



Student Handbook

College of Applied Medical Sciences

"2019"

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College of Applied Medical Sciences in its sixth session

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And the approval of His Excellency the President of the University of the minutes of
the session

By letter No. 23139 dated 04/06/1441 H

Chapter One: Introduction

Dean`s message:

To achieve the goals of the dear homeland and the mission of the university we always strive for the College of Applied Medical Sciences by providing the local community with the highest levels of graduates from the nation who are able to provide the best medical services aimed at covering the need of the labor market and developing fields of Applied Medical Sciences. We are also working hard for progress and advancement in outputs the educational process provided by the college and its employees through achieving the vision and mission of the college consistent with the vision and mission of the university by verifying and ensuring the implementation of quality systems at all levels of the scientific, research and service faculty.

This handbook came for confirmation the faculty values "fairness, honesty, transparency, quality, creativity, teamwork and scientific freedom".

Introduction:

The Student Handbook in the College of Applied Medical Sciences aims to contribute to academic advising, familiarize students with the college, the systems and procedures for various academic processes in easy and direct language.

Note that this handbook is a guide and not a reference, and it has been prepared with reference to the system higher education and universities and its regulations, and by-laws for undergraduate study and examinations, and the executive rules of Qassim University, and the student disciplinary regulations at Qassim University, these laws and regulations are the reference and the benchmark in decision-making.

Historical background about the college:

The College of Applied Medical Sciences was established, with the grace of God Almighty, based on the high approval issued by a server the Two Holy Mosques, Prime Minister and Chairman of the Higher Education Council, King Abdullah bin Abdulaziz may God have mercy on him No. 12/35/1426 dated 18/1/1426 H based on the decision of the Higher Education Council the judge restructured the university, which included converting the medical microbiology department in the College of Sciences into a College Applied Medical Sciences. This historic decision has had an effective impact to cover the multiple and growing needs in the field Health and keeping pace with the constructional and technical development in this vital and important field in the country. The college includes the following departments, which were approved by the Council of Higher Education No. : 1426/35/12

- 1-Department of Medical Laboratories
- 2 - Department of Optometry
- 3 - Department of Radiology Techniques

The high approval issued by the Custodian of the Two Holy Mosques was also approved Prime Minister and Chairman of the Council Higher education, King Abdullah bin Abdulaziz, may God have mercy on him Resolution No. 15/68/1433 establishing the following departments:

- 4- Department of Medical Biotechnology
- 5- Department of Basic Health Sciences

College`s Vision:

Academic Excellence Nationally in the fields of Applied Medical Sciences and Strengthening Medical Care Services

College`s Mission:

Providing qualified graduates in the fields of Applied Medical Sciences, and Provision of Excellent Research, Professional and Advisory Contribution, in a supportive work environment, thus contributing to the development of medical care services, and solving health problems locally and nationally

College Goals:

- Providing students with the concepts and principles of scientific thinking in the fields of applied medical sciences, and inculcating the meanings of adhering to the ethics and ethics of the medical professions.
- Providing students with lofty values that maximize the value of work and assume personal responsibility and social, and give them a spirit of effective teamwork.
- Providing students with medical expertise and skills, and discussing existing health problems the society.
- Qualifying students to participate in scientific research aimed at solving health problems and developing the society.
- Providing students with self-learning skills, continuous learning, and creative thinking skills, Effective human and social communication tools, to suit their humanitarian services upscale.
- Providing students with the skills to use information technology, in a way that prepares them to keep pace with scientific development applied medical and research fields.

Matrix of values for the College:

The matrix values of the College as an extension of the values of Qassim University are as follows:

1. Justice: The College seeks to achieve the elements of justice and equal opportunity and fairness in dealing with everyone.
2. Honesty: Faithfully perform the work and commitment to professional ethics.
3. Transparency: We commit ourselves to disclose the transactions and procedures and strengthening the requirements of accountability and integrity.
4. Quality: We apply the highest standards of quality in all work, including distinguishes outputs and services.
5. Creativity: Creating organizational climate that lead to the creative thinking and innovative behavior.
6. Teamwork: College established a culture of teamwork thinking and behavior.
7. Scientific freedom: The college encourages scientific exploration practices and opening up and dealing with others.

Scientific departments:

- 1- Department of Medical Laboratories, symbolized by the symbol (MDL)
- 2 - Department of Optometry, symbolized by the symbol (OPTO).
- 3 - Department of Radiologic Technology, symbolized by the symbol (RAD).
- 4- Department of Medical Biotechnology.
- 5- Department of Basic Health Sciences.

Location of the College:

The College of Applied Medical Sciences is located within the main University City of Qassim University, north of Buraidah. It is located 4 km north of Prince Naif bin Abdulaziz Airport, may God have mercy on him. The site area is about 780 Hectares which equivalent to 7,800,000 square meters.

Website of the college:

The College of Applied Medical Sciences has its own electronic site on the World Wide Web. The website contains a wide range of college information in both Arabic and English.

The website contains information about the college's establishment, its administrative structure, and the study system and the admission requirements, scientific departments and various units such as the Quality Assurance Unit, the Graduate Unit, community Service Unit. It also contains detailed information about methods to communicate with faculty members and staff. In addition to a special section for college news, events and important announcements.

Finally, through the website, there is a communication service that enables all surfers to communicate with college officials.

www.cams1.qu.edu.sa

<https://twitter.com/QUCAMS>

Chapter Two: Defining University Terminology and Concepts:

Academic year:

Two regular semesters and a summer session, if any.

Semester:

A period of time not less than fifteen weeks to study the range of academic courses, and this not includes registration periods and final examinations.

Summer Session:

A period not exceeding eight (8) weeks of instruction, not including the registration and final examination periods. The weekly duration of each course in a summer session is twice its duration during the regular academic semester.

Academic level:

Indicates the level of study. The levels required for graduation are eight (8) or more, in accordance with the specifications of each approved degree program.

Study plan:

It is a group of compulsory, elective and free courses, which its units constitute the sum of Graduation requirements that the student must successfully pass in order to obtain an academic degree in the specified major.

Academic Course:

A subject that follows a specific level within the study plan approved by the college in every program. Each course has a number, code, name and detailed description of its vocabulary that distinguish it in terms of content and level from others. A special file kept by the department for the purpose of follow-up, evaluation and development, and there are some courses have a prerequisite or concurrent with it.

Free courses:

A group of courses that the student selects from outside his study plan and the sum of its units and its conditions according to the approved study plan.

Credit Hour:

The weekly theoretical lecture of not less than fifty minutes, or the practical lesson or training its duration shall not be less than one hundred minutes.

College requirements:

List of compulsory courses for each student of the College of Applied Medical Sciences that falls within the unified program.

Requirements for educational programs:

The student must complete a specified number of credit hours in specialized courses

As shown in the study plan for each program(

Academic Probation:

The notification given to the student because his GPA is less than 2 out of 5.

Class Work Score:

The mark awarded for work that demonstrates the student's achievement during a semester of tests and research and educational activities related to the course.

Final exam:

A course exam is held once at the end of the semester.

Final exam score:

The score obtained by the student in each course in the final examination for the semester.

The final Score:

The total sum of the class work score plus the final examination score for each course out of a total grade of 100.

Course Grade:

A percentage, or alphabetical letter, assigned indicating the final grade received in a course.

Incomplete grade:

A provisional grade assigned to each course in which a student fails to complete the requirements by the required date. This is indicated in the academic record by the letter grade

(IC).

Semester GPA:

The total quality points a student has earned, divided by the credit hours assigned for all courses taken in a given semester. Total quality points are calculated by multiplying the credit hours by the grade point in each course

Cumulative GPA:

The total quality points a student has earned in all courses taken since enrolling at the University, divided by the total number of credit hours assigned for these courses.

The student's GPA is calculated from five points and is according to the following distribution:

- Excellent: if his GPA is 4.50 or higher.
- Very good: if the GPA is 3.75 and less than 4.50.
- Good: if the GPA is 2.75 and less than 3.75.
- Acceptable: if the GPA is from 2.00 and less than 2.75.

General estimate:

Description of the student's level of educational attainment during the period of his studies at the university.

Minimum Course load:

The minimum number of credit hours a student can register determined by his/her academic status, and in accordance with the University Council decisions.

Withdrawal:

A student has the right to withdraw from a semester without being considered a failed student during the withdrawal period announced it is not permitted to withdraw during the last five weeks before the final Exam.

Tripping over the course:

Failure to pass of the Subject successfully due to failure, deprivation, or interruption.

Chapter Three: college admission and registration:

Admission requirements:

- 1 - Successful completion of the preparatory year. (health track)
- 2- To be medically fit
- 3- Passing the personal interview.
- 4- Seat availability.

The relevant councils have the right to add any other conditions for admission in accordance with the laws and regulations.

Registering the student's courses

- According to the eighth article of the study and examination regulations, the executive rules of Qassim University, registration is available for students through the university's website for the semester according to the approved and announced university calendar from the Deanship of Admission and Registration. The registration period ends one week before the start of the study.
- The student must perform the registration process himself and assume full responsibility for that, except in cases which requires the intervention of the academic advisor.

The student must adhere to the following:

First: Early registration

1. Registration and addition of academic courses are available to male and female students automatically in the university's academic system according to the university calendar approved and announced by the Deanship of Admission and Registration.
2. The absence of a conflict in the student's academic timetable, final exams schedule, and the previous requirement.
3. May visit the website of the Deanship of Admission and Registration to view the online registration mechanism.

Second: Deletion and addition after early registration

1. Students can register courses electronically during the early registration period according to the university calendar Approved and announced by the Deanship of Admission and Registration.
2. The student can submit a request to add or delete courses electronically through the student page According to the university calendar approved and announced by the Deanship of Admission and Registration.
3. May visit the website of the Deanship of Admission and Registration to view the university calendar and the registration mechanism electronic mail, deletion and addition requests.
4. A student who faces a problem in the registration request or the process of dropping and adding to the academic courses a electronically By submitting the application manually during the period of processing requests for removal and addition through the colleges according to the university calendar approved and announced by the Deanship of Admission and Registration, according to the following steps

Note that no academic movements or requests for deletion and addition will be executed after the start of the study:

- Fill out the Addition and Addition Form from the Student Affairs Office (one form only).
- The student must consult with his academic advisor, and the student shall be responsible for any deficiency or error that occurs in his registration as a result of his ignorance of the instructions.
- The department secretariat submits the forms after being filled out by the student and approved by the signature of the student's academic advisor. Forms are approved by the heads of departments in the college.
- The forms are transferred by the department to the College vice-dean for academic affairs for final approval.
- The student must refer the Student Affairs Office to find out the result of what has been done in the add-on and drop-out form for the courses.
- The student must approve his academic timetable during his personal file in the university computer system during the addition and drop period.

- If the student does not register any course during the regular registration period, he is considered to have dropped out of study.
- Student attendance will be considered from the first week of study.

Registration Approval:

- 1- In the event of electronic registration, the student must approve his study timetable through his personal file in the university computer system during the adding and drop period.
- 2- The student is considered suspended from studying, and the phrase “discontinued for non-registration” is placed in the computer system if he does not approve his academic timetable during the addition and drop period until the end of the second week from the beginning of the semester.

Academic load:

- a. The academic load is the sum of hours (units) of study for the courses he registers in the semester and is determined according to the following rules:
 - 1- The minimum academic load is 12 credit hours per semester and one academic hour in the summer semester.
 - 2- The maximum academic load is 20 credit hours in the semester and 10 summer semester credit hours.
- b. Not allowed student who is academically Probation to have more than 14 hours of study load.
- c. Not allowed student with a pass grade to have more than 16 hours of study load.
- d. A graduate student is allowed to exceed the upper limit by no more than three credit hours.

Chapter Four: The College Academic System

Degree awarded:

The degree awarded to a student after completing the medical laboratory program is a Bachelor of Medical Laboratories, Bachelor's degree Doctor of Optometry after completing the Doctor of Optometry program and a Bachelor's degree in Radiologic technology after completing the Radiologic technology program.

Study system and methodology:

College study system is following:

- 1- The semester system of two semesters per academic year and the duration of each semester Fifteen weeks for all college programs.
- 2- The study consists of eight levels of the Medical Laboratories and Radiologic technology programs.
- 3- The study consists of ten levels for the Doctor of Optometry program.

Study system:

- The student must attend the lectures from the first day of the study as in the academic calendar of the university.
- The attendance of the male and female students will be monitored electronically for each of the lectures and practical lessons from the first week of the semester.
- The student will be denied entry to the final examination of the course if his absence exceeds twenty percent (20%) of the total lectures and practical lessons without an acceptable excuse.
- All students of the College of Applied Medical Sciences must always wear a uniform and appropriate shoe in lecture halls and even during exams, and a white coat in all practical sessions.
- The student is prohibited from entering the lecture hall in the case that he does not wear a uniform and appropriate shoe.
- A student who does not register the course is prohibited from attending the lectures.
- No attendance is made for a student whose name is not on the official attendance sheet.

Graduation requirements:

The student obtains the academic degree from one of the departments of the college after successfully completing the graduation requirements according to the study plan for each program, provided that it's cumulative GPA is not less than the rate specified by the University Council.

Postponement of the study:

- 1- The student may submit a request to postpone the study before the beginning of the semester for an excuse accepted by the Dean of the College or whoever delegates him. The postponement duration cannot be more than two consecutive semesters or three nonconsecutive semesters throughout his stay at the university, then his registration shall be closed after that. The University Council may make exceptions when it deems necessary after recommendations from college council and Committee for student academic problems.
- 2- It is permissible for a female student accompanying her husband or who is legally dependent on her scholarship student to suspend her academic status (Acceptance or registration) for a period not exceeding five years, and in the event that the student wishes to return for the study, her situation is treated as follows:
 - a. In the case that the study plans change, they are equivalent to similar or equivalent courses that were previously mentioned the student may study and complete the graduation requirements of the current plan.
 - b. In the case that the study plans have not changed, the student will return to her previous academic status.
 - c. After more than five years have passed, the student's seat in the department is reserved, and the study begins as a freshman.
- 3- The postponement period is not counted within the period required to complete the graduation requirements.
- 4- The postponed student must register after the end of the postponement period, otherwise it will be considered interrupted.

Interruption:

The student will be in a state of interruption in one semester when:

- 1- Failure to enroll in one semester.
- 2- Withdrawal from the semester.

A student may continue in the event of interruption for a maximum period of two consecutive academic semesters, or for a total of three non-semesters consecutive since joining college.

Apologizing for the study:

- Student may, after approval of the college, apologize for continuing to study a semester without having to repeat it if he finishes the procedures of apology within the statutory period fail.
- The legal period for excusing a semester extends to three weeks before the final exams according to the academic calendar of the university.
- The student is assigned a grade of (w) and this semester is calculated from the period required to complete the graduation requirements.
- The excuse semesters should not exceed two semesters throughout the student's university study, and his registration shall be closed after that.
- The student who is excused must register after the end of the exclusion period, otherwise he will be considered interrupted
- The student is obligated to attend the lectures until his application is decided upon.

Re-enrollment:

1- The student is considered to have closed his enrollment in the following cases:

- Drop out of study (Interruption)
- Withdrawal
- Dismissed academically

2 - The student whose registration has been closed may submit to the College Agency for Academic Affairs a request to be re-registered with his number and his previous record according to the following controls:

- a. apply for re-registration within four semesters from the date of the enrollment termination.
- b. College Council approves the re-registration of the application according to the regulations it sets during the regular period of registration, and in the case that the

approval of the College Board is late for the regular period of registration, then the student is not entitled to register except in the next semester.

- c. If four semesters or more have passed since the student's enrollment has been terminated, he can apply to the university as a freshman from the previous one, provided that he meets all the announced admission requirements without referring to his academic record for regulations set by the committee. In due time, the Standing Committee for Permanent Academic Problems has an exception from that, according with regulations set by the Committee.
- d. It is not permissible to re-enroll a student more than once, and for the university president's Excellency in case of necessity to make the exception to this is after the recommendation of the Permanent Committee for Student Academic Problems
- e. It is not permissible to re-enroll a student whose registration has been suspended if he was dismissed
- f. It is not permissible to re-enroll a student who was dismissed from the University for educational or disciplinary reasons, or who was dismissed from another university for disciplinary reasons, and if it becomes clear after his re-enrollment that he was previously dismissed for such reasons, he shall be considered his registration is canceled from the date of re-registration.

Procedure for re-registration request:

- 1) The student submits an online application for re-registration through the student page.
- 2) Fill out the application form for re-registration with the College Vice Dean for Academic Affairs in which the name of the student is displayed, ID number, semester, academic year, GPA, number of probations, Department, remaining credit hours, reason for interruption, communication method.
- 3) The College Vice Dean for Academic Affairs studies the application.
- 4) 4) Submit the application to the college council to take a decision or refer it to the University's Student Problems Committee.

The transfer:

The college accepts transfer requests from students registered in other colleges, whether affiliated with Qassim University or others, and the transfer is approved or not in accordance with the regulations set by the College Board.

Transferred students can transfer courses that have already been completed to their equivalent courses in the college, according to each case, according to the rules and regulations.

Requirements for transferring from one college to another within the University:

1. Availability of a seat.
2. That the student's GPA is not less than the rate determined by the relevant councils.
3. Approval of the deanship of the college to which he is transferred in accordance with the regulations laid down by the College Board.
4. The student has not spent more than four semesters, provided that the semesters are not counted study for preparatory programs (such as the Preparatory Year and the Intensive English Language Course) of the duration.
- 5- The transfer procedures are completed during the first week of the semester or the academic year for colleges that applies the annual system, and if the procedures exceed this period, the transfer is for the second semester.
- 6- A student is transferred only after at least one semester has passed in the college from which he is transferred.
- 7- A student is allowed to transfer once during his university studies or twice if one of them is a year preparatory or intensive course.
- 8- A student who is transferred to the preparatory year or the intensive course is returned to his previous department in case he is not pass it for one time only.
- 9- The allocation after passing the preparatory programs is not counted among the transfer movements.

(All subjects that have previously been studied shall be recorded in the academic record of the student transferred from one college to another this includes grades, semester and cumulative rates)

Requirements for transferring from one specialty to another within the college

- 1- A student may, after the approval of the Dean of the College, transfer from one specialty to another within the college.
- 2- The remaining period for him at the university is sufficient to complete the graduation requirements.
- 3- The transfer procedures are completed during the first week of the beginning of the semester according to the academic calendar.
- 4- A student is allowed to transfer once during his university studies, and the College council has an exception from that.

Chapter Five: List of Student Excuses for Absence from Lectures and Monthly and Final Examinations:

Regulations for medical excuses:

1. The student must review the health units of the University City for a medical examination and obtain a detailed medical report on the health status within the regulations prescribed for doctors for such cases.
2. 2- Not accepting any leave recommendation issued outside the health units of the University City, except in critical emergency cases or outside the official working hours, where the student is required at that time to review the emergency department of a government hospital only to obtain a detailed medical report of the health condition approved by the hospital authorities and upon the recommendation of a specialist or consultant in the same specialty, explaining the sick leave or as the committee sees fit (Recommendations for sick leave from health centers or polyclinics are not accepted.)
3. 3 - In the event that the student is admitted to the hospital, a detailed medical report must be brought and approved by the hospital authorities, and he must be signed and stamped the assigned physician, and the signature is not accepted on his behalf.
4. 4 - The excuse for revision is only accepted after the prior approval of the Vice Dean for Academic Affairs or whoever delegates it. The student shall submit a letter to the college before the date of the appointment and in which it is displayed that the date of the review. Note that this does not include absence from the exam
- 5- When the need to perform surgeries or non-emergency medical procedures or scheduled during study days, it is necessary to notify the college by an official letter submitted to His Excellency the Vice Dean of the College to obtain approval before starting with these procedures.
- 6- Maternity leave for a period of two weeks from the date of birth maximally, provided that the excuse is sent to the college within a maximum period of two weeks from the date of birth, provided that the total absence percentage does not exceed 50% of the lectures.
- 7- Accompanying to emergency cases is not accepted without justifications that include a detailed medical report and the reason for the length of time accompaniment and how important it is for the student to accompany the patient.

Accompaniment includes: the mother, father / husband or wife / Son or daughter / brother or sister / grandfather or grandmother.

- 8- It is necessary to inform the student's affairs before the review to hospitals and clinics.

Regulations for participation in student activities:

- 1- 1 - When participating in official events or activities in which the university or college is a party, the college's approval is required before participating, and this does not include absence from the exams (review the student activities policy)
- 2- 2 - When attending a conference or workshop, the approval of the Vice Dean for Academic Affairs is required, according to the policy approved to attend conferences.

Other excuses regulations:

- 1- In the case of traffic accidents, an official report certified by the Traffic Department shall be attached and the follow-up is not accepted To complete the passage procedures by absence from academic activities
- 2- In the case of the death of a relative of the male or female student, a copy of the death certificate and evidence shall be attached. The degree of relationship of the deceased. Included relatives are: mother, father / husband, wife / son, or Daughter / brother, sister / uncle, aunt / uncle, aunt / grandfather or grandmother.

General Provisions:

- In all of the above conditions, only original medical reports issued by government agencies are accepted.
- The excuse must be submitted within seven working days from the date of absence, and in the event of failure to attend in person, the excuse may be delivered through another party, such as a relative or colleague.
- If it is proven that there is a case of fraud or tampering with the report, this matter will be presented to the student to take regular fraudulent measures against him, such as deprivation in the course or failure in semester subjects and you may even reach dismissal from the university.

Student excuses procedures:

- 1- The student fills out an excuse form for a student's absence, which is available in the student's affairs and the college website within only a week of the date of absence, and the Hijri and Gregorian dates are written. The form is approved by the Vice Dean for Academic Affairs and the original medical reports are delivered to the Student Affairs Office. No medical report will be considered unless after submitting the excuses form to the Student Affairs Office.
- 2- The Student Affairs Office official shall:
 - A- Review the form and ensure that it meets the conditions and is fully filled out.
 - B - Ensure that the medical report, if any, is attached, or a document indicating the reason for the absence, provided that the report is issued by a government agency.
 - C - Review the date of the report and ensure that it matches the date of the student's absence.
- 3- The Student Affairs Office official sends the documents to the College Vice Dean for Academic Affairs to be included in the agenda of the excuses committee meeting, which is held periodically.
- 4- In the case of the final exams, the forms are referred to the College Council.
- 5- The Office of the College Agency for Academic Affairs submits the files of the student's absence to the Student Excuses or Rejection Committee.
- 6- The Student Excuses Committee considers the student's excuse and decides in approval
- 7- The committee's decision is sent to:
 - A- The head of the department to which the course is affiliated to implement the requests approved by the committee from a monthly alternative exam or a short exam.
 - B- Student affairs announcement.
- 8- The student should follow up with the student affairs or the notice board to ensure that the excuse is accepted or not accepted and that the deficiencies.

Chapter Six: The College Examinations and Examinations System

Examination and grading system:

1. The final grade of the course is the sum of the work for the year plus the final examination score for the subject.
2. Each subject has a final grade of 100.
3. From 40% to 60% of the grade is allocated to the work of the year and the rest is allocated to the final examination.
4. The student must obtain 60% of the grade to be successful in the course.
5. The student who misses the final exam will have a score of zero in that test, and his grade in that course is calculated on the basis of the grades of the semester work he obtained.
6. If the student is not able to attend the final exam in any of the semester subjects for a compelling excuse, the council may if it is absolutely necessary to accept an excuse and allow him to be given a substitute test within a period not exceeding the end of the college in case of the following semester and the grade obtained after taking the alternative test is given.

Estimates and Graduation:

The grades obtained by the student in each course are calculated on the basis that the grade ranges from (5.00) as follows:

Percentage		Significance	Grades	GPA (out of 5)
95	100	Exceptional	A+	5.00
90	94	Excellent	A	4.75
85	89	Superior	B+	4.50
80	84	Very good	B	4.00
75	79	Above Average	C+	3.50
70	74	Good	C	3.00
65	69	High Pass	D+	2.50
60	64	Pass	D	2.00
Less than 60		Fail	F	1.00

The general estimate for the GPA upon graduation is based on his cumulative GPA as follows:

(Excellent): if the GPA is not less than 4.50 out of 00.5

(Very good): If the GPA is from 3.75 to less than 4.50 out of 00.5

(Good): If the GPA is from 2.75 to less than 3.75 out of 00.5

(Accepted): If the GPA is from 2.00 to less than 2.75 out of 00.5

Denied entry to final exams:

1. The regular student must attend lectures and practical sessions according to the tests and student affairs at the university, as the absence of the student or the student at a rate of more than 20% (or what the university determines by the organizational rules) from the lectures or the practical sessions of the course will prevent him from entering the final exam in the course.
2. The course instructor enters the student's absence every week into the academic system.
- 3- A student who was denied entry to the final exam due to absence is considered to have failed the course, and a deprived grade (DN) is assigned to him.
- 4- Sick leave and admission to hospital will be calculated from within the 20% period specified in the university system.
- 5- If there is a medical or non-medical excuse, please see the list of student excuses attached in this guide.
- 6- The deprivation lists are announced before the start of the final exams

Steps and regulations to raise deprivation:

Based on the undergraduate study and examination regulations, the absence of a male or female student at a rate of more than 20% of the lectures and practical sessions in the course will prevent him from entering the final exam.

- 1- The student submits a student excuse form requesting the lifting of the denial of the deprived course for the student's affairs for scrutiny.
- 2- The application is submitted to the College Vice Dean for Academic Affairs to study the request.
- 3- The application is forwarded to the College Council and a decision is taken with approval or rejection.
- 4- The excuses that comply with the list of student excuses are accepted.
- 5) In the event that the application is approved, it is referred to the College Agency for Academic Affairs to lift the deprivation

Request to re-correct the exams answer sheets

Article 39th. of the Study and Examinations Regulations of the Higher Education Council Regulations states:

The council of the college that offer the course, in cases of necessity, may approve the re-correct of answer papers within a period not later than the beginning of the next semester exams. Qassim University has set an implementation rule for this article according to the following regulations:

- 1- The student submits to the Dean of the College or the Vice Dean for Academic Affairs a request to re-correct the answer sheet within two weeks of computing the cumulative averages according to the academic calendar or announcing the results. The request includes the justifications for the re-correcting request, and a confirmation from the student that the information he provided is correct.
- 2- The student fills out the re-correcting form, which includes the following data: the student's name, university number, course number, code and name, department number, semester work grade, semester, GPA, number of academic warnings if any, the name of the course instructor, and the date of the examination.
- 3- The college council that offer the course may decide in the case of the student's application.
- 4- The re-correction must be done within two weeks of the beginning of the next semester.
- 5- In the case that a re-correction is approved, the college council forms a committee to re-correct the answer sheets and the committee submits a report to the college council for a decision, and the council's opinion is considered final.

Regulations for controlling student violations and penalties:

Student discipline regulations apply at Qassim University.

Below are some examples of violations:

Cheating:

- 1- Transferring the answers of another student during the examination.
- 2- Transferring previously copied answers to some parts of the body, clothes, etc.
- 3- Obtaining a copy of the exam in advance or any information related to its data.
- 4- The use of references or notes during an examination in which this is prohibited.

Providing incorrect information and facts:

- 1- Intentionally falsifying results of field research or a specific experiment.
- 2- Fabricating data for a study or project.
- 3- Fabrication of a particular subject of study.

Presenting fake testimonials:

- 1- TOEFL / IELTS claim.
- 2- Submit fake copies of the school file.
- 4- Presenting fake work certificates.
- 5- Presenting false medical certificates.
- 6- Using a personal card for another person.

Chapter Seven: General Services in the College:

Based on the college's keenness to provide public services to students through the following units:

1) Student Affairs Unit:

The Student Affairs Unit is one of the most important administrative units in the college because it is the direct link between the administrations the faculty and the student and the unit includes:

First: Admission and Registration:

Among its tasks:

- 1- Welcoming new students, directing them and responding to their inquiries according to the rules and regulations.
- 2- Announce the academic calendar on notice boards in all college buildings and facilities.
- 3- Register the deletion and addition to the student's timetables, according to the academic calendar for the academic year.
- 4- Welcoming internal transfer requests after the request is submitted electronically by the student.
- 5- Welcoming re-registration requests according to the university calendar.
- 6- Recording of interruptions according to the regulations for undergraduate studies and examinations.
- 7- Dealing with all the electronic academic system services according to the laws and regulations.

Second: Rewards and Excuses:

Among its tasks:

- 1- Distributing ATM cards to the newcomers and following up all matters related to the cards.
- 2- Follow up with the Rewards Department regarding the student's inquiries and problems.
- 3- Requesting the issue of new or replacement cards when the password is lost or the card is lost.

- 4- Receive medical reports.
- 5- Receiving medical excuses from centers and hospitals in the region.

Third: Student services:

- 1- Receiving and distributing the student's university identity cards.
- 2- Receive requests for an advance and aid disbursement from the student's fund.

2) Student club:

- The college has a student club that includes the club's pioneer and a number of students.
- It aims to:
 - A- Organizing activities that highlight the efforts of the club members in the areas in which they excel in discovering student talents and sponsoring the gifted.
 - B - Creating an appropriate environment for students to develop their capabilities and skills, exchange experiences between them, and work to encourage, support and honor them.
 - C - Participation in various events, internally and externally, for friction and exchange of experiences.
 - D- Documenting student production and establishing a database of student talents in various fields.

3) Student Support and Academic Advising Unit:

The Student Support Unit at the College was formed to provide academic and social support to students, and this unit supervises the work of student academic advisors and receives their reports on students' problems during the study. Issues related to the college's specialization and study system, such as choosing a major, registering compulsory and elective courses, and other academic issues. The student is responsible for knowing and following up the study system and the regulations governing it, including graduation requirements.

4) Community Service Unit:

Community service at Qassim University is an essential part of its vision, mission and a package of projects in its strategic plan.

This unit aims to link academic study with community service, and to clarify the importance of the role of students in community service. As well as highlighting the role of the various college programs by encouraging distinguished initiatives related to community service programs and activities, and motivating college employees to cooperate with health charitable institutions and societies while providing an opportunity for experienced faculty members to provide various health services. In addition to the interest in spreading the culture of volunteer work and spreading health awareness among the internal and external community.

5) Quality Assurance and Academic Accreditation Unit:

5-1 :The role of the student in quality assurance:

- 1- Ask the course instructor at the beginning of the semester for the course syllabus to familiarize yourself with the objectives and contents of the course and what are the expected educational outcomes.
- 2- Be positive and interact with the course instructor to contribute what you need from your side in the learning and teaching process.
- 3- Ask useful questions and commit to fulfilling your duties.
- 4- Ensure that you acquire the latest knowledge and technologies through the modern electronic learning methods provided by the college.
- 5- Field training is the key of the educational process. Make sure to interact with the people responsible for your training and make use of them in the best possible way.
- 6- A commitment to the various evaluation processes that take place in the college, including evaluation of the course, the instructor, the program, etc., because it is the platform that communicates your opinion to the college administration.
- 7- Be interacting with your colleagues in the study, training and quality assurance team to ensure progress and elevation for yourself and society.
- 8- Be positive, the student advisory committee is your voice for the college administration. Participate in its selection and communicate with its members.
- 9- Academic advising is your way to a better university and academic life. Make sure to keep in constant contact with your mentor.

- 10- Know the vision and mission of your college and department, and be a partner in the development and improvement processes.
- 11- Fill out the online questionnaire for the course and teacher evaluation through your page on the Qassim University website in all courses.
- 12- Make sure to take benefit of all the resources provided to you by the College of Applied Medical Sciences and the university, such as: The central library and the modern laboratories and technologies available in it.
- 13- Participate in activities run by the student club at the college.
- 14- You may meet with many auditors and experts who visit the college to be accredited locally and internationally.
- 15- Be interactive with your college and the community, as every service you provide to your community is counted for your college.

2-5: The questionnaires used in the college to ensure the process of continuous improvement:








The questionnaires are one of the most important indirect measurement tools, and the Quality Assurance and Academic Accreditation Unit in the College assists the quality committees in the departments by distributing them to students of different levels and in different stages of development, and then they are analyzed statistically to give a comprehensive overview of the tools of direct measurement.







The indirect measurement (questionnaires and others) is considered a complement to the direct measurement, as the direct measurement tools are characterized by being an accurate quantitative assessment without feelings, and the indirect measurement tools are complementary to it, as the extent of satisfaction of all parties is measured, and this evaluation depends on the feelings and satisfaction of the person who performs the evaluation.

Students make four types of questionnaires, and there is an additional questionnaire that is filled out by employers for graduates.

Type of the questionnaire	Target group	The date of implementing the questionnaire
Course evaluation	Students of the courses for each course they study	End of each semester
Student Experience Evaluation.	Students, third and fourth level	Mid-Second Semester
Program Evaluation	students of the seventh and eighth level in the middle	Mid- Second Semester
Alumni Evaluation	Alumni	Before receiving the certificate of Internship and graduation.

Chapter Eight: Forms, Bylaws and Regulations:

NO.	Forms, regulations and systems	Barcode Reader
1	Form for registering a course from outside the college (free course)	
2	Application form for deleting and adding a course	
3	Application form for re-correction.	
4	A semester excuse form	
5	Form for presenting an excuse for absence.	
6	Re-registration request form	
7	Course withdrawal form	

8	Regulations for undergraduate study and examinations at Qassim University	
9	Student Disciplinary Regulations at Qassim University	
10	Student Handbook at Qassim University	
11	Course Evaluation Survey	
12	Student experience Evaluation Survey	
13	Program Evaluation Survey	
14	Alumni Evaluation Survey	