



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
كلية طب الأسنان | College of Dentistry

Policies and Procedures Manual

College of Dentistry

INTRODUCTION

The policies contained in this manual have been compiled for the benefit of students, faculty, and staff at the College of Dentistry from a variety of College of Dentistry and University resources. In addition to these policies, students, faculties, and staff should consult the Imam Abdulrahman Bin Faisal University, College of Dentistry Student and Faculty Handbook available in the Vice Deanship for Development & Community Partnership archive.

Students, faculties, and staff are expected to become thoroughly familiar with these policies and procedures and to contact the Office of the Vice Deanship for Development & Community partnership in the College about questions related to the Policy Manual. All policies are available in the College of Dentistry shared folder. Modifications of the policies or procedures contained herein will be announced as they are approved.

1. ADMINISTRATION

- 1.1 Policy And Procedures for Teaching Staff Recruitment
- 1.2 Policy For Faculty Promotion
- 1.3 Policy For Budgeting and Planning
- 1.4 Policy And Procedure for Faculty Grievance (Due Process)
- 1.5 Policy For Conflict of Interest
- 1.6 Policy For Underperforming Faculty Members
- 1.7 Policy & Procedure for Faculty & Staff Performance Evaluation
- 1.8 Policy For Smoking Prohibition in The College of Dentistry
- 1.9 Policy And Procedure for Periodic Revision of Program Mission and
Goals Values & Goals
- 1.10 Policy And Procedure for Material Requests, Distribution and
Consumption

For detailed access please contact:

Email: dentistry@iau.edu.sa

2. ACADEMIC AFFAIRS

2.1 Policy And Procedure for Program Delivery

2.2 Policy For Teaching Methodologies

2.3 Policy For Monitoring Student Performance and Progress

2.4 Policies And Procedures for Retention of Dental Students

2.5 Policy And Guideline for Student Code of Conduct

2.6 Policy To Ensure Educational Privacy

2.7 Policy For Student Complaints, Grievances and Grade Appeals

2.8 Policy On Academic Advising and Counseling

2.9 Policies And Procedures for Admission of New Dental Students

2.10 Policies And Procedure for Examination & Assessment

2.11 Policy And Procedure for Dental Students' Orientation

2.12 Policies And Procedures for Plagiarism & Scientific Integrity

2.13 Policy And Procedure for Election of Student Class Leaders

2.14 Policy And Procedure for Course Remediation

2.15 Policy For Teach-Out Existing BDS Curriculum

2. ACADEMIC AFFAIRS

2.16 Rules And Regulations for Students Excuses

2.17 Policy For Competency Examination

2.18 Policies, Procedure and Guidelines for The Virtual Examination &
Invigilation

2.19 Policy And Contingency Plan for Emergency Situations

2.20 Policy And Contingency Plan for Examination Under Emergency

2.21 Policy For Examination Paper Retention Policy

2.22 Policy And Procedure for Program Review

2.23 Policy For Learning Resources

2.24 Policy For the Learning Management System (LMS)

For detailed access please contact:

Telephone: 013-333-1417 or 013-333-1406

Email: vdaa.dent@iau.edu.sa

3. CLINICAL AFFAIRS

- 3.1 Rules And Regulation for Radiation Protection
- 3.2 Policy For Chemical Disposal in Radiology Section
- 3.3 Medical Supply Management
- 3.4 Expired Items Policy
- 3.5 Policy For Medical Records Access and Privacy
- 3.6 Policy For Clinical Quality Assurance Program
- 3.7 Policy For Standard of Care and Patient Safety
- 3.8 Teaching Laboratories Utilization Policy
- 3.9 Student Clinic Utilization Guidelines
- 3.10 Policy For Hazardous Materials Management

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4 DEVELOPMENT AND COMMUNITY PARTNERSHIP

4.1 Policy And Procedure for Conducting and Monitoring Quality Assurance

Activities

4.2 Policy And Procedures for Continual Improvement

4.3 Policy And Procedure for Monitoring Students Awareness with COD Policies and Procedures

4.4 Policies And Procedure for Risk Management

4.5 Policy And Procedure for Promoting Diversity & Equality

4.6 Policy And Procedure for Academic Freedom and Responsibility

4.7 Policy And Procedure for Community Service & Partnership at The COD.IAU

4.8 Guidelines For Survey Analysis

4.9 Policy & Procedure for Periodical Program Review

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5 SCIENTIFIC RESEARCH AND INNOVATION

5.1 Policies, Procedures, And Guidelines for Research

5.2 Policy On Procurement and Management of Research Equipment

5.3 Policy On Research Equipment Safety

5.4 Policy & Procedure for Research Funding

5.5 Policy For Biosafety in Research Laboratories

5.6 Policy On Monitoring Research Operational Plan

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