

Academic Year Structure

- **Main semesters:** The academic year is divided into two main semesters, each lasting for fifteen weeks, not including registration and examination periods. There is also a summer semester of no less than six weeks.
- **Summer semester:** Study is available in the summer semester, based on the proposal of the Department and College Councils, the endorsement of the Deanship of Graduate Studies Council, and the approval of the University Council.
- **Executive rules:** The Council of the Deanship of Graduate Studies proposes the executive rules for study on the basis of the full academic year when required, and the University Council approves them.

Course Registration and Degree Requirements

- **Minimum course registration:** The minimum is six academic units in the main semester and three in the summer semester. The maximum is twelve academic units in the main semester and six in the summer semester.
- **Exclusions:** The message upon registration is excluded from the maximum limit specified above.

Prescribed Period for Obtaining Degrees

- **Master's degree:** The prescribed period for obtaining a master's degree is not less than six semesters and not more than eight semesters. Summer semesters are not counted within this period.

Study Units and Graduation Requirements

- **Study units:** The number of study units studied by postgraduate students at the university where the academic degree will be awarded to him for seventy percent of the number of requirements.
- **Graduation grade:** The general grade when a student graduates from the master's degree will be based on his cumulative average in the academic courses only.
- **Graduation certificate:** The student (Master's) is granted a graduation certificate in both languages (Arabic and English), prepared by the Deanship of Graduate Studies, bearing his full name, general grade, cumulative average, department, college, specialization, academic year, and the signatures of the Dean of Graduate Studies and the University President.
- **Rating weight:** The weight of the rating is out of five, according to the following table:

Celsius degree	Estimated weight	Symbol of Appreciation	Appreciation
95 to 100	5.00	A+	Excellent High
90 to less than 95	4.75	A	Excellent
85 to less than 90	4.50	B+	Very good high
80 to less than 85	4.00	B	Very good
75 to less than 80	3.50	C+	Good high
Less than 75	3.00	F	Failed

✓ **Program Learning Outcomes:**

Knowledge and Understanding:	
K1	Memorize the basic oral and biomedical sciences sufficient to augment our students in prosthodontics management.
K2	Outline the clinical techniques, and procedures relative to the practice of prosthodontics.
K3	List and identify clinical presentations and appropriate investigations to recognize differential diagnoses, and management plan with prosthodontics patients.
Skills:	
S1	Analyze prosthodontics problems that can be encountered in the scientific field which require the conceptual perception.
S2	Develop critical thinking skills as well as problem-solving learning of dental prosthodontics.
S3	Justify decision-making in critical problems encountered in prosthodontic field.
S4	Operate information technology tools and develop essential numerical skills in prosthodontic field.
S5	Perform with high levels of manual dexterity and control of dental equipment, keeping an eye on the future of prosthodontics in order to attain excellence of the dental profession.
Values, Autonomy, and Responsibility:	
V1	Outline the concepts and principles of law and ethics to enhance professionalism in prosthodontics, while incorporating universal Islamic values. Cultivate the ability to acquire and apply new knowledge as needed, utilizing appropriate learning strategies.
V2	Demonstrate the culture of leadership and teamwork skills with colleagues and other dental health personnel in the delivery of prosthodontic oral health care.

✓ Program Study Plan:

Credit hour distribution

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Course	Required	20	38	83%
	Elective	-	-	-
Graduation Project (if any)	-	-	-	-
Thesis (if any)	Required	1	8	17%
Field Experience(if any)	-	-	-	-
Others (.....)	-	-	-	-
Total		21	46	100

Courses offered

Year 1			Year 2		Year 3
Course Code	Course Name	Course Code	Course Name	Course Code	Course Name
Dent 611	Biostatistics	Dent 651	Research methodology	Dent 626	Maxillofacial prosthesis
Dent 612	Oral and maxillofacial pathology and radiology	Dent 624	Geriatric prosthodontics	Dent 653	Journal club 2
Dent 613	Head and neck anatomy	Dent 653	Journal club 1	Dent 645	Prosthodontic clinics 3
Dent 621	Dental occlusion	Dent 643	Advance treatment planning	Dent 699	Thesis
Dent 622	Dental materials	Dent 632	Prosthodontic laboratory 2		
Dent 641	Treatment planning	Dent 644	Prosthodontic clinics 2		
Dent 623	Fixed & Removable prosthodontics	Dent 625	Dental implantology		
Dent 631	Prosthodontic laboratory 1				
Dent 642	Prosthodontic clinics 1				
Dent 643	Summer Prosthodontic clinics 2				

✓ **Procedures for accepting students in the program:**

The procedures for accepting students into the program involve several key steps:

1. **Application Submission:** Prospective students must complete and submit an application form along with required documentation, such as transcripts, proof of English proficiency, and any relevant certificates.
2. **Initial Review:** The admissions office conducts a preliminary review of applications to ensure all criteria are met, including academic qualifications and specific program requirements.
3. **Evaluation Process:** Eligible applications are forwarded to department of prosthetic dental sciences, college of dentistry for a thorough evaluation, which may include assessment of academic performance, entrance exams, and interviews.
4. **Decision Making:** Based on the evaluations, the department council makes recommendations for admission, which are then reviewed and approved by the college council.
5. **Communication of Results:** Successful candidates receive official notification of their admission status, along with instructions for registration and enrolment.
6. **Registration:** Admitted students must complete the registration process, including submitting any additional required documents and paying applicable fees.
7. **Orientation:** Newly admitted students may be invited to attend orientation sessions to familiarize themselves with the program, academic resources, and campus services. These procedures ensure a structured and transparent admission process, aligning with the university's standards and policies.

✓ **Admission requirements:**

In the Prosthetic Dental Science Master program, the admissions process is based on the Higher Education Council, Universities and Regulations of Postgraduate Study and Examination Bylaws - and the Implementation Rules for students' admission at Jouf University. The university announces the date of students' admission in each year. Different Strategies are used in selection process like students' bachelor degree grades, competency exams, achievement test, and personal interview, in addition to any admission tests adopted by the department, and the regulations and bylaws.

- The applicant must be Saudi and hold a university degree from a Saudi university or a recognized international university.
- The applicant must possess good character, conduct, and be medically fit.
- If employed, the applicant must obtain approval from their employer to pursue further studies.

- A bachelor's degree in dentistry with his GPA should be no less than "good" in the Bachelor's degree.
- The applicant must have successfully passed the Saudi Dental License Exam.
- A certificate of English proficiency is required, with a minimum score of 5 in IELTS or an equivalent test.
- The applicant must meet any additional requirements set by the University Council, which will be announced during the application period.
- The applicant must not have been dismissed from any university for disciplinary or academic reasons.
- The applicant must not be enrolled in another master's program at the same or any other university.

✓ **Guidance and Counseling services:**

Jouf University has a Student Advising and Counselling Centre, which offers comprehensive counselling services to the students. The centre supports students to improve their intellectual capabilities and academic level. The Student Advising and Counselling Centre offers counselling services to the students as and when needed. Jouf University has a clear policy for academic advising and counselling. The MPDS program run by College of Dentistry in Jouf University has an Academic Advising Unit that provides students with advisory support not only on academic level but also in the professional, psychological and social fields.

The academic advising and counselling unit provides forms for academic advisors, and collects academic advising files for each advisor. It also draws up a plan for academic advising sessions. Academic counselling begins when a student first admitted to the college and is maintained throughout their studies and the unit assigns new students to their academic advisors at the beginning of each academic year.

1. Postgraduate Student Academic Advisors

Every postgraduate student will have an academic advisor at the beginning of their enrollment to:

- Monitoring the absence of the student: Monitoring the absence of students from the functions of the professor of the course, and the academic advisor to follow up cases referred to him by the coordinator's guidance in accordance with the plan
- Coaching about students add and drop of courses procedures. Providing students with direct and indirect access

- Guide them in their studies

2. Scientific Guidance Distribution (Thesis)

Department councils distribute the task of scientific guidance for new students to faculty members in the fourth semester from the start of studies and provide the Deanship of Postgraduate Studies with the highest form of it.

3. Progress Reports

The supervisor/academic advisor submits a detailed report on the student's progress at the end of each semester to the head of the relevant department, with a copy sent to the Dean of the Deanship of postgraduate Studies.

✓ Tests and Examination rules:

1. **Minimum Grade Requirement:** A student is not considered successful in the course unless they achieve at least a grade of (**good high**).
2. **Alternative Tests and Extended Courses:** The Council of the Deanship of Graduate Studies decides on appropriate actions based on the Department Council's recommendation and the relevant College Council's approval.
3. **Master's Requirements:** Master's students - if required by their program must complete all courses required according to University Council-approved rules.
4. **Candidacy for Degree:** A student is considered a candidate to obtain the degree if they pass the exams and the acceptance of the thesis.
5. **Test Retake Policy:** A student has one additional opportunity to retake the test or part of it within the semester if they fail the first time. If they fail again, their registration will be cancelled.
6. **Grading for Postgraduate Students:** The semester work grade for postgraduate students is determined to (60-50%) of the final grade for the course.
7. **Final Grade Composition:** The final grade for the course includes (40-50%) from the final exam.
8. **Attendance Requirement:** A student is prohibited from continuing the course and taking the final exam if their absence exceeds (25%) of the total grades, including theoretical studies, practical and field lessons, etc.
9. **Grade for Excessive Absence:** A grade of (H) will be given to a student who is deprived of taking the exam due to absence and fails the course.
10. **Lifting Deprivation:** The college council or its delegate may lift the student's deprivation based on the department head's report if the absence does not exceed (40%).

11. **Notification of Deprivation:** The student is notified of the deprivation in a timely manner and must submit a report to the department head explaining the absences.
12. **Authority on Deprivation:** The Deanship of Graduate Studies and the head of the department have the authority to impose deprivation.
13. **Alternative Test for Valid Excuses:** If a student cannot attend the final exam due to a compelling excuse, the College Council may allow an alternative test within the following semester.
14. **Cheating and Violation Consequences:** If a student cheats or attempts to cheat, or violates test instructions, the following actions will be taken:
 - a. The course teacher or monitoring committee member will prevent the student from continuing the test and report the incident.
 - b. The department head will report the case to the dean, and an investigation committee will be formed by the College Council.
 - c. The student's result in that course is suspended until the committee's decision is issued.
 - d. The concerned parties will be informed of the committee's decision to implement it.
15. **Re-correction of Answer Sheets:** If a student complains about leniency or unfairness, they may request a re-correction of their answer sheets as stated in Article (39).