



جامعة الجوف
Jouf University



MASTER OF PROSTHETIC DENTAL SCIENCE PROGRAM

STUDENTS HANDBOOK

College of Dentistry

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Message from Dean



In the name of ALLAH, the Most Gracious, the Most Merciful; Praise be to ALLAH, and blessings and peace be upon Prophet Muhammad, the Messenger of ALLAH.

Thanks to ALLAH The Almighty, since the establishment of the College of Dentistry, Jouf University, the college was keen to be a distinct educational institution because it adopts a distinct recent educational system developed from of Australian and American universities. The College's and MPDS programs mission and goals are consistent with that of Jouf University, and in line with the Kingdom 's Vision 2030.

The college is always looking forward to be a leader locally and internationally in the fields of education and research in the field of Prosthetic Dental Science. This will be achieved through the graduation of qualified distinct professionals capable of serving the community, and participating in the development of all fields of dentistry, and contributing effectively to the provision of healthcare services, and raising the healthcare awareness of the community of Al-Jouf Region and KSA.

Dr. Hmoud Algarni
Dean, College of Dentistry,
Jouf University

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1. About the College of Dentistry

The **College of Dentistry** under Jouf University is a modern Dental college in Saudi Arabia, established by Royal Decree on 26/01/1428 Hijri. It welcomed its first batch of students in the academic year 1431-1432 Hijri.

Brief History of the College

As the first and only dental college in the Northern Province and the eighth government dental institution in Saudi Arabia, the College of Dentistry boasts a large building with administrative and faculty offices, lecture rooms, training laboratories, and dental clinics.

2. About the MPDS Program

The Master in Prosthetic Dental Science Program is a comprehensive and rigorous educational opportunity designed for dental professionals looking to advance their knowledge and skills in the field of prosthetic dentistry. This program offers a deep dive into advanced techniques, materials, and technologies used in creating dental prosthetics such as bridges, crowns, and dentures. With a focus on evidence-based practice and hands-on training, students will gain the necessary expertise to provide high-quality prosthetic solutions for patients with missing or damaged teeth. The curriculum covers topics such as occlusion, biomechanics, aesthetics, and patient communication to ensure graduates are well-rounded practitioners in the field. Graduates of this program will be equipped with the tools and confidence to deliver exceptional patient care and improve overall oral health outcomes and benefit the community.

The MPDS program for College of Dentistry, Jouf University was approved by the university council in its fourth meeting in 1439/1440 H, on 13/6/1440 H. The Master in Prosthetic Dental Science run by the College of Dentistry Jouf University is a three years' program and each academic year includes two main semesters and one summer semester.

3. Program Mission, Goals, Attributes and Program Learning Outcome

MPDS Mission:

To graduate competent prosthodontists committed to community service and research excellence

MPDS Goals

- To produce excellent quality postgraduates in the field of Prosthetic Dental Science.
- To serve the community at large with highly qualified Dental Surgeons specialized in Prosthodontics.

Achieved through the following:

1. Teaching students the concepts, principles, and basic theories in prosthodontic specialty dentistry in accordance with Islamic values.
2. Enabling students to apply dental conceptual perception, critical thinking, problem-solving, and decision-making in general dentistry and prosthodontics specialty.
3. Providing students with the basics of teamwork, elements of its effectiveness, ethics, and personal and social responsibilities.
4. Equipping students with essential knowledge and skills to apply information technology, basic quantitative skills, and managing problems in general and specialty dentistry, stimulating oral and written communications abilities.
5. Providing students with the motor skills necessary for different methods in the prosthodontic field of dentistry.

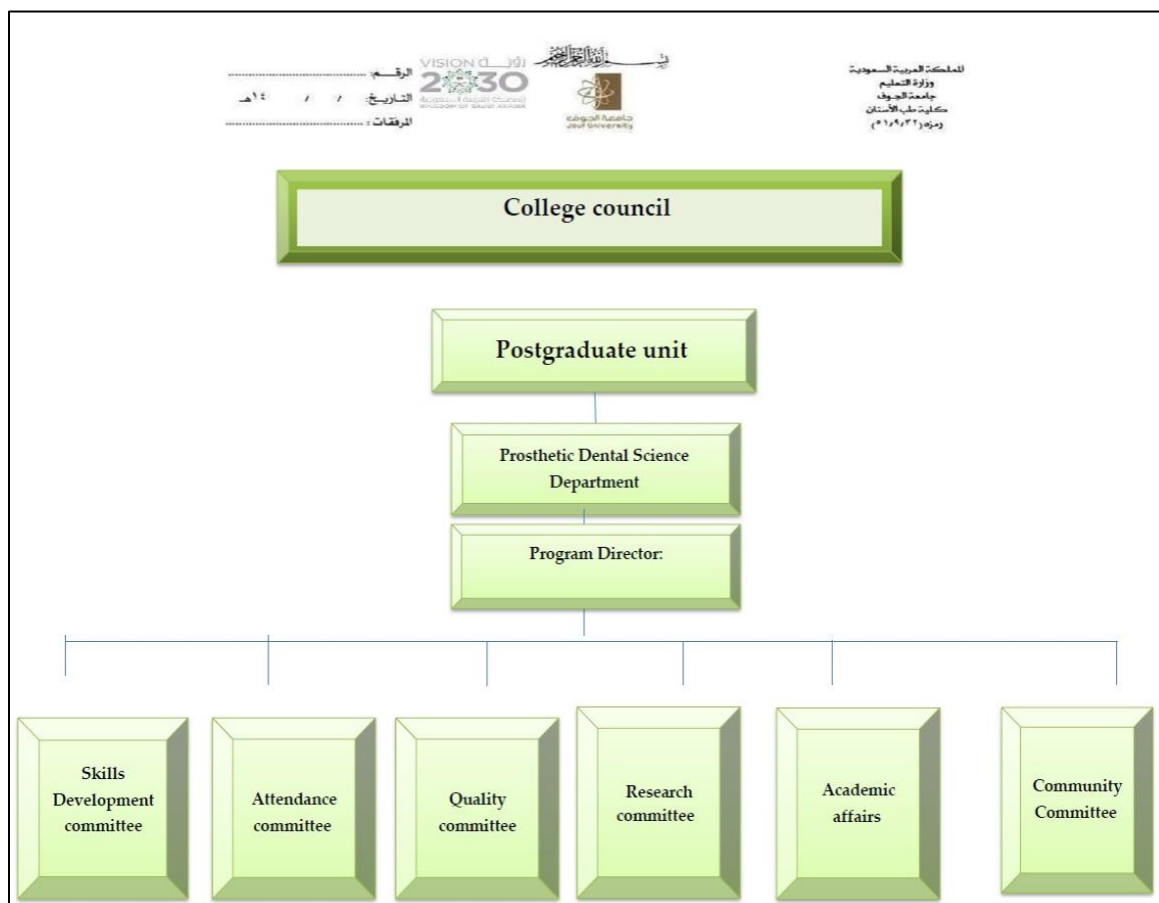
MPDS Program Graduate Attributes:

1. Competent in delivering highest quality prosthodontic health care services independently to current and potential future problems.
2. Effectively communicates with the patients, community and dental professionals in developing local solutions to prosthodontic health access issues.
3. Professional in managing patients, based on his capabilities with complete awareness of medico-legal regulations, and understanding the need for timely referral.
4. Ability to make decisions using a comprehensive approach supported by scientific data in critical thinking with minimal assistance for resolving complex issues.
5. Enthusiastic in dental research and evidence-based dentistry.
6. Self-motivated with a commitment to lifelong learning and skills enhancement.
7. Conversant in his prosthodontic expertise and acquainted with the necessary facts for his profession.
8. Socially responsible with a willingness to contribute to the community.

MPDS 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 prosthodontic.
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.

4. Program Organogram



5. Contributing Faculties list

The faculty of MPDS program are deeply committed for providing our students with an exceptional educational experience that fosters their development into skilled and compassionate dental practitioners. Our faculty members are committed to providing a student-centered approach to teaching, ensuring that each student receives individualized attention and guidance throughout their academic journey.

We utilize a variety of teaching methodologies such as didactic lectures, small group discussions, Chair side teaching, Preclinical demonstration, hands on laboratory session & E-learning. This diverse approach ensures that students are actively engaged in the learning process and gain a well-rounded understanding of dental concepts and techniques.

No	Faculty/Teaching Staff Names			Nationality	Academic Rank	General Specialty	Specific Specialty	Institution Graduated From	Degree
	Name	M	F						
	A- Contributors from prosthodontics Department								
1	Bader Kureyam Al- Zarea	√		Saudi	Professor	Dentistry	Prosthodontics	Jordan Medical Council	Jordanian Board
2	Mohammed Ghazi Sghaireen	√		Jordanian	Professor	Dentistry	Prosthodontics	Jordan Medical Council	Jordanian Board
3	Muhammad Rizwan Memon	√		Pakistani	Professor	Dentistry	Prosthodontics	College of Physician & Surgeons Pakistan	FCPS
4	Muhammad Abbas	√		Pakistani	Professor	Dentistry	Prosthodontics	College of Physicians & Surgeons of Pakistan, CPSP.	FCPS
5	Mohammed Nasser Alqarni	√		Saudi	Assistant Prof	Dentistry	Prosthodontics	Royal College of Dentists of Canada	FRCDC
6	Doaa Abdelaziz Ahmed		√	Egypt	Assistant Professor	Dentistry	Fixed Prosthodontics	Ain Shams University, Cairo,Egypt	PHD.
7	Sherif Sultan Khalifa	√		Egyptian	Assistant Professor	Dentistry	Prosthodontics	Tanta University, Egypt	PHD
8	Merin Ulahannan Mathew		√	Indian	Assistant Professor	Dentistry	Dental Materials	Yenepoya University, India	PHD.
9	May Osman Hamza		√	Sudan	Lecturer	Dentistry	Dental Materials	Cairo University, Egypt	MD.
10	Mohammed Al-Sayed Moussa	√		Egyptian	Lecturer	Dentistry	Prosthodontics	Al-Azhar University, Egypt	MD.
11	Shital Jalandar Sonune		√	Indian	Lecturer	Dentistry	Prosthodontics	Dr. Babasahebambedkarmarath wad a University, India	MDS.
12	Vinod Bandela	√		Indian	Lecturer	Dentistry	Fixed Prosthodontics	Dr. Ntr University Of Health Sciences, India	MDS.
B- Contributors from other Departments									
13	Osama Khattak	√		Pakistani	Professor	Dentistry	Operative	College Of Physician's And Surgeons Pakistan	PHD
14	Mohammed Khursheed Alam	√		Bangladesh	Professor	Dentistry	orthodontics	HokKaido university, Japan	PHD

15	Kumar C Srivastava	√		Indian	Associate Professor	Dentistry	Oral Medicine	Annamalai University, India	PHD
16	Kiran Kumar Ganji	√		India	Assistant Professor	Dentistry	Periodontolog y	Rajiv Gandhi University Of Health Sciences, India	MDS.
17	Krishna Anantha Rao	√		Indian	Assistant Professor	Dentistry	Oral Biology	Rajiv Ghandy University of Health sciences, India	MDS.
18	Rakhi Puran Issrani		√	Indian	Lecturer	Dentistry	Oral Medicine	Kle University, India	Teachin MDS
19	Muhammed Nadeem Baig	√		Pakistani	Lecturer	Dentistry	Community Dentistry	Baqai Institute Of Health Sciences, Baqai Medical University, Karachi, Pakistan	MD.
20	Farahnaz Muddebihal		√	Indian	Lecturer	Dentistry	Oral Pathology	Maharashtra University Of Health Sciences, India	MDS.
21	Azhar Iqbal	√		Pakistani	Assistant Professor	Dentistry	Operative	College Of Physician's And Surgeons Pakistan	FCPS.
22	Ibrahim Alzoubay	√		Jordanian	Assistant Professor	Dentistry	Periodontics	Jordan Medical Council	Jordanian Board
23	Anil Kumar	√		Indian	Assistant Professor	Dentistry	Oral Radiology	Rajiv Ghandhi University of health science	MDS.
24	Ahmed Ismail Nagy	√		Egyptian	Lecturer	Dentistry	Oral Surgery	Alexandria University, Egypt	MD.
25	Shaliputra Magar	√		Indian	Lecturer	Dentistry	Oral Radiology	Dav university Indore, India	MDS.

6. Curriculum Structure

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

7. Study Plan

Course Distribution to three years:

Distribution of Credit Hours in the Course Plan per Specialization:

Requirements	Type	Total of credit hours	Percentage out of total course plan hours
University Requirements	Compulsory	Nil	Nil
	Optional	Nil	Nil
College Requirements	Compulsory	46	100%
	Optional	Nil	Nil
Department Requirement	Compulsory	Nil	Nil
	Optional	Nil	Nil
Free Courses	----	----	---
TOTAL		46	100%

College Compulsory Courses (46) Hours

Distribution of Credit Hours in the Plan to Study Levels

First Year

SN	Course Number	Course Code	Course Name	Hours				Prior requirement
				Theoretical	Practical	Training/ Exercises	Accredited	
1.	611	Dent 611	Biostatistics	1	0	0	1	None
2.	612	Dent 612	Oral and maxillofacial pathology and radiology	1	0	0	1	None
3.	613	Dent 613	Head and neck anatomy	1	0	0	1	None
4.	621	Dent 621	Dental occlusion	2	0	0	2	None
5.	622	Dent 622	Dental materials	1	0	0	1	None
6.	641	Dent 641	Treatment planning	0	1	0	1	None
7.	623	Dent 623	Fixed & Removable prosthodontics	3	0	0	3	None
8.	631	Dent 631	Prosthodontic laboratory 1	0	0	1	1	None
9.	642	Dent 642	Prosthodontic clinics 1	0	3	0	3	None
10.	643	Dent 643	Summer Prosthodontic clinics 2	0	2	0	2	Dent 641 Dent 642
Total							16	

Second Year

S N	Course Number	Course Code	Course Name	Hours				Prior requirements
				Theoretical	Practical/ clinical	Training/ Exercises	Accredited	
1	651	Dent 651	Research methodology	1	0	0	1	Dent 611
2	624	Dent 624	Geriatric prosthodontic s	1	0	0	1	Dent 621 Dent 622 Dent 623
3	652	Dent 653	Journal club 1	0	0	3	3	None
4	644	Dent 643	Advance treatment planning	0	2	0	2	Dent 641
5	632	Dent 632	Prosthodontic laboratory 2	0	0	2	2	Dent 631
6	645	Dent 644	Prosthodontic clinics 2	0	5	0	5	Dent 642 Dent 643
7	625	Dent 625	Dental implantology	1	0	0	1	Dent 612 Dent 613 Dent 621
Total							15	

Third Year

S N	Course Number	Course Code	Course Name	Hours				Prior requirements
				Theoretical	Practical	Training/ Exercises	Accredited	
1	626	Dent 626	Maxillofacial prosthesis	1	0	0	1	Dent 625 Dent 644 Dent 645
2	653	Dent 653	Journal club 2	0	0	2	2	Dent 652
3	646	Dent 645	Prosthodontic clinics 3	0	4	0	4	Dent 642 Dent 643 Dent 645
4	699	Dent 699	Thesis	3	3	2	8	Dent 611 Dent 651
Total							15	

8. Admission and Registration:

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.

Student Admission Requirements:

- 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.

Registration:

The study plans for the students admitted to the MPDS program is designed to have at least six semesters and the student cannot finish the graduation's requirements in less than that duration. The college provides an academic advisor for each student in order to help him/her in the matters related to the study system. The student is responsible for knowing and following-up the study system and the regulations governing it, including the graduation's requirements.

9. Study regulations, Tests and Examination rules:

Definitions:

Postgraduate studies: a higher level of study than the bachelor's level (such as a higher diploma, master's, or doctorate).

Classification: The unified Saudi classification for educational levels and specializations issued by Council of Ministers Resolution No. (75) dated 1/27/1442 AH, and any amendments or updates thereto.

Program: A set of academic courses, a dissertation, a graduation thesis, a comprehensive exam, or some of them. Which the student studies during a specific period of time; To obtain an academic degree or postgraduate certificate in the field of specialization.

Study unit: The weekly theoretical lecture, the weekly scientific symposium, the clinical lesson, the exercise lesson of no less than fifty minutes, the practical lesson of no less than one hundred minutes, or the field lesson specified in the study plan.

Course: The academic material in each program plan. It includes a number, symbol, and description of the content. In each department, it is subject to follow-up, evaluation, and development. It may be studied independently, or have a prerequisite or concurrent requirement. Exemption from the prerequisite or concurrent requirement may be made based on an examination of specific learning outcomes.

Postponing admission: Postponing the start date of the student's study after the issuance of his university number, and before he registers for any course. This happens once, and it cannot happen after the start of the study.

Postponing studies: The student stops the period prescribed - according to these regulations - for obtaining the academic degree after starting his studies.

Withdrawal: The student permanently terminates his relationship with the university before completing his study program.

Cancellation of enrollment: The university terminates its relationship with the student before he completes his study program.

Re-enrollment: The university restores its relationship with the student whose enrollment was cancelled.

Scientific thesis: The scientific thesis, which represents the research and its results, which was prepared and submitted by the student for the purpose of obtaining the academic degree.

Master's Studies Overview

Study for the master's degree can be pursued by **Academic curricula and thesis:** The number of study units should not be less than twenty-four units per year for three years, excluding the thesis.

It should be noted that the master's study plan includes relevant postgraduate courses. The number of semester units does not exceed twelve academic units per semester. The academic year includes directed studies, seminars, or research seminars.

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:

Marks	Estimated weight	Grade	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

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).

Grading Scale:

- 95-100: A+ High excellent
- 90-95: A Excellent
- 85-90: B
- 80-85: C+
- 75-80: C Good
- Below 75: F Failed

Marks	Estimated weight	Grade	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

Instructions for Students to Take Exams:

1. **University Card:** Students must present a university card or a proof of identity card to enter the examination hall.
2. **No Unauthorized Materials:** Bringing books, notes, or any papers is prohibited unless approved by the subject professor.
3. **Post-Exam Conduct:** Students must not wait outside the examination halls or in the corridors leading to them after completing the exam.
4. **Late Arrival:** Students are not allowed to take the final exam after the distribution of questions unless they have an acceptable excuse to the committee coordinator, and no later than half an hour from the start of the test. Early Departure: Leaving the test before one hour from its beginning is also not allowed.
5. **Cheating and Violations:** Cheating, attempting to cheat, or violating the instructions and rules for taking the test will result in punishment according to the student disciplinary regulations.
6. **Calculator Exchange:** Exchanging calculators between students inside the examination hall is prohibited.
7. **Mobile Phones:** The use of mobile phones inside the exam halls is strictly prohibited.

Master's Thesis:

1. **Thesis Topics:** Master's theses must be novel and original, while doctoral theses should be original, innovative, and contribute effectively to the development of knowledge in the student's specialization.
2. **Language:** Theses must be written in English, as decided by the University Council based on the recommendation of the Department and College Councils and the Council of Deanship of Graduate Studies, with a comprehensive summary in Arabic.
3. **Supervision:** Theses are supervised by professors and associate professors who are members of the university's teaching staff. An assistant professor may supervise master's theses if they have been in the position for two years and have at least one research published or accepted for publication in a peer-reviewed scientific journal.

Discussion of Scientific Thesis:

1. **Committee Formation:** The discussion committee is formed by specialized councils of the department and college.
2. **Committee Members:** The relevant department council proposes the members of the discussion committee and may propose one or two backup members.
3. **College Council Recommendation:** The College Council recommends the formation of the committee based on the department's proposal, and if it sees that all or some members are suitable.

Master's Degree Committee:

1. **Committee Membership:** The committee must include a number of members, with the supervisor being one of them.
2. **Minimum Members:** The number of committee members shall not be less than three from among the teaching staff, and the supervisor, if any, shall not represent a majority of it. The assistant supervisor may also be included.
3. **Supervision Conditions:** The conditions for supervising theses apply to the members of the committee.
4. **Decision Making:** The committee takes its decisions with the approval of at least two-thirds of the members.

Procedure for Submitting the Result of the Discussion:

1. **Report Submission:** The head of the relevant department submits the discussion committee's report to the Dean of Graduate Studies within three weeks from the date of the discussion.
2. **Implementation:** The Deanship of Graduate Studies implements the necessary procedures for the recommendations in the discussion committee's report, in accordance with the regulations and its executive rules.

3. **Recommendation for Degree Granting:** If the discussion committee's report includes a recommendation to grant the degree, the department head must submit it within two weeks from the date of approval.
4. **University Council Decision:** The Dean of Graduate Studies submits the recommendation to the University Council for a decision.
5. **Expected Graduates:** Colleges provide the Deanship of Graduate Studies with the names and numbers of students expected to graduate each semester.
6. **Final Reports:** The Deanship of Graduate Studies prepares the final reports for granting the academic degree after completing the requirements and returns it to the relevant colleges.
7. **Awarding the Degree:** The academic degree is awarded by the University Council, based on the recommendation of the Deanship Council and approval by the university director.
8. **Issuing Documents:** The Deanship of Graduate Studies is responsible for preparing official documents and certificates and issuing them to graduates.

10. 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.

11. Students rights and duties

University guide for student rights and obligations include the following:

1. The right of the student to provide him/her with the appropriate study environment to achieve comprehension and study easily by providing the available educational capabilities.
2. The right of the student to obtain the scientific material and knowledge related to the university courses he/she studies in accordance with the university provisions and regulations that govern academic work.
3. The student's right to obtain study plans in the college or department and the specializations available to him, as well as to see the study schedules before the start of the study and to conduct his/her registration in the courses provided by the system and the registration rules, taking into account the order of priorities in registration for the student.
4. The student's right to delete any course, add another, or delete the entire semester, according to what is provided by the study and registration system at the university, in the period specified for that and announced to the student.
5. The university faculty members' are committed to the dates and times of the lectures and the fulfillment of the scientific and laboratory hours and to not cancel the lectures or change their times except in the case of necessity and after announcing that, provided that alternative lectures are given to those that were canceled for any reason by the faculty member, and after coordination with the students and the concerned.
6. The student's right to inquire and appropriate scientific discussion with faculty members, without censorship or punishment for that, unless the discussion goes beyond what is required by public morals and the limits of decency and behavior in such cases, whether during the lecture or during the stated office hours to meet the student.
7. The right of the student to have exam questions within the course, its contents, and the issues raised or referred to during the lectures, and to take into account the balanced and logical distribution of grades in order to achieve a fair assessment of the student's abilities.
8. The right of the student to take all the tests that are held for the course unless there is a statutory obstacle preventing them from taking them in accordance with the relevant regulations and instructions. Provided that the student is notified that he/she is denied from taking the test well in advance.

9. The student's right to know the typical answer of mid-exam questions and the distribution of scores on the parts of the answer, on the basis of which the student's performance is evaluated before the final examination of the course.

10. The student has the right to request a review of his/her answer in the final exam, in accordance with what is decided by the regulations and decisions issued by the university in organizing the mechanism of that review and its controls.

11. The student's right to know his results obtained in the tests he/she took after completing their correction and approval.

Non-Academic Student Rights

1. Enjoying the subsidy provided by the university and participating in the activities established therein in accordance with the university's regulations and instructions.

2. Take advantage of the university's services and facilities (university book - library – sports fields - car parks and others) in accordance with the university's regulations and systems.

3. Obtaining the regularly prescribed incentives and rewards, especially for the outstanding student.

4. Nomination for training courses, programs, and internal and external trips and increase his participation in cultural activities, as well as participation in local community service activities and volunteer work.

5. A complaint or grievance about any matter that affects him in his relationship with members of the faculty, department, college, or any unit of the university, and the submission of the complaint or grievance is in accordance with the rules of the document of rights and obligations of students, and enabling the student to know the fate of his complaint by the responsible party about her.

6. Enabling him to defend himself before any party in the university in any disciplinary case brought against him, and not to be punished against him except after hearing his statements, unless it is proven that his nonattendance was an unacceptable excuse for two consecutive times.

7. Grievance against the disciplinary decision issued against him in accordance with the rules established in this regard under the provisions for disciplining students.

8. Preserving the contents of his file inside the university, and the integrity of dealing with him, and not handing any of them over except to the student himself, his guardian or whoever he is officially authorized to do. With the exception of cases where the delivery or knowledge of the contents of that file is required by the investigation authorities, the judiciary bodies, or another

government agency. It is not permissible to divulge or publish the contents of his file unless that publication is the result of a decision of disciplinary punishment against the applicant.

9. The right of students with special needs to receive decent service appropriate to their needs in accordance with the regulations and rules in force and according to the university's capabilities.

Student's academic duties and obligations

1. The student's commitment to study regularly and to fulfill all academic requirements in light of the rules and dates regulating the start and end of the study, transfer, registration, excuse, deletion and addition. in accordance with the provisions contained in the rules and regulations in force at the university.

2. The student's commitment to respect the members of the faculty, employees and workers from the university's employees and other employees of the companies contracting with the university, and other students inside the university, as well as the guests and visitors to it, and not to be hurt by word or deed in any way.

3. The student's commitment to respect the rules and arrangements related to the conduct of lectures, their regularity, and not to be absent from them except with an acceptable excuse in accordance with the rules and regulations.

4. The commitment of the student when preparing research and other academic requirements for the courses not to cheat in them or participate in them when preparing them in any way or the percentage of work of others to the student or resort to any illegal means to prepare those research, reports, papers, studies or other basic requirements of the course.

5. The student shall abide by the rules and arrangements related to the tests and the system therein, and not to cheat, attempt, or assist in his commission in any form, behavior, impersonation, forgery, or the introduction of prohibited materials or devices in the exam hall or laboratories.

6. The student's commitment to the instructions directed by the official or the superintendent in the examination hall or laboratories, and not to disturb the calm during the performance of the tests.

Non-academic duties and obligations of the student

1. Abide by the university's regulations, bylaws, instructions, and decisions issued in implementation thereof, and not to circumvent or violate them or present forged documents to obtain any right or advantage contrary to what is required by the relevant provisions.

2. The obligation to carry the university card while he is at the university and present it to the employees or faculty members when requested by them and upon termination of any student transaction inside the university.
3. Commitment not to violate, tamper with, disrupt university property, or take part in that, whether it is related to buildings or equipment.
4. Abide by the instructions related to arranging, organizing and using the university's facilities and equipment for the purposes assigned to them, and the necessity of obtaining prior permission from the competent authority to use those facilities or equipment when wanting to use them or benefit from them in other than what they were prepared for.
5. Commitment to dress and behave appropriately to university and Islamic norms, and not to carry out any actions that violate Islamic morals or public morals observed within the university.
6. Commitment to peace and tranquility inside the university facilities and to refrain from smoking in them and not to cause disturbance or unlawful gathering or lawful gathering in places other than those designated for this.
7. Adherence to the rules of hygiene and not to throw waste in the hallways and squares of the university, and to use the places designated for it.

Financial Rights

Non-employed graduate students are granted several scholarships, including:

1. A monthly bonus of nine hundred riyals
2. An annual reward for books and scientific references
3. A lump sum bonus for thesis printing costs, three thousand riyals

12.Complaints and Grievances of Students:

All the students have the right to file a complaint or grievance with the competent authority about any matter he/she deems detracting from his academic or nonacademic rights. The applicant must file a complaint or grievance within a period not exceeding 15 days from the date on which the claimed right was created. In the event that this period ends, the application shall be rejected unless a legitimate excuse accepted by the program supervisor is raised.

Goal of grievances:

The administration and faculty of the College of Dentistry adopts a fair policy in dealing with students and their relationships with administrative or faculty members, staff, their colleagues or other members of the College, aiming at establishing and implementing academic or non-academic student grievance rules.

Definitions:

- **Grievance** - A written complaint filed by a faculty or academic staff member against a faculty member and/or an administrator of the College/University alleging a violation of University/College policy or established practice e.g. improper, arbitrary, or discriminatory application of university rules, regulations, standards, practices, and/or procedures relating to the conditions of employment or to other circumstances giving proper grounds for complaint.
- **Faculty member** - A person with a paid University appointment at the rank of professor, associate professor, assistant professor, lecturer, or instructor.
- **Administrator** - A person appointed as the head of an administrative unit, director, department head, dean, or separately reporting director.
- **Practice** - Actions taken by the administrator within an administrative or academic unit based on customs or standards in that unit which are usually unwritten but of long-standing duration, and for whose existence the grievant can offer evidence.
- **Violation** - A breach, misinterpretation, or misapplication of existing policy or established practice.

The complaint or grievance process has to be followed in accordance with the rules of the organization for the Students Rights Subcommittee, and enable the student to know the result of his complaints. Academic complaints or grievances shall include: admission, grades, academic suspension, and deception, in addition to copyright violation.

The office of the Vice Dean for Academic Affairs is responsible for managing the procedures relating to the following areas:

- Academic Appeals relating to decisions made by Examiners.
- Examination Misconduct & Disciplinary cases.
- Student Complaints.
- Admissions Appeals.

Responsibility

1. Vice Dean for Academic Affairs.
2. Heads of Departments.
3. Excuse Committee.
4. Course Organizers.
5. Students.

Procedures:

A: Violations of the academic standards on academic integrity:

Violations of academic standards including Cheating, Plagiarism, Providing Untrue Information and Facts, Submitting False Certificates, submitting a Collective Work as done by an Individual, and others are discussed in the Student Code of Ethics.

B. Grade Irregularities and Appeals

I. Incomplete and Denied Entrance Grades: An incomplete grade may be assigned instead of a “Failed” grade only when a student fails to complete the requirements by the required date or is absent from the final examination. This is indicated in the academic record by the letter grade (IC). The student must submit reasons supporting a grade of “IC” to the Course Organizer prior to the time that the final grades are due. If the Course Organizer determines that the student should receive a grade of “IC”, the student must complete the coursework by the end of the subsequent semester or the ‘IC’ grade will be changed to an ‘F’ grade until remediated.

A regular student is required to attend lectures and laboratory sessions. If his attendance is less than the limit of 25% (80% of the lectures and laboratory sessions assigned for each course), the student will be deprived from continuing the course and will be denied entrance to the respective final examination. A student who is denied entrance to the examination due to absences is considered to have failed that course and is given semester work grade and the grade DN in the course.

2. Alternative Exams

An excuse of missing the final examination is considered valid in the following conditions:

- The excuse must be presented within 7 days after the incident.
- Alternative exams for the courses that students fail to attend for valid excuses are held within two weeks after excuse is accepted and results are given the week after.
- Alternative exams should cover the same content area of the missed examination, but should not be the same exam that was administered to other students.
- Students who pass makeup exams after approval of their excuses are given their actual marks in an alternative exam instead of previous grade (F).
- Students who fail in the alternative exams or who fail courses that do not have alternative exams remain in the same level to retake the failed courses. College council or its behalf may allow students to take courses from the following level of study.

Procedure for the Excuse

A student who is unable to take an examination due to unavoidable circumstances (e.g., hospitalization, car accident, major illness) will follow these steps:

1. **Submit an Absent Excuse Form:** Fill out the absent excuse form within seven days from the date of absence and deliver the original medical reports to the Excuse committee through the academic advisor. Medical reports will not be accepted without the excuses' form.
2. **Excuse Committee Responsibilities:** The responsible of the Committee Secretary should:
 - Review the form and ensure it fulfills the provisions and is filed accurately and correctly.
 - Ensure the attachment of the medical report or any document referring to the absence reason, which should be issued by a governmental entity.
 - Review the date of the report and ensure its conformity with the student's absence date.
3. **Committee's Actions:** The Excuse committee will note the student's status in the timetable of the excuses' committee, which is periodically held.
4. **Committee's Decision:** The committee will inspect the student's excuse and decide on approval or refusal.
5. **Notification of Decision:** The decision, whether acceptance or refusal, will be given on the same form, and the original decision should be kept with the committee's secretary.
6. **Communication of Decision:** An email including the approval or refusal will be sent to:
 - The student
 - The course coordinator
 - Academic Advisor
 - All members of the excuses' committee
7. **Student's Follow-Up:** The student should follow up with the academic advisor and excuses committee to know the taken decision, whether approval or refusal, and meet any deficiencies if any.

8. **Reporting to College Council:** Reports including all accepted or refused excuses will be raised to the college council after every periodical meeting of the committee.

3. Rectifying Failing Grades

1. **Course Organizer's Input:** The academic advisor will provide input before the Committee on Student's Circumstances to determine actions for remediation.
2. **Rectification Deadline:** All Failure and Incompletes grades must be rectified before the beginning of the subsequent academic year.

4. Grading and Testing Disputes

1. **Initial Discussion:** Complaints regarding grades and testing must first be discussed with the Course Organizer within two weeks from the results announcement.
2. **Escalation if Unresolved:** If the dispute is not resolved, the student must then discuss the matter with the Head of Department.
3. **Further Escalation:** If the matter remains unresolved at that level, the Vice Dean for Academic Affairs should be notified in writing. A meeting will be established for further discussion.
4. **Final Decision:** The committee will then make a recommendation to the Vice Dean for Academic Affairs, who will make a final decision on the disposition of the complaint. Disputes, requests, and complaints must be submitted and resolved according to announced deadlines each semester.

C. Non-academic complaint and grievances:

- The complaint or grievance is submitted to the program director.
- If the complaint or grievance is against the program director, the request shall be submitted to head of department.
- Submission of the complaint or grievance must not exceed fifteen days from the incident subject of the complaint or grievance, and the right to complaint or grievance ends after the fixed lapse of time.
- The applicant must submit a complaint or grievance including the following: Personal information (name, civil registry number, university number and program name) and means of contact (phone and e-mail).
- Determining the subject of the complaint or grievance
- Determining the person or party that is involved in the complaint or grievance
- Causes of complaint or grievance
- Attach the documents that prove the validity of the complaint or grievance.

- If the filed complaint or grievance requires presenting the matter to the department council, then it is referred to it for consideration
- The program director decides on the issue of the complaint or grievance within a period not exceeding 15 days of receiving the complaint or grievance request.
- The complaint or grievance request shall be notified to the applicant of the action taken by the appropriate means of notification.
- Every student has the right to obtain a copy of the (Student Rights and Regulation) available in the department that offers the program.

Confidentiality of Records

All records and information related to grievance proceedings are kept confidential to the degree permitted by law. The Grievance Committee, parties to the grievance, and other relevant administrators and faculty (including witnesses, presiding officers, and panel members) shall respect the confidentiality of information and records and the privacy of all parties affected by a grievance.

13. COMMUNITY SERVICE FOR MPDS STAFF AND STUDENTS

A. For Program Organizer

These guidelines are for those collaborating with the College of Dentistry to organize a Community Service program:

- Target underserved populations as beneficiaries.
- Focus on 'service' without commercial, political, or other interests.
- Submit a formal request letter to the Dean of the College of Dentistry.
- Include place, date, time, and target population in the request letter.
- Discuss facilities, expectations, and arrangements with the Head of the Community Service Committee upon approval.
- Ensure physical arrangements at the venue are managed by the organization.
- Advertise the program to reach a larger number of beneficiaries.

B. For Faculty

Guidelines for faculty members participating in the Community Service program:

- Equal opportunities for all faculty to be involved.
- Open invitations for voluntary participation will be sent by the Community Service Committee.
- Opportunities will be based on the target group's needs.
- Community service hours will benefit annual evaluations and promotions.
- Roles and responsibilities will be assigned by the Head of the Community Service Committee.
- Punctuality and dress code adherence are mandatory.

C. For Students

- Equal opportunities for all students to be involved.
- MPDS students will participate in dental health education, screening, and treatments.
- MPDS students will also be involved in health education or community awareness programs.
- Students will work in teams.
- Team leaders will coordinate duties with the Head of the Community Service Committee.
- Punctuality and dress code adherence are mandatory.

STEPS INVOLVED IN ORGANIZING A COMMUNITY SERVICE PROGRAM

1. Initial Request: A voluntary organization or any organization sends an official request.
2. Approval Process: The request is reviewed by the Dean, College of Dentistry.
3. Committee Consultation: The Head of the Community Service Committee consults committee members for planning.
4. Invitation for Participation: The head of the committee invites faculty and students to participate.
5. Team Formation: Making the list of team members and division of duties.
6. Execution and Evaluation: Program implementation **and** evaluation.

14. Learning resources, Facilities and Equipment's

Library services:

Established in 1434 AH, the Deanship of Library Affairs aims to serve the educational community, including faculty, researchers, employees, and students, and is dedicated to supporting higher education and community advancement.

Goals and Services:

- **Supporting educational programs and policies** with appropriate information sources
- **Enhancing scientific research** and the efficiency of the educational and research process
- **Advancing the surrounding community** culturally by providing advanced information services
- **Collecting and organizing information**, enriching access to information sources
- **Providing all human knowledge sources** to meet the information needs of university and community members

Central Library Services at Jouf University

The Central Library of the university is located near the dental college building and also students can access the library online through the blackboard system. The Central library is managed by the Deanship of Library Affairs at Jouf University in addition to the other eight libraries.

The services are available to entities and individuals who need them, including the branches of the Jouf University Library's in addition to the central library in the university campus.

Branches of the Jouf University Library

1. College of Medicine Library
2. Library of the girls' College Complex in Sakaka
3. Library of the girls' college complex in Dumat al-Jandal
4. Library of the College of Arts and Sciences in Tarbjal
5. Qurayyat Community College Library
6. Library of the College of Arts and Sciences in Qurayyat
7. Library of the girls' college complex in Qurayyat

The entire library system has a distinguished collection of both printed and electronic resources to support faculty, researchers, undergraduate, and postgraduate students. The Deanship also provides different online tools and a dedicated portal for accessing its resources.

Resources at Jouf University Library

The sources of **printed and electronic information** at Jouf University Library are diverse, including:

- **Books and references** (approved courses and support for study plans)
- **General and specialized periodicals** (topics based on the areas of specialization taught at the university)
- **Research and university theses**
- **Audio-visual materials** (multi-media)
- **Electronic information sources**
- **Thematic topics, abstracts, evidence, summaries**, and reports on conferences, seminars, etc.

Additional Services

Internet service and connection to a wide network of global information bases are provided **free of charge** to all university employees. The library has also allocated specific offices for **postgraduate students** conducting research, which requires proximity to the library and information sources.

Electronic Services

The Deanship of Library Affairs at Jouf University also provides a range of **electronic services**, including but not limited to:

Research Resources

1. **Electronic sources**
2. **University libraries catalogue**
3. **Search by specialization**
4. **E-books**
5. **University theses and conference research**
6. **Request to purchase books**
7. **Medical library**
8. **Information bases according to publishers**
9. **Arab, foreign, and experimental information bases**
10. **Entry from outside the university**
11. **Guide to using information bases**

In addition to the resources, the following services are also provided by the Deanship:

- Interlibrary loan.
- Subject liaison librarians to assist University faculty.
- Information Literacy (IL) programs ranging from one-on-one sessions to postgraduate courses for First Year students.
- Integrated Library Systems (ILS), provision of self-service "check-out", "scanning and

- photocopying" online renewal, and reservation of library material.
- Computer labs, Wi-Fi, and assistance in device connectivity and technical support.
- Scanning and photocopying facilities.

More details about the Deanship and Jouf University library is available at:

<https://www.ju.edu.sa/en/digital-library>

Website	Library	M
sa.org.kapl.www	King Abdulaziz Public Library.	1
com.Kfcris.www	King Faisal Center for Research and Islamic Studies	2
lib/sa.edu.uqu.www	Abdulaziz University Library.King Abdullah bin	3
www.sa.edu.Sdl	Saudi Digital Library	4
sa.edu.ksu.library.www	King Saud University Library	5
www.sa.edu.kau.library	King Abdulaziz University Library	6

Classrooms:

The student classrooms are equipped with computers and projectors. These classrooms are located on the first and second floors of the College of Dentistry building and are connected via both wired and wireless networks.

Number of classrooms – 4

Case presentation room - 1

Journal club sessions - 1

Dental Laboratories and Production lab:

The program focuses on having modern and sufficient labs that cover all the program needs and have the flexibility to cover more and different experiments in case of courses updates. The dental labs are located on the first and second floor of the college building. The laboratories are well equipped for practical training of students according to courses requirements,

- Two phantom laboratories; one with 38 working simulating units + 1 demonstration unit.
- Prosthodontic training laboratory; with 40 workstations + 1 demonstration unit.

All laboratories fulfil the safety instructions that ensure the safety of students and equipment. The general safety of students, staff, faculty, and visitors is the top priority in the college. The laboratories are open to students during working hours. However, there is a schedule for each

laboratory stating the times of each course. For a specific course, only students of that course should use the laboratories during the allocated time for that course. The students can also use the laboratories under the supervision of the department lecturer for courses or projects.

The production lab to support the patient work done in clinics is situated at first floor. They are well equipped to manufacture prostheses out of a variety of materials including metal, ceramic, and acrylic. A CAD/CAM machine boosts the productivity, accuracy, and edibility of all the services provided.

There are two computer laboratories as well, each containing 31 computers with statistical software's.

Dental Clinics:

The college has established state of the art dental clinics, equipped with the latest and modern dental chairs with the facility of digital radiography. There are 19 dental clinics specially for the master students at present, and 3 for the specialists. The radiology unit of the dental clinics comprises 4 rooms equipped with machines for exposure of periapical, bitewings, full mouth panorama, occlusal and cone beam radiographs.

The dental clinics have a strong supporting Centralized Sterilization and Supply Department (CSSD) at first floor with fully functioning 3 sterilization units. The Infection Control Committee and the designated Infection Control Coordinator maintain a continuous surveillance of the CSSD and the clinics for strict adherence to internationally accepted infection control guidelines and practices. For more details about dental clinic the students can refer the [Clinical manual](#).

Healthy and safe learning environment:

According to the nature of the program, The College and University is committed to promoting a culture of safety among faculty, staff, students, and visitors; providing a safe and healthy place to work, study, live, or visit; and to protect the natural environment.

The Department of Environment, Health & Safety (EHS) is responsible for monitoring the implementation of safety and environmental standards, managing investigations of incidents, and evaluating deviations from this policy to ensure safe practices in education and research.

The college of dentistry follow certain procedure to ensure healthy and safe environment:

1. Infection Control and Sterilization Measures

- Strict compliance with *infection prevention protocols* such as hand hygiene and the use of personal protective equipment (PPE).
- Routine training for all faculty, staff, and students on effective infection control.
- Thorough sterilization of dental instruments and equipment after every patient use.
- Regular disinfection of clinical and laboratory spaces.
- Safe disposal of biomedical and hazardous waste according to local standards.

2. Emergency Preparedness and Response Plans [\(Disaster & Safety Policy Procedures\)](#)

- Emergency kits and *automated external defibrillators (AEDs)* placed in clinics.
- Regular drills to practice evacuation and emergency medical responses.
- Training for all students and staff on basic life support (BLS) and CPR techniques.
- Clearly marked exits and fire safety equipment throughout the facility.

3. Radiation Safety Protocols (Disaster & Safety Policy Procedures)

- Ensure the use of lead aprons and thyroid protectors for patients during X-ray procedures.
- Perform regular checks on radiographic equipment to maintain safety standards.
- Adhere to the *ALARA (As Low As Reasonably Achievable)* principle for minimizing radiation exposure.
- Provide mandatory radiation safety training for all staff and students.

4. Equipment Maintenance and Safety Checks (Disaster & Safety Policy Procedures)

- Schedule regular maintenance and safety inspections for all clinical and laboratory equipment.
- Promptly report any equipment malfunctions or issues for repair.
- Train staff and students on proper use and care of all dental tools and equipment.
- Maintain a record of equipment inspections and necessary repairs.

5. Health Screenings and Vaccination Requirements

- Health screenings for students and staff before starting clinical work.
- Ensure mandatory vaccinations (e.g., hepatitis B, flu, COVID-19) for clinical personnel

Network access

Faculty members and students can access the internet anywhere on campus within the buildings via WiFi connection provided by the department of Information Technology.

Additional facilities

There are specific rooms allocated for Master students male and female at first and second floor respectively for non-class activities. Besides, there is a cafeteria available at the ground floor of main building. In addition, there is a masjid on the ground floor for prayers. The building has 4 lifts on each floor with 6-person capacity each.