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# جـاممـة الأميـــــــورة بنت عبدالرحمن <br> Princess Nourah bint Abdulrahman University 

## Program Guide

## Bachelor of Medicine Bachelor of Surgery (MBBS)

## Kingdom Of Saudi Arabia

Ministry Of Education
Princess Nourah mint Abdulrahman University (048)


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كلية الطب البشري
(وكالة التطوير و الجودة))

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The Organizational Structure
College of Medicine


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## About the college:

The College of Medicine was established at Princes Norah bent Abdulrahman University on 22.05.1433H according to the approval of the custodian of the two holy Mosques- King Abdullah Bin Abdul-Aziz - may Allah Karim has mercy upon him. The College of Medicine received the first batch of the female students at beginning of the academic year $1434 \backslash 1433 \mathrm{H}$.

## College Vision:

To be a global and local guiding light in the field of Medical education, Health services, Scientific research and Community service.

## College Mission:

To improve the level of health in kingdom of Saudi Arabia through preparing distinctive female physicians that qualified with the principles of international medical skills by integrating education and research in an inclusive and innovative learning environment. Also, serve the community efficiently.

## College Goals:

1- Providing a distinguished scientific environment that is able to educate and train the students and that has the potential and high qualifications in accordance with the standards of international medical education.
2- Enabling students, the skills of continuous self-learning and higher thinking skills.
3- Preparing outstanding female physicians who are qualified for medical practice in accordance with the regulations and professional ethics.
4- Research excellence in medical education and health sciences.
5- Writing, translating and disseminating knowledge in the medical practice.
6- Application of the principles of preventive medicine, health promotion and spreading awareness of those principles in the community.
7- Providing high quality educational program for undergraduate and postgraduate studies in the field of medicine, Consistent with local and global standards.
8- Improving the performance of the administrative and academic staff by achieving job satisfaction and stability and skills development programs.
9- Establishing partnerships with community, research and educational institutions at the local and international levels.

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## The Program Mission:

To prepare outstanding female physicians who have professional, leadership and research skills in accordance with community needs and international medical standards.

## Program's Goals:

1-Qualifying graduate in the field of medicine efficiently and effectively according to international medical standards.
2- Preparing female physicians capable of continuous self-learning and work within a team.
3- Equipping graduate with critical -thinking and problem-solving skills.
4- Providing an outstanding scientific environment that is effective and student centered and simulating for innovation and creativity.

## Graduates attributes:

Medical bachelor's degree graduates after completion of medical program should demonstrate the following:

## 1. Medical knowledge and skills

An up to date, comprehensive knowledge in theoretical and practical skills of all aspects of medical fields, those are required for effective practice of medicine

## 2. Problem solving skills

The ability to investigate complex problems and develop creative solutions with limited guidance, using insights from their own and other related fields of study.

## 3. Leadership and collaboration

The ability to work in team or multidisciplinary team as a leader or team member to provide their patients with best health care services.

## 4. Research skills

Skills in research and in accessing, appraising and applying current best evidence with efficient use of medical resources

## 5. Islamic values, ethics and professionalism

Demonstration of high level of ethical and responsible behavior consistent with Islamic values and beliefs and reflecting high levels of loyalty, responsibility and commitment to service to society.

## 6. Patient safety

A commitment to patient safety by improving the quality of health care and reducing medical errors and not to ignore the importance of knowing their limits and seek help when needed

## 7. Community oriented

A commitment to the population, as well as individual health by practicing preventive medicine and health promotion.

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## Academic degrees given by the College:

Bachelor of Medicine Bachelor of Surgery (MBBS).

## Study system:

Annual.

## Admission Requirements:

$>$ Admission to each health college directly.
$>$ Adoption of composite ratio ( $30 \%$ secondary school $30 \%$ capacity $40 \%$ summative).
$>$ Composite ratio of not less than $85 \%$.
$>$ Pass a test to determine the level of English or bring proof of the level of English.
$>$ TOFEL class equal to 4 or equivalent to TOFEL IELTS for one student tests).
$>$ STEP, proficiency for English.
$>$ Pass the personal interview.
$>$ Pass the medical examination.
P Pass the foundation year of health colleges at a high rate.

## Job opportunities:

- Qualified female doctors from college of medicine, would be able to serve in both health and medical education sectors, their scope of work will encompass public as well as private institutions.
- Researchers in different health related fields including preventive, diagnostic and therapeutic sciences.


## Study Language:

- English language for fulfillment of the health college requirements.
- Arabic language for fulfillment of the university requirements.

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Names and codes for courses in College of Medicine


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## Courses description

## First year

Course title and code: Foundation Block (FOND 111)
Credit hours: 10 hours
Pre-requisites for this course: passing Preparatory year successfully
Course Description: This block is composed of 10 weeks including the consolidation and exam weeks. In each week of block, specific theme will be taught with corresponding lectures and Practical. There are 3Problem Based Learning (PBL) cases in this block. The basic concepts of CPR and vital signs will be taught in the simulation labs.

Course title and code: Musculoskeletal Block (MUSC 115)
Credit hours: 6 hours
Pre-requisites for this course: passing Preparatory year successfully
Course Description: This block is composed of6 weeks of lectures, practical sessions, PBLs, Self-Directed Learning, simulation, and tutorials. The course focuses on structures and functions of the different components of the musculoskeletal system, pathogenesis, as well as pharmacological management plan in the treatment of common diseases of musculoskeletal system

Course title and code: Cardiovascular Block (CARD-113)
Credit hours: 7 hours
Pre-requisites for this course: passing Preparatory year successfully
Course Description: The course includes 7 weeks in total. Basic sciences subjects' anatomy, physiology, biochemistry, pharmacology, microbiology, pharmacology, pathology. Practical's related to various subjects are included and later to integrate the basic knowledge with the clinical subjects 3 PBLs are added. Tutorials are included depending on the level of difficulty of various subjects.

Course title and code: Respiratory Block (RESP112)
Credit hours: 4 hours
Pre-requisites for this course: passing Preparatory year successfully
Course Description: This comprehensive respiratory course introduces anatomical and physiological basis as well as pathogenesis of different respiratory diseases, with means of diagnosis and pharmacological treatments.

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Course title and code: Renal Block (REN 114)
Credit hours: 4 hours.
Pre-requisites for this course: passing Preparatory year successfully
Course Description: Renal Course is offered for 4 weeks duration during the second semester to the first-year medical students. Topics are organized based on the theme of the week and delivered through lectures, laboratory sessions, Problem Based Learning (PBL), Self-directed Learning (SDL), and simulation.

Course title and code: Leaning Skills (SKLL 101)
Credit hours: 2 hours.
Pre-requisites for this course: passing Preparatory year successfully
Course Description: Learning skills are critical determinants of the success in a learner-centered model. It is important for medical students to develop sound learning habits which will help them to successfully continue in their professional life. These habits include the identification of their learning needs, selection of what to learn as well as reflect on their learning experience. This "learning skills" course aims to facilitate the transition of the students into academic learning culture through specific learning skills and self-motivation to succeed in their academic pursuit.

## Second year

Course title and code: Nervous System block (NERV 222)
Credit hours: 12 hours
Pre-requisites for this course: passing first year successfully
Course Description: The Nervous System block is composed of 10 weeks including the consolidation and exam weeks. It is given in the $1^{\text {st }}$ semester of $2^{\text {nd }}$ year. In this block, students will study the development, structure and function of the nervous system as well as the basics of diagnosis, treatment and management of neurologic, psychological and psychiatric disorders. In Each week of the block, a specific theme will be taught with their corresponding lectures and practical. There are 4 PBL cases in this block corresponding to the themes of the week.

Course title and code: Endocrine Block (ENDO 225)
Credit hours: 6 hours
Pre-requisites for this course: passing first year successfully
Course Description: The Endocrinology block will be conducted in 7 weeks. It includes lectures, practical, problem-based learning, demonstrations, self-directed learning, smart-lab, and clinical session

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Course title and code: Gastrointestinal and Hematology Block (GITN 223)
Credit hours: 4 hours
Pre-requisites for this course: passing first year successfully
Course Description: This course is given in second semester. It consists of eight teaching weeks, one-week consolidation and the last week is the examination week. The course provides future physicians with a strong foundation in the structure and function of gastrointestinal organs and the basis of hematology. This block will cover preclinical concepts in structure, function, and disease. The gastrointestinal system includes the salivary gland, esophagus, stomach, spleen, small and large intestine, liver, and pancreas. The development, anatomy, histology, physiology, biochemistry, and pathology of each of these major organs will be discussed in detail. Disease processes of these organs and body regions will be presented, focusing on the molecular and physiological mechanisms of disease and basic approaches to medical treatment. The students will learn to design a management plan and appraise the pharmacological basis of drugs used in the management of common diseases of gastrointestinal tract and blood system. Students will be introduced to history taking and physical exam skills relevant to the organ systems and body regions of the gastrointestinal tract. The teaching methodology includes lectures, practical sessions, and PBL tutorials.

Course title and code: Reproductive system (REPR 224)
Credit hours: 6 hours
Pre-requisites for this course: passing first year successfully
Course Description: Male and female reproductive system: normal structure, function and organization, pathophysiology and diagnosis of disorders of the reproductive system as well as Treatment of common reproductive disorders, contraception.

Course title and code: Medical Professionalism (SKLL 221)
Credit hours: 6 hours
Pre-requisites for this course: passing first year successfully
Course Description: In this course students will study the basic concepts of medical professionalism, the definitions of professionalism and the key elements and attributes of professionalism. The course will not just provide students with theoretical basis but also with practical aspects in relation to professional attitude, ethical and legal issues, effective communication, and the qualities of standards required for the professionalism.

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## Third year

Course title and code: Medical Informatics (CMI 301)
Credit hours: 2 hours
Pre-requisites for this course: passing first and second year successfully
Course Description: It is an annual course consists of lectures and online classes. It is an introductory course for bachelor's 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, etc.

Course title and code: Medical Research (CMED 304)
Credit hours: 6 hours
Pre-requisites for this course: passing first and second year successfully
Course Description: A whole year course which introduces students to the key principles of biomedical research, biostatistics, and data management. Students are required to plan, construct a research proposal, conduct a small research project, collect, manage and analyze data, and write a paper using the guidelines and the format provided.

Course title and code: Ethics of Muslim Physician (CMED 395)
Credit hours: 3 hours
Pre-requisites for this course: passing first and second year successfully
Course Description: It is an annual course in the form of interactive lectures, group discussions, multiple online assignments, presentations and research. This is an introductory course for bachelor's degree students in Medicine. The main objectives of this course are Identification of ethical non-ethical practices, facing multiple ethical dilemmas and Listing the important principles of research ethics from Islamic perspective. Specialized college of Medicine staff members covering various areas of medical and healthcare ethical dilemma conduct topics.

Course title and code: Community Medicine (COMM 311)
Credit hours: 4 hours
Pre-requisites for this course: passing first and second year successfully
Course Description: This is a whole year course which mainly focus on introducing the medical students to the basics of community \& preventive medicine. It encompasses various sessions on the principles of Epidemiology, Infectious and non-communicable disease Epidemiology, Environmental \& Occupational Health, in addition to the Health Management. It also focusses on providing the students with the necessary knowledge that will lead their future preventive approach towards community health problems.

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Course title and code: Forensic Medicine and Toxicology (FORM 321)
Credit hours: 2 hours
Pre-requisites for this course: passing first and second year successfully
Course Description: The course will help students to make medico-legal judgment on simple forensic cases and manage patients intoxicated with common poisons

Course title and code: Internal Medicine (MED 341)
Credit hours: 10 hours
Pre-requisites for this course: passing first and second year successfully
Course Description:3 days per week interactive lectures and case-based learning are taken at the college. Besides this, 2 days per week bedside teaching at hospital, and skill lab sessions conducted at a fully equipped simulation center in the college.

Course title and code: Medical Radiology \& Body Imaging (RAD 365)
Credit hours: 2 hours
Pre-requisites for this course: passing first and second year successfully
Course Description: The course lasts for the whole year, the course includes interactive tutorial sessions and case discussion sessions, it is delivered two hours weekly.

The aim of this course is to gain an overview of the medical radiology Specialty, by the end of this course the students will be able to differentiates between normal and abnormal findings on the different imaging modalities, correlate the imaging findings with the clinical finding, and recommend the appropriate radiological examination for the common clinical problems

Course title and code: General Surgery course (SURG 351)
Credit hours: 8hours
Pre-requisites for this course: passing first and second year successfully
Course Description: General surgery course is aimed to familiarize students with common, serious and life threatening surgical diseases and for the student to develop an understanding of how they present clinically; how to systematically evaluate these conditions; how they are investigated; principles of management; how to assess priorities for treatment; and when and how to initiate referral.


## Fourth Year

Course title and code: Orthopedics (SURG452)
Credit hours: 6 hours
Pre-requisites for this course: passing third year successfully
Course Description: This course embraces the knowledge and skills required to provide the general practitioner \& emergency department doctors with the basics \& principles in common orthopedic disorders as well as trauma and know when to refer.

Course title and code: Psychiatry (PSYC 462)
Credit hours: 4 hours
Pre-requisites for this course: passing third year successfully
Course Description: The course consists of 6 weeks in which the student will exposed to the common psychiatric disorders and the management. First 2 weeks will be devoted to acquiring knowledge and understanding of common diseases related to psychiatry in term of clinical presentation, diagnosis, basic investigations and managements by theoretical lectures, tutorials, videos and simulated patients. Next 4 weeks will be directed to acquire and become proficient in basic clinical skills, such as the ability to obtain a patient's psychiatric history, to perform a mental status examination, and to interpret the findings.

Course title and code: Otorhinolaryngology (ORL 431)
Credit hours: 4 hours
Pre-requisites for this course: passing third year successfully
Course Description: The students will be introduced to ENT field through a 6 weeks course in which the first 2 weeks consist of theoretical lectures and self-directed learning while the remaining 3 weeks consist of a pure clinical exposure to the different clinics (ENT, Audiology, Speech and Swallowing ), operative theater and in patients, At the End of the course during the 6th weeks the students will be examine to measure and evaluate their acquisition in the course .

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Course title and code: Dermatology (DEM 493)
Credit hours:2 hours
Pre-requisites for this course: passing third year successfully
Course Description: During the course, students will be introduced to description of skin lesions, cutaneous manifestations of many systematic diseases. The course material is delivered through lectures, simulations and group discussions.

Field experience course title and code: Elective studies 1(ELC 101)
Credit hours: 3 hours
Pre-requisites for this course: passing third year successfully
Course Description: The elective rotation is an intensive and comprehensive 14 days training, that will provide the students with a strong foundation in the profession of medical practice. The course allows the student to observe and practice medical skills in real world experience in the specialty of their interest. The students should be responsible of attending every day since the start of working hours of the hospital they had chosen attending morning report had different task every day take care of 2 or more patient if applicable.
Attending emergency department, clinics cover all the areas related to the department they chose. They should show interest and improve the knowledge. Participate in the presentations obtain investigations, discuss management plans for the patients and do on calls.

Course title and code: Primary Health Care (COMM 421)
Credit hours: 6 hours
Pre-requisites for this course: passing third year successfully
Course Description: The Course is delivered over six weeks. It consists of lectures presented during the first two weeks, student led seminars ( 14 total), one Evidence based medicine (EBM) workshop, three simulated clinics, two case based discussions (CBD) and one EBM presentation in addition to the clinical exposure to the family medicine clinics at hospitals and primary care centers.

Course title and code: Basics of Anesthesia (CMED 444)
Credit hours: 4 hours
Pre-requisites for this course: passing third year successfully
Course Description: This course is delivered over 2 weeks. It consists of lectures, many skills simulation sessions e.g. Airway management skills, IV-line insertions and neuraxial techniques. They also have simulation scenarios for difficult situations beside the hospital clinical experience.

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Course title and code: Obstetrics and Gynecology (GYN 481)
Credit hours: 8 hours
Pre-requisites for this course: passing third year successfully
Course Description: an 8-week course and the ninth week is for the final exam.
The rotation provides an introduction to the care of women of all ages and will prepare the student for her future role as a physician regardless of the ultimate career goal. It provides basic knowledge and skills specific to the reproductive health maintenance, the diagnosis and management of its disorders. We will emphasize the importance of quality Obstetrics and Gynecology in providing continuous comprehensive care of women, experiencing how OB-GYN merges surgery, medicine and primary preventive care into a single practice and how overall mental and physical health interacts with reproductive function.
The first week of the rotation will be dedicated to lectures and case-based discussion.
Then, the clinical teaching will start on the 2nd week in the hospital 3 days a week
And will have lectures, case-based discussion tutorials, simulation cases and skill lab sessions on other days.

## Fifth Year

Course title and code: General Surgery \& Anesthesia Practice (SURG 551)
Credit hours: 10 hours
Pre-requisites for this course: passing $4^{\text {th }}$ year of medical school successfully.
Course Description: The course will be initial two weeks didactic lectures covering the main surgical topics, and skill lab refresher to skills learnt in 3rd year and skill lab to go over skills necessary to learn before clinical rotation. Students will also be assigned student presentation in the first two weeks in the topics required to be covered. The next 8 weeks will be divided into 4 weeks general surgery clinical rotation and 4 weeks subspecialty, a week in each. Students are expected to fully integrate and function as sub interns.

Course title and code: Pediatrics (PED 573)
Credit hours: 10 hours
Pre-requisites for this course: passing $4^{\text {th }}$ year of medical school successfully.
Course Description: A 12 week clinical course, the first 2 weeks are introductory and composed of lectures and tutorials in the campus then starting from the third - eleventh week the students go to clinical training in different hospitals on 3 days and will be in campus on 2 days for CBL, seminars and simulation lab.

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Course title and code: Internal Medicine Practice (MED 541)
Credit hours: 10 Hours
Pre-requisites for this course: passing $4^{\text {th }}$ year of medical school successfully.
Course Description: The course will be for 11 weeks which includes 5 weeks clinical rotations, two weeks each with one day per week for theoretical teaching and the last week for the final exams. During the clinical rotation, the student will be assigned to a Medicine subspecialty team as a sub-intern, and the student will rotate with five Sub-specialty team during this course: two weeks each. The student will get theoretical teaching one day per week. Each group will be divided to small subgroups and they will be attached to one of the consultants in the unit to discuss the cases they see and their performance during the week.

Field experience course title and code: Elective studies-2 (ELC 102)
Credit hours: 3 Hours.
Pre-requisites for this course: passing $4^{\text {th }}$ year of medical school successfully.
Course Description: The elective rotation is an intensive and comprehensive 14 days training, that will provide the students with a strong foundation in the profession of medical practice. The course allows the student to observe and practice medical skills in real world experience in the specialty of their interest. The students should be responsible of attending every day since the start of working hours of the hospital they had chosen attending morning report had different task every day take care of 2 or more patient if applicable. Attending emergency department, clinics cover all the areas related to the department they chose. They should show interest and improve the knowledge. Participate in the presentations obtain investigations and read. Discuss management plans for the patients and do on calls.

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## Requirements for obtaining the original graduation certificate:

## 1-Passing the internship year:

Completion of internship year is required for the graduates to obtain the graduation certificate. The student should enroll on the internship year which last for 12 months, within 6 months after completion of all graduation requirements. The program of internship includes practical training in governmental hospitals with possibility of having the elective courses in private hospitals. So, the student has an opportunity to apply her medical knowledge, develop skills (clinical, communication \& professional) and learn medical ethics.

## Dropping out of training:

1- If the period is more than six months after graduation and less than one year, the student should undergo re-testing of the subjects such as internal medicine and surgery (clinical courses). In case the student does not pass the first time, the student can re-take the test after 1-month interval.
2- If the period is one to two years, she should repeat the following courses and their exams before enrollment in the training for internship:

| GYN 481 | Obstetrics \& Gynecology |
| :---: | :---: |
| MED 541 |  |
| PED 573 | Internal Medicine Practice |
| SURG 551 | Pediatrics |
|  |  |

The exam result will be announced as pass/ fail without a grade. In case of failure, the exam can be repeated after one-month interval.

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3- If the period is more than two years, the student will repeat the following clinical courses and exams be for enrollment in the training for internship:

| MED 341 | Internal Medicine |
| :---: | :---: |
| SURG 351 | General Surgery |
| GYN 481 | Obstetrics \& Gynecology |
| MED 541 | Internal Medicine Practice |
| PED 573 | Pediatrics |
| SURG 551 | Practice |

The exam result will be announced as pass/ fail without a grade. In case of failure, the exam can be repeated after one-month interval.

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## The Study Plan

The Study Plan of bachelor's degree in college of medicine consists of (221) credit hours which are distributed as the following:

| The requirements |  | Number of credit hours |
| :---: | :---: | :---: |
| University requirements |  | $\mathbf{1 2}$ credit hours |
| Health college requirements | Obligatory | $\mathbf{3 1}$ credit hours |
| Program requirements | Obligatory | $\mathbf{1 7 2}$ credit hours |
|  | Elective | $\mathbf{6}$ credit hours |
| Total | 221 credit hours |  |

## University requirements

The courses that all university students in all colleges should study which are 6coursesthat encounter for 12 credit hours, are distributed as the following:


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## Health colleges requirements

The common courses for all health colleges, which are ( 10 courses) encounter for 31 credit hours, distributed as the following:

| Course name | CodelNo | Hours number |  |  | CR | Prerequisite |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | LT | practice | training <br> TR |  |

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## MBBS Program requirements

These are (32) courses, encounter for (178) credit hours, all are obligatory:


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## The study plan of bachelor's degree in college of medicine <br> Foundational year <br> First level



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## Foundational year

 Second level

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The study plan for bachelor＇s degree in college of medicine First year


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## Second year



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## Third year

| Course name | CodelNo | Hours number |  |  | Prerequisite |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | LT | practice |  | CR |

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## Fourth year



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## Fifth year



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## Student Services:

The Student services is part of the College Vice Dean of Student Services and Community Services and includes One of the main Unit (Students support Unit) which you can find all the detailed in this student guidance:
https://www.pnu.edu.sa/ar/ViceRectorates/VRCSED/Documents/3172019/Support.pdf
other services and facilities that you can find out about are:

- University Medical Center (A4, ground floor)
https://www.pnu.edu.sa/en/Deanship/studaffairs/Pages/sssc.aspx
- Housing office
https://www.pnu.edu.sa/ar/Pages/StudentHosting.aspx
- Student supports and services in (A4) https://www.pnu.edu.sa/ar/Deanship/studaffairs/Documents/folded\ up.pdf
- Nutrition office https://www.pnu.edu.sa/en/Deanship/studaffairs/AgencyStudentServices/Pages/feed.aspx
- Students' Academic Guidance https://drive.google.com/open?id=15PDyllhZOnimz32jbeKvQNQWMfO3KIle
- Student services. https://www.pnu.edu.sa/en/Deanship/studaffairs/AgencyStudentServices/Pages/suss.aspx
- student activities services.
https://www.pnu.edu.sa/en/Deanship/studaffairs/AgencyActivitiesStudent/Pages/Brief.a spx


## Activities of the College of Medicine:

## Office of extracurricular activities

activities is concerned about the student's life out of the college curricular classes through developing their character, and the initiate the spirit of responsibility in the student, from this point, it will be planned to have extracurricular activities for students prepared annually and contain a rich variety of workshops, training courses, lectures, campaigns and celebrating National and international events and voluntary work and is limited under eight areas, namely the field of self-development and character building, health and nutrition, Art, education and culture, technical, the field of public and recreational activities, volunteer work, community service and the field of scientific research.

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## Student Clubs

1- Future Doctor Club:

## Club Vision

The Future Doctor Club seeks to be the first pioneer in its field to be one of the first risers in the society and to invest the energies and creativity of young women at the individual level as a student, university level as a college and finally at the community level. Their talents and giving them sufficient support to develop their hobbies and encourage students to express themselves through their art and enrich the cultural, cognitive, health and awareness aspects.

## Club Goals

1-Prove that the students at college of Medicine at Princess Nourah bint Abdulrahman University are capable of achievement and creativity in their field and in other fields
2-Attracting talented and those interested in the medical field and directing their talents towards what serves their religion and our country
3-Contributing to raising health awareness and health culture among the community members
4-Reveal and spread awareness of the diseases prevalent in society and to clarify ways to prevent them
5-Correcting some of the misconceptions gained from the habits and traditions prevalent in the society about ways to treat diseases
6-Contribute to raising the efficiency of female college students by taking their hands to go beyond the study stage in full and also through consultations, projects, development program, training and workshops
7-Open areas of cooperation with other clubs and clubs and highlight the capabilities of the members of the club to give and their creativity.

## 2-Best Doctors Club:

In 2018, the club was established to support outstanding female students and provide training courses to support the students. The courses are announced by the best female students at the university.

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## Local library at the college of medicine

## Introduction and Objectives:

The library is considered a fundamental element in the education process. It is in light of this importance, to support the educational process. The library has been equipped with human cadres who are academically, technically, and technologically qualified in all library fields, to achieve the following objectives:

1. Facilitating scientific research.
2. Collecting and developing sources of information (acquisition, indexing, retrieval, etc.)
3. Introducing the latest in scientific production.
4. Providing and lending books to college affiliates.
5. Cooperating on all matters that lead to the betterment of library services, exchange of experiences, and information-sharing.
6. Introducing students and faculty members to the services provided by the library.
7. Providing a quiet and suitable place for reading.

## Library Beneficiaries

- College students.
- Faculty members, administrative members, and technical staff.


## Library Services

- Prepare suitable reading and research areas.
- Provide external loan services where beneficiaries are able to take the loaned Materials outside the library.
- Follow-up on material return dates and issue reminders accordingly.
- Reserve references for beneficiaries on the condition that they do not exceed the maximum number of materials on loan.
- Answer queries presented by library beneficiaries, whether directly, via phone or email.
- Guide beneficiaries to the references they need.
- Teach and train beneficiaries on the use of different references.
- Provide Internet services that allow researchers to obtain materials for their research.
- Provide current notification services, by means of which beneficiaries are aware of the latest information vessels available at the library on specific topics. This is done by:
- Printing a list of the new references and the major titles and placing them on the
- new arrivals' shelf in a prominent location in the library. o Displaying the important announcements on a library billboard.
- Provide high quality photocopying machines for the use of library beneficiaries. Number of References on Loan


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- Faculty members: 6 references.
- Administrative members: 4 references.
- Students: 4 references.


## Book Loan Conditions

- Present university ID card.
- References on loan must be returned in a timely manner to avoid fines or penalties.
- References on loan must be well maintained.
- Students are not provided with clearances until loaned references are returned to the library.


## Book Loan Rules

- Textbooks are loaned for one semester, to be returned after exams. After that, students are fined 2 Riyals for each day of delay.
- Reference materials are loaned for two renewable weeks. After that, students are fined 2 Riyals for each day of delay.
- Students are banned from book loans for one entire semester if they do not return textbooks on time.
- References on loan must be maintained and cared for. Should the reference become damaged due to misuse or loss, the student pays a penalty amounting to twice the actual value of the reference or brings a replacement.
- Beneficiaries may renew loan only once, provided that the reference is not on demand by other beneficiaries.
- Beneficiaries commit to returning the references before the specified loan period if asked to do so, within a maximum of one week after notification.
- Reference loan renewals are provided if needed by beneficiaries.


## Book Reservations

- When teaching specific materials, faculty members may reserve one reference or more for students to use inside the library.
- The librarian may reserve a reference if she deems it necessary.


## Loaning Reserved References

- Internal loan for a maximum of two hours per student according to the demand on the reference.
- The librarian may loan some copies of the reserved references one hour prior to the close of business, to be returned on the morning of the following workday before 9 am .


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(وكالة التطوير الطب البشريد) (لجود)

## Library Penalties

- Students are charged 2 riyals for each day of delay in returning loaned references.
- Students commit to submitting a replacement copy of any reference that has been lost or returned damaged.
- Students commit to paying the amount specified by the college for lost or damaged rare references.


## Disclaimer

- Students receive a disclaimer form upon graduation or leaving the university.
- Disclaimers are given to faculty members and administrative staff members upon resignation, retirement, or transfer.


## Electronic Digital Library Service:

The Saudi Digital Library is accessed through the e-learning management system (Blackboard) on behalf of the user (post office).

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## Study System and Stages

- The teaching system at the Faculty of Medicine at Princess Nourah bint Abdulrahman University is based on a structured learning system that includes traditional based learning as well as problem-based learning.
- Education in the Faculty of Medicine is divided into four stages of study:


## First Stage: Foundation Year:

Students retaught and evaluated in the Foundation Year For health colleges through the Deanship of Foundation Year.

## Second stage: First and Second Year:

Medical program consists in the first two years of the system of decisions based on the integration of basic and clinical sciences Through sequential courses on the integrated human body, which includes all disciplines of basic science according to the body's vital organs, in addition to Annual courses such as learning skills , professional medical and communication skills and introduction in clinical medicine.

## Third Stage: Third Year:

The third year for the medical student is a transitional year between the integrated human system, which was studied in the second phase and between the clinical years (fourth and fifth year of the program).
-Students will learn basic clinical courses in the third year including internal medicine and surgery as well as non-clinical courses Such as research methodology and ethics of Muslim doctor and forensic medicine, medical informatics, community medicine and medical radiology.

## Fourth Stage: Fourth and Fifth Year:

The fourth and fifth years are the final clinical years in which clinical specialties are given such as internal medicine, general surgery, pediatrics, gynecology, obstetrics, ophthalmology, dermatology, Otorhinolaryngology, orthopedics, primary health care and psychiatry.

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## Studying Rules and Regulations

The student is responsible for knowing the study and follow - up system of regulations, including the study plan and graduation requirements in the College of Medicine, which is Based on the list of study and tests in Princess Nourah bint Abdulrahman university.

## Attendance

- the subject coordinator gives initial warning if the absence rate of more than $10 \%$ of the total lectures the same course, and a second warning if the percentage of absence is $20 \%$ of the total lectures of the course.
- If the percentage of the student's absence from the course is more than $25 \%$ without any acceptable excuse, she is not allowed to enter the final test of the course and to be deprived of that course.
- If there is an acceptable excuse and the attendance rate is at least $50 \%$, the student shall submit a request to the College Council and upon approval and approval by the Council, it shall allow the student to enter the final examination.


## Withdrawal of studying

-The student may withdraw From a course to five courses at the most for the duration of her studies at the university to submit excuse not later than the tenth week of the semester or the last third of the course before final exams scheduled that's for the short - term courses (4-8 weeks).

- The student may excuse for maximum of two courses in the semester, provided that the number of credit hours remaining is not less than the minimum academic load of 15 units.
Withdraw for the entire academic year:
-The student shall apply for withdrawal according to the form prepared for that purpose
- withdraw for a year of study determined on the years to withdraw not more than two - year non consecutive terms throughout the stay at the university, and then recorded after that enfolds and the Council of the University exception to that.
- The apology period shall be at least five weeks before the start of the final tests.
- The results of the courses for which the student has been assigned a degree shall be calculated.


## Postponement of study

-The student may apply for the postponement of the study before the end of the second week of the start of the study.

- The duration of the postponement shall not be counted within the period necessary for the completion of the graduation requirements. The student in the colleges that apply the annual system shall be entitled to postpone one academic year only.


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## Dropout, enrollment and re-enrollment

-If a regular student stops studying for a semester without a request for postponement, her enrollment is canceled from the university.

- If a student fails to attend all the courses of the semester, or when she is present for three weeks at most in the semester she is counted as a drop out.
- the course coordinator raises the names of the students who dropped out from attending the course to the head of the department followed by scheduled starting from the fourth week and a maximum of the end of the ninth week.
- The College Council starts from the fifth week of the semester depends on the enrollment of female students who are dropped out of the study and submits to the Deanship of Admissions and Registration.
- The dropped out student should apply to the Deanship of Admissions and Registration shall apply to the Deanship of Admissions and Registration to apply for re-enrollment through selfservice, provided that it is within four semesters (or two academic years for colleges applying the school year system).The Deanship of Admissions and Registration shall submit applications for re-enrollment to the College for submission to the College and College Boards. The Dean of the College shall inform the Deanship of Admissions and Registration at the decision of the College Council to complete the re-registration procedures on the academic system.


## Registration of courses for students with special condition:

- the courses for students with special cases should be recorded in each semester taking in consideration not having any conflict in the school schedule, and that registration in the courses according to schedules and controls of the study plan (previous or concurrent requirements).


## The student is allowed to register the course and its requirements if the following conditions are met

- The student should be expected to graduate.
- The College Council shall examine the cases in which a student who failed in a course that has been studied as a requirement is allowed to be dismissed.
- Repentance is not due to deprivation.
- The registration must be through the Deanship of Admission and Registration only and upon recommendation from the student's college.


## Expelled from the university

- The student shall be dismissed from the university academically in the following two cases
- If you get two consecutive warnings (the cumulative rate has dropped to 2.5 ).
- If the student does not complete the graduation requirements during the regular period (maximum period of one and half the program duration with the foundation year of the health colleges counted), the duration of the medical program is 6 years.


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## Award of Honor Lists

- The University of Princess Nourah bint Abdulrahman Abdulrahman awards the student upon graduation honors as follows
- The first honorary rank with a cumulative average of not less than (4.75) of (5).
- The second honorary rank with a cumulative average of (4.25) to less than (4.75) of (5).
- The first or second honors requirements as follow: - The student has not failed in any course taught at the university or at another university.
- The student should not exceed the statutory period for completing graduation requirements.
- The student must have studied at the University of Princess Nourah bint Abdulrahman Bent Abdulrahman at least ( $60 \%$ ) of the graduation requirements.
- The student should not be separated from the university for disciplinary reasons.


## The academic transcript and the method of calculating the GPA

academic transcript is a statement shows the studying progress of the student, and includes courses studied in each semester with its academic symbols, figures, course units , and grades of assessments and estimates of its units obtained as the record that shows the quarterly average and the cumulative rate. in addition to the courses that was equivalent for transfer students.

## Assessment and Examination Internal Policy \& Procedure :

https://drive.google.com/open?id=17gzTxu3aJXW2dwYLL4mDzM4KirsVjjWm

## The Rules governing the Protection of Students' Rights and Duties:

https://www.pnu.edu.sa/en/Deanship/studaffairs/Pages/rgpr.aspx

## Students' Rights and Duties Regulation:

https://www.pnu.edu.sa/en/Deanship/studaffairs/Pages/drds.aspx

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## Academic transcript and estimation codes

| symbol <br> In English | Class limits | Points |  | grade <br> In English |
| :--- | :--- | :--- | :--- | :--- |
| A + | $95-100$ | 5,00 | 4,00 | Exceptional |
| A | 90 lessthan95 | 4.75 | 3.75 | Excellent |
| B + | 85 less than 90 | 4,50 | 3.50 | Superior |
| B | 80 less than 85 | 4,00 | 3,00 | Very Good |
| C + | 75 less than 80 | 3.50 | 2,50 | Above Average |
| C | 70 less than 75 | 3,00 | 2.00 | Good |
| D + | 65 less than 70 | 2,50 | 1,50 | High Pass |
| D | 60 less than 65 | 2.00 | 1,00 | Pass |
| F | Less than 60 | 1.00 | 0 | Fail |
| IP | ----- | - | - | In-Progress |
| IC | ----- | - | - | In-Complete |
| BN | ---- | 1,00 | 0 | Denial |
| NP | 60 and more | - | - | No grade-Pass |
| NF | Less than 60 | - | - | No grade-Fail |
| W | ----- | - | - | Withdrawn |
| D2 | 60 | 2 | 1 | Pass Reset |
| EQ |  |  | 0 | Equivalent |

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## An example of calculating the annual and cumulative GPA:

| Course | number of <br> units | Percentage | Grade | Weight <br> estimation | Number <br> of points |
| :--- | :--- | :--- | :--- | :--- | :--- |
| SKLL <br> $\mathbf{1 0 1}$ | 2 | $\mathbf{8 5}$ | $\mathbf{B}+$ | $\mathbf{4 , 5 0}$ | $\mathbf{9 . 0 0}$ |
| FOND <br> $\mathbf{1 1 1}$ | 10 | $\mathbf{7 0}$ | $\mathbf{C}$ | $\mathbf{3 , 0 0}$ | $\mathbf{3 0 . 0 0}$ |
| RESP <br> $\mathbf{1 1 2}$ | 4 | $\mathbf{9 2}$ | $\mathbf{A}$ | $\mathbf{4 . 7 5}$ | $\mathbf{1 9 . 0 0}$ |
| CARD <br> $\mathbf{1 1 3}$ | 7 | $\mathbf{8 0}$ | $\mathbf{B}$ | $\mathbf{4 , 0 0}$ | $\mathbf{2 8 . 0 0}$ |
| REN <br> $\mathbf{1 1 4}$ | 4 | $\mathbf{8 5}$ | $\mathbf{B}+$ | $\mathbf{4 , 5 0}$ | $\mathbf{1 8 . 0 0}$ |
| MUSC <br> $\mathbf{1 1 5}$ | 6 | $\mathbf{7 0}$ | $\mathbf{C}$ | $\mathbf{3 , 0 0}$ | $\mathbf{1 8 . 0 0}$ |
| $\mathbf{\text { ISLS }} \mathbf{3 0 3}$ | 2 | $\mathbf{9 2}$ | $\mathbf{A}$ | $\mathbf{4 . 7 5}$ | $\mathbf{9 . 5 0}$ |
| ARAB <br> $\mathbf{2 0 2}$ | 2 | $\mathbf{8 0}$ | $\mathbf{B}$ | $\mathbf{4 , 0 0}$ | $\mathbf{8 . 0 0}$ |
| Total | $\mathbf{3 7}$ |  |  |  | $\mathbf{1 3 9 . 5}$ |

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Cumulative GPA $=$ Total points from all years $=(\mathbf{1 3 9 . 5 + 1 0 0})=3.28$
Total Units from all years $\quad 37+36$

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College of Medicine
Dean's Office


[^0]:    Course title and code: Ophthalmology (OPT 432)
    Credit hours:4 hours
    Pre-requisites for this course: passing third year successfully
    Course Description: The course lasts for 6 weeks (the last week is the examination week) The first 2 weeks are of theoretical teaching in which the basic knowledge of common ocular conditions is given in the traditional classroom lectures. The next 4 weeks are of clinical attachment in which they learn all ocular clinical examinations and treatments of the common ophthalmic diseases. They also go to the operation theatre to see common ocular surgeries. The aim of this course is to gain an overview of the Ophthalmology Specialty. Also, it aims to help the students recognize the common eye diseases in our country and worldwide, their management and to develop the knowledge and skills for using common ophthalmic instruments necessary for the general practitioner.

