



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
كلية العلوم الطبية التطبيقية بالجبيل
College of Applied Medical Sciences in Jubail

Student Handbook

2022-2023

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Introduction

This handbook is intended for students currently enrolled in the College of Applied Medical Sciences in Jubail (CAMSJ) at Imam Abdulrahman bin Faisal University (IAU). It is designed to provide an overview of the academic journey for students, including policies, procedures, and guidelines that are essential for all CAMSJ students to be familiar with during their studies.

The purpose of this handbook is to provide the students with a detailed guide to their academic journey from enrollment to graduation. The handbook is regularly reviewed and updated to ensure that the information it contains remains current and relevant. To ensure that every student has access to the information it contains, a copy of the handbook is provided to each student upon enrollment. It is highly recommended that the handbook be carefully reviewed by all students, and that it be utilized as a valuable resource throughout their academic journey at CAMSJ.

Chapter One | Overview

About the College

The College of Applied Medical Sciences in Jubail (CAMSJ) was established in 2016. It is considered the first college that provides students an education related to the health sciences in Jubail city. It contributes to the developments in the healthcare in the local community by graduating qualified specialists who will fulfil the growing job market demands.

The College currently offers three undergraduate degree programs:

- Bachelor of Neuroscience Technology
- Bachelor of Anesthesia Technology
- Bachelor of Respiratory Care

College's Mission, Vision, Values and Goals

Vision

Excellence in health professions education, research, and social responsibility nationally and internationally.

Mission

To graduate qualified professionals in health care striving for development and life-long learning, through distinguished education and commitment to scientific research and community service.

Values

Accountability, Compassion, Collaboration, Excellence, Innovation, Diversity, Transparency and Social Responsibility.

Goals

1. Provide excellence in health professions education.
2. Promote the culture of scientific research and innovation.
3. Enhance social responsibility and community relationships.
4. Foster growth of the college community.
5. Maintain a vibrant working environment.
6. Strengthen the college administrative system.
7. Develop the college financial resources.
8. Enhance communication and information technology services.

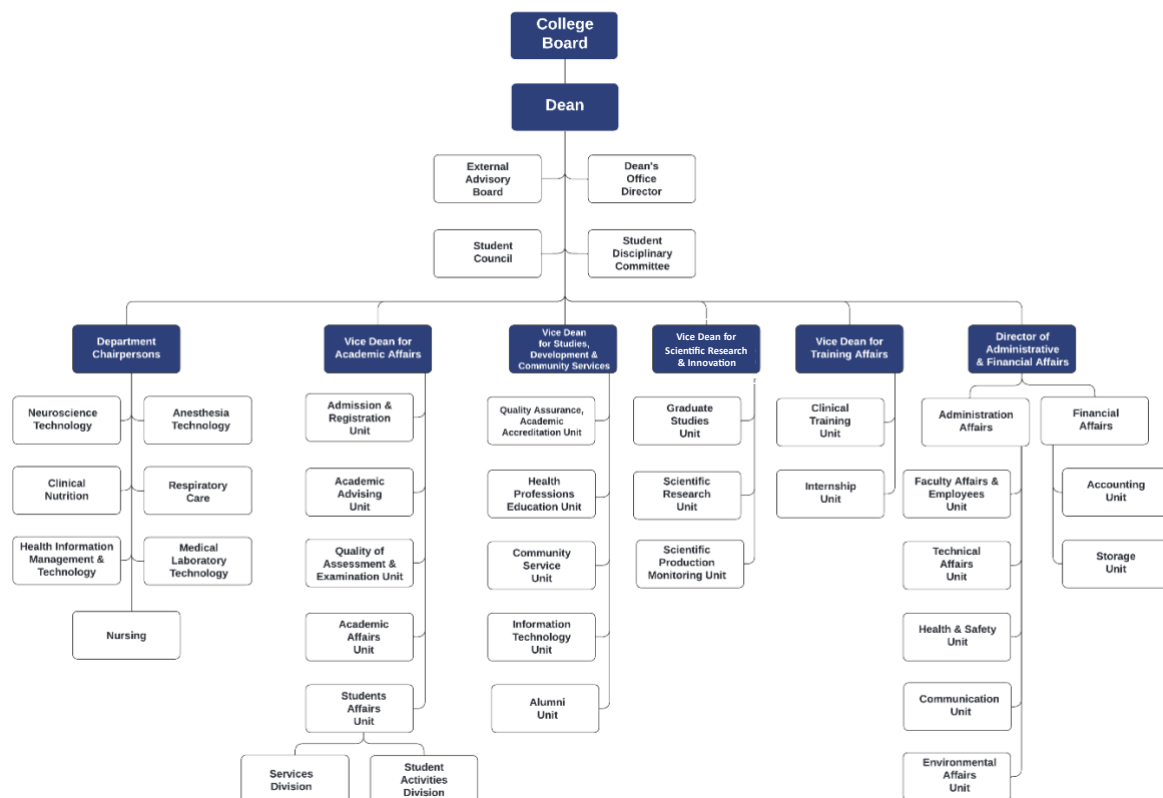
CAMSJ Graduate Attributes

The college has identified eight Graduate Attributes (GA) that are aligned with the Graduate Attributes of Imam Abdulrahman Bin Faisal University. These attributes are designed to equip students with the knowledge and competencies they need to thrive in their chosen fields and make meaningful contributions to society. Through various academic programs and activities, CAMSJ aims to foster in its graduates the following attributes:

1. Devoted to the Islamic identity demonstrating ethical, legal, and cultural values
2. Demonstrates social responsibility.
3. Committed to continuous learning and development (within the field of specialization).
4. Competent critical thinker with efficient problem-solving skills.
5. Exhibits professionalism and effective communication skills.
6. Assumes leadership roles and characteristics with an ability to encourage and collaborate with team members.
7. Demonstrates initiative and determination.
8. Employs digital, numerical and information technology (towards the field of practice).

Administration

College's Organization Chart



Key Contacts

Position	Name	Email	Extension
Dean	Dr. Abeer M. Alsubaie	dean.camsj@iau.edu.sa	31502
Vice Dean for Clinical Affairs	Ms. Ahoud I. Al-Ohali	camsj.vdca@iau.edu.sa	38605
Vice Dean for Academic Affairs	Mrs. Ahoud S. Almutairi	camsj.vdaa@iau.edu.sa	38571
Vice Dean for Development and Community Partnership	Dr. Sama S. Hammad	camsj.vdsdcs@iau.edu.sa	31608
Vice Dean for Scientific Research and Innovation	Mrs. Ghaida A. Alamri	camsj.vdpssr@iau.edu.sa	38573
Neuroscience Technology Chairperson	Dr. Mohammed Eldosoky Salama (Acting)	mesalama@iau.edu.sa	38653
Respiratory Care Chairperson	Dr. Shoug Y. Alhumoud	salhumoud@iau.edu.sa	38801
Anesthesia technology Chairperson	Dr. Lamya Z. Yamani	lzyamani@iau.edu.sa	38674

Programs Overview

Students are exposed gradually to different sets of courses. Typically, by the time of graduation, they should have completed one year preparatory provided by the Deanship of Preparatory Year and Supporting Studies and four years at specialized programs. Programs offered and all governing policies will be mentioned in later sections of this handbook.

Preparatory year

The Deanship of Preparatory Year and Supporting Studies at Imam Abdulrahman Bin Faisal University accepts all male and female students admitted to the health track and specific colleges, including Engineering, Architecture and Planning, Nursing, Public Health, Design, Science, Business Administration, Computer Science, Information Technology, Arts, and Science & Humanities in Jubail.

The primary goal of the preparatory year program is to enhance students' fundamental skills and scientific knowledge required for their future areas of expertise, while also promoting the ethics and culture of Islamic and national values. The course offerings and teaching schedule can be found [here](#).

Academic programs

Neuroscience Technology Program

The Neuroscience Technology Program was founded in September 2017. It was the first program not only in the Kingdom but in the Middle East. To meet the increasing demands for Neuroscience Technologists in Saudi Arabia, CAMSJ took the initiative to provide this program to prospective students and take on a leading role in the future development of the field of Neuroscience Technology.

The goal of the Neuroscience Program is to graduate well equipped Neuroscience Technologists in terms of fundamentals and contemporary concepts of neuroscience that helps in diagnosis and assessment of diseases as well as to be competent with use of neurodiagnostic medical equipment. The program takes on a multidisciplinary integrated approach of studies tailored to understand the nervous system focusing on molecular, cellular, and complete organism functionality. It also teaches basic and advanced laboratory techniques.

Neuroscience Program Study Plan

Level 3			
N	Course Code	Course title	Credit hours
1	NEURT 201	Electronics and Instrumentations for Electroneurophysiology	3
2	ANAT 201	Anatomy	3
3	PHYL 202	Physiology	3
4	MICRO 205	Microbiology and Infection Control	2
5	NEURT 202	Introduction to Clinical Neurophysiology Profession	2
6	ISLM 282	Islamic Ethics and Values	2
Total			15
Level 4			
N	Course Code	Course title	Credit hours
1	PHARM 211	Pharmacology	3
2	NEURT 207	Basic Clinical Assessment	3
3	PATH 210	Introduction to Pathology	3
4	NEURT 208	Neuroanatomy	3
5	NEURT 209	Neurophysiology	3
6	HIST 281	History and Civilization of KSA	2
Total			17
Level 5			
N	Course Code	Course title	Credit hours
1	NEURT 301	Central Nervous System Disorders	3
2	NEURT 302	Electroencephalogram 1	4
3	NEURT 303	Imaging and Sonography	2
4	ETHIC 213	Bioethics	2
5	PSYCO 206	Behavioral Sciences	2

6	NEURT 304	Clinical Practice 1	3
Total			16
Level 6			
N	Course Code	Course title	Credit hours
1	NEURT 307	Evoked Potentials 1	3
2	NEURT 309	Nerve Conduction and Electromyogram 1	3
3	NEURT 311	Clinical Practice 2	3
4	BIOST 214	Biostatistics	2
5	NEURT 308	Electroencephalogram 2	3
6	NEURT 310	Neuromuscular Disorders	3
7	BUS 381	Entrepreneurship	2
Total			19
Level 7			
N	Course Code	Course title	Credit hours
1	NEURT 401	Evoked Potentials 2	3
2	NEURT 402	Nerve Conduction and Electromyogram 2	3
3	NEURT 404	Long Term Monitoring	2
4	NEURT 405	Clinical Practice 3	3
5	NEURT 403	Intraoperative Monitoring 1	3
6	RMETH 215	Research Methodology	2
Total			16
Level 8			
N	Course Code	Course title	Credit hours
1	NEURT 407	Intraoperative Monitoring 2	3
2	NEURT 408	Polysomnography and Sleep Disorders	4
3	NEURT 409	Therapeutic Techniques in Clinical Neurophysiology	3

4	HIMT 410	Health Information Management and Technology	2
5	NEURT 411	Graduation Project	3
6	NEURT 412	Clinical Practice 4	3
Total			18

Anesthesia Technology Program

The Anesthesia Technology program at CAMSJ is recognized as the sixth program in Saudi Arabia to provide a bachelor's degree in Anesthesia Technology, marking it as a relatively new and specialized field. The program is committed to delivering a comprehensive education and training in anesthesia technology, equipping students with the essential skills and knowledge required to become competent anesthesia technologists.

Through a well-structured curriculum, students are prepared to effectively utilize anesthesia tools, supplies, and equipment, ensuring the provision of safe and efficient care to patients throughout various healthcare settings, such as operating rooms, labor and delivery units, post-anesthesia care units, anesthesia clinics, outpatient procedure suites, and ambulatory surgery centers. The program also emphasizes the development of critical thinking skills, enabling students to identify, assess, and provide assistance in diverse patient care scenarios involving both surgical and medical procedures.

Anesthesia Technology Program Study Plan

Level 3			
N	Course Code	Course title	Credit hours
1	MICRO 205	Microbiology and Infection Control	2
2	ANAT 201	Anatomy	3
3	PHYL 202	Physiology	4
4	ANEST 205	Introduction to Anesthesia Technology Profession	3
5	PHARM 204	General Pharmacology	3
6	ISLM 282	Islamic Ethics and Values	2
Total			17
Level 4			
N	Course Code	Course title	Credit hours
1	ANEST 208	Pre-operative Assessment and Preparation	3
2	PHARM 209	Pharmacology for Anesthetic Practice	2
3	PHYS 210	Physics for Anesthesia	3
4	PSYCO 206	Behavioral Sciences	2
5	ANEST 207	Cardiopulmonary Anatomy and Physiology	3
6	ANEST 211	Clinical Anesthesia 1	3
7	HIST 281	History and Civilization of KSA	2
Total			18
Level 5			
N	Course Code	Course title	Credit hours
1	ANEST 301	Perioperative Anesthesia Management	2
2	ANEST 302	Airway Management	3
3	ANEST 303	Clinical Monitoring in Anesthesia	3
4	ANEST 305	Anesthesia Equipment and Workstations	3
5	ANEST 304	Anesthetic Management for Surgeries and Procedures I	4

6	ANEST 306	Clinical Anesthesia 2	3
Total			18
Level 6			
N	Course Code	Course title	Credit hours
1	ANEST 307	Anesthesia for Patients with Coexisting Diseases	3
2	ANEST 309	Anesthetic Management for Surgeries and Procedures 2	4
3	ANEST 311	Clinical Anesthesia 3	3
4	ANEST 308	Regional Anesthesia and Pain Management	3
5	ETHIC 213	Bioethics	2
6	STAT 310	Biostatistics	2
7	BUS 381	Entrepreneurship	2
Total			19
Level 7			
N	Course Code	Course title	Credit hours
1	ANEST 401	Total Quality Management	2
2	ANEST 402	Anesthetic Management for Surgeries and Procedures 3	4
3	ANEST 406	Clinical Anesthesia 4	3
4	ANEST 403	Recovery and Anesthesia Related Complications	3
5	HIMT 404	Management in Health Care Professions	2
6	RMETH 215	Research Methodology	2
Total			16
Level 8			
N	Course Code	Course title	Credit hours
1	ANEST 407	Research Project	4
2	ANEST 409	Anesthesia Seminars	4
3	ANEST 410	Clinical Anesthesia 5	3

4	ANEST 408	Critical Care and Emergency Medicine	2
5	HIMT 217	Health Information Systems	2
Total			15

Respiratory Care Program

The Respiratory Care program is dedicated to fulfilling the demand for professionals in the local community, ensuring that students are equipped with the necessary skills to meet the region's healthcare needs. Graduates of the program are prepared to contribute as esteemed members of the healthcare team, possessing the expertise to manage a wide range of acute and chronic cardiopulmonary conditions across all age groups, from newborns to the elderly.

To ensure comprehensive coverage of required competencies, the program's curriculum was developed based on the expertise of a panel of field experts. These competencies are effectively addressed throughout the program, combining lectures, laboratory practice, and clinical training to provide students with a well-rounded educational experience.

Respiratory Care Program Study Plan

Level 3			
N	Course Code	Course title	Credit hours
1	RT 215R	Introduction to RC Profession	2
2	ANAT 213R	Anatomy	3
3	PHYL 214R	Physiology	4
4	MLT 212	Microbiology	2
5	BIOCH 211	Biochemistry	2
6	RT 216R	Medical Gas Therapy	3
7	ISLM 282	Islamic Ethics and Values	2
Total			18
Level 4			
N	Course Code	Course title	Credit hours
1	RT 221R	Respiratory Anatomy and Physiology	3
2	RT 222	Patient Assessment	3
3	RT 224R	Respiratory Care Therapeutics	4
4	RT 225	Clinical Practice I	3
5	PSYCO 226	Behavioral Sciences	2
6	BUS 381	Entrepreneurship	2
Total			17
Level 5			
N	Course Code	Course title	Credit hours
1	RT 311R	Introduction to Mechanical Ventilation	4
2	RT 312	Respiratory Diseases I	3
3	RT 314R	Blood Gases	3
4	PHARM 312	Respiratory Pharmacology	3
5	RT 315	Clinical Practice II	3

Total			16
Level 6			
N	Course Code	Course title	Credit hours
1	RT 323	Respiratory Diseases II	3
2	RT 324	Basic Pulmonary Function Testing	3
3	RT 325	Clinical Practice III	3
4	RT 321	Management of Mechanical Vent	4
5	HIMT 322	Health Information System	2
6	BIOST 329	Biostatistics	2
Total			17
Level 7			
N	Course Code	Course title	Credit hours
1	RT 411R	Neonatal & Pediatric Respiratory Care	3
2	RT 413R	Advanced Pulmonary Function Testing	3
3	RT 412	Ethics in RC	2
4	RT 414	Pulmonary Rehabilitation	3
5	RT 415	Clinical Practice IV	3
6	HIMT 416R	Research Methodology	2
Total			16
Level 8			
N	Course Code	Course title	Credit hours
1	RT 421	Fundamentals of Polysomnography	3
2	RT 422	Respiratory Care Examination Review	3
3	RT 425	Clinical Practice V	3
4	RT 423	Cardiopulmonary Intensive Care	4
5	HIMT 424	Management in Health Care Organization	2

6	RT 426	Research Project	3
Total			18

Chapter Two | Education System & Academic Policies

This chapter serves as an informative guide to the education system and specialization criteria within the College of Applied Medical Sciences in Jubail. It covers important topics such as courses registration, deferral and apology, discontinuation, academic warnings, allowances, and the confidentiality of student grades. Students are recommended to refer to [the rules and regulations for courses and examinations, and their organizational procedures at the university](#). Also, students are encouraged to read the [E-Services Student Guide](#), a component of Waai initiative that aims to educate students about the university's academic policies and procedures during their academic journey, prepared by the Deanship of Admission and Registration, for a thorough understanding of the academic procedures.

College Education System and Academic Policies

College Education System and Specialization Criteria

The education system at CAMSJ is designed to provide a comprehensive and rigorous program of study. The first year, also known as the preparatory year, consists of three semesters where students must fulfill all academic requirements. The grades earned during this year are recorded in the student's academic transcript, and their cumulative average is calculated. Based on this average, students are assigned to one of the college's specialties, including Neuroscience Technology, Anesthesia Technology, and Respiratory Care.

The sorting for students is conducted electronically, following the completion of the preparatory year according to the eligibility criteria set by the college. The criteria used for sorting students include their grade point average (GPA), preference ranking, the capacity of the program, and other conditions that might be set by the college. During the three years of specialization, the study system is semester-based. Students' grades are recorded at the end of each level and added to their academic transcript.

Professional Appearance and Dress Code

Maintaining a professional appearance is essential to create a respectful and appropriate environment within the college. Therefore, it is important for all students to adhere to the following dress code and appearance guidelines:

- A long white medical coat and wide scrub suit must be worn inside the college.
- The color of the scrub must match the color assigned to each program:

- Navy blue for Neuroscience Technology program
- Ceil blue for Anesthesia Technology program

- Light green for respiratory care program
- Light gray for preparatory year

- The medical coat must be long-sleeved, knee-length, and have closed buttons.
- Tight, short, or revealing clothes are strictly prohibited.
- Students are required to wear their university ID at all times while inside the college.
- Make-up should have a natural appearance.
- Maintaining good personal hygiene is essential for all students.
- Hairstyles should be simple and should not resemble men's hairstyles.
- In the presence of men, headscarves must be worn as per college guidelines.

Course Registration

The Deanship of Admission and Registration sets the timeline for registration, dropping, adding, and other academic procedures for each academic semester. Course registration is conducted according to a registration plan announced by the Admission and Registration Deanship, based on the earned credit hours of the student in the study plan. The registration system in the college relies on self-registration, where the student is fully responsible for registering for their courses through the Student Information System (SIS), by following the guidelines sent by the Academic Affairs according to the schedule prepared by the departments. If the student encounters any difficulty or obstacle during the registration process, they should consult their academic advisor, who will endeavor to help them based on their experience and in cooperation with the college registrar.

Attendance and Academic Denial

Students are required to attend all theory and practical lessons regularly. If a student's attendance percentage falls below 85% of the lectures and practical lessons during the semester, they may be denied entry to the final exam for that course. The student must attend the lectures or provide an excuse for their absence within seven days of the absence date. The excuse can be submitted electronically through the Student Information System (SIS) using the Absence Notification Form, along with the necessary official documentation supporting the absence excuse. Students can access their attendance report directly through the SIS. It is crucial for students to take responsibility for following up on their absence excuse applications and ensuring they provide any necessary additional documents.



Absence Notification Form

Academic Transcript and Grading System

The academic transcript is an official document that provides a comprehensive overview of a student's academic progress. It contains information such as the name of the college they are enrolled in, their chosen field of study, their academic standing, and a record of the courses they have taken, including withdrawals or denials. The transcript also includes the number of credit hours earned for each course, the corresponding grades, and their semester and cumulative GPAs. In the event of any academic warnings, they will also be noted on the transcript. Students can access their transcript details via their personal account on the student information system. Furthermore, they have the option to obtain and print a copy of their transcript. The grades earned by students in each course and the cumulative grades are calculated as follows:

Percentage	Grade (In English)	Grade (In Arabic)	Grade Code (In Arabic)	Grade Code (In English)	GPA (Out of 5.00)	GPA (Out of 4.00)
95-100	Exceptional	ممتاز مرتفع	A+	+أ	5.00	4.00
90 - less than 95	Excellent	ممتاز	A	أ	4.75	3.75
85 - less than 90	Superior	جيد جدًا مرتفع	B+	+ب	4.50	3.50
80 - less than 85	Very good	جيد جدًا	B	ب	4.00	3.00
75 - less than 80	Above Average	جيد مرتفع	C+	+ج	3.50	2.50
70 - less than 75	Good	جيد	C	ج	3.00	2.00
65 - less than 70	High Pass	مقبول مرتفع	D+	+د	2.50	1.50
60 - less than 65	Pass	مقبول	D	د	2.00	1.00
Less than 60	Fail	راسب	F	هـ	1.00	0.00
-	In-progress	مستمر	IP	م	-	-
-	In-complete	غير مكتمل	IC	ل	-	-
-	Denial	محروم	DN	ح	1.00	0.00
60 or above	Nograde-pass	ناجح دون درجة	NP	ند	-	-
Less than 60	Nograde-fail	راسب دون درجة	NF	هد	-	-
-	Withdrawn	منسحب بعذر	W	ع	-	-
-	Exemption	معفى	E	عف	-	-

Table 1. Grading System at IAU.

Withdrawal from One or More Courses

This means that the student will not continue to study one or more courses during the semester, upon the student's request. A grade of "W" will be recorded in the student's academic transcript. In the first year (preparatory year), the student is not allowed to withdraw from any course. Withdrawal is subject to conditions set by the Admissions and Registration Deanship.

Deferral and Apology

Students can request deferral (not registering for any courses in the semester they wish to defer) within the first week of the semester, and the deferral period will not be counted towards the maximum period of graduation. If a student apologizes for their studies (does not continue studying in the semester they registered for courses), it will be counted towards the maximum period of graduation and the duration of their studies. Students are only allowed to defer or apologize for up to three semesters during their time at the university. However, during their first year of study (preparatory year), students are not allowed to defer or apologize.

Discontinuation

Discontinuation occurs when a student fails to register for any courses during a semester without obtaining permission for a deferral.

Academic Warning

An academic warning is issued to a student when their cumulative GPA drops below 2.00 out of 5.00, which is the minimum requirement. In some cases, this can potentially lead to academic suspension.

Confidentiality of Student Grades

The College of Applied Medical Sciences in Jubail adheres to the provisions stated in the Student Rights and Responsibilities document, which emphasizes the need to maintain the confidentiality of the contents of the student's file, and prohibits accessing or using personal information (such as academic transcript, personal file, or grade report) by anyone other than authorized personnel.

Allowances

A student enrolled in the College of Applied Medical Sciences - Jubail is entitled to an allowance credited to their bank personal account, provided they do not exceed the normal duration of graduation, including the preparatory year, and have a cumulative GPA of two or higher. High-achieving students are eligible for a distinction allowance of 1000 SAR. They must achieve a cumulative GPA of 4.50 after studying three consecutive semesters in the same academic year and the allowance will be deposited into the student's bank account.

Assessment and Examination Policy

Assessment Methods and Procedures

The Assessment & Examination methods and procedures are designed to ensure a comprehensive evaluation process for our students. This process encompasses a variety of assessment methods, including continuous assessment through quizzes, assignments, presentations, and practical/clinical assessments, as well as examinations such as block exams, midterm and final written exams, Objective Structured Practical Examination (OSPE), and Objective Structured Clinical Examination (OSCE).

During OSCE/OSPE exams, students will rotate among multiple stations with a designated time interval for each station. These stations are categorized into different types, including response stations, interpretation stations, and performance stations. Some stations may also serve as rest stations. While response and interpretation stations are knowledge-based, focusing on the student's cognitive abilities, performance stations typically involve the presence of an examiner, a simulated patient, and a standardized checklist for assessment.

Examination Policies and Regulations

Instructions for the Midterm and Final Written Examination

- Students must be aware of the date, time, and location of their exam.
- Students must arrive at the college 30 minutes before the beginning of the exam.
- Students must present their university ID card for exam entry. In case they are unable to provide the ID card, their identity will be verified using other documents such as a national ID or driver's license. Additionally, students are expected to sign a written consent form, committing not to engage in similar behavior again. Failure to comply with this commitment will result in the student being prohibited from taking the exam.
- Students will be allowed into examination halls 10 minutes before the start of the examination to complete the identity verification process and then start the test on time.
- If a student arrives at the exam hall more than 10 minutes after the start of the examination, they will be denied entry and directed to the VDAA office.
- Students must ensure that their mobile phones and/or smartwatches are turned off and kept under their chairs during the exam.
- Students are not allowed to wear abayas, scarves, or cover their ears inside the exam hall.
- Students are prohibited from bringing food or drinks, notebooks, books, course materials into the examination hall.
- Students must enter the examination hall quietly, remain silent during the exam, and raise their hands if they have any inquiries.
- Students should refrain from reading the question paper until instructed by the invigilators.
- Students must bring all necessary stationery, such as clear pencil case containing pens, pencils, erasers, and sharpeners. Only approved models of calculators are allowed, and sharing is not permitted.

- Students should fill in the front cover of the question paper, answer booklet, and optical marking reader (OMR) sheet as per the provided instructions.
- It is required to write clearly using blue ink only for question papers and cover pages. For MCQ sheets that use an OMR, pencils (HB7) must be used.
- Students are responsible for ensuring the accuracy of their identity information filled out on the exam paper, answer booklet and OMR.
- Invigilators are not allowed to answer any questions related to the exam or provide translation assistance for any part of the exam.
- Invigilators will take appropriate action according to the policy and procedure of academic dishonesty if any student is caught cheating, attempting to cheat, or assisting another candidate to cheat during the exam.
- Leaving the examination hall to use the toilet is prohibited except for genuine medical conditions that require it. A medical report of the condition must be submitted to the Vice Dean for Academic Affairs before the exam period for approval.
- Students are allowed to leave the examination hall only after half of the exam time has passed. Before leaving, they must submit all answer booklets, OMR sheets, and question papers to the invigilator.
- Students should ensure that they take all their belongings with them as they leave the examination hall. It is important to leave the hall quickly and quietly.

Absence for the Midterm and Final Exams

The college adheres to the guidelines outlined in the Assessment and Examination Policies and Procedures guide provided by the Quality of Assessment and Examinations Centre at IAU. In accordance with these guidelines, the following provisions are applicable:

- If a student misses the final exam, they will be given a grade of (zero). In this case, the final grade for the course will be calculated based on the grades obtained from the coursework completed throughout the semester.
- If a student is unable to attend the exam due to a valid reason that is acceptable to the College Council or its delegated representative, their excuse will be considered for acceptance in cases of extreme necessity.
- The student must submit the excuse for absence within a maximum period of seven days from the date of the exam on the Student Information System (SIS).

Acceptable excuses:

- Childbirth report/notification from any governmental or private hospital, the student is granted maternity leave for a period of two weeks.
- Hospitalization, emergency surgeries, and cases of chronic diseases, provided that all regular procedures are followed, and the leave is granted based on the hospital report.
- Death of a first-degree relative (permission for five days) or death of a second or a third-degree relative (permission for three days) provided that a copy of the death certificate is attached.
- In case of traffic accidents and visits to police and traffic departments, provided that the student is involved in the case and the excuse shall indicate the time of the accident and the time of visit to the relevant authority.
- Emergency cases documented by a government hospital and are subject to the provision of a detailed medical report indicating the diagnosis of the case.

- Cases of unconsciousness (fainting) during exams documented by the college’s medical professional. Permission is granted according to what is stated in the college’s clinic report or hospital report if transferred to the hospital.
- A single-day absence or excuses provided for routine appointments that can be scheduled outside of the examination periods will not be accepted.

Make-up Exams

If a student is unable to attend the midterm exam, the Vice Dean for Academic Affairs may accept her excuse through the student information system if one of the aforementioned situations applies, in which students are allowed to apologize for taking the exam. In this case, the student is allowed to take an equivalent substitute exam within a period not exceeding the end of the ninth week of the semester. The student will receive the grade she earns after taking the substitute exam, or a Zero if she does not take the substitute exam.

If the student is unable to take the final exam due to an excuse, the college council may accept her excuse and allow her to take an equivalent substitute exam within a period not exceeding the end of the following semester. The student will receive the grade she earns after taking the substitute exam, or a Fail (F) grade if she does not take the substitute exam.

Exam Paper Review Request (Appeal Policy)

In order to request a re-marking of an exam, students must fill out the official appeal form and submit it to the Vice Dean for Academic Affairs. This request must be submitted within one week of the announcement of the exam results, as this is the maximum time frame allowed. The student must confirm the accuracy of the information provided in the form when submitting the request for exam paper review. If a student has submitted two unsuccessful requests for a review of the final exam grade, they will not be eligible to submit another request for any course for one academic year.



Appeal Form

Communication

Office hours

Office hours are designated time slots during which instructors are available to meet with students outside of class time. These hours are an excellent opportunity for students to ask questions, clarify course material, and seek guidance from their instructors. It is important for students to take advantage of these hours to improve their understanding of course material and receive feedback on their progress. Instructors usually announce their office hours at the beginning of the semester and also include them on their syllabus.

If a student cannot attend office hours due to scheduling conflicts, they may request an appointment with the instructor at an alternative time.

Dean/ Student Meetings

Dean/Student meetings offer a valuable opportunity for students to engage in discussions regarding academic and administrative matters with the dean. These meetings serve as a platform for students to voice their concerns and suggestions, which in turn can contribute to enhancing the overall student experience. These meetings are scheduled periodically, and it is mandatory for all students to attend once they are scheduled to ensure they stay informed about important developments and have the chance to share their input.

University Email

It is expected that all students use their official university email for any communications with the faculty and administration. Students should refrain from calling their instructors unless explicit permission has been granted. Any messages sent by students to the faculty must be via email, to ensure timely and efficient communication. Students are required to use professional language and include all necessary information, such as their name, university ID, program, and level, when writing an email. Please note that faculty members are not expected to respond to emails during weekends or vacations. For any enquiries regarding academic affairs, students are advised to send an email to the following address: camsj.reg@iau.edu.sa.

Code of Academic Conduct

The Code of Academic Conduct sets forth the principles and standards that govern the academic conduct of students at IAU. It outlines the expectations for academic integrity, ethical behavior, and professional conduct in all aspects of academic work. The code exists to promote fairness, equity, and high standards of academic achievement, and to ensure that all students have the opportunity to succeed and reach their full potential.

Plagiarism Policy

Plagiarism is the act of presenting another person's work as one's own without proper attribution or acknowledgement. It includes:

- Using another person's exact words without the use of quotation marks and proper acknowledgment through footnotes or endnotes.
- Using another person's organizational scheme without proper acknowledgement through footnotes or endnotes.
- Using someone else's work without giving proper credit, either by closely paraphrasing it or submitting a work that is a paraphrased version of someone else's work without proper attribution.

- Transferring and publishing information from the internet without citing the location of the transfer or using proper quotes.
- Using a picture or drawing without mentioning the source.
- Reformulating ideas and writings without mentioning the source.
- Hiring another person to write your assignment or purchasing it from them and claiming it as your own work.

Student Disciplinary Offenses

Any deviation from the provisions of Islamic legal principles, moral conduct, applicable regulations, bylaws, and implemented instructions within the university is considered a violation that necessitates investigation and disciplinary action. It is important to note that claiming unawareness of the university's regulations, bylaws, and issued instructions will not exempt students from the appropriate disciplinary consequences. Students who engage in the actions stated in [the Student Code of Conduct](#) will be subject to disciplinary measures. It is crucial that students take the initiative to understand and comply with the university's regulations, bylaws, and issued instructions. By doing so, students can actively contribute to maintaining a positive and respectful environment within the university community.

Student violations include but not limited to the following:

- Engaging in behaviors that diminish the honor and dignity of individuals or contravene standards of good conduct within or outside the university.
- Engaging in activities that violate Islamic principles and promoting them.
- Violating the examination system, its instructions, and procedures.
- Engaging in any type of examination cheating, whether by actively participating in it, assisting or facilitating it, attempting to cheat, bringing course materials that are relevant to the exam even if they are not utilized, acquiring exam questions unlawfully prior to their administration, and engaging in cheating in reports and academic projects.
- Impersonating a student during university-administered examinations, whether conducted within or outside the university.
- Engaging in organizing activities or associations that violate the regulations and instructions established by the university.
- Forgery in all its forms, including the use of falsified documents or electronic records, and academic dishonesty.
- Engaging in inappropriate conduct towards any university personnel, employees, visitors, or disrespecting them through words or actions.
- Failure to adhere to university guidelines regarding dress code and professional appearance on campus.

Students' Rights and Responsibilities

In order to promote a positive and successful academic experience for all students, IAU guarantees certain rights and expects certain responsibilities to be fulfilled. For more

detailed information on the rights and responsibilities of students at IAU, please refer to [the Students' Rights and Responsibilities document](#).

Students' Rights

The university guarantees the rights of its students across all academic and administrative units. These rights are extensive and include the right to a learning environment that is conducive and supportive to learning. In addition, the university ensures that students have access to efficient and quality teaching and learning processes, as well as academic guidance and supportive educational aids to facilitate their learning. Moreover, the right to fair evaluation and assessment procedures is also guaranteed to students. The university also provides students with access to its services and public facilities. Lastly, the financial rights of students are also protected, ensuring that they receive any financial benefits they are entitled to.

Students' Responsibilities

Students are obligated to fulfill certain duties towards the university and the educational process. These responsibilities include maintaining a learning environment that is conducive to academic success, as well as striving to achieve a high-quality educational process. Students are also expected to participate in academic counseling and to take responsibility for their conduct during evaluation and testing processes. Additionally, students are obliged to help maintain public facilities on campus and uphold their financial responsibilities. By fulfilling these responsibilities, students demonstrate their commitment to the university and their academic goals.

Chapter Three | Student Services & Activities

This chapter introduces the student services and activities provided at the College of Applied Medical Sciences in Jubail. It covers the Academic Advisory Service, Student Counseling Unit, Student Activities Unit, and the role of student councils in representing the student body. These services and activities aim to support students' academic journey, personal development, and cultural awareness.

Academic advisory

The College of Applied Medical Sciences in Jubail is committed to connecting all students with academic advisors through the Academic Advisory Service, which assists the student throughout their academic journey. The service aims to follow up with the student and establish an effective relationship between the students and their academic advisors, in order to support their academic achievement and help them overcome any academic challenges. The student can access the name of her academic advisor through the student information system, and communicate with her for consultation and advice on all academic matters and decisions.

Academic Advisor Responsibilities

Academic advisors play a crucial role in supporting students throughout their academic journey. Their roles and responsibilities are multi-faceted, including informing students about the services available to them, understanding the curriculum and graduation requirements of the program, ensuring students' schedules align with the program's academic plan, and staying up-to-date on registration and add/drop deadlines. In addition, advisors keep a careful record of students' academic progress, with a strong commitment to maintaining the confidentiality of their information and academic records. With their wealth of knowledge and experience, advisors are invaluable in helping students navigate their academic journey and achieve their academic goals.

The Role of Students Towards Academic Advisory

Students play a critical role in academic advising, as their involvement is essential for their success. To make informed decisions about their academic journey, students have important responsibilities in the process that they must fulfil to ensure they receive the necessary guidance and support. The student responsibilities are as the following:

- Students should know their academic advisor's office hours and keep scheduled appointments.
- Students need to understand their academic department's systems and college procedures, including regulations for exams and excused absences.
- Students must be familiar with the university's rules and regulations, including the regulations for courses, examinations, and their organizational procedures at the

university, the Students' Rights and Responsibilities document, and the Student Code of Conduct.

- Providing accurate information to their academic advisor is particularly important for students, especially information that may impact their academic performance.
- Students must register for courses on the student information system, adhere to the academic calendar published on the admission and registration deanship's website, and fulfill all academic requirements.
- Students should obtain their academic advisor's prior approval to add or drop a course, defer or apologize for the academic semester.
- Students should openly express their concerns regarding difficulties and challenges that may affect their academic performance.
- If students cannot access the student information system or register for courses, they should seek help from their academic advisor and communicate with them for any academic or personal advice when required.

Student Counseling Unit at the University

The Student Counseling Unit at the university offers counseling, educational, psychological, social, and informational services to students. Students can receive consultations from a specialized counselor to discuss any issues that cause concern or hinder their personal and academic achievements. The counselor maintains the confidentiality of all information provided by the student.

The Student Counseling Unit provides various types of support to students, including individual and group meetings where students meet with a specialized counselor in a comfortable, private, and trustworthy environment. The unit also offers opportunities for students to talk about any concerns that worry them and affect their personal and academic lives. Additionally, the counselors assist students in dealing with any psychological problems such as loneliness, stress, anxiety, frustrations, anger, and depression related to their study experience. They help students understand their challenges better and find ways to deal with them, assist in problem-solving, and support the necessary adaptive skills and feelings of control. Furthermore, the counselors help students make the necessary modifications to improve academic skills, better communication, strengthen relationships, and resolve difficulties that interfere with learning. The table below presents further details regarding the various counseling services offered by the Student Counseling Unit at the university.

Service Type	Beneficiaries	Service Provider	Duration of Service
Individual Counseling	All male and female students of the university, as well as staff members.	Specialized counselor	6 to 8 sessions (Session duration: ~ 45 minutes)
Group Counseling			4 to 6 sessions (Session duration: ~ 45 minutes)
Quick Psychological Consultation			1 Session (Duration: 15 to 30 minutes)
Psychological Assessment		Clinical Psychologist	As determined by the need
Psychiatric Services		Psychiatrist	Initial assessment (Duration: ~ 50 minutes)

Table 2. Types of counselling services provided by the Student Counselling Unit at the university.

Student Activities Unit

Student Activities Unit offers a wide range of cultural and social activities aimed at enhancing students' cultural awareness and equipping them with various social skills. Activities include but not limited to public lectures, competitions, festivals, celebrations, social support initiatives, awareness exhibitions, and campaigns. The unit's primary focus is to prepare students for the job market by providing comprehensive support and guidance. It offers a variety of activities and training courses to develop students' skills, support the execution of their ideas, and encourage them to utilize their free time to gain experiences and skills that contribute to building a creative, proactive, and qualified university persona.

The unit strives to achieve objectives such as discovering and nurturing talents, developing self-confidence, instilling Islamic principles and values, fostering university collaboration and community service, and shaping a well-rounded personality encompassing social, psychological, physical, and intellectual aspects. Additionally, the unit organizes ongoing activities, including orientation programs for new students, national celebrations, student activity culmination events, graduation ceremonies, campaigns, and various awareness programs.

Student Councils

Student councils are elected student committees that represent the entire student body at a college. They work towards achieving the goals outlined in the student council controls and procedures, in accordance with the regulations and laws of the university. These councils provide students with valuable opportunities to develop leadership skills, problem-solving abilities, and effective communication by organizing university activities and service projects that contribute to the educational process. The council members act

as the voice of the students, regularly attending meetings with senior management to communicate students' ideas, interests, and suggestions.

To be eligible for membership in the college's student council, students must meet certain criteria. They should be regular students at the university, have a minimum of two semesters remaining in their program, and maintain a cumulative GPA of at least 3 out of 5. The composition of student councils typically consists of eight members. Additionally, there are specific roles within the student council, including the president, vice president, secretary, student activities coordinator, and media officer. The term of membership lasts for the entire academic year, starting from the beginning of the year and possibly continuing until the end of the summer semester.

Skills Transcript

The skills transcript is an official document authorized by the university that tracks and documents all student activities, including training courses, extracurricular involvements, volunteer work, awards, patents, and scientific research, throughout their academic journey at the university. It serves as a recognized reference for documenting students' experiences and skills gained during their academic journey. The transcript highlights students' key skills, strengths, and commitment to self-development during their university education, enriching their resumes and enhancing their competitiveness in the job market. It emphasizes the university's professionalism in fostering and developing student competencies and skills required for education and employment, aligning with global trends that integrate academic and skills-oriented approaches.