



Central Policy Governing Resident Absences and Educational Accommodations
From the Rules, Regulations and Procedures for Postgraduate Studies College of Medicine

Article 10

Postponement of a Rotation

The Programs Administration Committee has the right to allow the student to postpone a rotation upon his/her request and recommendation of the Program Committee.

Conditions for Postponement

1. The following are the conditions for postponement of rotation
The resident should apply for postponement of the rotation at least one month before the commencement of the rotation. The Program Committee will evaluate the request and either approve or deny.
2. The Program Committee will determine how this time will be compensated for if the request for postponement was accompanied with an acceptable excuse.

Article 11

Withdrawal

If the resident withdraws from the program upon his request and then request to rejoin the program, the conditions for a new application will be implemented.

Procedures for withdrawal

1. The resident submits a request for withdrawal to the Director of the Program before the date for withdrawal.
2. The Program Committee has the right to accept the rotations that the student completed prior to withdrawal if he/she decided to rejoin.

Article 12

Interruptions

The resident will be considered absent from the program and his registration will be terminated in the following cases

1. If the student is accepted in the program and does not register in the specified time period.
2. If the student is registered in a rotation and does not attend the training for that rotation.



Procedures for Interruptions of Study

1. The Program Committee will inform the Programs Administration Committee of those students who have been accepted in the programs who have not registered within four weeks of commencement of study.
2. The Programs Administration Committee will inform the Dean of those students who have registered but have not attended the training within four weeks of commencement of study for submission to the faculty board.

Article 13

Attendance

Students should have a regular attendance record and the student is answerable to the Program Director or the Director of the other program the student is attending. It is prohibited for a student to absent himself/herself from his/her duties without a valid reason that is accepted by the Program Committee. In the case of absenteeism with a valid excuse, the Program Committee organizes an appropriate avenue to compensate for the time the student was absent so that the student can compensate for the time he/she was absent.

Article 14

Warning Notifications, Cancellation and Rejoining

If the performance of the resident is not satisfactory, the Program Committee with approval of the Programs Administration Committee can suggest the following:

1. The resident can repeat part or all of the rotation.
2. The student is barred from final exam and has to repeat the rotation.

Procedures for Notifications

1. The Program Director will issue a written warning to a student in the following circumstances.
 - a) After the first unsuccessful taking of an exam.
 - b) If the student exceeds the approved duration of the course by 25%.
 - c) Absent for seven days without a valid excuse, whether those days are taken consecutively or not.
2. The Supervisor of the Programs will issue a second written warning to a student in the following circumstances.
 - a) After the second unsuccessful taking of an exam.
 - b) If the student exceeds the approved duration of the course by 50%.
 - c) Absent for 14 days without a valid excuse, whether those days are taken consecutively or not.



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- d) The Program Committee will recommend to the Programs Administration Committee the termination of registration of the resident if the resident's performance does not improve.
3. A resident's registration will be terminated if the resident plagiarizes or acts in a manner which is not compliant with the rules and regulations of the university.
4. A resident's registration will be terminated if a resident exceeds twice the allowed duration for the completion of the program upon approval of the Programs Administration Committee and the faculty Board.

Article 15

Reregistration

A. In extreme conditions, a resident who has been terminated from the program can be reregistered if the discontinuation of his studies was due to Force Majeure. The College Faculty Board has the authority to make this decision.

Procedures for Reregistration

1. The Program Committee will determine the rotation(s) the resident should repeat for the year that his/her registration was terminated in.
2. The duration that the resident spent in the program before termination is counted as part of the maximum period of completion of the program.
3. The time that the resident attended the program will not be counted as part of the duration of the program.

Article 16

Transfer from outside the University

A student can be transferred to the University from another university or an outside accredited institute upon recommendation of Departmental Faculty Board and the Programs Administration Committee and the Board of Deanship of Higher Studies if the following conditions are met.

1. The student has fulfilled all the required conditions for acceptance into the program the student is being transferred into and any additional conditions that the Program Committee deems necessary.
2. The student has not been terminated from the program the student is currently in.
3. The credit hours that the resident has completed in his present program will be counted as part of the program's credit hours if the following are observed:
 - a. The topics of the completed credit hours should be the same as the topic of the rotation that is taught in the program the resident transferring to.



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- b. These credit hours should not exceed 30% of the total credit hours of the program the resident transferring to.
- c. Equation of the credit hours completed according to recommendation by Departmental Board and approval of the College of Medicine Faculty Board and the Deanship of Higher studies Board.
4. The applicant should request the transfer during first month of the academic year.
5. There is a vacant position in the program he is transferring to.
6. The student should pass the entrance examination and interview. The Program Committee can waive this condition if the student was outstanding in his previous performance.
7. Only one transfer is allowed during the duration of one program.
8. The time that the resident attended in his present program will be counted as part of the program's duration.

Procedures for Transfer

1. The student submits a request for transfer using the official transfer form obtained from the Deanship of Higher Studies website.
2. The student attaches a transcript of the rotations that have been completed with a complete description of each rotation.
3. The request will be referred to the Programs Administration Committee and then to the Concerned Program Committee.
4. The concerned Program Committee will evaluate the request and all completed rotations and if the transfer is approved, the committee will determine the level to which the student will be transferred to.

Article 17

Transfer between various Specialties

The resident is allowed to transfer from one program specialty to another within the university upon approval by the both the present Program Committee and the Program Committee of the program the student is transferring to. The final approval is given by the Programs Administration Committee, taking into consideration Article 16. The student will be exempt from conditions 2 and 3 of Article 16.