHS 373	Articulation Disorders	Required	RHS 248 -/ P	3	Department	
		RHS 378	Clinical Procedures in Speech & Language Pathology	Required	RHS 374 -/ P	3	Department	
		RHS 427	Bilingual Studies	Required	RHS 344 -/ P	2	Department	
		RHS 461	Speech & Language Pathology – III -	Required	RHS 374 -/ P	4	Department	
		Total Credits/ Level						16
Total Credits/ Year						32		
Fourth Year	Level 7	RHS 426	Psycho-social Aspects of Aging	Required	RHS 345 -/ P RHS 444 -/ P	3	Department	
		RHS 428	Electrophysiologic Tests	Required	RHS 372 -/ P	2	Department	
		RHS 429	Fluency Disorders	Required	RHS 373 -/ P	3	Department	
		RHS 462	Speech & Language Pathology – IV -	Required	RHS 461 -/ P	4	Department	
		RHS 472	Pediatric Audiology	Required	RHS 372 -/ P	3	Department	
		RHS 475	Introduction to Hearing Aids	Required	RHS 372 -/ P	3	Department	
		Total Credits/ Level						18
	Level 8	RHS 466	Voice Disorders.	Required	RHS 377 -/ P	3	Department	
		RHS 467	Alternative Communication	Required	RHS 462 -/ P	3	Department	
		RHS 471	Hearing Impairment	Required	RHS 472 -/ P RHS 428 -/ P	2	Department	
		RHS 474	Aural Rehabilitation	Required	RHS 472 -/ P RHS 475 -/ P	3	Department	
		RHS 483	Management of Speech & Hearing Therapy Program	Required	RHS 428 -/ P	2	Department	
		RHS 499	Orientation to Research Methodology	Required	RHS 378 -/ P RHS 444 -/ P	5	Department	
		Total Credits/ Level						18
Total Credits/ Year						36		

Elective Courses							
Year	Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of Requirements (Institution, College or Department)
Not in a specific year	Students must choose 3 courses to study at any time during their academic years	IC 100 - / NC IC 101 - / NC IC 102 - / NC IC 103 - / NC IC 104 - / NC IC 105 - / NC IC 107 - / NC IC 108 - / NC IC 109 - / NC QURN 100 - / NC	Islamic course	Elective	None	2	Institution

For more information regarding the study plan (in Arabic), please visit:

<https://cams.ksu.edu.sa/ar/SanitaryEntitlingSciences/Plan>

3.10 Courses Description

Introduction to Exceptional Children, RHS 227, (2 Credits)

This course provides a survey of developmental disabilities covering a range of physical, sensory, and socioemotional disorders. An overview of the causes, characteristics, and impacts on exceptional children, their families, and culture. The review will also include a discussion of different intervention approaches and service delivery to children with disabilities.

Anatomy & Physiology of Speech & Hearing Mechanisms, RHS 247, (3 Credits)

This course focuses on the human Anatomy and Physiology as a basic science necessary for safe medical and paramedical practice in speech and hearing specialty. It is an overview of the Anatomy of the head, neck (i.e., structure and function), given in preparation for later courses in greater depth. Special emphasis will be given on the structures performing the process of speech and hearing and their pathologies.

Phonetics, RHS 248, (3 Credits)

This course deals with studies of theoretical principles of phonetics and their application in assessment and treatment of speech disorders. It involves transcription and analysis of speech at both the phonetic and phonological level.

Speech & Language Pathology – I -, RHS 249, (2 Credits)

This course provides an overview of the field of speech-language pathology. It introduces students to normal speech and language development, the physiological and neurological bases of speech and language production, and the different communication disorders. It also provides an overview of the principles of assessment and intervention.

Linguistics – I -, RHS 261, (2 Credits)

This course introduces linguistics and explains what phonology, morphology, syntax, semantics, pragmatics is. Moreover, an introduction to language development, language variation, and how language works in the brain is given. In addition, relation to Arabic language will be implemented whether in lectures or assignments.

Neurology, RHS 344, (2 Credits)

This course will assist students in comprehending the function of the central nervous system in relation to various facets of human communication and swallowing. Including the study of brain anatomy and physiology from the cellular to the systems level, how neurological systems support speech, language, and hearing, and how malfunctions in these systems affect communication and swallowing. In addition, describe the most recent neuroimaging techniques used in neurobiology research.

Human Growth and Development, RHS 345, (3 Credits)

This course focuses on the progression of physical, cognitive, emotional, and social development from conception until death. Classical and contemporary theories of development, current research, and practical applications for practitioners are integrated throughout the course. Contextual influences of cultural background, ethnicity, and socioeconomic status are also examined.

Audiology – I-, RHS 371, (3 Credits)

An introduction to the field of Audiology: hearing acoustics, decibel scale, introduction to hearing assessment, basic pure tone audiometric procedures, and masking principles and application.

Audiology – II -, RHS 372 ,(2 Credits)

Practice in terms of application and interpretation to identify the lesions across the auditory system. The emphasis of this course is on the administration and interpretation of different speech audiometry tests and their roles in auditory function assessment. Also, it covers Acoustic Immittance measures such as Tympanometry as a basic test for middle ear function and Acoustic reflexes that assesses the integrity of the auditory pathway up to the brainstem level. Students will be also introduced to one of the basic physiological tests (Otoacoustic Emissions) and some considerations in testing special populations including nonorganic hearing loss.

Articulation Disorders, RHS 373,(3 Credits)

The course presents child speech sound disorders, specifically phonological impairment and articulation disorder, as well as, the basic theories of assessment procedures, therapeutic methods and how to use them in treatment.

Speech & Language Pathology – II -, RHS 374,(4 Credits)

This course will provide an introductory overview to child language disorders spanning from birth through childhood. This overview will address etiology, characteristics, assessment, and intervention for children with language disorders

Physics of Sound & Voice Production, RHS 377,(4 Credits)

An overview of the basic concepts and fundamentals of sound production and acoustic of speech, as a complex signal and signal processing analysis, the scientific study of voice and instrumentation used in quantification, recognition and identification of speech, another acoustic phenomenon

Clinical Procedures in Speech & Language Pathology, RHS 378, (3 Credits)

Introduce the student to the practical part of the speech-language pathology, teach them the fundamentals of assessment and interventions of communication and the processes they should follow when assessing a client, in addition to therapy and re/habilitation. Moreover, documentation and report writing are discussed.

Psychosocial Aspects of Aging, RHS 426, (3 Credits)

Covers the structural anatomical changes due to aging, in the elderly population with the communication disorder. Other aspects to be covered in the course includes; the social, cultural aspect of aging, social influences on the individual, age-related changes in adapting to the social environment and the influence of aging on communication.

Bilingual Studies, RHS 427, (2 Credits)

In this course, students will explore an overview to the topic of bilingualism. It answers some of the key questions about bilingualism that are relevant to speech language pathologists. It discusses typical communication development in bilingual children as well as the characteristics of bilingual children with language impairments. Multilingualism and its implications for communication disorders will be addressed with a view to promoting conceptually sound and ethical speech pathology assessment and intervention for children and adult.

Electrophysiologic Tests, RHS 428, (2 Credits)

The course provides students a comprehensive overview of electrophysiological test procedures mainly auditory evoked potentials and particularly on auditory brainstem response (ABR) and auditory steady state response (ASSR). course also provides students with a quick overview of other evoked potential responses such as Electrocochleography (ECochG), middle latency potentials (MLP) and cortical/late latency potentials (LAP). The overview includes instrumentation, stimulus, recording and subject- influencing factors, clinical applications, clinical procedures, protocols, and test interpretations.

Fluency Disorders, RHS 429, (3 Credits)

Study of the development of normal fluency vs non-fluency in addition to the nature, aetiology theories, classifications and prognostic indicators of fluency disorders. Overview of formal and informal assessment, clinical treatment and counselling procedures

Medical Aspects of Communication Disorders., RHS 444, (3 Credits)

This course introduces students to the fundamental principles and practice of medical speech pathology. Classes focus upon the role of the SLP in various settings across the continuum of healthcare, the patient experience, and communication within the inter- professional care team. Also, course provides a life-span perspective on organic and neurogenic disorders of communication. The text presents current theories in the context of clinical practice and combines a medical approach to communication disorders with emphasis on educational, social, and cultural factors. This course will provide students with a comprehensive understanding of normal and disordered swallow function. Included will be a review of pertinent anatomy and physiology, and neuroanatomy of swallowing, as well as the evaluation, diagnostic, and treatment processes of a wide range of swallowing disorders. This course assumes prior knowledge of basic head and neck anatomy, physiology, and basic neuroanatomy.

Speech & Language Pathology – III -, RHS 461, (4 Credits)

This course will focus on the assessment, differential diagnosis and clinical management of adults with acquired neurogenic communication disorders including aphasia, the communication disorders associated with traumatic brain injury, & right hemisphere syndrome. The students will gain an understanding of the nervous system, causes, types, pathology, classification, evaluation and management of neurogenic communication disorders in adults. The study of acquired communication disability will be framed in relation to the WHO's International Classification of Functioning, Disability and Health (ICF)

Speech & Language Pathology – IV -, RHS 462, (4 Credits)

This course aims to provide students with an overview of communication problems associated with palatal clefting and interdisciplinary treatment including embryology, anatomy, classification, neonatal problems, hearing, surgery, speech, and social, mental, and emotional development.

Voice Disorders, RHS 466, (3 Credits)

This course introduces the students to a range of voice disorders including functional, organic, psychogenic voice disorders. The course will adapt instrumental and other subjective/objective techniques in the assessment, diagnosis and management of voice disorders. This course develops the students' professional competencies to handle patients clinically.

Introduction to Alternative Communication, RHS 467, (3 Credits)

Study the concepts, strategies, techniques and issues that are related to the field of augmentative and alternative communication (AAC). Focus will include a review of the assessment and intervention process, as well as the AAC needs of individuals with developmental and acquired disabilities across the age continuum

Hearing Impairment, RHS 471, (2 Credits)

The course covers common pathologies of peripheral and central auditory system with more focus on outer ear, middle ear inner ear disorders. The course also orients students on the effects of these pathologies on audio-vestibular system. The course provides knowledge related to types of hearing impairments, their incidence and prevalence, etiologies and pathogenesis, manifestations (signs and symptoms) and associated symptoms. In addition, the course emphasizes common audio-vestibular assessment tools used to diagnose ear-associated impairments along with available management and rehabilitative approaches.

Pediatric Audiology, RHS 472, (3 Credits)

The course covers the theory and practice of hearing assessment and management in infants and children as the basis for appropriate audiological management. The course combines theoretical evidence with practical knowledge and skills needed to practice as a pediatric audiologist. This course introduces students to the normal development of infants and children and the causes and indicators of childhood hearing loss. Students gain knowledge in screening and diagnosing hearing disorders in infants and children using both objective and behavioural assessment as well as planning management for hearing- impaired infants and children

Aural Rehabilitation, RHS 474, (3 Credits)

This introductory course to students of speech-language pathology and audiology provides an understanding of principles of habilitation/rehabilitation of communication disorders related to hearing impairment. Visual/auditory speech signals and amplification function and use.

Introduction to Hearing Aids, RHS 475, (3 Credits)

Study the concepts, strategies, techniques and issues that are related to amplification. Focus will include a review of the assessment, testing and fitting of hearing aids. Description of types of hearing aids and assistive listening devices, their components and maintenance. Emphasis on developing the skills to work with patients and counseling for amplification.

Linguistics – II -, RHS 479, (2 Credits).

This course introduces learners to typical language development by examining language acquisition theories and methodology used to study how children acquire their language. Related areas of development, such as cognitive, social and sensori-motor, will also be discussed. A special focus is on the acquisition and assessment of typical Saudi Arabic speaking children with reference to atypical form of development. Through the practicum modules, learners are introduced to methods of language sampling, elicitation, coding and analysis of Saudi Arabic typical language development. They will learn how to utilize technology in language sampling and analysis.

Management of Speech & Hearing Therapy, RHS 483, (2 Credits).

This course is designed to give students an overview of the management skills necessary for a successful speech language pathologist and audiologist. Additionally, this course will illustrate the factors that influence effective clinical management. Moreover, it presents an overview of the basic business aspects in relation to the field of speech/language therapy and audiology.

Orientation to Research Methodology, RHS 499, (5 Credits).

The course presents the purpose and characteristics of research, basic principles of scientific methods, and interpretation of professional literature. Students will be equipped with skills to design and conduct clinical research and critically analyze current and new concepts

For more information regarding the course description (in Arabic), please visit:

<https://cams.ksu.edu.sa/ar/sanitaryentitlingsciences/ptbcd>

4 Internship in Speech and Hearing Therapy Program

After successfully passing their undergraduate courses, students must complete a training period for one year; 52 weeks (with 50 working weeks) in hospitals or related health administration institutions 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 that entitle them to practice their profession.

4.1 Objectives of the Internship

1. Improve knowledge, skills, and attitude in the practice of speech pathology and audiology.
2. Define clinical goals and procedures and introduce the skills required to integrate this knowledge with relevant aspects of clinical care.
3. Guide and assist the interns through clinics, inpatient care, and rounds.
4. Plan education programs.
5. Clinical practice with **guidance** and **assistance** to enhance problem-based capabilities through clinical assignments and case reports.
6. Analyze the pathophysiology of signs and symptoms to establish a clinical care plan.
7. Develop an accurate and complete problem list and how to manage each problem.
8. Reading appropriate material.
9. Senior clinicians will teach the student these skills during the bedside teaching.
10. Clinical observation by senior speech pathologists and audiologists.
11. Demonstrate ethical issues related to the patients and highlight health.
12. Assess ethical skill lab in which different ethical scenarios will be performed under supervision.
13. Collaborate effectively and form and sustain effective clinical relationships.

4.2 Rules and Regulations of the Internship

- To start the internship period, students must complete all their undergraduate courses successfully.
- Start date of the internship is determined by the internship committee.
- Students must start their internship year no later than six months after their final exams and unless approved by the department council and the College Vice Deanship for Clinical Education and Clinics Affairs.
- Failing to start the internship for more than 12 months after the final exams, students are referred to the College Vice Deanship for Clinical Education and Clinics Affairs, which in turn require the student to pass a written or practical exam or a personal interview depending on the decision of the department council after reviewing the students' case.
- 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 warrant 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.
- For female interns, a maternity leave of 14 days is granted provided that a medical report is attached to the application form. If there is sick leave form from a 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 trainees trained in a government hospital/health institution are eligible to receive the training. The monthly pay is 2,875 SAR. For a non-governmental hospital, the fee will be stopped.
- 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, provided that he/she fulfilled the requirements of the program.

For more information regarding the internship (in Arabic), please visit:

<https://cams.ksu.edu.sa/ar/node/2259>



5 Laboratories, Classrooms and Clinics

5.1 Program Classrooms




The Speech and Hearing Therapy Program has provided classrooms that are fully equipped with needed technology in order to support the learning process. The KSU eLearning unit is fully committed to making effective use of learning technology, adding a creative dimension to learning and teaching using e-learning in a flexible, accessible and integrated manner. Hence, all the classes and labs are provided with computing resources, multimedia such ePodiums, smart boards, projectors, speakers etc., and internet availability with strong and stable connection as well as good and adequate air conditioning and ventilation. Moreover, all these classes were provided with all the needed safety considerations including safety signs on the walls of the classes and laboratories, display the emergency contact number, as well as fire extinguishers and blankets.






5.2 Program Labs

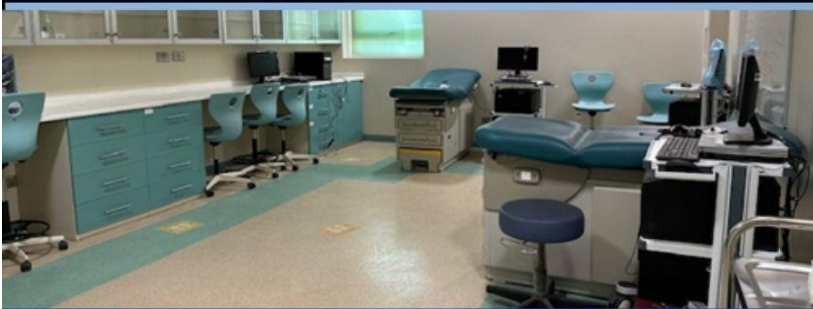




Speech and Hearing program has many well-equipped laboratories in which the practical courses are applied. Students are divided into groups and practice under supervision of the program's demonstrators and teaching staff.






Speech and Hearing labs (18 labs)

Budling 11

Lab picture	Lab number	Lab name	#
	37 (S-055)	Sound-booth	1
	38 (S-055-A)	Sound-booth	2
	41 (S-054)	Audio-vestibular Research Lab	3

	<p>42 (S-054-A)</p>	<p>Sound-booth</p>	<p>4</p>
	<p>44 (S-048-1)</p>	<p>Audiology resource room</p>	<p>5</p>
	<p>46 (S46)</p>	<p>Amplification Lab</p>	<p>6</p>
	<p>49 (S-044-1)</p>	<p>Main training lab</p>	<p>7</p>
	<p>50 (S-043)</p>	<p>Sound-booth</p>	<p>8</p>

	<p>47 (S-045)</p>	<p>Electrophysiological test procedures Lab</p>	<p>9</p>
	<p>45 (S-0471)</p>	<p>Audio-vestibular Research Lab</p>	<p>10</p>
	<p>48 (S-127)</p>	<p>Feeding and Swallowing Disorders Lab</p>	<p>11</p>
	<p>51 (S-042)</p>	<p>Cleft lip and palate disorders lab</p>	<p>12</p>
	<p>56</p>	<p>Physics of</p>	<p>13</p>

	<p>63 (S-07)</p>	<p>Speech and language Research labs</p>	<p>14</p>
	<p>64 (S-08)</p>		<p>15</p>
	<p>52 (S-050)</p>	<p>Faculty research lab</p>	<p>16</p>
	<p>55 (S-19-1)</p>	<p>Meeting room</p>	<p>17</p>
	<p>40 Lab (S-052)</p>	<p>Voice Disorders Lab</p>	<p>18</p>

Program Clinics

#	CLINIC NUMBER	CLINIC
1	9 Speech Clinics	LG 72-74-75-78-77-80-81-83-84
2	5 Observation Room	LG 73-76-79-82-85
3	1 File Room	LG 80
4	1 Meeting Room	LG 87
5	1 Resource Room	LG 94
6	6 Audio Room	LG 64-90-95-91-92-93

6 Teaching and Staff Members

6.1 Core Department Faculty

They are the head and deputy head of the department. The details are available at the following link: [Faculty Members | College of Applied Medical Sciences \(ksu.edu.sa\)](http://ksu.edu.sa)

6.2 Academic Coordinators

They are the coordinators who carry out the work of the committees in the department, including members and rapporteurs. The details of the are available at the following link: [Faculty Members | College of Applied Medical Sciences \(ksu.edu.sa\)](http://ksu.edu.sa)

6.3 Administrative Coordinators

Administrative coordinators improve performance, raise productivity and address department problems, in addition to making statistics, maintaining a register of department members, communicating to provide services with students and members, and coordinating periodic meetings. The details of the are available at the following link: [Faculty Members | College of Applied Medical Sciences \(ksu.edu.sa\)](http://ksu.edu.sa)

6.4 Academic Staff

The faculty members within the department are qualified personnel of different nationalities and have graduated from different international universities and different research schools. The details of the faculty members are available at the following link: [Faculty Members | College of Applied Medical Sciences \(ksu.edu.sa\)](http://ksu.edu.sa)

6.5 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 analyzes to ensure an appropriate treatment that helps the patient regain movement naturally. The details of the are available at the following link:

[Faculty Members | College of Applied Medical Sciences \(ksu.edu.sa\)](http://ksu.edu.sa)

7 Speech-Language and Hearing Club

The Club was established under the umbrella of the Deanship of Demand Affairs, a cultural reference in which students share their experiences, Interests and activities.

7.1 Vision

An active student community that is aware of the role of Speech-Language and Audiology and its responsibility towards society.

7.2 Mission

Promote demand and help them highlight their skills in different areas.

7.3 Objectives

1. Incubate the energies of the demand and encourage them to flourish.
2. Enabling the student to give his voice to the community and to represent the profession of speech-language and hearing.
3. Participating in the international events/ days of diseases and defining the role of speech-language and hearing in solving them.
4. Conducting a medical / educational exhibition and publications to raise awareness of the importance speech-language and hearing and to identify it.
5. Participating in the conferences organized by the relevant institutions and health institutions in relation to speech-language and hearing.
6. Distinguish students in their field and develop their academic and research skills.
7. Introduce students to the latest developments in speech-language and hearing internationally and the Kingdom of Saudi Arabia nationwide.

8 Students Regulations

8.1 Study Regulations and Exams

The list of study regulation and exams for the undergraduate level and the executive rules at King Saud University includes (54) subjects and (35) executive rules that include the following topics:

- Definitions.
- Study System.
- Admission Criteria for the New Students.
- Academic Procedures, including:
 - Academic load,
 - Attendance and dismissal from attending final exam,
 - Apology for studying,
 - Postponement and interruption,
 - Re-enrollment,
 - Dismissal from the university.
- Conversion Procedures (inside or outside the university).
- Visiting Students and Students' Exchange (inside or outside the university).
- Exams Grades and Procedures (midterm assessments and final exams).
- Grades for Cumulative Average and Class Honors.
- Graduate and Learning Outcomes.
- General Provisions

For more information regarding the study regulations and exams (in Arabic), please visit:

<https://dar.ksu.edu.sa/sites/dar.ksu.edu.sa/files/users/user980/regulation44-1.pdf>

9 Guidance and Counselling Services

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 on the student's 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 student, who would be responsible for following up this student until graduation.

9.1 Objectives of the Academic Counselling

1. To facilitate the learning process through the active participation of students and enable them in:
 - determining the educational objectives in accordance to their abilities and aspirations.
 - improving their academic skills to overcome any academic difficulties facing them.
 - accessing academic information and guidance, as well as increasing awareness of the university's vision, mission, and regulations.
 - participating in extra-curricular activities, and discovery and development of the talent.
2. To study cases of delinquent and drop-out students in order to reduce and treat these problems whenever it is possible.
3. To guide and follow up students during their study at the university.

9.2 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 the student in developing their study plans, and achieve the highest return from academic advising contacts. Student must be encouraged to make use of contacts with their advisors by:

- Informing them within the office hours of the academic advisor.
- Setting a date with the academic advisor, preferably to start the contact prior to each semester and striving to arrange those appointments early.
- Reviewing the college manual, which explains all requirements that is required by the student's department.
- Setting a target date for graduation in consultation with the academic counsellor.

- Sharing a proposed study plan, including what will be studied in the next coming semester, with the academic advisor to develop and improve the study plan if possible.
- Asking all questions that come to their mind. The academic advisor can help when a student has a clear vision of what they are planning to do.
- Bearing the responsibility for their academic progress. While advice and guidance are an important tool for success, a student above all is primarily responsible for their success.

For more information regarding the academic advising guide (in Arabic), please visit:

<https://goo.gl/yh59fi>

10 Rights and Duties

10.1 University Student Rights

10.1.1 In the Academic Field:

1. The right of the student to provide them with adequate educational environment for comprehension and grasping easily by ensuring all the educational facilities to support this aim.
2. 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.
3. The right of the student to get the college and department's 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 6 The Student Rights Protection Unit arrangements according to fair standards when it is become not available to all students' desires.
4. 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.
5. 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 must be accomplished in accordance with the coordination between students and specified department.
6. The right of the student to ask and participate in an adequate scientific discussions 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.
7. 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.
8. The right of the student to attend all tests unless there is a systematic obstacle, and the student must be informed with deprivations from attending exams with enough time.

9. 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.
10. 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.
11. The right of the student to know his results which he got in the monthly, sessional or final exams after evaluating and approving it.

10.1.2 In The Non- Academic Field

1. The right of the student to profit from social aid and care that are offered by the university and participate in activities that are carried out in accordance with the university regulations and rules.
2. The right of the student to get the proper medical care by treating him in the hospital and medical centers affiliated to the university.
3. 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.
4. The right of the student to get the financial rewards and bonus according to the rules especially the outstanding students.
5. 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.
6. The right of the student to complain about any matter that he/she is suffering from in his/her 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/her to follow his complaint path at the concerned unit.
7. The right of the student to defend himself before any unit in the university in any disciplinary case is sued against him, and his right to be not charged except after listening to his defense unless it is proved that his absence was because of u acceptable excuse and after recalling him for the second time.

8. The right of the student to complain from the disciplinary decision issued against him according to the stated rules in these cases by student discipline rules.
9. The right of the student to keep the contents of his university file, not to deliver any of the contents of his file except to the student himself or his 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.
10. The right of handicapped students to get the adequate service that is appropriated for their requirements according to the applied rules.

10.2 Undergraduate Student Obligations

10.2.1 In Academic Field:

1. 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.
2. 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.
3. 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.
4. The student is obligated to prepare the research 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.
5. 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.

6. 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.

10.2.2 In the Non- Academic Field

1. 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.
2. 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.
3. The student is obligated not to damage, trifle or breakdown the university properties (supplies or buildings) or by sharing with others.
4. 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.
5. 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.
6. 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.

For more information regarding the university student rights, please visit:

https://sa.ksu.edu.sa/sites/sa.ksu.edu.sa/files/attach/lwthyq_wlqwd_njlyz_0.pdf

11 Complaints and Grievances

- The student has the right to file a complaint and grievance in accordance with the rules governing the Student Rights Protection Unit.
- The student has the right to file a complaint and grievance about any matter that is harmed in his relationship with members of the faculty, department, college or any unit of the university.
- The student has the right to appeal against the disciplinary decision issued against him, in accordance with the rules established in this regard under the provisions for disciplinary action against students.
- The student is kindly requested to follow the following sequence in the event of any academic complaint regarding the course or course instructor:
 1. Go to the course professor and discuss the problem with him.
 2. If the problem is not resolved, go to the head of the department.
 3. If the problem is not resolved, go to the college representative.
- Enable the student to defend himself before any party at the university in any disciplinary case against him.
- Enable the student to know the fate of his complaint by the party responsible for it.

For more information regarding the steps to file a complaint (in Arabic), please visit:

https://sa.ksu.edu.sa/sites/sa.ksu.edu.sa/files/attach/aly_tqdy_m_lshkw_0.pdf

For more information about the student rights protection unit (in Arabic), please visit:

<https://sa.ksu.edu.sa/ar/rules>

12 Committees

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

12.1 Brief Committee Description

12.1.1 Scientific Research Committee

Roles and Responsibilities:

- Preparing the department's annual research plan and following up on its implementation.
- Encouraging faculty members and other researchers to conduct innovative research and published in local, regional, and international conferences.
- Encouraging faculty members and other researchers to conduct joint research between departments, colleges, and external bodies.
- Communicating with the bodies funding scientific research and informing the faculty members of this in order to facilitate research cooperation.
- Working on the formation of research groups within the department in different disciplines.
- Create data base for researchers and research activities in the department.
- Preparing and organizing seminars and scientific meetings in coordination with the Community Service and Continuing Education Committee.
- Holding workshops for scientific research, publishing, and documentation methods.

- Searching for the possibility of creating a periodical magazine in the field of specialization in cooperation with other parties such as scientific societies.
- Preparing the annual report of the research activity and submitting it to the department council.

For more information regarding scientific research committee (in Arabic) please visit:

<https://cams.ksu.edu.sa/ar/DPGSR>

12.1.2 Curriculum Committee

Roles and Responsibilities:

- Survey of similar study plans and programs selected from universities or colleges as a reference in building the department's study programs according to the survey mechanism.
- Review the current vision, mission and objectives of the program, and propose amendment in light of the current variables of the program and submit it to the Section Council for approval or amendment.
- Determining the academic programs and service courses and distributing them to the committee members for their description.
- Review the description of courses, objectives, vocabulary, references, as well as outputs, and determine their compatibility with the outcomes of the learning outcomes of the course.
- Distribution of courses) university, college, specialization, graduation project) if any (field training) if any (, free elective courses at school levels).
- The committee submits the study program to the department council to study it and suggest amendments to it, if any.
- The department council studies the academic program, and if there are amendments to it, it is returned to the committee, providing that the amendments do not conflict with the standards and controls of a document (the National Qualifications Framework).
- Recommending the nomination of arbitrators or entities to arbitrate the study program.

- Discussing the proposals and views of the arbitrators, and in the event that the department council takes them, the study program is returned to the committee to make amendments to it.
- Reporting to the College Study Plans Committee to ensure that it conforms to the standards and controls (the National Qualifications Framework Document) and that it also agrees with the procedures specified by the University's Standing Committee for Academic Plans and System, and if there are views or suggestions on it, it is returned to the department.
- Studying the views and suggestions received from the College Study Plans Committee and making amendments to the study program. In the event that some or all of them are not adopted, the Committee must submit justifications and explanations to the College Study Plans Committee, to be presented to the College Council.
- The Chairman of the Committee (Program Manager) presents the program to the College Council, for discussion and recommendation to submit it to the Standing Committee for Plans and The University's School System, and if it is not recommended to be approved, the department will be returned with a list of visuals and suggestions of the College Council.

For more information regarding the academic curricula committee (in Arabic), please visit: <https://cams.ksu.edu.sa/ar/courses>

12.1.3 Development and Quality Assurance Committee

Roles and Responsibilities:

- Spreading the culture of quality in the department.
- Implementation and follow-up of evaluation and academic accreditation activities in the department.
- Propose learning goals or outcomes for the department's programs, as well as suggest ways or means to achieve these goals, or different evaluation methods to measure or achieve these goals.
- Supervising the preparation and processing of course files.

- Preparing and processing department brochures and guides, as well as department brochures and job opportunities Study Plans.
- Receiving teams of various academic accreditation bodies from outside the university and quality committees from within the university.
- Supervising the self-evaluation process of different department programs and preparing self-study reports for academic programs.
- Contributing with the College's Development and Quality Unit to spreading the culture of quality and academic accreditation, organizing educational lectures, workshops and quality week and academic accreditation, and attending these events.
- Document the efforts and results of academic accreditation procedures in the department and submit them to the head of the department.
- Collect data and information continuously on academic accreditation requirements and quality activities and apply them in the department.
- Regular reporting on performance levels in the section and the amount of satisfaction of beneficiaries in each activity.
- Hold regular meetings to discuss how to apply the requirements for the adoption of academic programs.
- Carry out other tasks assigned to the Committee in relation to academic accreditation and quality activities and their application.

For more information regarding the quality committee (in Arabic), please visit:

<https://cams.ksu.edu.sa/ar/Development-Quality>

12.1.4 Timetable and Examination Committee

Roles and Responsibilities:

- Preparing study schedules for undergraduate and master's program students in the department.

- Preparing the teaching load schedules for faculty members, lecturers, teaching assistants, and office hours.
- Distribution of the offered courses to the college halls and the optimum use of the halls designated for the department.
- Checking the proportion of the number of students of the division with the capacity of the room registered for a course.
- Ensuring the availability of the classroom needs from the basic requirements (Data Show.)
- Follow up on the distribution of study schedules to students and the registration, addition and deletion of courses for the students of the department.
- Raising the teaching load of the Vice Dean for Educational and Academic Affairs in each semester.
- Coordination with the college departments regarding the courses offered in the bachelor's program and the master's program.
- Preparing the final exams schedules for the department.
- Distribution of halls and observers in the final exams schedule in the department.
- Follow up the progress of the final exams in the department.
- Periodically update the file of the study schedules and final exams committee in line with the program's needs.

12.1.5 Academic Advising Committee

Roles and Responsibilities:

- Prepare and update a plan for the student mentoring program annually.
- Mentoring and mentoring students in the department for courses and skills.
- Follow-up requests for the educational process system in the first weeks allocated for registration in each semester.
- Educating students about the support services and activities provided by the college.
- Receiving and responding to students' complaints and proposals and finding appropriate solutions.
- Equalization of students' courses in coordination with the study plans committee.

- Helping students psychologically and socially in cooperation with the academic counseling unit at the college.
- Holding meetings with defaulting students to examine the reasons for their academic failure and to guide them academically and psychologically.
- Prepare strengthening programs to help students avoid school stumbles.
- Coordinate with faculty to discover talented and creative students and develop their skills.
- Preparing the preparatory week program for new students for the bachelor's program.
- Preparing student advisory councils in coordination with the deputy/head of the department in each semester.
- Participation in the week introducing university specialties to high school students.
- Follow up on the distribution of study schedules to students and the enrollment, addition and deletion of courses for the students of the department.
- Prepare a periodic report on academic guidance activities, assisted cases and distribution of students to academic guides in the department.

For more information regarding the Academic Advising committee (in Arabic), please visit:

<https://cams.ksu.edu.sa/ar/node/2382>

12.1.6 Laboratories and Workplace Safety Committee

Roles and Responsibilities:

- Maintaining the application of regulations, procedures, safety and environmental levels, and infection control standards for the laboratory.
- Inventory materials, equipment and equipment in various laboratories and laboratories and their needs for materials and organize the process of placing them in the right place and maintaining them periodically.
- Ensure availability of laboratory, equipment and student services maintenance plans.

- Work to provide guidance panels and safety and security tools in the laboratory.
- Preparation of laboratory models (laboratory accident model, follow-up model of appliances, refrigerators, etc., waste disposal models).
- Supervising and following up the modernization of devices in student laboratories and providing the necessary maintenance for them and making sure that they are clean.
- Providing teaching and learning in laboratories.
- Prepare brochures including policies, regulations and regulations that achieve safety in laboratories.
- Regular safety training courses in laboratories. For faculty and students and how to deal with the errors expected to occur in the laboratories.
- Follow-up on the preservation and destruction of chemical and biological wastes for laboratories.

12.1.7 Clinical Training, Internship and Graduates Committee **Roles and Responsibilities:**

- Dividing internship students on training sites.
- Communicate with training centers and carry out correspondence in a sufficient period.
- Supervising training in the internship period.
- Save a database of graduates including names, phones, and email.
- Distribution of graduation forms for those expected to graduate, making sure that students bring all the required papers.
- Reminding the students expected to graduate at the beginning of each semester with the work mechanisms and the forms required to be done by them.
- Coordination with training authorities regarding interviews and entrance examinations, if any.
- Approve the evaluation sent by the training authorities so that students can receive certificates of internship.

- Holding joint training programs between the department and research centers during the summer period.

**For more information regarding the internship and gradates committee (in Arabic),
please visit:**

<https://cams.ksu.edu.sa/ar/node/2269>

12.1.8 Recruitment, Demonstrators and Lecturer Committee **Roles and Responsibilities:**

- Study the needs of the department of faculty members and those in their judgment and thus raise it to the head of the department.
- Consider the appointments of new faculty members by studying their applications, interviewing them and submitting their records and recommendations to the department's board.
- Consider appointing teaching assistants, lecturers, researchers and research assistants, conduct appropriate recruitment tests for them, and submit recommendations to the department council.
- Consider applications for scholarships and lecturers and verify the integrity of the programs they wish to join and keep them in line with the department's policy of scholarships and the validity of admission papers and other documents.
- Follow up on scholarships in the department at home and abroad and prepare periodic reports on their academic conditions and submit them to the department council.
- Study the related topics referred to them by the head of the department and the board of the department.

12.1.9 Community Service and Continuing Education Committee Roles and Responsibilities:

- Propose the annual community service plan and submit it to the Department Council.
- Activating the partnership between the department and the various institutions of society.
- Communication with community institutions inside and outside the university, concerned with the services of the department.
- Encouraging faculty and staff to participate in community service activities.
- Create an information base for community service activities in the department.
- Prepare the annual report of community service activities and submit it to the Department Council.

For more information regarding the community service and continuing education committee, please visit:

<https://cams.ksu.edu.sa/ar/node/1691>

12.1.10 Post Graduate Committee Roles and Responsibilities:

- Reviewing the development plans for the postgraduate programs in the department.
- Conducting admission tests for applicants for postgraduate studies in the department and nominating their proposal for admission to the department body.
- Determining the mechanism of the comprehensive examination for postgraduate students.
- Providing academic guidance for postgraduate students.
- Update the criteria defined by the department for postgraduate studies.
- Examine the applications submitted by students regarding the conditions for obtaining an opportunity. Additional, re-enrollment, etc., and submitting it to the department council.
- Study topics for master's and doctoral theses and submit them for approval by the department council.

- Suggesting the number of students who can be accepted for the coming years.
- Recommending the appointment or change of the academic supervisor (internal or external) for male and female students.
- Preparation of the postgraduate study guide.
- Providing training courses and workshops for postgraduate programs.
- Responding to all inquiries related to the postgraduate program.
- Planning to introduce additional programs and tracks for postgraduate studies in line with recent developments in the field and the requirements of the labor market.

For more information regarding postgraduate committee (in Arabic) please visit:

<https://cams.ksu.edu.sa/ar/DPGSR>

12.1.11 Purchasing and Warehouse Committee **Roles and Responsibilities:**

- Inventory of the requirements for practical courses, such as solutions and devices, and submit them to the head/deputy of the department.
- Raising, by direct purchase, the department's needs, and other requirements, to the department's head / deputy.
- Unloading the offers submitted by companies with the necessity of coordination with faculty members and submitting them to the College Procurement Committee.
- Receiving the department's requests and informing the faculty members of that, with the need to document the receiving process.
- Inventory of the contents of the department's warehouses and raise the need.
- Continuous communication with the university's central warehouse to meet the needs of members and teaching staff.

12.1.12 Statistics and Information Technology Committee Roles and Responsibilities:

- Analyzing all five questionnaires of the National Commission for Academic Accreditation and Assessment (NCAAA) in coordination with the Development and Quality Assurance Committee.
- Calculating performance indicators related to the national academic accreditation standards for the department's programs.
- Inventory and update data related to the activities of the various scientific programs (bachelor, master, doctorate) in coordination with other committees, such as: numbers of registered and withdrawn students, numbers of graduates, number of academic opportunities, number of counseling sessions, number of student councils, lectures, exams, offered courses, discussions of scientific theses.
- Inventory of the scientific work of each member of the faculty and the activities he carried out during the previous years, whether writing books, research projects, scientific research, attending seminars or conferences inside or outside the Kingdom.
- An inventory of the scientific activities carried out by the department, such as: seminars and conferences, and lectures, training courses, scientific consultations, research services, cultural, social and awareness activities that were carried out in the service of the community.
- Inventory of awards and patents obtained by faculty members or students in the department.
- Analyzing data on performance levels in the department and the extent of beneficiaries' satisfaction in each activity in coordination with the Development and Quality Assurance Committee.

For more information regarding statistics and information technology committee

(In Arabic) please visit:

<https://cams.ksu.edu.sa/ar/STATU>

12.1.13 Strategic Plan Committee Roles and Responsibilities:

- Preparing a strategic plan for the department.
- Follow up on projects of the strategic plan.
- Make an annual report on the achievements of the plan.
- Measuring performance indicators related to the strategic plan.
- Measuring the annual percentage of achieving the plan's objectives.
- Studying emergency variables and making a risk management plan.

