



جامعة الأميرة نورة بنت عبدالرحمن
Princess Nourah bint Abdulrahman University

COLLEGE OF DENTISTRY

Student Handbook

2020-2021

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This student handbook contains essential information and current guidelines on matters that affect the dental student during her study at Princess Nourah Bint AbdulRahman University (PNU) College of Dentistry. It is designed to provide guidance and should be retained as a reference source for the dental student.

College of Dentistry Mission, Vision and Values

Vision

Pioneers in dentistry/ Women leaders in dentistry.

Mission

Prepare female cadres with a global efficiency in the field of dentistry, and enrich the community with distinctive services and develop knowledge through high quality scientific research.

Values

Professionalism

Affiliation

Lifelong learning

Analytical thinking

Community partnership.

Cooperation

Integrity

Patient is the core of the treatment

Evidence-based practice

2. The Curriculum

The curriculum spans seven years of education, which start with one year of health foundation followed by five years of dental sciences, and then a year of internship training.

The PNU College of Dentistry curriculum has been developed based on modern principles of medical education applying integration of basic sciences and dental clinical sciences, and focusing on delivering evidence-based dental care in an interdisciplinary approach. It utilizes a mix of block courses (three to twelve weeks long) and stream courses. The clinical courses are designed to provide comprehensive dental care to patients. The dental student is invited to view the PNU College of Dentistry program learning outcomes and how the courses develop around achieving these outcomes by visiting this [MATRIX TABLE](#).

2.1 Foundation Year

The focus of the foundation year is:

- Basic Sciences (Biology, Chemistry, Statistics, Physics)
- Advanced English
- Islamic Sciences
- Arabic Literature and Composition

2.1.1 Courses

Code	Course Title	Credit Hours
1 st Semester		
HFSE 104	English for Health Programs 1	6
HFSB 101-1	Biology for Health Programs	3
HFSP 101-1	Physics for Health Programs	3

HFSM 101-1	Math for Health Programs	2
ENG 207 M	Medical Terminology	2
ISLS 101	Islamic Culture 1	2
2nd Semester		
HFSE 206	English for Health Programs 2	6
HFSB 102-1	Human Biology for Health Programs	3
HFSC 101-1	Chemistry for Health Programs	3
HFSM161-1	Introduction to Biostatistics	2
HFSI 101	Introduction to Health Professions	1
ARAB 101	Arabic Composition	2
ISLS 202	Islamic Culture 2	2

2.2 Year One

The focus of year one is:

- Medical Foundation
- Learning Skills
- Dental Anatomy, Simple Occlusion
- Introduction to Dental Specialties

2.2.1 Courses

Code	Course Title	Credit Hours
FOND 111	Foundation Block	10
BDS 131	Body System Block	10
BDS 132	Head & Neck Anatomy & Oral Biology	6
PDS 101	Introduction to Dentistry	2
CDS 111	Dental Anatomy & Morphology	4
SKLL 101	Learning Skills	2
ISLS 303	Islamic Culture 3	2

ISLS 404	Islamic Culture 4	2
ARAB 202	Language Skills	2

Brief Description of Year One Courses

- **BDS 131 Body Systems Block**

In this course, students will be able to understand the anatomy, physiology, and histology of the main body systems with emphasis on different biochemical pathways. They will also be introduced to some diseases of the respiratory system and central nervous system, and get acquainted with the mucosal immunity as an important defense mechanism. Since dentists deal with medically compromised patients who might be taking a variety of medications, or need certain prophylactic prescriptions, an introduction to pharmacology including drugs action on the body, and their metabolism with reference to some dental implications will be briefly covered.

- **BDS 132 Head & Neck Anatomy & Oral biology**

This course is important for students to understand macro anatomy of head and neck and their physiological variations.

It describes in details the embryonic development of head and neck, morpho-differentiation of face and oral structures.

It provides dental students with knowledge concerning the biology of oral and para-oral related structures and clarifies how the laboratory oral diagnostic and clinical procedures will further arise from oral biological knowledge and research techniques and how they will be applied in clinical dentistry.

The basic-bridging knowledge in this course will assist students in building up learning strategies to understand clinical courses, and enhance their ability to clinically evaluate patients.

- **CDS 111 Dental Anatomy and Morphology**

This course is designed to provide the students with the basic knowledge of dental anatomy and morphology as an essential pre-requisite for other dental courses.

- **PDS 101 Introduction to Dentistry**

It provides first year dental students with an introduction to basic concepts, principles and procedures of various disciplines in dentistry. Dental curriculum orientation and regulations in the pre-clinical and clinical areas will be provided.

- **SKLL101 Learning skills**

By the end of this course, the students should know the differences between teacher-centered & student centered learning, as well as, adult learning principals.

They shall be exposed to different learning styles, principles of learning in small groups & group dynamics. The course also equips students with strategies on how to create learning objectives and take responsibility for their own learning as a PBL student and a self- directed learner, how to manage their time and set their priorities, draw a mind map and acquire study skills for understanding and comprehension. They will also develop the ability to handle their stress and anxiety appropriately and recognize symptoms of stress.

- **FOND111 Foundation Block**

By the end of this course, students should be able to understand the relationship between the anatomical structures of the different components of the cell and their functions, understand the structures and functions of the different body systems and integrate knowledge from Anatomy, Histology, Physiology, Biochemistry, and Immunology.

They will be able to identify major microorganisms affecting the human body and discuss their pathological effects. Students will also develop communication skills, explore psychosocial, and ethical issues in their assessment, use a wide range of resources in researching their learning issues and developing their self-directed skills, use clinical cases to apply knowledge learnt, generate hypotheses, build an enquiry plan, and use evidence to refine their hypotheses, and justify their views.

2.3 Year Two

The focus of Year Two is:

- Introduction to Diagnostic Skills
- Oral Manifestation of Medical Diseases
- Preclinical Procedural Skills in Restorative Dentistry and Removable Prosthodontics
- Basic Clinical Skills (observation)
- Oral Health Prevention
- Critical Thinking Skills

2.3.1 Courses

Code	Course Title	Credit Hours
BDS 201	Oral Diagnostic Sciences 1	8
BDS 231	General Medicine 1	4
CDS 211	Restorative Dentistry 1	6
CDS 231	Prosthodontics 1	6
CDS 241	Dental Materials	4
PDS 201	Evidence Based Dentistry	2
PDS 241	Introduction to Preventive Dentistry	2
SKLL 221	Medical Professionalism	6

Brief Description of Year Two Courses

- **BDS 20I Oral Diagnostic Sciences I**

This course provides the students with knowledge and skills necessary to perform basic procedures of history taking, intra-oral and extra-oral soft and hard tissue structure examination. The course is also intended to present the students with knowledge, skills and values required to prescribe, acquire, prepare, critique and correct radiographic images.

It also offers important knowledge to understand radiology report, interpret, diagnose, apply the fundamental principles of radiographic interpretation and radiological differential diagnosis, consult, and/or refer. It provides students with necessary knowledge of principles of protection of self and others against unnecessary radiation and against cross-infection in all clinical settings. It also exposes the students to the relevant principles and dental uses of advanced modalities as tomography, CT, MRI, CBCT and their application. Throughout the course, students will be able to communicate effectively with patients, colleagues and staff, work as a team members, educate patient and public and critique scientific information.

Pre-requisite Courses: BDS 132, FOND111

- **BDS 23I General Medicine I**

Upon successful completion of the course, students will be able to:

- Illustrate the microbiology present in the oral cavity.
- Discuss the pathology of systemic diseases important in dentistry from the following body systems; blood, gastro-intestinal tract, cardio-vascular and respiratory systems.
- Review the pharmacology of drugs important in dentistry in the following body systems; blood, gastro-intestinal tract, cardio-vascular and respiratory.

- Describe the pharmacology of drugs acting on the central nervous system and those used in anesthesia and analgesia.
- Analyze and interpret the recorded history of a patient to formulate a comprehensive diagnosis, treatment and/or referral plan.
- Effectively communicate information related to the case to peers.
- Research using different media, as well as appraise, and present topics related to dental disciplines.

Pre-requisite Courses: BDS 131

- **CDS 21 I Restorative Dentistry I**

The course focuses on the principles of operative dentistry, classification of carious lesions, instruments, and method of isolation, cavity preparations and materials used.

Pre-requisites Courses: 111

- **CDS 23 I Prosthodontics I**

At the end of this course, the students should have knowledge of the biological, technical and basic clinical aspects of complete and partial dentures. They also should be able to apply all the laboratory procedures involved in the construction of complete and removable Partial Dentures and understanding of various concepts of occlusion.

Pre-requisite Courses: None

- **CDS 24 I Dental Materials**

The objective of this course is to introduce students to various materials used in dentistry. This course is designed to provide students with fundamental properties, selection criteria and proper use of dental materials.

Students will be able to associate the atomic structure of dental materials to their chemical, physical, mechanical, and optical properties. Students will be able to make informed decisions by relating the dental material properties to their clinical and laboratory applications.

Pre-requisites Courses: None

- **PDS 20I Evidence-Based Dentistry**

The course objective is to understand the purpose of Evidence-based dentistry (EBD) and its potential for application in a clinical setting. The student should understand the basics of clinical epidemiology and biostatistics as they relate to EBD, be able to formulate meaningful clinical questions in context of EBD.

The student should be able to search effectively the electronic dental literature to find answers to these questions and apply basic principles of statistics and critical thinking to evaluating the dental literature, clinical decision-making, and evidence-based dentistry.

The student should be able to perform detailed written evaluations of research articles related to clinical dentistry and have a working knowledge of evidence related to selected current hot topics in modern dental treatment.

Pre-requisites Courses: None

- **PDS 24I Introduction to Preventive Dentistry**

This course provides dental students with an introduction to concepts, principles and methods of dental diseases prevention with emphasis on primary preventive measures. At the end of the course, students will have the opportunity to perform screening examinations and preventive measures on one other in clinical sessions.

Pre-requisites Courses: None

- **SKLL 221 Medical Professionalism**

By the end of this course, students should be able to:

- Define professionalism.
- Identify and elaborate the core elements of medical professionalism.
- Discuss each of the following medical professional values/attributes: Accountability, professional responsibilities, initiative, integrity and trust worthiness, self-awareness and self-care and maintaining competence
- Discuss effective communication skills for the professional practitioner.
- Discuss the role of dental students and health professionals in health promotion and community development.
- Provide examples of unprofessional behavior.
- Recognize and critically analyze the professionalism issues that may arise in future practice of health care.
- Demonstrate sensitivity and responsiveness to others' culture, age, sex and disabilities.
- Explain the psychological aspects related to human nature including personalities.
- Discuss some difficult clinical encounters.
- Understand the discipline of patient safety and its role in minimizing the incidence and impact of adverse events.
- Identify the general rules and ethics of inter-professional relationships.
- Describe the social contract between the medical professional and society.

Pre-requisites Courses: None

2.4 Year Three

The focus of Year Three is:

- Preclinical Procedural Skills in Endodontics, Periodontics and Fixed Prosthodontics
- Applied Diagnostic Skills
- Patient Management
- Clinical Practical Skills
- Oral Health Promotion
- Critical Thinking

2.4.1 Courses

Code	Course Title	Credit Hours
BDS 301	Oral Diagnostic Sciences 2	5
BDS 311	Oral Surgery 1	3
BDS 331	General Medicine 2	2
CDS 301	General Clinics 1	5
CDS 311	Restorative Dentistry 2	4
CDS 331	Prosthodontics 2	4
CDS 321	Endodontics	4
PDS 321	Pediatric Dentistry 1	4
PDS 341	Periodontics	3
CMI 301	Medical Informatics	2
PDS 301	Ethics for Health Professions	3

Brief Description of Year Three Courses

- **BDS 30I Oral Diagnostic Sciences 2**

This course introduces students to the etiology, pathogenesis, and diagnosis of oral and maxillofacial diseases. It enables students to identify and classify diseases according to their clinical, radiographic and histopathological basis.

The oral pathology course provides a high level of competence in diagnosis of oral pathological lesions and conditions enriching the students with foundational knowledge necessary for critical thinking and problem solving.

Pre-requisite Courses: BDS 201

- **BDS 31I Oral Surgery I**

The purpose of this course is to develop within the student, a foundation of professional knowledge coupled with optimum surgical skills to enable her to competently diagnose and operate upon oral surgery problems related to the practice of general dentistry.

Pre-requisite Course: None

- **BDS 33I General Medicine 2**

This course provides students with the basic knowledge of disease mechanisms in different systems of the human body and important medication related to the endocrine system.

Pre-requisite Courses: BDS 231

- **CDS 30I General Clinics I**

This course initiates dental students in their first clinical experience. Students will perform on patients certain basic dental procedures (periodontics, operative dentistry and removal prosthodontics) which they had already gained proficiency in during the preclinical courses. The course also provides for an excellent foundation in comprehensive patient care and clinical management.

Pre-requisite Courses: CDS 231, CDS 211.

- **CDS 32I Endodontics**

This course is designed to provide third year students with a thorough theoretical understanding of the fundamental principles of successfully treating endodontically involved teeth and managing pulpal and periapical emergencies. It equally focuses on developing, through simulated preclinical exercises, the cognitive and procedural proficiency necessary to begin delivering clinical root canal therapy.

Pre-requisite Courses: CDS 211

- **CDS 33I Prosthodontics 2**

By the end of this course, students should be able to perform tooth preparation for single crowns, fabricate temporary crowns, prepare the tooth for post and core, perform impression and pouring for diagnostic and definitive casts. Students are also expected be able to analyze and create harmonious occlusion.

Pre-requisite Courses: CDS 231

- **CDS 31I Restorative Dentistry 2**

The course will be directed towards the clinical applications and principles of different indirect cavity preparations as well as the different types of restorative

materials. In addition, the student will be introduced to various treatment modalities in the area of esthetic dentistry in anterior and posterior teeth.

Pre-requisite Courses: CDS 211

- **PDS 30I Ethics for Health Professions**

By the end of this course students should be able to:

- Explain why ethics is important to dentistry.
- Understand what is meant by ethics in dentistry.
- Recognize important skills, and how to use them in improving ethics.
- Recognize different approaches to ethical decision-making.
- Have knowledge of Islamic ethical principles related to dental care, in addition to knowledge of legal standards in provision of dental care.
- Understand and apply the principals of dental ethics to everyday practice.
- Understand the ethics of patient relations, delegation of duties, and managed care.
- Identify the main ethical principles relating to cooperation with other personnel and professionals in the care of patients.
- Identify the essential elements of informed consent.
- Explain how treatment decisions should be made for special patients such as children, uncooperative patients, special need and compromised patients and consider how to deal with patients who cannot afford needed oral health care.
- Explain the justification for patient confidentiality and recognize legitimate exceptions to confidentiality.
- Recognize conflicts between the dentist's obligations to patients and obligations to society and identify the reasons for the conflicts.
- Identify and deal with the ethical issues involved in allocating scarce dental resources.
- Recognize dentist responsibilities for public and global health.

- Describe how dentists should behave towards one another and justify reporting unethical behavior of colleagues.
- Explain how to resolve conflicts with other healthcare providers.
- Identify the main principles of research ethics.
- Know what research ethics is, and how to satisfy the requirements of ethics review committees.

Pre-requisite Courses: None

- **PDS 321 Pediatric Dentistry I**

This is a block course in which different teaching methods are applied including lectures, tutorials, discussion, practical sessions, lab demonstrations and simulation, workshop and e-learning. Assessment is done through multiple choice questions, short answer questions, problem solving questions, slide exam, and practical exams

Pre-requisites Courses: None

- **PDS 341 Periodontics**

The periodontics course is designed to enable dental students to gain expertise, knowledge and clinical skills needed to examine, diagnose and treat the periodontal patient. It enables the students to identify normal and abnormal gingival and periodontal conditions, and to obtain clinical data used to diagnose periodontal pathology. In addition, students will be able to interpret radiographs as applied to periodontics and to understand potential etiologies and risk factors. The clinical part of this course will give the students the opportunity to complete scaling and root planning to achieve patient periodontal health. It also allows students to demonstrate the proper use of periodontal instruments. Furthermore, it enables the student to apply appropriate information and periodontal data collection from a re-evaluation

examination following scaling and root planning, to determine changes in diagnosis, prognosis, etiology and risk factors following a patient periodontal recall appointment.

Pre-requisite Courses: PDS 241

- **CMI 301 Medical Informatics**

It is a two-semester course. Its content is presented in a series of lectures and online classes. This is an introductory course for bachelor degree students in medicine and dentistry. This course aims to provide an overview and fundamental knowledge of health informatics. Topics covered encompass various areas of medical and healthcare informatics, including biomedical modeling, clinical decision support, imaging informatics, public health informatics, translational bioinformatics, controlled vocabulary and electronic medical record in medicine and dentistry.

Pre-requisite Courses: None

2.5 Year Four

The focus of Year Four is:

- Advanced Preclinical Procedural Skills
- Applied Diagnostic Skills (Advanced + Management)
- Clinical Practical Skills (Moderate)
- Oral Health Promotion
- Critical Thinking
- Community Health Program

2.5.1 Courses

Code	Course Title	Credit Hours
BDS 411	Oral Surgery 2	3
BDS 421	Oral Medicine 1	2
BDS 431	General Medicine 3	2
CDS 401	General Clinics 2	8
CDS 411	General Dentistry 1	4
CDS 431	Prosthodontics 3	4
PDS 411	Community Dentistry 1	4
PDS 421	Pediatric Dentistry 2	4
PDS 431	Orthodontics 1	2
Elective Studies1		2
Elective Studies 2		2

Elective Courses

Students are required to choose two elective courses offered during the current academic year. [See elective courses table](#)

Brief Description of Year Four Courses

- **BDS 411 Oral Surgery 2**

This course is designed mainly to provide students with professional knowledge on the surgical management of commonly encountered pathologic and traumatic conditions of the oral and maxillofacial region.

A clinical component of the course imparts the students with adequate skills required to diagnose and manage patients with impacted teeth, orofacial infections, bone and soft tissue abnormalities affecting the prosthetic appliance, cysts and tumors, diseases

of maxillary sinus, salivary glands, TMJ, dento-facial deformities, medical emergencies and maxillofacial trauma.

Pre-requisite Courses: BDS 311

- **BDS 42I Oral medicine I**

This course aims to familiarize students with different oral diseases, their clinical and oral features, their systemic involvement, and the differential diagnosis for each condition. The course also focuses on the pharmaco-therapeutical aspect of managing these diseases.

Pre-requisite Courses: BDS 301

- **BDS 43I General Medicine 3**

This course is the third of the general medicine courses dedicated to teach students systemic diseases as Neurological, Cardiovascular, Hematological, Gastrointestinal and Endocrinological disorders.

The course covers information about medical disorders diagnosis /management related to all body systems, and pharmacology of antivirals, antifungals and antineoplastic drugs. This course will help the students to apply a holistic approach towards treating their dental patients.

Pre-requisite Courses: BDS 331

- **CDS 40I General Clinics 2**

The course is an integrated part of the clinical courses that have a mission to graduate a scientifically knowledgeable, biologically oriented; technically competent, socially sensitive practitioner of dentistry. Students should adhere to the highest

standards of professional conduct of ethics. They should also function effectively as a member of the nation's health care delivery system.

Pre-requisite Courses: CDS 301

- **CDS 43 I Prosthodontics 3**

By the end of this course, the student will be skilled to identify various biomechanical considerations in prosthodontics and serve simple to complex cases, and provide them with the required dental prosthesis. The student should develop knowledge and understand implant prosthetics & CAD/CAM in dentistry and its advancements.

Pre-requisite Courses: CDS 331

- **PDS 41 I Community Dentistry I**

This course is designed to instruct dental students with the principles and activities of epidemiology, in addition to provide them with knowledge on the application of sciences of epidemiology in dental public health, especially in Saudi Arabia. The focus is the Saudi Arabian health care system, but within the context of the larger global framework. The course exposes students to the principles of health care management, and the mechanisms for developing public policy solutions that improve health for individuals and populations.

An integral part of this course are students' visit to school clinics. This allows students to connect with diverse segments of the public, collect oral health data, identify health problems, and propose a policy to promote oral health.

Pre-requisite Courses: PDS 241

- **PDS 42I Pediatric Dentistry 2**

This is a stream course in which different teaching methods are applied including lectures, clinical sessions, seminars, workshops, case study, TBL sessions and group discussion strategies. Assessment is done through multiple-choice questions, short answer questions, problem solving questions, presentation/case study evaluations, clinical competency test, and continuous clinical assessment through rubrics.

Pre-requisite Courses: PDS 321

- **PDS 43I Orthodontics I**

The goal of this course is to provide students with the fundamental and comprehensive knowledge and understanding of orthodontic diagnosis for orthodontic patients so they can be competent in recognizing and diagnosing orthodontic cases in the primary, mixed and permanent dentition.

Pre-requisite Courses: None

2.6 Year Five

The focus of Year Five is:

- Applied Diagnostic Skills (Advanced + Management)
- Clinical Practical Skills (Advanced)
- Oral health Prevention
- Practice Management

2.6.1 Courses

Code	Course Title	Credit Hours
BDS 521	Oral Medicine 2	2
BDS 531	General Medicine 4	2
CDS 501	General Clinics 3	10
CDS 511	General Dentistry 2	3
CDS 531	Prosthodontics 4	2
PDS 501	Research Methods	3
PDS 502	Practice Management	2
PDS 511	Community Dentistry 2	4
PDS 521	Pediatric Dentistry 3	4
PDS 531	Orthodontics 2	2
Elective Studies 3		2
Elective Studies 4		2

Brief Description of Year Five Courses

- **BDS 521 Oral Medicine 2**

This course enables students to acquire the skills required for clinical diagnosis and treatment of many oral and circum-oral lesions and conditions. Students are also trained on the selection of the proper diagnostic aid to determine specific suitable treatment and counseling.

Pre-requisite Courses: BDS 421

- **BDS 531 General medicine 4**

The aim of this course is to introduce students to ENT diseases, forensic odontology, basic forensic medicine concepts and psychiatric illnesses.

Pre-requisite Courses: BDS 431

- **CDS 50I General Clinics 3**

This is a comprehensive clinical course that includes many specialties. The students will gain interpersonal skill in addition to improving her technical skills. Students should adhere to highest standard of professional conduct and ethics and be able to formulate a treatment plan for their patients.

Pre-requisite Courses: CDS 401

- **CDS 51I General Dentistry 2**

This course is constructed to familiarize Year Five students with recent alternative techniques and materials that have been introduced in the dental field according to latest research results; in an attempt to overcome some of the clinical problems that confront the dental practitioner.

Pre-requisite Courses: CDS 411

- **CDS 53I Prosthodontics 4**

By the end of this course, students should be able to diagnose, manage and apply a preventive and maintenance program for tooth surface loss, know how to design dentures and over dentures. The course also develops students' knowledge in implant, aesthetics and tempo- mandibular disorders.

Pre-requisite Courses: CDS 431

- **PDS 50I Research Methods**

Through this course students should be able to understand research designs, methods of data collection and sampling techniques. Students are also exposed to summarization, presentation of data and become able to practically perform them.

The course also allows students to appreciate principles of ethics in research, consent and IRB review process and to understand various tests of significance and indications of their use, along with the use of software to calculate them.

Pre-requisite Courses: None

- **PDS 502 Practice Management**

After successfully completing this course, the students will be able to:

- Identify ethical and legal considerations in relation to dental practice as a business.
- Comply with local and government regulations and professional standards in dental business models including accreditation, certification and licensure.
- Develop the ability to manage time efficiently and motivate employees.
- Develop the ability to understand patient needs and the importance of business office etiquette in all sorts of communications with patients and within the office team.
- Demonstrate the ability to observe ethical and legal obligations in written communications.
- Discuss how the digital age has impacted dentistry and why implementing a change to a computer system and application of electronics and telecommunications are important to all staff members.

Pre-requisite Courses: None

- **PDS 511 Community Dentistry 2**

This course is designed to introduce Year Five dental students to the principles of dental public health, health literacy, evidenced-based prevention and control of oral disease on a population basis. Dental public health is the specialty of dentistry that promotes oral health as well as the prevention and control of dental diseases in the community. Emphasis is on program assessment, planning, implementation, and

evaluation for the development of community-based dental programs. This course prepares students for the role of the oral health educator, patient advocate and resource person in community settings.

Pre-requisite Courses: None

- **PDS 52I Pediatric Dentistry 3**

The course is intended to present Year Five dental students with the updated knowledge, and clinical skills necessary to perform diagnosis, comprehensive treatment planning, preventive and therapeutic procedures for healthy pediatric patients and those with dental anomalies, dental emergencies and special health care needs.

Pre-requisite Courses: PDS 421

- **PDS 53I Orthodontics 2**

By the end of this course, student should be able to:

- Identify orthodontic problems and achieve proper diagnosis
- Obtain accurate orthodontic diagnostic records and assess them accurately
- Understand the basic objectives of orthodontic treatment planning for different malocclusion including retention
- Understand the proper timing of referring for orthodontic treatment and write a proper referral letter
- Manage interceptive orthodontic cases
- Manage orthodontic emergencies
- Assessment of patients for orthogenetic surgery
- Understand the procedures of adjunctive orthodontic procedures for adults
- Recognize clinical steps for treatment of orthodontic cases that includes treated stages of interdisciplinary cases

- Recognize different craniofacial syndromes that causes malocclusion and describe orthodontists' role in manage these cases
- Research, appraise, and present assigned orthodontic topics to answer clinical scenario based on the best scientific evidence

Pre-requisite Courses: PDS 431

Elective Courses

Students are required to choose two elective courses from those offered during the current academic year. (Seen in the following table)

Code	Course Title	Credit Hours
CDS 520	Advanced Endodontics	2
CDS 530	Advanced Prosthodontics 2	2
CDS 532	Geriatrics	2
PDS 540	Advanced Periodontics 1	2
PDS 510	Advanced Community Dentistry	2

2.7 Internship Year

Following the completion of the five year Bachelor of Oral and Dental Surgery program, students are required to undertake a twelve-month internship training program. During this training program, the intern transitions from a closely supervised undergraduate student to an independent dental practitioner responsible for her own professional audit.

Interns are also exposed to different specialties in dentistry that may help identify their particular area of interest and supply adequate information related to various career options.

The internship training program is an essential requirement for full registration as a dental practitioner by the Saudi Commission for Health Specialties.

2.7.1 The Program

The internship training program consists of the following:

Clinical Training

Regarding clinical training, the program contains three rotations in different training centers, each rotation is 4 months long. One of these rotations must be at PNU College of Dentistry clinics.

During their clinical training, interns are required to perform comprehensive dental treatment, in addition to a minimum number of procedures in several dental specialties (See Manual for Internship Training Program at PNU - College of Dentistry 2018-2020). All interns should have an active BLS Certificate

Didactic Activities

Didactic sessions are held every Tuesday morning at PNU College of Dentistry, where interns are released from all training institutes on that day.

These activities include:

- Treatment plan presentation
- Journal clubs (Literature Review)
- Workshops and lectures
- Advance education seminar (interesting topics chosen by interns)
- Research project
- Book review, open book exam

Community Projects

Dental interns are required to complete two group community projects and two e-videos.

Research Project

All interns are required to complete and present a research project. They will work in a group of 2-3 interns. The research topic is usually selected by the interns and carried out under the supervision of a College of Dentistry supervisor (Assistant Professor and above).

2.7.2 Attendance and Absence

- During PNU College of Dentistry rotations, clinical training sessions run on Sundays, Mondays, Wednesdays, and Thursdays from 9 am to 4:30 pm.
- Official working hours for the interns during other hospitals/clinics rotation periods are according to the official working hours of the hospital/clinic.
- Attendance is taken during all didactic sessions. Missing one didactic session is considered half day absence
- A maximum of 10 days of annual leave is allowed. Leaves are allowed only after the first 3 months of internship training.
- A maximum of 5 days of emergency leave is allowed, and it cannot be taken all at once.
- A medical report should be submitted to the Internship Training Program Unit for any sick leave.
- One day leave is given to undertake the Saudi Dental Licensing Exam.
- A maximum of 5 days leave is allowed for attending one international/local dental meeting. The intern is required to obtain approval from the Internship Training Program Unit before registering, and a certificate of attendance **MUST** be submitted to the unit.

- One-week vacation after marriage and two weeks for maternity leave are allowed.
- If absence exceeds allowed days, the intern will have to compensate by attending those days at PNU College of Dentistry at the end of her internship, in order to assure that interns meet the program requirements of spending twelve months training.
- Any intern who is doing an extension because of being late or absent is not entitled for any emergency leave.

2.7.3 Discipline

In cases of unapproved absence, negligence, misconduct, incompetence, insubordination, or any other acts deemed unacceptable, the incident shall be duly reported to the (ITPC) for disciplinary action.

A “Follow-Up Committee” is created by the ITPC to deal with any issues concerning the conduct of interns in their assigned training centers. In case of urgent issues, the committee has the authority to suggest decisions to the ITPC for approval or disapproval.

Depending on the seriousness of the offense, and upon the recommendation of the ITPC, a disciplinary action may be one of the following:

- Probation or verbal and written warnings.
- Suspension of the intern for a defined period of time.
- Repetition of a rotation for a quarter or one year.
- Dismissal from the Internship Training Program.

2.7.4 Completion of the Internship Training Program

At the end of the one-year internship training, interns will be awarded a certificate of completion signed by the Dean and the Dental Internship Training Program Director, provided that all requirements of the program have been fulfilled. In order to graduate, interns should pass all the programs' activities and achieve a minimum 70 points. The distribution of points per activity are as follows:

- **Clinical Training: 30 points**
- **Scientific Research: 25 points**
- **Seminar: 15 points**
- **Quizzes: 10 points**
- **Interesting case Presentation: 10 points**
- **Community and Volunteer Dental project: 10 points**

3. College of Dentistry Graduate Attributes

The College of Dentistry graduate attributes were adapted from ADEA competencies for the new general dentist and are divided into six domains:

3.1 PROFESSIONALISM

Graduates must be competent to:

- Understand the ethical principles and legal responsibilities involved in the provision of dental care to individual patients, to communities and populations, practicing with personal and professional integrity, honesty and trustworthiness.
- Use contemporary information technology for documentation, continuing education, communication, management of information and applications related to health care.
- Demonstrate basics of lifelong professional growth and development, and support continuing professional development for all members of the dental team.
- Practice evidence-based dentistry.
- Manage and maintain a safe working environment; have an appreciation of the systems approach to quality health care and safety, and the need to adopt and practice health care that maximizes patient safety.
- Understand how to manage a dental practice including planning, organizing and leading clinical teams in public or private practice.

3.2 COMMUNICATION AND SOCIAL SKILLS

Graduates must be competent to:

- **Communicate effectively, interactively and reflectively with patients, their families, relatives and careers in a manner that takes into account factors such as such as their age, intellectual development, social and cultural background.**
- **Identify patients' expectations, desires and attitudes when planning and delivering treatment**
- **Apply psychosocial and behavioral principles in patient-centred health care.**
- **Ensure the personal health information of patients is shared only with relevant health care providers and where permitted by law.**

3.3 CRITICAL THINKING

Graduates must be competent to:

- **Apply decision-making, clinical reasoning and judgment to develop a differential, provisional or definitive diagnosis by interpreting and correlating findings from the history, clinical and radiographic examination and other diagnostic tests, taking into account the social and cultural background of the patient and the longer term consequences on patients' oral and general health.**
- **Formulate treatment plans which integrate research outcomes with clinical expertise and patient views.**
- **Locate and evaluate evidence in a critical and scientific manner to support professional practice and use information technology appropriately as an essential resource for modern dental practice.**

3.4 HEALTH PROMOTION

Graduates must be competent to:

- Promote and improve the oral health of individuals and the community by understanding and applying the principles of health promotion and disease prevention.
- Apply a thorough knowledge of the complex interactions between oral health, nutrition, general health, drugs and systemic diseases that can have an impact on oral health care and oral diseases.
- Understand and apply the principles of prevention for inducing behavioral changes which benefit oral health and/or general health.

3.5 CLINICAL AND SCIENTIFIC

Graduates must be competent to:

- Apply knowledge and understanding of the basic biological, medical, technical and clinical sciences in order to recognize the difference between normal and pathological conditions relevant to clinical dental practice.
- Understand how to prevent, diagnose and treat anomalies and diseases of the teeth, mouth, jaws and associated tissues.
- Apply the scientific principles of sterilization, disinfection and antisepsis, and cross infection control.
- Work safely with ionizing radiations with consideration for their effects on biological tissues and understand and apply the regulations relating to their use, including radiation protection and dose reduction.

3.6 PATIENT CARE

Graduates must be competent in:

Clinical Information Gathering

- Obtaining and recording a complete history of the patient's psychosocial, medical, oral and dental status.
- Performing an appropriate physical examination, interpret the findings and organize further investigations when necessary in order to arrive at an appropriate diagnosis.

Diagnosis and Management Planning

- Performing an extra oral and intraoral examination appropriate to the patient, including assessment of vital signs and the recording of those findings.
- Completing and recording a comprehensive examination of oral hard and soft tissue.
- Formulating and recording a comprehensive diagnosis, management and or referral plan.

Clinical Treatment and Evaluation

- Treat and manage patients comprehensively and prescribe appropriate pharmaceutical agents to support treatment.
- Evaluate systematically all treatment outcomes, including information on a patient's and/or patient's family/career satisfaction/dissatisfaction with treatment and providing and/or recommending additional action and planning for the maintenance of oral health.
- Manage and evaluate psychological and behavioral factors impacting and impacted by dental and oral conditions.

4. Code of Conduct

All dental students at PNU are expected to maintain the highest standards of moral and ethical behavior and to conduct themselves in a professional manner at all times, even in disputes (differences or complaints). This applies to the clinic, laboratory, classroom, and any other facility relating to or representing the PNU College of Dentistry.

Functioning in parallel with PNU code of conduct, a code of conduct derived from the College of Dentistry mission, values and principles, connecting these with standards of professional conduct was placed. It represents a set of principles and essential guidelines for behavior required from any student at the College of Dentistry, PNU.

This code defines dental students' rights and responsibilities towards others, towards Dental College and University properties and towards themselves. It outlines the standards for professional behavior and defines what constitutes a violation of these standards and the consequences of violation.

All students are required to officially sign a copy of the code of conduct, to be kept in their personal files, that confirms them being informed of this code and fully comprehending and understanding its items. This copy can be found here: [CODE OF CONDUCT](#)

5.1 Class Schedules

The Vice Deanship of Academic Affairs prepares class schedules. Students may obtain copies from the Vice Deanship of Students and Community Services.

5.2 Academic Calendar

The current academic calendar is available at the Vice Deanship Students and Community Services.

5.3 Communication

The most efficient communication tool utilized on campus by administration, faculty and staff for announcements and transfer of critical information is the PNU email account. Students are expected to monitor their PNU email account on a daily basis.

Contact information and emails of all faculty members, and College of Dentistry agencies and units can be found by consulting the following pages on the PNU website:

<https://www.pnu.edu.sa/en/Faculties/Dentistry/Pages/ContactUs.aspx>

<https://www.pnu.edu.sa/en/Faculties/Dentistry/Pages/FacultyMembers.aspx>

5.4 Blackboard Learning Management System (LMS)

Since the start of the 2015/2016 academic year, the Deanship of E-Learning and Distance Education at PNU has implemented “Blackboard LMS” as part of the smart campus project. It aims at encouraging independent students learning, and enhancing the integration of knowledge and practice.

Students can access blackboard through <http://lms.pnu.edu.sa>, by entering their PNU number and PNU email password.

On the main Blackboard page, the student will find a list of her running courses, announcements related to these courses and tasks required of her in these courses. By clicking on a course in the list, she is able to access that course’s educational content (lectures, audios and video tutorials), specifications, syllabus, course director and co-director information and course timetable. Through Blackboard she will be required to view and upload online course assignments. Grades for quizzes, assignments and practical exams are also posted on Blackboard. Discussion boards are set up for students to engage with one another and with their course director. For more information, a written tutorial on Blackboard prepared by the Deanship of E-Learning and Distance Education at PNU can be found [Here](#)

5.5 Storage Facility (Lockers) Policy

The College of Dentistry through the Vice Deanship of Students and Community Services provides lockers for students to store their dental instruments and personal belongings.

The University reserves the right to open lockers, cabinets, and drawers without prior notice for the purpose of repair, maintenance, or inspection of contents. Neither the University nor its employees are responsible for lost, stolen, or damaged belongings stored in lockers, cabinets, or drawers.

In the event a locker, cabinet, or drawer is not emptied of all contents following either graduation, class transition, withdrawal/dismissal, or as directed by a school official, its contents will be held for one week, then disposed of.

5.6 Plagiarism and Cheating

Plagiarism is defined as an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author.

Plagiarism or cheating is an unacceptable act at the Dental College, PNU. Any student caught cheating in the examination or plagiarizing in any project or in any clinical procedure, or attempting to cheat or plagiarize, student discipline regulation issued by the University will be applied.

It is critical for all students to carefully consider the legitimacy and authenticity of the work they submit by providing appropriate acknowledgements in the form of clear referencing to avoid plagiarism and to encourage honest work. Allegations of plagiarism against any student should be reported to Vice Dean of Academic Affairs.

5.7 Suspension of Student Clinical Privileges

A student may have her clinical privileges suspended for a specified period of time as a result of concerns over the health and safety of her assigned patients or when a clinical matter is under investigation by the Director of Dental Clinics.

A disciplinary committee (DC) consisting of the Director of Dental Clinics, clinical course directors, Vice Dean of Academic Affairs and Vice Dean of Students and Community Service shall be responsible for the decision regarding the suspension of the student's clinical privilege. The suspension will be issued by the (DC) and enforced by the Director of Dental Clinics.

The Director of the Dental Clinics will inform the student in person and in writing of the suspension of clinical privileges, reason for the suspension, length of suspension, and actions required for reinstatement. If the specified actions for reinstatement are not met, the student may be subject to academic dismissal.

6. Academic Policies and Procedures

6.1 Graduation Requirements

The student must complete all of the requirements in the curriculum, which includes:

- Passing all courses in the curriculum by satisfying the educational needs and competencies established by the faculty of the College of Dentistry.
- Completing the one-year internship training program.

In accordance with PNU Rules and Regulations, Honors and High Honors for graduating dental students are as follows:

1st Rank Honors – GPA of 4.75 /5 or higher

2nd Rank Honors – GPA of 4.25/5 or higher

6.2 The Grading System

Numerical Grade Range	Letter Grade	Grade	Grade-Points system
95 - 100	A +	Exceptional	5.0
90 - 94	A	Excellent	4.75
85 - 89	B+	Superior	4.5
80 - 84	B	Very Good	4.0
75 - 79	C+	Above Average	3.5
70 - 74	C	Good	3.0
65 - 69	D+	High Pass	2.5
60 - 64	D	Pass	2.0
< 60	F	Fail	1.0

6.3 Failure and Interruption of Studies

6.3.1 Incomplete

This is not considered failure per se. It is a temporary status given to a student who has not completed the clinical educational needs/ requirements, within the proper deadline. The student will be given a chance to fulfill the requirements during a fixed time-frame set by the Vice Deanship of Academic Affairs (first two week of the following academic year, for example). Failure to complete within the allocated time will result in failure of the student in the course.

6.3.2 Postponement and Withdrawal

The dental student can postpone her study or withdraw according to PNU rules and regulations for postponement and withdrawal found in the PNU Rules and Regulations for Study and Assessment on the PNU website: <https://www.pnu.edu.sa/ar/Deanship/Registration/Pages/list.aspx>.

The student should consult these rules to understand the differences between the two in terms of deadlines to apply, and consequences on the duration required to complete graduation requirements.

Due to the fact that the College of Dentistry program is a yearly program, any withdrawal or postponement requests are for the whole academic year. Dental students are not allowed to withdraw from a specific course. With prior notification to the Vice Deanship of Academic Affairs, students who submit, in writing, their reasons for withdrawing and are formally approved, must completely withdraw from

the remainder of the academic year (all courses). The student will receive a W Grade in courses she does not have a final grade for.

6.3.3 Denial of Entry to Final Summative Assessment

A student who is absent for more than 25% of the course's total contact hours without any valid acceptable excuse will be denied entrance to the final summative assessment, and subsequently will receive a Denied (DN) status.

6.3.4 Remediation

Due to the specific nature of certain dental clinical and preclinical courses that require a solid acquisition of clinical skills and proficiencies, and continued assessment throughout the academic year, remediation in case of failure is NOT allowed.

The college board has determined these courses, seen in the table below:

Course Name	Course code	Course Name	Course code
Dental Anatomy and Morphology	CDS 111	Evidence Based Dentistry	PDS 201
Restorative Dentistry 1	CDS 211	Periodontics	PDS 341
Prosthodontics 1	CDS 231	Pediatric Dentistry 2	PDS 421
Restorative Dentistry 2	CDS 311	Community Dentistry 1	PDS 411
Endodontics	CDS 321	Pediatric Dentistry 3	PDS 521
Prosthodontics 2	CDS 331	Community Dentistry 2	PDS 511
General Clinics 1	CDS 301	Research Methods	PDS 501
General Clinics 2	CDS 401	Prosthodontics 3	CDS 431
General Clinics 3	CDS 501		

A student who fails in any of the remainder courses in the program has the right to re-sit the exam out of 100 marks. If the student obtains 60 marks or more in the exam, a grade of (D2) will be recorded for her in the academic record which means: Successful in the reset exam, instead of the previous failure (F).

If the student obtains less than 60 marks in the reset exam, her grade remains (F). The student is allowed to re-register in that course in addition to courses of the following academic year except the courses that have that course as pre-requisite.

When a student fails the same course twice, she is not eligible to re-register for a third time without College Board approval.

Students **MUST** pass all preclinical courses in Year Two before being allowed to enter any clinical courses.

6.3.5 Dismissal

A student will be dismissed from PNU College of Dentistry if any of these conditions apply to her status:

- She receives two consecutive academic warnings for her low cumulative grade point average: Less than 2.50.
- She is unable to finish her graduation requirements within an extended deadline equal to half the duration required to complete graduation requirements.

6.4 Attendance and Punctuality

- **Students are expected to attend all scheduled classes, preclinical, clinical and assessment sessions on time. The course director will monitor student attendance.**
- **Student absence in a course is calculated based on the number of contact hours during the course. If the student is absent for more than 25% of the total contact hours of a course without any valid excuse, she will not be allowed to sit for the final summative assessment.**
- **Each student is expected to sign the attendance sheet for her-self ONLY. When an absent student is found to be signed for, she (The Absent Student) will be considered absent TWICE.**
- **Leaving during an ongoing session is disruptive and strongly discouraged.**
- **In case of an illness or emergency, that prevents a student from attending a lecture, clinical or lab session, the student should first inform the course director and submit to the Vice Deanship of Students and Community Services the reason and documentation supporting her excuse for absence within five working days from her date of absence.**
- **Medical reports submitted should be issued and stamped from a governmental hospital or pre-approved private hospitals.**
- **If the student is excused for more than 10 days by a medical report, a primary excuse should be submitted to the Vice Deanship of Students and Community Services. Any decision regarding student absence will be taken after she returns.**
- **Excuses other than medical reports should be with verifying documents (e.g. death certificate, car accident report).**
- **The Vice Deanship of Students and Community Services informs the student and her academic advisor when her absence exceeds 5% of the course contact hours, then again when it exceeds 10%, 15%, 20% and 25% respectively.**

- When student absence exceeds 25%, the Vice Deanship of Students and Community Services submits the student case file to the Student Cases Committee to review any excused absences and present their recommendations to the College Board that will discuss the student case and make the final decision. If the excuses are accepted the student is allowed to enter the final summative exam if not, the student is denied.
- The student is informed in writing when any excuse is rejected.

6.5 Assessment Regulations

6.5.1 Summative Assessment Policy and Procedures

- Written assessment duration should not be less than one hour and not exceed 3 hours.
- Students whose absence during the course has exceeded 25% of the course's total contact hours will not be allowed to sit for the assessment.
- No student will be allowed to sit an assessment if her name is not listed on the students' examination list provided by the Vice Deanship Academic Affairs.
- Students are expected to follow the College of Dentistry PNU Dress Code (Wearing Abaya and Head Scarf is not permitted).
- Students must have their University identification card ready. Without it, they will not be allowed to sit for the assessment.
- Mobile phones are NOT allowed inside the assessment hall, mobiles phones should be turned off and put in the students' bag.

- **Students are requested to arrive at the assessment hall at least 10 minutes before assessment commencement.**
- **Students will NOT be permitted to enter an assessment hall later than 5 minutes after the start of an assessment. If the student arrives 5 minutes after the start of an assessment, permission from the Vice Dean of Academic Affairs is required.**
- **ONLY authorized material/devices by the Vice Deanship of Academic Affairs shall be used during an assessment. Unauthorized material/devices include (Books, Notes, Mobile phones, laptops, tablets, calculator cases, MP3 players (such as an iPod), Personal Digital Assistants (such as a Palm Pilot or Blackberry), electronic dictionaries, Smart Watches and Smart Glasses, ear pods or any other electronic data storage device are not allowed.**
- **Any unauthorized devices/material found on or around the students' desk area constitutes a breach of assessment regulations.**
- **The College of Dentistry uses computerized assessment through the Examssoft platform. For this purpose, students are expected to make sure their electronic device used in the assessment is fully charged, and ready.**
- **Students must download the assessment BEFORE entering the assessment hall and on the SAME electronic device to be used.**
- **NO sharing of Credentials (PNU ID and Password) is allowed.**
- **Students should enter an assessment hall in silence (Disruption is not allowed) and put any bags in the designated Bag Zone.**
- **ONLY students concerned, invigilators, and the Academic Affairs personnel are allowed in an assessment hall.**
- **Invigilators have the authority to assign seats to students.**
- **Students must comply with invigilators'/Academic Affairs personnel directions at all times.**
- **ONLY clear plastic water bottles are allowed in the assessment hall. NO other food or drink is allowed.**

- The student is required to sign an assessment attendance sheet.
- Students should ensure writing their names, University identification number, year and course on answer sheets for paper assessments.
- It is the students' responsibility to ensure that her answer sheet has been handed to the invigilator at the end of the assessment.
- Only the course director or the co-course Director are allowed to enter the assessment hall for questions.
- Questions to the Course Director or the Co-Course Director are allowed ONLY 5 minutes before passing of half of the assessment duration, after which they should leave the assessment hall.
- When an issue occurs with ExamSoft, an invigilator will accompany the student out of the assessment hall (stay in front -within the premises- of the assessment hall) and call the Assessment Conducting Unit representative to resolve the issue.
- When an issue arises during the assessment, REMAIN CALM... as any act of PANIC or ANXIETY will cause disturbance to your colleagues.
- It is always advisable to ask about the remaining time of the assessment.
- Students are not allowed to leave the assessment hall unescorted for any reason, and this includes using the Restrooms. Any student who leaves the assessment hall without permission and/or without supervision will not be re-admitted.
- Students will be allowed to leave the assessment hall after half of the assessment duration time has passed.
- Students are NOT allowed to sit outside in the corridor after the start of an assessment and after they submit their assessment.
- NO communication with other students, borrowing and/or passing any material during an assessment is allowed.
- Students are expected to complete and submit their assessment within the allocated time; NO extra time should be given to any student for any reason.

- **Make sure your assessment has been UPLOADED successfully before leaving the assessment hall.**
- **Students who submit their assessment and exit the assessment hall are not allowed back in.**
- **The invigilator has complete authority to DISMISS a student from the assessment hall, on any SIGN or ATTEMPT of Cheating, and submit an incidence report to the Vice-Deanship for Academic Affairs.**
- **The College of Dentistry does not take any responsibility for materials left by the students outside the examination hall.**
- **Students who have a disability and/or medical condition and who may require special examination arrangements must request for that at least one week in advance, and must submit a medical proof of the condition to the Vice Deanship of Student and Community Services.**
- **In case of any emergency, students should follow the instructions of the invigilator.**

6.5.2 Breach of Assessment Regulations:

When any academic misconduct (cheating) is suspected, or there has been any problem with establishing the identity of the students, the invigilator will submit the details in the Examination Incident Report Form to the Assessment Conduction Unit.

Possession of any unauthorized material, acquisition of examination questions prior to an examination (whether or not that examination is to be attended by the student concerned) and providing University staff with incorrect or misleading information prior to, during, or after the examination shall all be construed as a serious breach of examination regulations and a disciplinary investigation will be initiated.

6.5.3 Summative Assessment Absence Policy

- In the event of student absence from a summative assessment, the student is expected to submit an excuse **NO LATER THAN 5 DAYS** from the assessment date to the Vice-deanship of Students and Community Services. This excuse is subject to approval or rejection.
- It is the responsibility of the student to make sure that the excuse is submitted within 5 working days of the date of absence; otherwise it will not be accepted.
- If the excuse is accepted, the student is allowed to perform the assessment at the same time as the final summative assessment of the course. Should the absence have been from the final summative assessment, the student will be allowed to perform the assessment during the re-sit examination period.
- If the excuse is rejected, the student will not be allowed a remake assessment at any time, and the student will receive a numerical grade of zero in that summative assessment.

7. Student Support and Involvement

7.1 Student Orientation

The Vice Deanship Students and Community Services conducts an orientation session for the new dental students. This Orientation is designed to provide Year One dental students with an overview of the College of Dentistry rules, regulations and policies as well as the many services available at PNU. All incoming students are required to attend orientation activities, during which they also receive The Student's Rights Handbook: A document containing a detailed account of appeal and grievance procedures as well as important information regarding student rights and obligations.

At the beginning of every academic year, the College of Dentistry also organizes clinical orientation sessions to introduce Year Two to Year Five dental students to the clinical rules and regulations, and cultivate their awareness of their duties and responsibilities as a student-dentist. During these orientation sessions, students are given introductory presentations regarding the clinical courses rules, requirements and regulations. A copy of these presentations can be found at this link:

<https://www.dropbox.com/sh/rz427vhz9xv gang/AADmKUveayzScHbbH1stleV5a?dl=0>

7.2 Academic Advising

The primary purpose of Academic Advising is assisting the student in completing the academic program successfully, as well as remediate any problems the student might face.

An Academic Advising Unit has been formulated by the Dean of the College that includes: Head of Academic Advising Unit, Academic Advisers, and an Academic Advising Unit Coordinator.

Its main tasks include:

- Preparing new students to learn about University life.
- Helping students face academic problems.
- Introducing students to academic programs.
- Cultivating students' understanding of academic rules and regulations.
- Following up academic performance of students and helping those who are struggling.
- Following up students who excel and providing them with skills that raise their level of achievement.
- Building social and positive relationships between students and faculty members.
- Following up the registration unit for student's schedules and following up their academic performance.
- Preparing periodic reports and statistics for students each semester

To achieve the maximum benefit from Academic Advising, effective collaboration must be established between the Academic Adviser (AA) and student. It is also supported by the feedback from Course Directors and Social Advisers. The Unit meets regularly to report on student performance, difficulties they are facing and recommendations regarding the courses.

7.2.1 Early Academic Advising

Assigning Academic Advisers

- An Academic Advisers is assigned to all students. For each new coming Year One batch, an academic adviser is assigned and moves with the class through the program years.
- Each AA is linked to students in the electronic database Banner. AA will have full access to student schedules, registration, and grades.

Early Academic Advising Announcements

- Students are contacted with the information about their AA, including office number, extension, and office hours.
- Display student names in the office of each AA.
- During the first weeks of the academic year, banners, advertisements, and emails about the importance of academic advising and support services provided by the AA are made available.
- The AA meets with students in the class to introduce herself and provide updated information about the unit and its importance and services.

Early one-on-one Academic Advising for student cases

- Ensure all students correct registration to courses.
- Review student progress in the Banner electronic system.
- Students with academic warning and notices will receive a status review and one-on-one meeting to plan the upcoming academic year.
- AA counsels the student on how to avoid academic warnings and notices.

Faculty concerns remediation

- Faculty members and course directors can contact AAs with concerns about student cases regarding academic performance.
- Faculty can request arranging of special accommodations the students need to succeed in the course.
- Courses with multiple failing or struggling students have to be noted and reported to Vice Deanship of Academic Affairs in the final academic advising report.

7.2.2 Monitoring Student Academic Progress and Underachieving Students

Every student is entitled to be informed of her current standing in a course. Students who are facing problems in academic performance and are not able to manage and remediate with course directors can approach their AA for advice and guidance, including setting a tutor from senior classes, requesting extra lab training sessions, etc.

- Course directors report through AA any student of unsatisfactory level to the Vice Dean of Academic Affairs.
- AA can refer the student case to Underachieving Student Committee for taking proper action.
- AA's will also meet with students in the Underachieving Student Committee list on a regular basis. They also meet students upon their request to manage difficulties that might arise during the academic year.
- Special student cases: chronic medical conditions, temporary hindering, special consideration in exam taking can be accommodated through AA recommendations.
- A student that has academic or personal difficulties that cannot be resolved through AA and Underachieving Student Committee may get the recommendation and support of AA to drop some classes/the whole academic year or delay the academic year if applied early enough.
- If the level of the student remains poor, the Vice Deanship of Academic Affairs will issue a Notice for Unsatisfactory Performance, given to and signed by the student.
- When a student's total performance according to the Grade-Points system is between 2.5 and 2.00, the Vice Deanship of Academic Affairs will issue a written warning to the student.
- When a student's total performance is below a 2.00 by the end to of the year, the Vice Deanship Academic Affairs will issue a written academic warning to the student.

- When a student receives a Notice for Unsatisfactory Performance, it is her obligation to meet with the course director within ten (10) days of the date indicated on the notice. If she fails to meet this responsibility, her non-action will be reported to the Vice Dean of Academic Affairs and the Vice Dean of Students and community Services by the course director.

7.3 Career Support and Guidance.

PNU Career Support and Guidance Center is available to students seeking career counseling, support and training necessary to succeed in the job market. The center conducts career orientation and guidance sessions, as well as, organizes workshops related to building career skills such as CV writing and job interview success. It also aims to establish partnerships with future employers thereby becoming an efficient link between the graduate and her future career.

The Career Support and Guidance Center contact email: cdc@pnu.edu.sa

For more information:



7.4 The Psychological and Social Counseling Unit.

The aim of this unit is to improve both the psychological and social harmony of students, and help them overcome any stress that may negatively impact their mental health and academic success. Student confidentiality is always respected, following PNU policy on student privacy.

Services provided by the Unit include:

- Consultation with the unit psychologist, with whom an appointment can be arranged through the following email: maaldaej@pnu.edu.sa to provide necessary guidance/support.
- Processing applications for financial support: Eligible students can apply for

financial aid through the unit's social counselor. The student will be required to provide proof of her financial situation. The social counselor provides the necessary guidance in processing the application forms and follows up an approved application until the student receives her aid.

- Conducting training courses to help students develop their personalities.
- Issuing of informative leaflets on the role of the Psychological and Social Counseling Unit

7.5 Encouraging Co-operation between Students.

Vertical groups/teams consisting of Year two, Year three, Year four and Year five students are formed. The student remains within her group until graduation. Activities and behavior performed by the dental students will award or deduct points for each team. This reward-based system is designed to develop students' soft skills, and cultivate the team spirit between them.

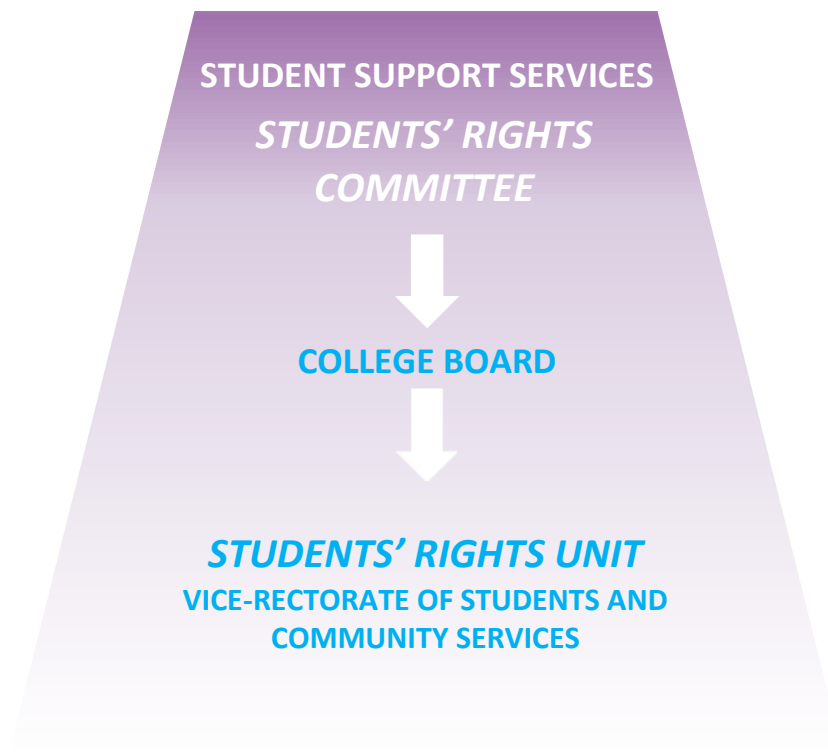
In the dental clinics setting, these groups, headed by a general dentist, who guides each group and works closely with the students, helps provide feedback and organize referral of patients among the students of the group.

These vertical groups create a forum for discussion, interaction and communication between students of different academic levels. An important component of this experience is evaluation of students' professionalism.

7.6 Student Grievance Policy and Procedure

Students have the right to grieve matters related but not restricted to: Student-student or student-instructor or staff conflicts. Students should raise their grievances within 15 days, from when the event occurs, to the Student Support Services under the Vice Deanship of Student and Community Services. The Students' Rights

Committee is charged with providing immediate remedies and solutions to conflicts. Should the committee for any reason be unable to resolve the conflict it is then raised to the College Board. The hierarchy for student grievance resolution is explained in the following diagram:



“Your Voice Is Heard” sessions are also conducted on a monthly basis. These sessions bring together students from all year levels, faculty and staff in an open forum for discussion of issues and difficulties put forward by the students.

7.7 Student Participation in College Board Meetings

College of dentistry students elect two delegates to represent them at PNU Student Council. These elected students will be invited at least twice take part in the College Board and College committees meetings.

7.8 Student Role in Course Review and Evaluation

Students are asked to perform an evaluation upon completion of each course. The faculty and administration will use the results of these evaluations to enhance improving the curriculum and the suggestions and complaints will be taken seriously.

7.9 Extra-Curriculum Experience

Students will have opportunities to participate in extra-curriculum activities such as student competitions, international and national conferences, research poster presentations, event organization for conferences and research day, as well as volunteer in different community services such as oral health awareness. These experiences will provide exposure to diverse experiences, help underserved populations, and provide the opportunity to enrich communities through public service. These extra-curriculum activities are coordinated through the Vice Deanship of Students and Community Services.

8. The Dress Code

A neat, clean professional appearance is required while on the Princess Nourah Bint Abdulrahman University campus. As future dentists and care providers, professional attire must be adhered to from the start. The spirit of the dress code is intended to support the professional image of the dental students and the College of Dentistry, while ensuring patient, student, faculty and staff safety. An officer from the Vice Deanship for Students and Community Services conducts daily rounds to ensure adherence to the dress code.

Failure to abide by this code will result in appropriate action being taken in order to achieve compliance. This includes warnings, denial of access to clinics, classrooms or laboratories and or reduction of grades, as appropriate.

8.1 Identification Badges

In an effort to provide a safe and secure environment for our students, employees, and patients, the College of Dentistry must be able to easily identify persons who are authorized to be in the college's building; therefore the photo identification badge must be worn at all times with the name and picture visible.

8.2 Personal Hygiene

- Personal cleanness must be maintained at all times; this includes daily showers and appropriate use of antiperspirants.
- Hair should be cleaned and managed neatly; not extreme in color or style and must satisfy infection control guidelines. It should be pulled up when working in the simulation labs. A hair cover **MUST** be worn on the clinical floor.
- Any visible body or facial piercing must be removed other than the earrings.
- Nails should be cleaned and trimmed; artificial nails and nail-art are **NOT** permitted when on direct patient care duty.
- Fragrances must be used with caution, as many individuals are allergic to them.

8.3 Standard Attire

- The College of Dentistry's scrub **MUST** be worn as provided to students. No changes in color or extreme alterations or tightening are allowed; meaning the clothes should permit bending, leaning and squatting while preserving modesty.
- All students are required to wear the College of Dentistry colored assigned scrubs in the pre-clinical lab, simulation clinic and all clinical areas.
- Scrubs should be in proper condition, unwrinkled, and well sized. Shoes must be in good condition, clean with no heels.
- Lab coats of a knee length must be worn at all times.
- Sweaters and jackets, if needed, should not be of extreme colors and/or have extreme slogans, and must be worn under the lab coat. No hoodies or sweatshirts.
- Athletic/sports shoes are advised. Open toed shoes or sandals are not allowed.
- Rings that may tear the gloves are not permitted.
- Personal headphones are not permitted at any time during class hours, while in the lab or when interacting with the patients.

8.4 Clinic Attire/ Personal Protective Equipment (PPE)

PPE is only worn in the clinic treatment areas and in the simulation labs.

Disposable Protective Cover Gowns

- All students must wear hospital gowns, supplied by the College of Dentistry, when undertaking work in the clinics.

- Hospital disposable gowns must not be worn outside the clinical treatment areas, including the reception area/patient waiting room and when you are escorting your patients to and from the clinic.
- Disposable gowns should be changed for each clinical session or more if visibly soiled. These gowns must be removed and properly disposed of when leaving the patient treatment area.
- When the clinical work has finished, students must dispose these gowns in the “dirty linen bags” located throughout these areas.

Hair and Head Cover

Hair should be tied back and covered with a decent color veil or disposable head cap. Students must wear a light colored veil (white, beige, light gray...) for the clinic and another clean one outside the clinical premises.

Glasses and Protective Eyewear

Safety glasses with side shields or a complete face shield must be worn in simulation labs and in clinical sessions during all clinical procedures.

Masks and Gloves

Masks and gloves must be worn during all patient treatments and in the simulation lab.

Special Occasions/Events:

The Dean may announce/allow a dress, reflective of a special holiday at her discretion during the year. This dress must not interfere with job function or the educational process and must not pose a safety risk or violation of infection control guidelines. Furthermore, she may also require a particular form of dress for special College of Dentistry events.

This Student Handbook was adapted from PNU Student Rules and Regulations and from documents of the Canadian and American Dental Associations, British Columbia College of Dental Surgeons and from the dental schools at Boston University, Columbia University, Indiana University, North Carolina University, Ohio State University, and Texas A&M University College of Dentistry. It has been modified in order to meet with the needs of the dental institution.

- Competencies are adapted from ADEA competencies for the new general dentist, CODA Educational standards and BCD.
- ADEA- Competencies for the New General Dentist. Journal of Dental Education 2011; 75 (7): 931-35
- The dress guidelines were obtained from documents of University of Washington and Melbourne dental schools. It has been modified to fit the needs of PNU College of Dentistry students.
- The code of ethics has been inspired from several references:
- The University of British of Colombia, Faculty of Dentistry, Code of Ethics, <http://www.dentistry.ubc.ca/treatment/code-of-ethics/>
- American Students Dental Association. ASDA Ethics Code <http://www.asdanet.org/codeofethics.aspx>
- American Dental Education Association, ADEA Dental Faculty Code of Conduct http://www.adea.org/about_adea/governance/ADEA_Dental_Faculty_Code_of_Conduct.html
- American Dental Association Principles of Ethics and Code of Professional Conduct http://www.ada.org/~media/ADA/About%20the%20ADA/Files/code_of_ethics_2012.ashx
- Australian Dental Association Inc. Code of Ethics for Dentist http://www.ada.org.au/app_cmslib/media/lib/1302/m482656_v1_policy%20statement%206.5.1%20code%20of%20ethics%20for%20dentists.pdf

- **Royal College of Dental Surgeons of Ontario, Code of Ethics_**
http://www.rcdso.org/Assets/DOCUMENTS/Professional_Practice/Code_of_Ethics/RCDSO_Code_of_Ethics.PDF
- **Boston University Code of Conduct**