



جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY  
كلية التمريض | College of Nursing

# Student Handbook

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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# Welcome

**Dear Nursing Students,**

Welcome to the College of Nursing! You are about to begin one of the most exciting times in your life, we are pledged to be your partners in your quest to reach your academic and personal goals.

Everyone who works at Nursing College – faculty, administration, and staff are here to support and guide you on your journey to become a great nurse.

This Student Handbook has been developed as a reference to introduce you to the program’s philosophy, objectives, practice standards, policies, and procedures.

Wishing you all the best!

**College of Nursing team**

# Introduction

Nursing encompasses autonomous and collaborative care of individuals of all ages, families, and communities in all settings. Nursing includes health promotion and disease prevention. All nursing practices are derived from the health and behavioral sciences and specialized nursing science.

The College of Nursing is taking part in fulfilling the healthcare demand for qualified Saudi Arabian nurses throughout the Kingdom by applying quality assurance standards to all activities in the nursing program. Nursing students are active partners in their education who have an important role and stake in the educational process.

## Historical Overview of the College of Nursing

Nursing program began as an academic department under the umbrella of the College of Medicine in 1988, it was the first program that grants Bachelor's degree in Nursing Sciences in the Eastern Province of the Kingdom, where it started with 6 students.

In 2003, Nursing Department of the College of Medicine was transformed into an independent Nursing College, which was the first in the Kingdom of Saudi Arabia.

The nursing program awards a bachelor's degree in Nursing to male and female and a Master's degree in clinical nursing in subspecialties: Medical-Surgical nursing, Critical Care Nursing, Pediatric Nursing, Obstetrics and Gynecologic Nursing and Psychiatric and Mental Health Nursing which has been launched in 2006.

# College of Nursing: Vision, Mission & Values

## **Vision**

Be the leading College of Nursing in Saudi Arabia and in the region, as well as be recognized nationally and internationally for excellence in education, research, and community service.

## **Mission**

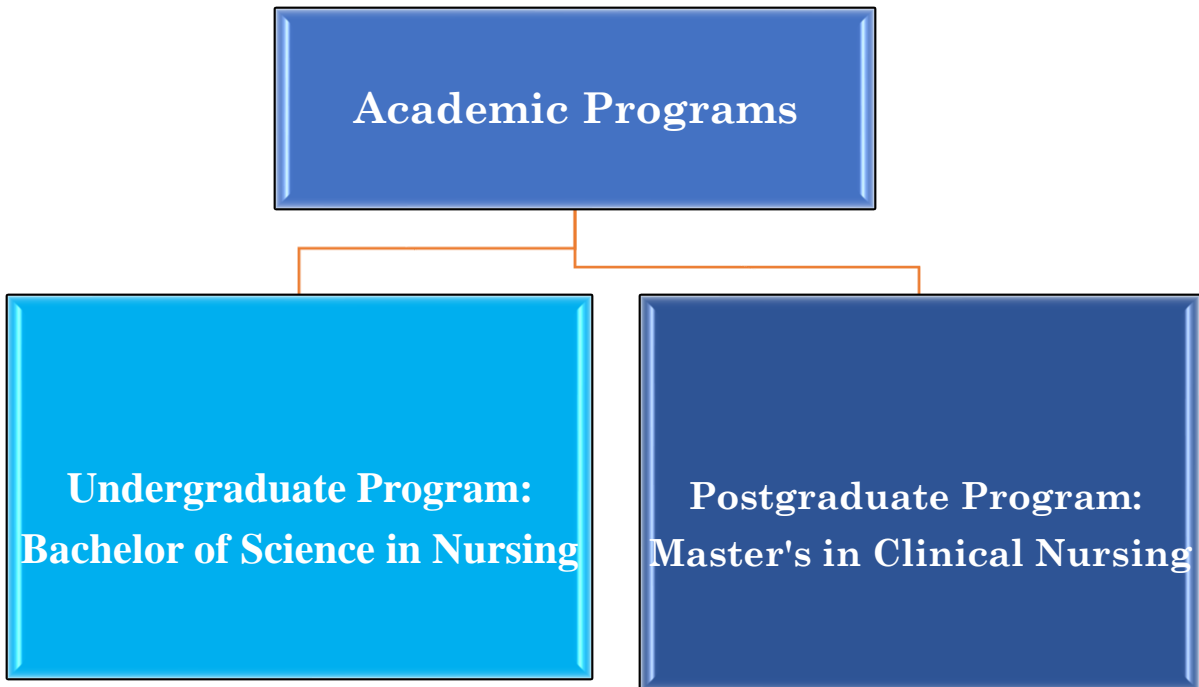
To develop nursing clinicians, leaders, scholars for professional practice, and effective community service and research in diverse settings for the welfare of the people of Saudi Arabia and beyond, based on Islamic values and ethical aspects of the nursing profession.

## **Values**

1. Comply with and incorporate Islamic and community beliefs with the ethics of the profession.
2. Demonstrate appreciation and respect.
3. Quality performance.
4. Development of confidence.
5. Transparency.
6. Pursuit of self-education.
7. Cooperation, participation, and forgiveness

# Academic Programs

The College of Nursing at IAU offers two educational programs in nursing as follows:





# Vision, Mission and Values of Undergraduate Program

## **Vision**

To be an innovative cornerstone of nursing education nationally, regionally, and internationally through the use of technology within a caring context.

## **Mission**

Offer a dynamic, comprehensive, and innovative educational experience and research, to graduate Saudi Nurses with high scientific and clinical competencies meeting the health care needs of the community within the context of Islamic culture, beliefs and values.

## **Values**

1. Comply with and incorporate Islamic and community beliefs with the ethics of the profession.
2. Quality performance.
3. Development of confidence.
4. Transparency.
5. The pursuit of self-education.

## **Undergraduate Nursing Curriculum**

The curriculum of the Bachelor of Science in Nursing at the University of Imam Abdulrahman bin Faisal University is distinguished by its comprehensiveness and objectivity. It has been reviewed in a scientific and methodical way to match accredited curricula in International Universities, Professional Nursing standards, and the NCAAA requirements. The curriculum unfolds health issues peculiar to the Saudi Community, to prepare the Bachelor of Science in Nursing (BScN) graduates to be competent at scientific and practical level to meet healthcare demands.

### BScN STUDY PLAN

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 1	ISLM-181	Creed and Family in Islam	Required	-	2	Institution
	ENGL-101	General Language	Required	-	5	College
	BIOL-102	Biology	Required	-	2	College
	CHEM-103	Chemistry	Required	-	1	College
	PHYS-104	Physics	Required	-	1	College
	LRSK -141	Learning & Searching Skills	Required	-	2	College
	COMP-131	Computer Skills	Required	-	2	College
Level 2	ARAB-182	Arabic language skills	Required	-	2	Institution
	ENGL -101	General English Language	Required	-	2	College
	BIOL -102	Biology	Required	-	3	College
	CHEM -103	Chemistry	Required	-	2	College
	PHYS -104	Physics	Required	-	2	College
	LRSK -142	Communication Skills	Required	-	2	College
	PHEDU -162	Health & Physical Education	Required	-	1	College
	ENGL-102	English for Academic and Specific Purpose	Required	-	3	College
	ISLM -282	Islamic Morals and Values	Required	-	2	Institution

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 3	MICRO-221	Microbiology & Parasitology	Required	BIOL-102	2	Program
	BIOCH-231	Biochemistry	Required	BIOL-102 CHEM-103	3	Program
	ANPS-211	Anatomy & Physiology I	Required	BIOL-102 CHEM-103	4	Program
	Nurs-241	Fundamental of nursing I	Required	BIOL-102	6	Program
Level 4	HIST 281	History and civilization of the Kingdom of Saudi Arabia	Required	-	2	Institution
	PATH-242	Pathology	Required	ANPS-221	2	Program
	NUTR-222	Nutrition	Required	BIOCH-231	2	Program
	NURS 262	Teaching Skills	Required	-	2	Program
	NURS-252	Fundamentals of Nursing II	Required	NURS-	6	Program
	ANPS-212	Anatomy & Physiology II	Required	ANPS-211	4	Program
Level 5	NURS 311	Medical surgical Nursing I	Required	PATH-242 NUTR-222 ANPS-212	7	Program

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
				NURS-252		
	NURS 321	Psychology	Required	-	2	Program
	PHARM-341	Pharmacology I	Required	BIOCH-231 ANPS-212	2	Program
	NURS 331	Psychiatric & Mental Health Nursing	Required	NURS-241	7	Program
	BUS-381	Entrepreneurship (New Course)	Required		2	Institution
Level 1 6	NURS 312	Medical surgical Nursing II	Required	NURS 311	7	Program
	NURS 322	Obstetric & Gynecologic Nursing	Required	NURS 311	7	Program
	PHARM-302	Pharmacology II	Required	PHARM-341	2	Program
	NURS 411	Epidemiology & Biostatistics	Required	-	2	Program
Level 1 7	NURS 422	Introduction to Nursing Research & Evidence Based Practice	Required	NURS 411	3	Program
	NURS 421	Nursing Management & Leadership	Required	NURS 312	6	Program
	NURS 431	Pediatric Nursing	Required	NURS 312 NURS 322	7	Program
Level 1	NURS 412	Critical Care Nursing	Required	NURS-312 NURS431	6	Program
8	NURS 441	Geriatric Nursing	Required	NURS312	2	Program
	NURS 432	Community Health Nursing	Required	NURS 411	6	Program
	NURS442	Nursing informatics	Required	-	2	Program

# Program Description, Goals and Requirements

## **Program Description:**

The bachelor's degree of Nursing Program is four years in length, preparatory year then three consecutive years followed by field work internship of one year. 137 credit hours are allotted for the program (32 credit hours for the preparatory year and 105 credit hours for the three years). The credit hours allocated for each semester range from 15-18. After successful completion of the 4 years, the students must spend 52 weeks for hospital-based internship period.

## **Program Goals:**

1. Provide quality education in nursing to graduate Saudi nurses with high scientific and clinical competencies.
2. Utilize the concepts from the humanities and the various branches of sciences applied into nursing practice.
3. Practice legal and ethical standards of the nursing profession.
4. Develop professional knowledge and practice through a problem-solving approach and evidence-based learning.
5. Utilize electronic administration and health information.
6. Focus on the commitment to the principle of “lifelong learning”.

## **Program Requirements:**

Students must pass the Preparatory year program, then they will be allowed to continue their studies in the Bachelor of Nursing Program at the College of Nursing, provided that:

1. The student passes all the courses offered in the Preparatory year program of the health track.
2. The student obtains a cumulative GPA of 3 out 5.

## **Clinical Setting requirements**

1. Students must be able to meet all technical and professional standards to attend classes/lab/clinical.
2. Physical examination must be completed by a licensed physician upon admission to the nursing program and upon re-entry after an absence of over a year.

3. Documented evidence of Rubella immunity, Rubella immunity, and Hepatitis B, and/or Hepatitis titter as well as Vercelli immunity is a one-time requirement upon admission to the program.
4. Evidence of negative PPD every year or chest film every 3 years is required at the beginning of each year.
5. A second PPD is also required before attending all clinical facilities
6. A student with a health condition that may have safety consideration, i.e. diabetes, pregnancy, seizure disorder, infectious disease, emotional problem, etc., must notify the clinical instructor so that assignment modification may be made, as necessary.
7. All data of the previously mentioned health status must be kept current and on file in the College of Nursing, and FAMCO clinics at IAU.
8. Each clinical instructor will verify currency of student records prior to allowing participation in clinical practices.
9. The student has the responsibility of disclosing any temporary medical condition, which may hamper their ability to perform the essential performance standards.
10. A written medical release from their health care practitioner is required and must be submitted to the Nursing College prior to returning to the clinical area.
11. All students will receive instructions on Standard Precautions/ Universal Precautions Prior to contact with patients in clinical settings.

## Program Learning Outcomes and Assessment Methods

PLO	Assessment methods	
Knowledge and Understanding	Direct	Indirect
1. Describe principles and concepts of culturally appropriate nursing care that are tailored to diverse populations with emphasis on policy, ethical and legal implications	Final and midterm written examination ,MCQ (Matching type of questions), short answer questions, Matching).	1-Program Evaluation Survey(PES).
2. Recognize the impacts of social, political and, cultural changes on health beliefs and behaviour's, and the role of nursing in health care delivery		2-Course evaluation survey (CES).
3. Outline etiology, clinical picture, diagnosis, complications, and nursing management of health problems affecting patients with different age groups.		3-student experience survey(SES).
<b>Skills</b>		4-program learning outcome(PLO) Accomplishments Survey. 5- Internship satisfaction survey (for clinical rotation). 6-Alumina satisfaction survey.

4. Integrate innovative nursing practice models to improve health care outcomes using critical thinking, problem solving and scientific inquiry skills	1-Rubric for oral and written assignment. 2-Rubric for case study. 3- Rubric for topic presentation. 4-Final and midterm written examination MCQ, matching type questions, short answer questions, and matching 5-Final clinical examination 6-Objective Structured Clinical Examination (OSCE) · 7-Objective Structure Practical Examination(OSPE).	7-Employer survey to assess the graduate characteristics.	
5. Utilize nursing knowledge and skills to optimize the provision of care to clients and families with emphasis on health promotion and disease prevention			
6. Develop different approaches to assess, protect, and promote health of the community.			
7. Utilize effective communication with clients, families, and members of the multidisciplinary health care team			
8. Illustrate competent participation in the preventive, curative, rehabilitative and supportive services.			
9. Interpret reliable health data using modern technology.			
10. Perform the standards of nursing practice according to the National League for Nursing, and the National Qualifications Framework.			
11. Demonstrate standard nursing care by utilizing theory and evidence-based nursing interventions			
12. Demonstrate effective leadership and managerial skills in the provision of holistic care for clients and the promotion of quality of work-life for co-workers.			
<b>Values</b>			
13. Show collaboration with other health professionals to provide culturally sensitive nursing care.			1-Continuous Clinical Assessment Rubric
14.. Demonstrate ethically related nursing practice to meet challenges produced by ongoing changes in the provision of health care.			2- Hospital Evaluation Checklist.



## Pre-licensure Abilities and Skills

### Communication

- Nursing students must be able to communicate effectively with patients, families, and members of the healthcare team through oral, written, and interpersonal means.
- Nursing students must be able to obtain information, describe patient situations, and perceive both oral and non-verbal communication: including ability to understand normal speech without seeing the speaker's face.
- Nursing students must be able to speak, comprehend, read, and write in English at a level that meets the need for accurate, clear, and effective communication. Examples include but are not limited to: giving clear oral reports, reading watches or clocks with second hands, reading graphs, reading and understanding documents printed in English, writing legibly in English, discriminating subtle differences in medical terminology.

### Observation

- Nursing students must be able to observe a patient accurately. Examples include but not limited to listening to heart and breathe sounds; visualizing the appearance of a surgical wound; detecting bleeding, unresponsiveness or other changes in patient status; detecting the presence of foul odor; and palpating an abdomen.
- Nursing students must be able to detect and respond to emergency situations including audible alarms (e.g., monitors, call bells, fire alarms).

### Motor function

- Nursing students must have sufficient strength and mobility to work effectively and safely with patients and carry out related nursing care. Nursing students must be able to complete assigned periods of clinical practice, including up to 8–12-hour shifts (including days, evenings, nights, weekends)
- Nursing students must be able to respond at a speed sufficient to carry out patient assignments within the allotted time.

### Behavioral

- Nursing students must possess mental and emotional health required for total utilization of intellectual abilities.
- Nursing students must be able to tolerate physically demanding workloads. Nursing

students must be able to respond and function effectively during stressful situations.

- Nursing students must be capable of adapting to rapidly changing environment and respond with flexibility in uncertain situations. Nursing students must be able to interact appropriately with others, patients, families, members of healthcare team in various healthcare contexts.

## Registered Nurse Licensure

The Saudi Commission of Health Specialties (SCHS) is the licensure body in the Kingdom of Saudi Arabia for all health professionals. The SCHS focuses on the following:

1. Assessment, planning, implementation & evaluation of Care.
2. Health Promotion & Disease Prevention including Infection Control, Community and Psychiatric Aspects of Care.
3. Ethics & Professionalism including Communication & Collaboration.
4. Evidence-Based Practice including Research & Epidemiology.

These domains are integrated into the BScN program curriculum to prepare the BScN students for the Saudi Nursing Licensure Examination (SNLE). Moreover, the College of Nursing has established a Saudi Nursing Licensing Examination (SNLE) committee to assure that the graduating nursing students of CON at IAU successfully pass the Saudi Nursing Licensing Exam (SNLE) mandated by the Saudi Commission for Health Specialties (SCHS).

For more information visit <https://www.pearsonvue.ae/Clients/SCFHS.aspx>

## Orientation Program Policy

The College will provide an orientation program designed to welcome students to college life at the institution and to introduce them to the important aspects of the institution's operations. All students enrolled in the Nursing program are required to participate in the College's New Student Orientation Program

### **Purpose**

The purpose of the New Students Orientation Policy is to establish an orientation program for the new students that describes the College/University's policies & procedures, rules & regulations and expectations to enhance the student's experience.

### **Responsibility**

1. All new students: responsible to know possibly everything about the institution and the program.
2. Vice Dean for Academic Affairs: responsible for effective execution of the orientation program at the College. will have the responsibility of introducing new students to the university activities and student clubs.
3. Vice Dean of clinical Affairs: Plan, organize and implement all activities related to the student's practical training with King Fahd Hospital and other regional hospitals
4. Departmental Heads: will be invited to provide information about courses of their department.
5. Admission and Registration Unit: will have the responsibility of defining services offered by the unit.
6. Assessment and Examination Unit: will have the responsibility of defining services offered by the unit.
7. Students' Affairs & Students' Activities Unit: will have the responsibility of defining services offered by the unit.
8. A representative from Dean of Library Affairs: will be invited to introduce new students to the library services.
9. A representative from Vice Dean of Student Affairs for female: will be invited to introduce new students to the services offered by the Student Affairs.
10. Academic advising and counselling unit: responsible of explaining the students' need for counselling, counselling procedures and services.

## Clinical Training

The student is expected to remain at the clinical agency/organization/facility for the entire period assigned. Student should not expect to run personal errands or otherwise leave the clinical site during scheduled mealtimes or breaks. Emergency requests may be granted at the discretion of the course faculty/instructor and no student shall leave the clinical site without instructor's notification and approval prior to leaving. If a student leaves the clinical area or lab without excuse, she/he shall be considered absent for this day. If repeated more than three times, student shall not be allowed to attend the examination and will be considered as fail in that course.

### **Clinical Agencies:**

Students enrolled in the nursing program are trained regularly in different departments of King Fahd University Hospital. Other accredited agencies available for students' training are:

1. King Fahd hospital of the university
2. Dammam Medical Tower
3. Saud Albabtain cardiac center
4. Dr. Suliman AlHabib hospital
5. Kanoo kidney center
6. Maternity and Child hospital Dammam
7. Eradah and Mental Health Center

### **Clinical Training Rules and Regulations**

1. Transportation to different clinical agencies is the College responsibility for female Student.
2. pre-clinical preparation is expected of all students.
3. Violating the university regulation for percentage of absenteeism will result in counselling by nursing faculty.
4. Students are permitted to provide direct patient care supervised by the clinical instructor.
5. Avoid bringing extra books, backpacks, purses, etc..., into the hospital.
6. Storage space is limited, and it is not safe to leave valuables on the unit
7. At the nurses' station, students are only expected to be collecting patient data, reading a chart/ charting, or consulting with the instructor.
8. Any discussion about a patient is to be of professional nature and is to be held only during clinical teaching time or with those who are directly concerned with patient's care.
9. Eating and drinking coffee are doing in designated areas of the hospital only.
10. Breaks are planned around the prayer time.

11. Remember that your priority is to your assigned patient but assisting other patients and hospital staff is also a learning experience.
12. Charting is different at each hospital. Students are expected to familiarize themselves with each hospital's method and have the instructor check charting when in a new area.
13. A student must inform the clinical instructor if she must leave the clinical agency prior to the time schedule.

## **Clinical Skills Laboratory**

In addition to the real places of clinical training, the College of Nursing has made a priority out of providing its students with Clinical Skill Laboratories equipped with the latest in state of the art technology designed to reproduce realistic practice settings, including the:

1. Basic hospital unit
2. Critical care unit
3. Maternal and normal delivery unit
4. Pediatric unit, neonatal nursery
5. Home care facility
6. Highly equipped computer laboratory to enforce computer skills and the practice of nursing informatics.

## **Internship**

Following successful completion of the four years in the undergraduate nursing program, the student must spend 52 weeks of hospital-based internship period in a recognized hospital, that can offer proper training areas to meets the objectives of the internship program.

This period of practical managerial and theoretical experience will enable the graduate to acquire more competency and experience to perform as an independent nurse specialist (per Saudi council for health specialties accreditation) and as a first level nursing manager, and will enable student to adjust to the real practical life in different units in the hospital settings.

By the successful completion of this internship period, the graduate is expected to fulfill the objectives of the program and will be awarded the certificate.

## **ATTENDANCE REGULATION:**

### Late in duty:

The allowed time for nursing intern to be late is ONLY 5 Minutes in attendance.

### Excuses:

Each intern is allowed to excuse maximum 2 hours. Compensate at the same day or next day in the same rotation. Total number of excuses per year is 6 times with submitted of documents. Two requests will be approved in each rotation from total number of interns.

### Governmental holiday:

Each intern is entitled to the National Holidays (Ramadan Eid, Hajj Eid, National Day and founding day) throughout the entire year of training these days will be included in the total exposure weeks of training. However, the number of days allocated for each holiday will depend on hospital regulation.

### Emergency leave:

- An intern is entitled to have a maximum (10) days emergency leave.
- An intern should contact the hospital internship coordinator when there is an emergency immediately.

### Sick leave:

- The intern is entitled to absent due to illness for a maximum (5) days during the entire internship year.
- If the intern needs more than five days as sick leave, it has to be compensated.
- A medical report should be attached with the sick leave request and must be submitted to the office of Clinical Affairs.

### Educational leave:

- An intern is allowed to have (5) days of educational leave to attend or participate in symposium, workshops or conferences.
- Request for attendance must be submitted 2 weeks in advance to the hospital internship coordinator and internship supervisor.
- An attendance certificate is required.

### Absent without valid excuse:

- If the intern is absent without call or given justified reason the intern

will receive penalty of repeating double the missed days.

· If the intern is absence 25% from the rotation intern will repeat the same rotation.

· If the intern is absence 25% from the total internship period intern will repeat the whole year.

· The intern is subjected to a disciplinary action by the internship

supervisor for any absent without a valid excuse depending on the report submitted to the vice dean of clinical affairs office.

· Any absent day should be compensated at the end of the internship year.

Maternity leaves:

- Maternity leave is two (2) weeks for normal delivery and four (4) weeks for cesarean section (with compensation)
- The assigned rotation during the maternity leave should be repeated at the end of the internship year.
- The allowable number of excused pre-natal check-up will not exceed five (5) visits to her attending physician for the whole 9-month of pregnancy.

Marriage leaves: 2 weeks with compensation.

**Actual practical training period is 52 weeks 40 hours per week, distributed as follows:**

	Male Rotation	Female Rotation	
Medical	8 weeks.	Medical	7 weeks
Surgical	8 weeks.	Surgical	7 weeks
Pediatric	4 weeks	Paediatric	7 weeks
Emergency room	6 weeks	OB/GYNE	7 weeks
Nursing Management	4 weeks	Nursing Management	4 weeks
Primary Health Care	4 weeks	Primary Health Care	4 weeks

<b>Area of Choice (Elective)</b>	18 weeks	<b>Area of choice (Elective)</b>	16 weeks
<b>Total number of weeks</b>	<b>52 weeks</b>	<b>Total number of weeks</b>	<b>52 weeks</b>

**Area of choice (Elective):**

Nursing interns are required to give their preference for elective subject prior to the elective rotations at the orientation period. This is organized by the nursing department. Selected areas of choice are:

<b>For Male</b>	<b>For Female</b>
Intensive Care Units: MICU, SICU, PICU	Intensive Care Units: MICU, SICU, PICU
Cardiac Care Unit (CCU) and Cath lab	Cardiac Care Unit (CCU) and Cath lab
Operating Room (OR) and Recovery Room	Operating Room (OR) and Recovery Room
Hemodialysis (HD) and Peritoneal Dialysis Unit	Hemodialysis (HD) and Peritoneal Dialysis Unit
Psychiatry	Delivery Room (DR)
Endoscopy Unit	Emergency Room (ER)
	Endoscopy Unit
	Psychiatry

**The selected hospital for nursing interns must involve the following criteria:**

1. A hospital or healthcare institution is accredited either JCI or CBAHI and promote compliance with regulations, statutes, and accreditation requirements for clinical training and has more than 100 beds comprising of general medical and surgical wards.
2. A multi-specialty hospital or any single-specializing hospital or institution is best suited for specific clinical rotation.
3. Appropriateness and suitability of the clinical area or unit for the field experience learning objectives and outcomes.



### **Recommended Hospitals:**

**These are the recommended hospitals for nursing internship clinical training according to the agreement of internship unit:**

1. King Fahd Medical City Hospital – Riyadh ( KFMCH)
2. Dr. Suleiman Al Habib Hospital - Al Khobar ( DSHH)
3. Saudi Germany Hospital - Dammam ( SGH)
4. King Fahd Hospital of the university – AL Khobar ( KFHU)
5. Security Force Hospital – Dammam ( SFH)
6. King Abdulaziz Airbase Hospital Dhahran ( KAAH)
7. Royal Commission Hospital- Jubail ( RCH )
8. King Fahd Military Medical Complex Hospital – Al Dhahran ( KFMMCH)
9. King Fahd Specialist Hospital – Dammam ( KFSH )
10. MOH Hospitals- Al Hassa
11. John Hopkins Hospital ( JHAH)
12. Imam Abdulrahman Al Faisal Hospital (National Guard Hospital) Al Khobar

## Professional Appearance Policy

### **Dress code:**

They should dress in a professional manner, clean and neat and according to the hospital's policy.

### **The following guidelines should be followed:**

- Hospital ID card shall be displayed all the time.
- Uniform: Lab coats shall be large, long and front buttoned, white scrub suite (in closed units, color code scrub suits shall be followed according to institutional policies.
- Dark unified Base color rubber soundless shoes.
- Cleanness and personal hygiene shall be maintained by all staff.
- All kind of Jeans are not allowed.

### For Males:

- Must wear white lab coat on top of scrub suits.
- Must wear shoes that are simple.
- Must not wear sandals or slippers.
- Must not wear any clothing bearing images or writings or logos in violation of Islamic religion.

### For Female:

- Female staff shall wear modest clothes specified by the Islamic code of conduct, non-transparent, not tight, no openings.
- The head hair shall be covered completely by white, non-transparent non-decorative and non-colorful scarf.
- Vivid Makeup's, Nail colors Jewelries, accessories, except hand watches are not allowed.

### Intern Valuable:

Intern should not bring and keep any valuable in the assign unit since no locker available for intern to place bag and valuable (such as money. Mobile, jewelries, Abaya, wallet. Perfume, makeup... etc.). The hospital and nursing college will not be responsible about any missing valuable lost by intern during internship period.

## Student Registration

### **Registration Rules:**

1. Registration is mandatory for all enrolled students who intend to continue their studies in the University.
2. The student register according to a timetable announced each semester and students are fully responsible for their registration.
3. Students should check their registration and can make any changes if necessary, during the designated period. It should be noted that only the student him/her self could do the registration confirmation. Necessary action will be taken if registration is confirmed by someone other than the student him/her self.
4. A student who has not registered for any course in a semester or academic year is considered dropped out of study in that semester or year, and his enrollment will be closed. IAU bylaws for studies and examination in the university (Article Nineteen).
5. The student has to pass successfully all the requirement of the level to be upgraded to the next level.
6. The student may re-enroll in some failed courses at its next offering.

### **Registration Steps**

1. Go to Students Information System:
2. Use name: University ID Password: ID.
3. Self Service & Student Centre
4. Class Search & Choose the desired term and click “search”
5. Choose the desired course by clicking on “select term”
6. Click on “next element”
7. Course has been added to shopping cart

8. To confirm registration, you must go to shopping cart
9. Click “finish registration



جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDURRAHMAN BIN FAISAL UNIVERSITY  
عمادة القبول والتسجيل  
Deanship of Admissions and Registration

## خطوات تسجيل المقررات



الدخول على نظام سجلات الطلاب < إدارة الفصول < مركز الطلاب < بحث عن فصل < بحث < اختيار رقم الفصل المطلوب والضغط على ايقونة تحديد



يتم اختيار رقم الفصل للمكون المرتبط بالمكون الأساسي تم الضغط على التالي < الضغط على عربة التسوق < يتم اختيار الشعب المتاحة والمراد تسجيلها < تسجيل < انهاء التسجيل

### للتأكد من حالة تسجيل المقررات :



مركز الطلاب < بحث عن فصل < تخطيط < تظهر قائمة المقررات وحالة التسجيل

### خطوات اسقاط المقررات :



مركز الطلاب < تسجيل < يتم اختيار الفصول المراد اسقاطها < اسقاط



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## Academic Policy

**Attendance:** Regular students must attend punctually at least 85% of lectures and labs in each course. Any student failing to complete this percentage will be denied to sit for the exam and it will be considered (Failed) in the courses, “denied” (DN) status will be marked for him/her.

**Dropping a course:** A student can submit through the student information system (SIS) an electronic request for dropping a course, the request will be referred to the student academic advisor to study the student academic progress and based on the academic advisor recommendation the vice dean of academic affair will amend the decision in SIS. The course will be marked as (W) in the transcript.

### **Postponement of study:**

IAU bylaws for studies and examination in the university

#### Article Eighteen:

1. The student does not have the right to postpone studies in the first foundation year.
2. Postponement of studies is not counted within the statutory period for graduation the period required for graduation.
3. The maximum number of times for postponing studies is determined as follows:

Academic System	Degree	Number of times allowed
Quarterly	Bachelor's Degree	Three semesters
Quarterly	Diploma- Masters	Two semesters
Yearly	Bachelor's Degree	One academic year

A student in the **semester system** may submit a request to postpone studies no later than the end of the first week of the semester.

**Dropout:**

The student does not register for any course in a semester or academic year without obtaining permission to postpone the study, and the period of interruption within the period of study is not limited to graduation.

**Discontinuation due to continuous absence:**

The student is absent continuously for a specified period, according to what is stipulated in the executive rules of Article 19, after registering his courses in a semester or an academic year without obtaining permission to excuse himself from studying, and the interruption period is calculated within the period of study for graduation.

**Make Excuse or Apologizing for continuing studies:**

The student submitted a request not to continue studying in which he registered, courses, with a period calculated for the semester or academic year. The apology is within the period of study for graduation.

**Withdrawal:**

Withdrawal from a course: the student submitted a request not to continue studying one or more courses in the semester, and a grade is given for him to withdraw with an excuse in accordance with the executive rules of Article 17.

Withdrawing from the university: the student submitted a request to terminate his studies at the university before completing his study program.

**Termination of Enrollment:**

Termination of the student's relationship with the university, whether by dismissal, withdrawal, or severance of both types.

**Re-Enrolment:**Article twenty-one:

The student whose record is closed may apply for re-enrollment by registering his/her university and national ID number according to the following regulations:

1. It is not permissible to re-enroll an academically expelled student.

2. Shouldn't it have been more than six semesters since his withdrawal for the semester system
3. That the student has passed all the courses of the first year of the study plan, and fulfilled the conditions for moving to the second year.
4. The student obtains the approval of the College Council and related bodies for re-enrolment.
5. The withdrawal semester is counted within the regular duration of the student's program.

### **Suspension of studies:**

Suspension of the student from studies through the Standing Committee for Academic Follow-up or the Standing Committee for Behavior Control, and the period of suspension is not counted within the study period for graduation.

### **Dismissal:**

Academic dismissal: Suspension of a student's registration because of obtaining a specified number of academic warnings or exceeding the maximum graduation limit, or for both reasons together.

Disciplinary dismissal: A student is permanently dismissed from the university due to the issuance of a disciplinary decision against him by the competent authority, as stipulated in the rules for controlling student behavior at the university.

### **Transfer:**

IAU bylaws for studies and examination in the university

#### Article twenty-three:

#### External Transfer:

It is permissible to accept the transfer of a student from outside the university according to the following controls:

1. That the student has studied at a local university or college, or a foreign university, college, or educational institution, if it is licensed by the competent authority in the country of study.
2. He should not have been dismissed from the university he was transferred from for disciplinary reasons.

3. Any other controls set by the University Council.

Internal Transfer:

Article twenty-five:

A student may be transferred from one college to another within the university, from one department to another within the college, and from one major to another within the department, in accordance with the controls approved by the University Council or whoever it delegates.

Article twenty-six:

The courses of the student transferred from one college to another within the university, from one department to another within the college, and from one specialization to another within the department, which the student has previously studied and have been equalized in the academic record, are confirmed and calculated according to the controls set by the University Council.

**Graduation:** A Student graduates after successfully completing the graduation requirements that is all the courses in the study plan and the mandatory 52 weeks internship with a minimum GPA of 2.0 out of 5.

**Career Opportunities:** Many employment opportunities are available for graduates in a variety of health care settings including hospitals, clinics, schools, and communities.

program may work as:

- Staff nurses providing direct care to patients and families.
- Educators of patients, families and other nurses.
- Administrators.
- Researchers.
- Demonstrators in schools and/ or College of nursing.



**Rewards:**

Each student is rewarded a monthly stipend to be deposited into her account.

- The amount due for each student is 1000 Saudi Riyals. Ten Riyals will be deducted monthly for the Student Fund.
- Students must open a bank account to get her monthly stipend transferred.
- All students must fill in the application in the Admission and Registration section of the university website.

For further information check IAU studies and examination manual

## Grading and Cumulative Rates

The grading scale used in college of nursing is as follows:

Percentage	Evaluation	Grade	Weight (GPA)
100 – 95	Exceptional	A+	5.00
90 to less than 95	Excellent	A	4.75
85 to less than 90	Superior	B+	4.50
80 to less than 85	Very Good	B	4.00
75 to less than 80	Above Average	C+	3.50
70 to less than 75	Good	C	3.00
65 to less than 70	High Pass	D+	2.50
60 to less than 65	Pass	D	2.00
Less than 60	Fail	F	1.00

**Course Load:**

Category	GPA for programs that are required for graduation is 2.75	GPA for the rest of the programs	The maximum number of study units	
			For annual system	For semester system
1	Under academic warning	Under academic warning	20 units	8 units
2	From 2.75 to less than 3,25	From 2 to less than 2,5	25 units	10 units
3	From 3.25 to less than 4	From 2.5 to less than 4	As specified in the plan or 12 units	As specified in the plan or 30 units
4	From 4 and up	From 4 and up	40 units	16 units

## Attendance & Absenteeism Policy

### **Attendance:**

1. Students are expected to be attending every classes. If students are absent, they should submit an excuse through SIS.
2. Theory days and hours are variable based on offered courses per semester.

### **Absenteeism**

#### Unexcused Absences:

- Students absent more than 15%, will be deprived from attending the final written exam.
- Students with unexcused absences will receive 'zero' in the written exam but their continuous assessment grades will be recorded without any changes.
- Students with unexcused absences will receive 'zero' in the written exam but their continuous assessment grades will be recorded without any changes.

#### Excused Absences:

The regular student must attend theoretical lectures and practical lessons for any course during the semester, and Student will be prohibited from sitting for the final exams if her/his attendance rate is less than (75%) and this is done by a decision of the College Board and a Denied grade (DN) will be assigned in Student Information System.

#### **Warning Letters:**

Warning letter will be sent to the students as the following table

**Unexcused Absence warning:**

Number of warnings	1 <sup>st</sup> warning	2 <sup>nd</sup> warning	3 <sup>rd</sup> warning
% of absence	5%	10%	15%

**Excused Absence warning:**

Number of warnings	1 <sup>st</sup> warning	2 <sup>nd</sup> warning	3 <sup>rd</sup> warning
% of absence	%10	15%	25%

**Late Arrival:**

Total minutes of absence or lateness for the student X 100

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The total minutes scheduled for the division in the entire semester meetings

## Illness or Injury Policy

**For the protection of students, patients, clinical personnel and faculty, the following policies must be followed:**

1. When an incident occurs, it is important to report the occurrence through Imam Abdulrahman Bin Faisal University incident reporting System (Hemaya) so actions such as an investigation can be taken to make sure that a similar or more serious incident does not happen again.

2. A student with a potentially communicable illness is required to report to the clinical instructor immediately and then furnish written medical clearance before returning to lecture, skills lab or clinical.

3. A student with a cast, crutch, cane, splint, sling or condition/device that impairs mobility or motion will not be allowed in the clinical area. Written medical clearance and a completed Nursing Medical Release with advisory statement will be required before returning to the clinical area.

4. Immediately upon confirmation of pregnancy, the student must:

- Provide the estimated date of delivery calculated by her health care provider.
- Submit a medical release form from her health care provider outlining the student's ability to participate in clinical activities and a timeline for them.
- Comply with the policies and procedures of the clinical agency assigned to her.
- Observe usual pregnancy precautions while in the clinical area according to agency policy.
- Any change in student's health status requires immediate notification to the program by the student.

5. A student must be physically and emotionally able to meet the course's objectives in any instructional setting. This includes care of patients requiring lifting, moving, or transferring and/or moving of equipment.

# Code of Ethics

National student nurses' association (NSNA). ©code of academic and clinical conduct

## **Preamble**

Students of nursing are responsible to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

## **A Code for Nursing Students**

As students are involved in clinical and academic environments, ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.  
Communicate client care in a truthful, timely and accurate manner.
5. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
6. Promote excellence in nursing by encouraging lifelong learning and professional development.
7. Treat others with respect and promote an environment that respects human rights, values

and choice of cultural and spiritual beliefs.

8. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
9. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
10. Encourage faculty, clinical staff, and peers to mentor nursing students.
11. Refrain from performing any technique or procedure for which the student has not been trained.
12. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
13. Assist the staff nurse or preceptor in ensuring that there is full disclosure, and that proper authorization is obtained from clients regarding any form of treatment or research.
14. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
15. Strive to achieve and maintain an optimal level of personal health.
16. Support access to treatment and rehabilitation for students experiencing impairments related to substance abuse and mental or physical health issues.
17. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.



## Islamic Ethics

Ethics is the study of right and wrong choices made by a person. In Islam, the duty of every Muslim is to obey value system of The Holy Book Quran and Sunnah (The saying and acts of The Prophet Muhammad. Saying of Prophet Muhammad: I have been sent for the purpose of perfecting good morals (Ibn Hambal, No: 8595). People groomed through the value system of Quran and Sunnah exhibit these qualities in their personal and professional lives. Islamic value-based system provides comprehensive pattern of management which protect all stakeholders of the society. Islamic value-based system focuses moral development of human beings, thereby making sure that people follow the rule of law through their own will, not through fear or force.

The Islamic principle is based on individual enterprise in business and likewise individual's reward. It is based on promoting the humanity while upholding God's orders. Islam firmly forbids any favoritism in business relationships, between people based on their religion or gender.

## Code of Academic Conduct Plagiarism Policy

Policies and procedures for plagiarism and scientific integrity (assignments, research, and projects) IAU bylaws for evaluation and examination policies and procedures guide in the university.

### Policies:

1- Students should be adequately trained in how to write academically by the concerned department and should be familiar with all the different types of plagiarism (Appendix 4).

2- Students should be aware that using the works of others and attributing them to themselves is a statutory and academic offense that is punishable (Appendix 5).

3-The percentage of similarity reports in students' work should not exceed 20% (excluding references and what is decided by the course instructor).

4-Faculty members should be fully aware of how to use plagiarism detection programs and read and interpret reports issued by such programs.

5-Faculty members must examine students' written work (research assignments, projects... etc.) through plagiarism detection programs available by the university.

### Procedures:

1- The concerned department trains students on how to write academically and to know the different types of plagiarism before proceeding to write their assignments and projects.

2-Course instructors should ensure that students' work is their actual output and that the ratios of similarity reports, if any, are identical to university policies.

## **The Penalty for Scientific Plagiarism**

IAU bylaws for student behavior control guide in the university (Article 19).

Whoever commits a violation of the plagiarism of the scientific material or forgery in reports, research, practical and field training or duties, and graduation projects, the professor of the subject shall draw up a report with the details of the incident and attach the documentary documents and the testimony of witnesses, if any, and submits it with the documents to the head of the department, to prepare a report in his opinion and submit it to the dean of the college. The dean of the college may refer the student to the subcommittee to for behavior control in the college whenever he deems it necessary, which recommends, after conducting an investigation with the student in writing, the appropriate punishment within the penalties contained in the university's student behavior control regulations.

## Disciplinary Offenses & Penalties

Any deviation from the provisions of the Islamic Sharia, the applicable morals, and the applicable regulations. The regulations and instructions in force within the university are considered a violation that requires investigation and punishment. It is also considered a student violation as follows:

1. Any act that harms honor and dignity or violates good conduct inside or outside the university.
2. Showing ideas contrary to the teachings of the Islamic religion and calling for them.
3. Violation of the system of tests and its instructions and procedures.
4. Any cheating in the test, participation in it, assisting it, or initiating it. Or attempt to cheat or accompany anything related to the course, even if it does not benefit from it, or obtain illegally the questions of the test before it is held, and this is followed by cheating in reports and study projects.
5. Impersonating a student within the university's course test, whether inside or outside the university.
6. Plagiarism
7. Organizing activities or associations that violate the regulations and instructions in force at the university.
8. Any damage or attempt to damage university facilities, devices, materials, books, or any of the university's holdings and property.
9. Misuse of university facilities, annexes, or contents.
10. Issuing or distributing bulletins or collecting funds or signatures without obtaining official approval from the competent authority.
11. Violation of order, discipline, and good conduct of the study at the university and all its facilities, including disruption of study or organized absence or refusal to attend lectures, lessons, and university work that are required by regulations or collusion or incitement to do so.
12. Stealing
13. Forgery in all its forms, followed using forged paper and electronic documents.

14. Smoking in university facilities.
15. Failure to maintain the cleanliness of university rooms and facilities.
16. Breach the etiquette of tact in dealing with any of the officials of the university or its employees or visitors or assault them by word or deed.
17. Failure to comply with university instructions regarding university uniforms and appearance
18. Fomenting sectarian or regional strife among students and harming national unity in word or deed or forming student groups to provoke quarrels inside or outside the university.
19. Violation of the entry and exit instructions for the campus, colleges, and classrooms.
20. The use of prohibited electronic devices inside the rooms or campus, including photocopying or recording devices or electronic storage parts if used in violation of the instructions for their use.
21. Photography inside the university only with official permission, and this is followed by photographing the university employees without their knowledge and consent.
22. Use the mobile phone during lectures, practical lessons, and field training for non-educational purposes without prior permission.
23. Entering the mobile phone or one of the prohibited electronic devices inside the test room.
24. Possession of devices, programs, electronic accounts, films, pictures, tapes, newspapers, or magazines containing what is contrary to morals and public morals inside the university and its facilities.
25. Use of computers, university networks, university mail, and other means of communication for illicit purposes.
26. Unlawfully accessing, photographing, disclosing, or attempting to publish, by any means whatsoever, the documents, documents, and confidential information of the university or any of its employees, or instructing others on how to obtain them.
27. Possessing keys to university buildings, facilities, or property, or copying or using them without permission.
28. Copying computer programs and software provided by the university or using them without permission.
29. Enter university facilities without a permit or give documents or identities belonging to the university to others with the intention of using them illegally.

30. Using the means of communication with the aim of harming, defaming, or offending the university or one of its employees, or releasing without permission any news or information about the university to newspapers, magazines, and media.
31. Copying electronically recorded lectures and meetings or self-learning electronic courses and all other electronic educational resources provided by the university, translating, or modifying them with the intention of trading them, or sharing them with those who are not entitled to view them.
32. Taking dangerous or prohibited materials, weapons, or drugs of all kinds inside the university buildings and facilities or threats thereof.
33. Violation of the regulations of student housing at the university.
34. Violation of traffic regulations and controls within the university or its facilities.
35. Failure of the student to comply with the execution of the penalty issued against him.
36. Non-issuance of the university card or not carrying it inside the university.
37. Refrain from submitting identification papers to the competent authorities upon request, misuse, forgery, sale ,or allowing others to use the university card.
38. Malicious or false reports and complaints.
39. Write the students' names who are absent from the study in attendance (in writing or orally) or vice versa.
40. Any other violation that the university deems to be a violation of the university rules, regulations, and instructions, and no special provision is made in these regulations.

### **penalties**

First, the basic penalties include the following.

1. Written warning with a written pledge from the student not to repeat the violation.
2. Deprivation from enrollment in one or more courses for one semester.
3. Deprivation of the student from entering the final exam in one or more courses registered for him in the semester.
4. Cancellation of the student's registration in one or more of the courses registered for him in the semester, and he is monitored with an indicator of interruption or apology.

5. Decide the student's score or part of it in the work of the year for one or more courses.
6. Granting the student a score (zero) in the test subject to the violation.
7. Failure of the student in the test subject of the violation in addition to deducting part of the degree of the year's work for another course with the lowest number of hours and the lowest degree.
8. Failure of the student in the course subject of the violation
9. Cancellation of the student's score or his failure in one or more courses, and he is assigned a mark (F), provided that it does not exceed three courses.
10. Failure of the student in the test course of the violation in addition to his failure in another course with the lowest hours and the lowest grade.
11. Withdrawal of university card and deprivation from university entry.
12. Dismissal from the university for one or more semesters, provided that the student does not count the subjects he studied at any other university during the term of the semester.
13. The final dismissal of the university, and the document is stamped with a seal (disciplinary dismissal).

Second: Supplementary Disciplinary Penalties:

A-Depriving the student from one or some privileges and services for one or more semesters, for example:

1. Deprivation from borrowing books from the university library.
2. Deprivation from residence in university housing.
3. Deprivation from participation in student visits and trips and representation of the university.
4. Deprivation from access to the Internet at the university.
5. Deprivation from benefiting from the subsidy or loan from the Student Fund for a period not exceeding two semesters.
6. Deprivation from enrollment in the student employment program for no more than two semesters.
7. Deprivation from the restaurant discount card for one semester.
8. Input a negative indicator into the student records system.

9. Deprivation from the use of sports or recreational facilities of the university.

B- The infliction of some service penalties by assigning the violating student service tasks for specific periods, commensurate with the student's study schedule or to carry out some of the activities and services provided by the various parties at the university, considering the selection of the punishment that has the most impact on correcting the behavior of the violating student.

C- In some cases, the Standing Committee shall oblige the student to attend educational or awareness courses commensurate with his condition, which shall be determined by the Committee.

IAU bylaws student behavior control guide in the university

Article 11

The student shall pay the value of the damage, in addition to the cost of repair or installation, and the consequences thereof, including special rights.

Article 12

Subject to the provisions of Article (10), a student who commits a fraud violation in the test mentioned in Clause (4) of Article (9) shall be punished according to the following:

Violation	Penalty
Cheating in the semester exam or attempt to do so	A score of zero shall be awarded on the test subject to the violation
Cheating in the final exam or attempt to do so	Failure in the course of the violation and another course with the lowest number of hours and the lowest grade.

The Standing Committee may increase the punishment for the student when the violation is repeated if it has an interest in doing so.

### Article 13

Whoever forges in any way, including forging medical excuses, study reports, and performance reports, shall be punished by dismissal from the university for a period of no less than one semester. Scientific plagiarism and the Standing Committee may refer the matter to the competent authorities for a decision.

### Article 20

The dean of the college or whomever he authorizes from the supervisors of the testing committees, observers, or security staff may inspect the student to whom one of the violations mentioned in Article (9) is attributed to control the evidence of violations and all that is useful in revealing the truth, considering the following:

1. The student is required to empty the belongings of the test subject in his possession. If he does so, the inspection procedures shall be disregarded. If the inspection is refused, this shall be recorded in the seizure report.
2. In the event of the existence of the violation tool, it shall be seized and the record of the collection of evidence shall be drawn up by the seizure authorized person.
3. In all cases, the student may not be inspected except with his consent, and the course of inspection must be of the same gender as the student.
4. In cases other than violations that occur within the examination committees, privacy must be observed when inspecting the student.
5. It is not permissible for the person inspecting the violations of cheating and photography by mobile phone or one of the electronic devices whose use or possession is prohibited within the university, to open that device without the consent of the student and in the event of rejection, this shall be proven in the seizure report.

### Article 21

After the seizure of the violation, the student shall be referred to the subcommittee of the college he belongs to, he shall be informed of the violation attributed to him, and he shall be invited to appear before the committee at least two days before the date through the means of communication mentioned in Article (8) and his right to make a statement and to defend himself shall be forfeited if he fails to appear for the second time on the date on which he was



informed of the interview and investigation. Unless he has an acceptable excuse, the punishment is then imposed in absentia.

#### Article 22

The meetings of the subcommittees shall be held when needed at the invitation of their chairman. Their meetings shall be valid only in the presence of two-thirds of their members. Their decisions shall be issued by an absolute majority. When votes are equal, the chairman's side shall prevail. The members of the Committee should avoid considering irregularities if the offender is related to the third degree or his presence violates neutrality when making a decision. Consideration of a violation that meets the conditions for referral may not be delayed for three working weeks from the date of receipt by the Chairman of the Committee. The working procedures of the subcommittees shall be as follows:

For further information check IAU procedures and policies manual

### **Parameters of Unsafe and Unprofessional Nursing Conduct**

Examples of unsafe practice include but are not limited to:

1. Negligence in patient care.
2. Substantiated act(s) of patient abuse, either physical or verbal.
3. Ongoing unsatisfactory performance documented by the clinical instructor.
4. Neglect of duty with actual cause or potential to cause patient harm.
5. Demonstrated and/or documented incompetence.
6. Exhibiting aggressive or intimidating behaviour (e.g., profanities, threats, loud talking, rudeness, verbal coercion) toward or in the presence of faculty, staff, peers, patients /Clients or agency personnel.
7. Falsifying a client's record.
8. Failure to adhere to principles of safe nursing practice (i.e. safe medication administration).
9. Diverting prescription drugs for own or another person's use.
10. Inadequate preparation for clinical responsibilities.
11. Inability to recognize limitations and/or failure to seek appropriate help in time sensitive situations
12. Dishonest communication with clients, families, faculty and/or agency staff.

**Unprofessional conduct shall include, but not be limited to:**

1. Using unsafe judgment, technical skills, or inappropriate interpersonal behaviors in providing
2. nursing care.
3. Disregarding a patient/client's dignity, right to privacy, or right to confidentiality.
4. Failing to provide nursing care because of diagnosis, age, sex, race, color, or creed.
5. Abusing a patient/client verbally, physically, emotionally.
6. Falsifying, omitting, or destroying documentation of nursing actions on the official patient/client record.
7. Abandoning or knowingly neglecting patients/clients requiring nursing care.
8. Delegating nursing care, functions, tasks, or responsibility to others when the nurse knows, or should know, that such delegation is to the detriment of patient safety.
9. Providing one's license/temporary permit to another individual for any reason.
10. Failing to practice nursing in accordance with prevailing nursing standards due to physical or psychological impairment.
11. Misappropriating money or property from a patient/client or employee.

**Penalties**

According to University Guidelines, the following sanctions may be imposed upon student (s) found to have violated the Code:

1. If a student commits actions disturbing or disrupting the examination process, the Dean may delegate the decision of whether a student continues the examination to senior faculty supervising (proctoring) the examination.
2. The proctor has the authority to order the student out of the examination room.
3. The Dean may report the incident to the University's Vice Rector for Academic Affairs to discuss it in the University's Rectifying/Disciplinary Committee.
4. The Rectifying/Disciplinary Committee will determine the appropriate sanction.
5. The University Rectifying Committee will decide whether the
6. student's examination in one or more courses will be cancelled or voided.
7. The student's grade results will not be released until the Rectifying/Disciplinary Committee's decision is finalized.

**For violations other than examination misconduct**, the following sanctions may be imposed upon student(s) or student organizations found to be in violation of the Code:

1. **Alert Note:** The issuance of an oral or written notice of misconduct.

2. **Warning** A written document that is to be maintained in the student's file.
3. Injunction of University's privileges for students
4. **Cancellation /Voiding** of one or more course examinations.
5. Prohibited participation in one or more final examination(s)
6. **Probation:** Probation confers special status with conditions imposed for a defined period and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
7. **Required Compliance:** Required compliance necessitates the mandatory completion of university requirements, work assignments, community service, or other discretionary assignments.
8. **Confiscation:** Confiscation means confiscation of goods used or possessed in violation of university regulations, or confiscation of falsified identification or identification wrongly used.
9. **Restitution:** Restitution means making compensation for any loss, injury, or damage.
10. **Restriction of Privileges:** Restriction of privileges includes the denial or restriction of specified privileges, including, but not limited to, access to an official transcript for a defined period.
11. **Suspension:** Suspension means separation of the student from the University for a defined period, after which the student is eligible to return to the University.
12. **Expulsion:** Expulsion means the permanent separation of the student from the University.
13. **Withholding of Degree:** Withholding of a degree means not releasing a degree otherwise earned for a defined period or until the completion of assigned sanctions.

For further details of misconduct and sanctions authorization, please refer to University Guidelines.

## Student Rights and Responsibilities

### Students have the right to:

First: Have facilitating and stimulating learning environment:

1. To create and establish the appropriate academic environment for students to accomplish high-

standard understanding and study more easily by making all educational sources accessible to serve this goal.

2. All students should have an ID Card, which proves their identity when they are inside university.
3. Familiarizing students with everything related to registration procedures for academic courses, in addition to drop, withdrawal, postponement, apology, according to the university academic calendar issued by the Deanship of Admission and Registration.
4. Using the electronic system to monitor grades and document absence, if that, it should not be delayed more than a week.
5. To facilitate the students' access to their full rights decided by academic or administrative bodies based on the university provisions and regulations.
6. To be nominated in the Student Council to represents college students
7. Maintain the contents of the student's personal file within the university and the integrity of dealing with it. These files are not to be handed to anybody except the student himself/herself or their guardians or their authorized representative by investigators or the judiciary or other governmental entity.
8. To appeal the disciplinary decision issued against the student in accordance with the rules laid down in this regard under the provisions of disciplining students
9. The right of complaint or grievance of anything reflected upon him in his relationship with faculty, department or college or any unit of the university. The complaint or grievance process must be followed in accordance with the rules of the organization for the Protecting Students Rights Unit and enable the student to know the result of his/her complaints by the party responsible for them.
10. To enable the student to defend himself/herself before any university entity in any disciplinary case raised against them. Also, any decision cannot be taken until he/she attends the session and gives his/her account of the story. If the student did not attend with no acceptable excuse, a default judgment will be issued an hour after the student being summoned for the second time.
11. To be informed of any decisions taken against him in a written form and giving him/her the right to appeal to that decision in accordance with the university's rules and regulations.
12. graduation certificate should be given to graduates upon completion of the graduation requirements in accordance with the university's rules and regulations within the time period specified by the university.

Second: The efficiency and quality of learning and teaching process:

1. Academic programs should be updated regularly with the latest scientific and national development plans, to make a balance between the educational process and its objectives with the labor market need, to achieve the Kingdom vision 2030.
2. To get the learning material and have an access to any-related knowledge in accordance with the

university provisions and regulations that organize the academic work.

3. To obtain study plans from the faculty or the department and the available academic programs, as well as to concede the schedule before commencing studies; to register for the courses offered to them by the registration system, and making sure that fair guidelines are followed during registration period.
4. Providing books, references, learning resources, and specialized scientific journals, whether printed or electronic, in university libraries.
5. Assurance to follow the teaching and assessment strategies that outlined in the course and program specifications.
6. Assurance of the teaching faculty to attend the lectures on time, giving the students break between lectures, and not to cancel lectures or change it time except in the case of necessity, and after announcing this in advance.
7. Providing opportunities to communicate with the teaching staff in various ways, such as e-mail, office hours, and others.

Third: Receive academic advising and educational assistance that support the teaching and learning processes.:

1. To have an orientation program addressed to newcomers to introduce the university's faculties and departments and find out what is suitable for them to be joined .
2. Providing additional educational lessons to support students who have difficulty to comprehend some educational lessons , according to the available capabilities.
3. Follow-up the progress of students' performance individually and provide academic and psychological assistance and guidance to those who face learning difficulties.
4. Introducing students to the career and professional opportunities available to them through the Graduate Center and Career Forum.

Fourth: Have a reasonable evaluation:

1. To prepare and conduct all scheduled exams in the syllabus. Student should be informed of the dismissal from the course before the final exam.
2. Provide feedback to students on their performance and assessment results each semester, accompanied by mechanisms for assistance when necessary.
3. Inform the students about their exam schedule at least three weeks before the date of the exam.
4. The student has the right to check their answer sheet in case of grievance in accordance of the rules and regulations of the university.
5. Informing the student about any warning issued against him, or depriving him of entering the final exams due to his absence or because of the existence of penalties

issued against them in advance before the final exam date.

Fifth: Enjoying university services and public facilities:

1. To enjoy adequate health care treatments at the health care centers and the hospitals of the university.
2. To use the services and facilities of the university (the book - electronic and branch libraries - the gym – the cafeteria ... etc.) and in accordance with the rules and regulations in place at the university.
3. Participation in the activities, programs and events organized by the university according to the available capabilities.
4. Giving students the opportunity to participate in the training course, community service activities in a way that does not conflict with their academic duties.
5. Providing an appropriate service for people with special needs, according to the available capabilities.

Sixth: Student financial rights:

1. To get incentives and rewards and other regular financial aid especially for distinguished students.
2. To have a reduced meal priced from university restaurant.

**Student responsibilities:**

1. The students' full responsibilities are to attend their classes and do the required tasks.
2. The student's full responsibilities are to respect faculty members, staff workers, and other people on campus.
3. The student's full responsibility is to respect the rules and arrangements relating to the operation of the lectures.
4. The student's full responsibilities in the preparation of research and other academic requirements in accordance with the scientific integrity and disciplinary action will be taken against students for cheating in any form.
5. The student's full responsibilities to the rules and arrangements for the exams and the system and disciplinary action will be taken against students for cheating in any form.
6. The student's full responsibility is to the directions and instructions given by the official in the testing room.
7. The student's full responsibilities to university systems, regulations, instructions and decisions issued.
8. The student's full responsibility is to carry the ID card while at the university.

9. The students' full responsibility is not to damage the university facilities.
10. The student's full responsibility is to the instructions of arranging, organizing and use of university facilities and equipment.
11. The full responsibilities of the student to the dress code and behaviour suitable for undergraduate and Islamic norms
12. The student's full responsibilities are to keep quiet and behave tranquilly in the university facilities and to refrain from smoking on campus.

For further information check \*Student Rights Committee | Imam Abdulrahman Bin Faisal University (iau.edu.sa)

## Assessment & Examination Policy

### Rules governing students' examinations:

1. Prohibition may be overlooked if the student forwards an excuse accepted by the College council.
2. Student with unexcused absence in the final exams will earn zero in final exam grades. The evaluation in this course is counted according to the sum of continuous assessment obtained during the semester.
3. Students unable to attend the final exam for compelling excuse or with an accepted excuse "IC" will be on the mark list and after taking the exam the grades will be recorded.
4. Students are not allowed to attend more than two exams in the same day.
5. A student is not allowed to attend the exam if she is late for more than half an hour from the beginning of the exam. The students are not allowed to leave the exam hall before half an hour of the total hours of the exam pass.
6. The student can complete the requirements of any course in the next semester and score as incomplete (I.C.) on the mark list. Her actual grade will be counted after completing this course's requirements.
7. If one whole semester has elapsed without being able to change the IC grades, the student is considered a failure and the IC grade will revert to a grade of (F).
8. Courses which are continued on two semesters are scored as (I P).
9. Classroom Behavior: During in-class quizzes and exams, the Testing Policy will be followed. Students should familiarize themselves with the following expectations PRIOR to testing:
  - a) Arrive on time to avoid distracting other students.
  - b) Store all belongings as directed.
  - c) Sit every other seat as much as possible. Instructors reserve the right to use assigned seating.
  - d) No food or drink.
  - e) No papers or books of any kind. Exception: if an "open-book" quiz is given, the instructor will provide specific, clear instructions about which materials may be used.
  - f) No additional electronic devices of any sort may be used
  - g) Cell phones etc. should be OFF & stored with belongings. Exception: If calculators are required for testing, the instructor will notify students in advance.
  - h) No looking at other students' responses, i.e., papers, or computer stations.
  - i) No talking to other students.
  - j) No leaving the room during the test.
  - k) Any violation of these rules will be viewed as an act of academic dishonesty.



10. Whoever commits a cheating offense during the test, the cheating device will be withdrawn, and the invigilator should keep this student to complete the test. The committee observer shall draw up a report detailing what happened and submit it with the documentation documents to the testing committee at the college, which in turn shall refer to the dean of the college to be presented to the behavior control sub-committee. After investigating with the student in writing, the subcommittee shall recommend the appropriate penalty in accordance with the penalties mentioned in Article (10) and Article (12) and submit it to the Standing Committee, which shall impose one of the penalties mentioned in Article (10) and Article (12) of these regulations, and the student shall not be expelled from the test hall unless he violates the system that must be available in the test hall or causes chaos or confusion to the course of the tests. IAU by laws for IAU student control guide in the university (article eighteen).
11. The course coordinator counts the students who scored 60% or less through the student records system and refer them to academic advising system.

### **Grade Reporting and Appeals**

#### Student grade confidentiality policy:

1. Under University regulations, examination scores, course grades, and similar indicators of student academic progress are not considered “public information”.
2. Accordingly, such information cannot be released or made public without written student permission, except for normal educational and administrative uses within the University.
3. Posting lists of examination scores or course grades or returning test materials to students in ways which make it possible for students to obtain information about other students’ scores or grades is inappropriate and will not be permitted.
4. It is not permissible to leave graded examination materials with students’ names on them in halls or other public places, or in mail folders (unless sealed in an envelope) for retrieval.

Grade reports for each course are submitted to the University Registration at the end of each semester by a date and time decided by the University Registrar. Once a grade is posted, it becomes part of the student's permanent record and can be changed only by the faculty member and with the college council's approval.

### **Grievances and Appeals:**

1. The student submits a petition for re-correction the exam on the official form and undertakes that the information contained it is correct.
2. The student sends the application to the dean of the college or his authorized representative within a week from the date of announcing the result of the semester exam and two weeks from the date of announcing the result of the final exam.
3. If the application is accepted, the Vice Dean of Academic Affairs of the College, with the authorization of the College Council, assign committee from the department according to the specialization, which consists of: Head of the department - course teacher – another faculty member of the specialization.
4. The committee verifies the integrity of the correction and monitors the grades, and it must request to obtain the student’s answer sheet and inform the student of it and compare it with the model answer saved in the course file.
5. If the student is convinced of the correctness of the correction and monitoring grade, the student documented by signature and saves the application, while counting this application as one of the requests for re-correction submitted by the student.
6. The process of verifying the integrity of the correction by the committee includes the following:
  - Ensure that each part in the answer sheet has been corrected and take a grade
7. If the student is not convinced of the correctness of the correction, the vice-dean of the college, in coordination with the head of the department, appoints three correctors with practical experience to be decided from among the members of the department and specialization, not among them the course teacher, provided that the committee finishes its work within five working days from the date of its formation and the student is given the grade and grade granted by the committee after being approved by the college council or whomever it be delegated.
8. The re-correction process includes the following:
  - Copying the answer sheet and hiding the student’s name and the degree awarded to him.
  - Correcting the student exam paper based on the model answer form which prepared by the course instructor.
9. After re-correction, the head of the department submits the form to vice dean of academic affairs to be presented in the college council or whomever it delegates, who will approve the result and give the final decision.
10. If there are any modification in the student’s grades because of re-correction, it is modified electronically through the people soft (student records system), this modification must be made before the start of the next semester exam. In the case of final exams. And in the 13th week of the semester in the case of the semester exam.
11. The student should be reported by the result of re-correction by written way or by via e-mail, at the student should be document by signature.
12. It must keep copies of all papers and forms sent, as well as the result of the application in the student petition file.
  - If the result of examining the grievance ends with an error in monitoring the grade, it is modified electronically through the people soft (student records system) with the same procedure of approving the original results, the modifications is made according to which stated in the step (8).

- **Alternative Exam:** A test held for the student who is absent from the semester or final exam with this acceptance, or the students who were exposed to an emergency situation during the test and did not complete it. The grade that he obtained is recorded for the student, and the student's grade is adjusted accordingly, and the test is required to be equivalent to the main test.

## Students Records Policy

At the College of Nursing, student's information including personal data, grading, counselling, etc. is treated as confidential unless students agree to release parts of this data.

Official transcripts will be released only with signed authorization of the individual student.

Including

- a) Grades.
- b) Academic Schedule.
- c) Courses completed.
- d) Educational services received

## Methods of Communication

### Office Hours:

Faculty members set 3-4 office hours per week to meet with students. Available hours are posted outside each faculty member's office. On clinical days, nursing faculties are available at the clinical agency, often the completion of regularly scheduled clinical time. Students are encouraged to make appointments whenever possible so that adequate time will be available. Drop in visits during office hours will be handled on a first-come, first-served basis.

### Dean/ Student Meetings:

Occasionally, student meetings will be scheduled by the dean to share important information and to gain student input on critical issues. When these meetings are scheduled, it is expected that all students will be present.

**Phone Calls:**

Students are asked to refrain from phoning instructors at home unless the instructor has given permission. Student messages may be sent to the faculty via e-mail. Student emails to faculty will be answered within 48 hours. To ensure timely communication, students are expected to use the official email addresses as listed in the Students' Affairs Office. Faculty may not respond on weekends or vacations. Current list of student names, phone numbers, and addresses are available to the faculty

## **Academic Advising and Counselling Services**

Academic advising and counselling services are an assistant educational system, whereby faculty members introduce the students to the university and college systems and inform them by their roles, responsibilities and rights. Academic advising and counselling service provide guidance and support for students to overcome any academic problems or personal difficulties that may hamper student's academic progress, as well as develops the students' capacities and potentials, that enhances their academic performance.

Academic advising and counselling services are basic steps that guarantee collaborative relationship between faculty members and students. This collaboration's intent is to facilitate learning by providing opportunities for students to achieve their goals and uphold the college's academic standards.

### **Roles and Responsibilities of the Academic Advisors:**

1. Preparing new students to adapt and adapt to university life.
2. Create conditions conducive to the equitable growth of university students.
3. Provide students with the correct information about the college, regulations, regulations, resources and study programs.
4. Promote students' academic achievement, raise their abilities and overcome obstacles encountered during their school years.
5. Reduce academic distress opportunities (preventive guidance).
6. Provide advice and assistance to academic problem owners of college students.
7. Take care of the students who are suspected of stumbling over and care for them and follow them up to lift them from the risk of stumbling over.
8. Take care of outstanding and talented students and provide what will enhance their abilities and support their creativity.
9. Caring for and assisting students socially, materially, healthily, psychologically and professionally in coordination with the relevant authorities of the University College.

### **General duties and tasks of the academic supervisor:**

1. Allocate hours for academic supervision to meet the guided students and discuss the challenges they face during the study and try to solve them in appropriate ways.
2. Assist the guided students in preparing the proposed academic schedule for the next semester in case of need.
3. Providing help and assistance to students in case of difficulty in registering or conflicting some subjects.
4. Follow up the educational achievement of the guided students and provide them with academic assistance and support.
5. Urging guided students to attend training courses and workshops provided by the University Counseling Center to acquire skills in facing and solving the problems they encounter.
6. Encouraging students to attend training courses and workshops provided by the Deanship of Student Affairs and the Alumni Unit.
7. Increase students' awareness of the importance of using resources and making the most of them, such as the e-learning website and the digital library.
8. Encourage students to participate in curricular and extracurricular activities.
9. Emphasize the importance of attendance and discipline during the study.

## **Students Responsibilities and Roles in the Advising and Counselling process**

The students have key roles in counseling and advising process through the following steps:

1. The student is the first responsible for his/her academic performance and focuses the supervisor's role in assisting, guiding, supervising and giving solutions.
2. The student is responsible for meeting with the academic advisor to assist him in preparing the schedule for the next semester and selecting the appropriate courses according to the study plan and appropriate to his academic situation.
3. Access and response to e-academic supervision requests in the SIS.
4. Familiarity of university regulations and regulations, the program's study plan, university and college requirements, graduation, registration plan and study schedules through manuals, college location, university and academic advisor.
5. Familiarity with the details of academic calendar of academic operations (Registration, Withdrawal, Apology. Postponement.... ).
6. Knowing Academic advisor's hours and different way of communication (office meeting, email, phone).
7. To meet the advisor according to the agreed dates and commit to attend the meetings.
8. Consult the academic advisor to develop an alternative study plan if circumstances such as Withdrawal - Failure – Changing your study spatiality to ensure finishing of all requirements for graduation in Specified Time.
9. Notify the advisor of any academic/psychosocial/family variables or difficulties affecting your academic performance.

## **Student Affairs: Student Services & Activities**

In collaboration with the Deanship of Student affairs for student activities and student affairs and activities unit in the college offers non-academic services which in turn make the learning and education processes more enjoyable. Some of these services are Issuing ID cards, Nutrition Loans, activities, dorms, security and safety.

### **Goals**

1. To foster Islamic morals and national spirit of students.
2. To contribute to building integrated and balanced personalities of students.
3. To create a stimulating and attractive in-campus environment for developing students' personalities and skills.

4. To encourage students to engage in volunteering, imitativeness, and participation in campus and outside.
5. To inter into partnerships with local community organizations in favor of students' interests.
6. To explore, cultivate and develop students' talents for maximizing their creativity.
7. To train students on skills of leadership, communication, and knowledge development.
8. To provide support to students of special needs

**The Vice Dean of Student Affairs for Students' Activities consists of the following departments:**

1. Social and educational activities
2. Athletic activities
3. Student clubs
4. Housing management
5. Grant management
6. Nutrition management

**The Vice Dean of Student Affairs in the Women's Colleges consists of the following departments:**

1. Student services management
2. The locker unit– public relations unit
3. Princess Jawaher Hall supervision unit

**Issuing Student ID's:**

1. Student affairs is responsible for Issuing students IDs after they are officially accepted and after finishing all registration procedure from the website.
2. The student must bring a recent photo for her ID card which must always be worn on campus and during exams. Losing the ID card will result in paying 50 Riyals

fine deposited into the Students Fund. The student must deposit the money herself into NCB account number: IBAN: 05230550000110

3. The deposit slip must be handed over to the employee in charge of ID.
4. Students are not allowed to pay in cash.

### **Housing:**

Student housing is one of the main factors that positively affect the life of a university student. Due to his distance from his native country during his studies, and one of the reasons for his psychological stability and the achievement of his educational goals.

And the university, in its relentless endeavor to create a suitable climate for the student, has provided university accommodation for students coming from outside Dammam or from outside the Kingdom as scholarship students.

### **Responsibilities of Housing Dept.**

1. Supervises housing accommodation units
2. Following up the service problems
3. Create the best means of comfort for students
4. Following up the janitorial works inside the student housing accommodation with the concerned department.

### **Students Fund:**

The Student Fund at Imam Abdul Rahman bin Faisal University is one of the important facilities that provide student with support and services that contribute to achieve psychological stability and quality of university life for students in accordance with Vision 2030.

### **Fund program services:**

#### First: the loan program:

Through this program, loans are provided to students, according to their needs, and installments are deducted from their monthly salary through the Student Salary Department at the Deanship of Admission and Registration, with follow-up from the Student Fund.



### Second: the aid program:

Through this program, the fund provides aid to needy university students. The value of the aid varies from one student to another according to their needs and according to the case study carried out by the Student Care Unit. In addition, the value of aid depends on the attachments that explain the status of each student and after presentation to the Board of Directors of the Student Fund and getting their approval.

### Third: The Student Employment Program

The program aims to develop the skills of university students, and inform them about the administrative and technical work of the departments in which they had the opportunity to work in order to gain experience. The program also aims to provide assistance to the various sectors of the university. Students are nominated through the college in coordination with the Deanship of Student Affairs according to the following conditions.

### **Nutrition management services**

1. Restaurants: (Male Restaurant - Female Restaurant) Three meals are served daily (breakfast - lunch - dinner) in the university restaurants on weekdays.
2. "Cafeterias": follow up the work of "cafeterias" in all university faculties and departments.
3. Food services for student activities: The Nutrition Department participates in providing food service to support the success of student activities.

### Department Duties:

1. Setting the conditions and specifications for the university's nutrition services and following up on their implementation.
2. Supervising the preparation and processing of meals.
3. Follow-up of workers working in the kitchen in terms of personal hygiene, and cleanliness of tools.
4. Supervising the cleanliness of food halls.
5. Supervising the distribution of meals in an appropriate manner.
6. Monitoring dry and fresh foodstuffs in terms of validity and quality.
7. Following up on "cafeterias" in terms of cleanliness, and the variety of items offered.
8. Follow-up to "cafeterias" in terms of adherence to the published prices.
9. Following up on the implementation of the conditions of nutrition and lifting the violations.
10. Following up the warehouses, knowing the needs, and the demands of the contractors to secure them

**The Nutrition Department provides a smart card charging service to buy meals from the restaurant, and the shipping process is done with any amount of money in the university restaurant from 8 am to 2 pm**

### **Work-Study Programs and PTA (Prepaid Tickets Advice)**

Students can be given an opportunity to work per hour starting from the second year. Priority will be given to those enrolled in student activities or dorm students. A student can be paid per hour for two consecutive months each semester. As for PTA, it is given to abroad students after filling the application form.

### **Investment Unit**

Students Fund has opened an investment unit aiming at improving the financial status of students by adding and improving services like cafeterias and stationery shops:

1. Al-Shugeiry Stationery available in colleges of Nursing, Medicine, Design, and Applied Studies and Community Service.
2. Al-Shugeiry Stationery provides academic and non-academic books.
3. The Mini market in the Applied Studies and Community Service College. The unit is looking forward to opening more and more services for students.

### **Scholarships**

The scholarship and international student's department at the University of Imam Abdulrahman Bin Faisal was established to supervise the scholarships and provide necessary welfare for foreign students. The council of ministers issued its decision No. 94 dated 29/03/1431 H organizing the regulations of non-Saudi students admitted in the higher education institutions in Saudi Arabia. The decision was circulated among all Saudi universities regarding the welfare of scholarships students in the Kingdom of Saudi Arabia.

### **Benefits of Scholarship Students:**

1. Health care for the student and family dependents if they are recruited to live with him in Saudi Arabia similar to the health care provided to the Saudi citizens.
2. Provided with a two- month bursary upon arrival in Saudi Arabia.
3. Provided with a three-month bursary upon graduation for shipment of his books.

4. The benefits availed by his Saudi students' colleagues in the university.
5. Provided with a low-rate food meal. The council of the university will determine the amount per meal to be paid by the scholarship student.

## **Student Activities**

student activities aim to provide a solid ground for students to promote their developing needs whether on the cultural level or on the social one. It embraces their self-confidence, take up the responsibility and enhance the spirit of teamwork. It helps in consolidate the Islamic principles and values in the minds of students These activities include:

1. Preparing and participating in the educational and social programs that aim to increase the educational inventory of the student, as well as arm them with various social skills.
2. Participate in the cultural activities which include different programs such as public lectures, open meetings, seminars, competitions, festivals, and celebrations. In addition to other social activities that are included in other programs; such as: trips, visits, and social welfare, exhibitions awareness, and campaigns
3. Participate in the organization of sports competitions inside and outside the University either for groups or individual games.
4. Participate in the local and international tournaments and to organize the student's posts for the Sports Federation of Saudi Arabia Universities.
5. Participate in the membership of the clubs and report that to the Deanship of the Academic Affairs or (and inform the Deanship of the Academic Affairs).

**Student clubs:**

- **Specialized Clubs:** clubs that are based in the colleges of the university and follow the college’s name and specialization and are under the supervision of the college administration, to carry out specialized activities.
- **General Clubs:** clubs under the Deanship of Student Affairs’ management and supervision, to carry out activities related to the vision, mission, and objectives of each club.

University Level		Nursing College Level
(Female Section)	(Male section)	Nursing club
Awraq reading club	Book Club	
Digital Club (Tele)	Vision 2030 Club	
Sona Club	Athletes Cub	
Leadership Club	Theater Club	

**Graduate Attribute for Bachelor of Science in Nursing Program**

**1-Patient-Centered Care**

The graduates will use problem-solving and decision-making skills to develop comprehensive patient, family, and community-focused care plan.

**2-Communication and Teamwork**

The graduate will utilize effective communication, interpersonal and interprofessional skills to deliver patient care and maintain patient advocacy

**3-Evidence-based practice**

The graduate will utilize research and evidence-based practice to deliver optimum patient care.

#### **4-Quality management /patient safety**

The graduate will deliver safe nursing practice, utilizing risk management and quality improvement strategies.

#### **5-Leadership**

The graduates will assume professional and leadership roles in the delivery of efficient nursing practice in ever changing health care system.

#### **6-Digital Skills**

The graduate will utilize technology in the delivery of patient care and nursing practice.

## **Postgraduate Programs, Outcomes and Requirements**

### **Postgraduate Students 'Grades**

#### **Dean's Word**

Praise be to God, Lord of the Worlds, many, good, and blessed thanks as it should be to His Majesty and His great authority, and prayers and peace be upon our master Muhammad and his family and companions all.

The College of Nursing seeks, through its graduate programs, to prepare graduates who are scientifically and technically qualified for the labour market. It is one of the main pillars of the educational process in Saudi universities, as it is based on developing the knowledge and skills of male and female students so that our scientific outputs are highly efficient and live up to the aspirations of the university's plans and the vision of the Kingdom of Saudi Arabia. 2030 to contribute, with the rest of the various faculties in our prestigious university, to the scientific renaissance that our dear kingdom is witnessing. And access to a nursing and educational cadre that meets the needs of the university. We ask the Almighty for success and payment to reach leadership in all scientific fields.

## **Dean of the College of Nursing**

**Dr. Firyal Mubarak Al-Qahtani**

## **Vice Dean of Postgraduate and Scientific Research's Word**

Praise be to God, and prayers and peace be upon the most honorable prophets and messengers, our master Muhammad and all his family and companions

Nursing is one of the professions that undergoes many developments and updates based on changes in health systems locally and globally. For this reason, the College of Nursing at Imam Abdulrahman bin Faisal University seeks to offer graduate programs annually to respond to the health needs of the Saudi society. In addition, the graduate studies programs in the College of Nursing are updated periodically to be in line with the developments of the times and developments in health care in the Kingdom of Saudi Arabia according to the National Transformation Program 2020. Therefore, the College of Nursing is keen to provide nursing programs that are in line with the objectives of the Kingdom's Vision 2030, which states The Kingdom of Saudi Arabia will be among the top 10 countries in the global competitiveness index by 2030, which can be achieved by raising its competitive capabilities in scientific research. In addition, there are at least 5 Saudi universities among the top 200 universities in the international rankings. To achieve these goals, research projects are conducted through the Clinical Master's Program in Nursing that are supervised by faculty members in the College of Nursing and published in peer-reviewed scientific journals. The Vice Deanship for Graduate Studies and Scientific Research at the College of Nursing is keen to provide graduate programs in accordance with local and international standards of academic accreditation and quality assurance.

**Dr. Rima Salim Al-Qarni**

**Vice Dean for postgraduate Studies and Scientific Research**

**College of Nursing**

**Imam Abdul Rahman bin Faisal University**

## **Vision of College of Nursing**

Be the leading College of Nursing in Saudi Arabia and in the region, as well as be recognized nationally and internationally for excellence in education, research and community service.

## **Mission College of Nursing**

To develop nursing leaders for professional practice, with effective community service and research in diverse settings for the welfare of the people of Saudi Arabia and beyond, based on Islamic values and ethical aspects of the nursing profession.

### **Master of Science in Clinical Nursing program**

The Kingdom of Saudi Arabia is currently witnessing fast, continuous, and comprehensive developments based on science and technology. This has been reflected in the nursing sciences and nursing education. To catch up with these developments, it is necessary to train and qualify professionals who are highly competent and capable of providing high-quality nursing services to Saudi nationals in the Kingdom.

**The aim** of the program is to prepare nurse specialists to be competent in different roles which include providing advanced nursing care in different specialties and assuming leadership and managerial roles on healthcare systems. In addition, preparing the graduates of the program to assume teaching role in different academic systems and developing the scientific research skills in different nursing fields contributing to the nursing literature locally and internationally. These will be achieved through utilizing optimal human and physical resources of the college of Nursing and at Imam Abdulrahman Bin Faisal University.

#### **Program Vision**

To be recognized nationally and internationally in graduating advanced professional nurse who are competent in clinical judgment and research skills.

#### **Program Mission**

To provide innovative teaching strategies within a diverse learning environment that foster critical thinking and utilize scientifically based intervention which enable the graduate to provide high quality nursing care for the individual, family and the community at different levels of prevention.

## **Program Learning outcomes**

### **1. Knowledge & Understanding**

**1.1** Discuss advanced evidence-based nursing knowledge.

**1.2** Describe the nursing literature by active participation and critical utilization of nursing research

### **2. Skills**

#### **2.1 Cognitive skills:**

**2.1** Apply critical thinking in analyzing health issues and concerns in healthcare system

#### **2.2 Practical skills:**

**2.2.1** Demonstrate competency in applying nursing process as a framework for patient care related to health needs of the individuals, families, and the community that is culturally-tailored to Saudi population.

**2.2.2** Utilize evidence-based practice to provide competent, safe, cost-effective and high-quality nursing care

**2.2.3** Apply research and critically appraising research relevant to clinical and evidence-based practice.

**2.2.4** Implement clinical judgment in comprehensive nursing intervention in complex situations with individuals, families and community.

**2.2.5** Apply managerial and leadership skills at different levels of the health care delivery system

#### **2.3 Communication & IT skills:**

**2.3.1** Demonstrate skills in reporting data by using patient care technologies, health information systems, and communication devices that support safe, effective nursing practice.

### **3. Values**

**3.1** Apply ethical, cultural, and professional standards in delivering of appropriate nursing care.

**3.2** Collaborate with other health care providers within the context of multi-disciplinary team.

**3.3** Demonstrate a continuing personal and professional development to improve self confidence in health care systems.



# **Admission Requirements for Postgraduate Programs**

## **Admission requirements**

The University Council determines the preparation of students who will be accepted annually in graduate studies based on the recommendation of the Council of the Deanship of Graduate Studies and the proposal of the department and college councils. (Article 12)

**In general, for admission to postgraduate studies, the following is required:**

1. The applicant should be a Saudi, or an official scholarship for postgraduate studies if he is a non-Saudi.
2. The applicant must have a university degree from a Saudi university or from another recognized university.
3. He should be of good conduct and medical condition.
4. To submit two scientific recommendations from professors who have taught him previously.
5. His reference's approval of the study if he is an employee.
6. The principle of full-time PhD study is the University Council, and the University Council may make an exception from this whenever the pilgrim calls for it. The council of each university may add to these general conditions what it deems necessary (Article thirteen).

## **Registration Requirements for Master's in Clinical Nursing at Imam Abdulrahman bin Faisal University**

1. The applicant must hold a Bachelor's degree (regularly) in the field of specialty from a recognized entity by the Ministry of Education, or have obtained a higher diploma in nursing from a recognized university, with a minimum average of **"very good"**.
2. The applicant has obtained English language test with a minimum score of **(5)** in the **IELTS** or its equivalent.
3. Experience is not less than one year in the field of specialty aside from the internship year
4. Study in full time
5. He should be of good conduct and physically well
6. Pay the application fee (non-refundable).
7. Pass the admission exam and individual interview.
8. Payment of study fees.

# **Steps to register for a Master of Science in Clinical Nursing Program**

## **Student Registration Procedures:**

1. New students are enrolled after their success in the following:
2. Admission test and personal interview
3. Pay the university fees
4. University ID card extraction
5. The student has the right to access, laboratory and office services, as well as health services through Imam Abdulrahman bin Faisal University.

## **Registration Steps**

- Go to Students Information System:
- Use name: University ID Password: ID.
- Self Service & Student Centre
- Class Search & Choose the desired term and click “search”
- Choose the desired course by clicking on “select term”
- Click on “next element”
- Course has been added to shopping cart
- To confirm registration, you must go to shopping cart
- Click “finish registration

## خطوات تسجيل المقررات



## للتأكد من حالة تسجيل المقررات :



## خطوات اسقاط المقررات :



0133332222 IAU\_AR



You can contact the Admission and Registration Department via email:

College of Nursing Admission and Registration Unit [reg.nrs.d@iau.edu.sa](mailto:reg.nrs.d@iau.edu.sa)

Deanship of Admission and Registration [reg@iau.edu.sa](mailto:reg@iau.edu.sa)

### **Postgraduate program tracks**

1. Master of Science in Clinical Nursing - Medical Surgical Nursing
2. Master of Science in Clinical Nursing - Critical Care Nursing
3. Master of Science in Clinical Nursing - Obstetrics and Gynecologic Nursing
4. Master of Science in Clinical Nursing - Pediatric Nursing
5. Master of Science in Clinical Nursing - Psychiatric and Mental Health Nursing

### **Program Description**

The Study Program consists of 5 tracks (Medical Surgical nursing, critical care nursing, paediatric nursing, Ob/gyn nursing and Psychiatric & mental health nursing) in addition to MSN Clinical Research Project that will have to be prepared. The students are expected to complete six semesters with 42 credit hours (core courses (8 credits), specialty and elective courses (28 credits), clinical research project (4 credits) with a GPA of at least ‘Very Good’ (3.75 Out of 5 points)

## **Study Plans for Master's Programs in the College of Nursing**

### **Study plan of Master of Science in Clinical Nursing**

#### **Medical Surgical Nursing Track**

**Table 1 – Curriculum and Study Plan of the Master of Science in Clinical**

**Nursing**

Course Number	First Year - First Semester	Credit Hour	Pre-Requisite
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	Core Courses		
6201521	Nursing Research and Evidence Based Practice	2	Admission
6201522	Nursing Informatics	2	Admission
6201523	Biostatistics	1	Admission
6201524	Legal Aspects & Ethical issues in Nursing	1	Admission
6201525	Quality Improvement	2	Admission
6201526	Nursing Education	2	Admission
	Subtotal	10	

## 2nd Semester

Course no	Course Title	Credits			Pre-Requisite
		Theory	Lab (Clin)	Credits	
2601527	Advanced Health Assessment	2	2	4	
2601528	Medical/surgical Nursing I	2	2(3)	7	
2601529	Pathophysiology in Medical/surgical Nursing	2	0	2	
2601605	Medicine	1	0	1	
2601606	Surgery	1	0	1	1
	Total	8	7	15	25

## 3<sup>rd</sup> Semester

		Credits	Pre-Requisite
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Course no	Course Title	Theory	Lab Clin)	Credits	
2601530	Medical/Surgical Nursing II	2	5	7	
2601531	Seminars in Medical/Surgical Nursing	1	(1)	2	
2601607	Applied Pharmacology	1	1	2	
	Elective Course	2	0	2	
	<b>Total</b>	<b>6</b>	<b>7</b>	<b>13</b>	

#### Elective Courses:

Course no	Course Title	Credits
2601608	Applied Nutrition	2
2601532	Health Education Strategies	2
2601533	Psychosocial aspect in Medical Surgical Nursing	2

#### 4<sup>th</sup> Semester : Research Project (4 credits)

Course no	Courses	Credits Lab(Clin)
2601555	Research Project	(4)

**Study Plan of Master of Science in Clinical Nursing**  
**Critical Care Nursing Track**

**Table 1 – Curriculum and Study Plan of the Master of Science in Clinical**

Nursing			
Course Number	FIRST YEAR – FIRST SEMESTER	CREDIT HOUR	PRE-REQUISITE
	CORE COURSES		
6201521	Nursing Research and Evidence Based Practice	2	Admission
6201522	Nursing Informatics	2	Admission
6201523	Biostatistics	1	Admission
6201524	Legal Aspects & Ethical issues in Nursing	1	Admission
6201525	Quality Improvement	2	Admission
6201526	Nursing Education	2	Admission
	Subtotal	10	

**2<sup>nd</sup> Semester**

Course no	Course Title	Credits			Pre-Requisite
		Theory	Lab./ Clin.	Total Credits	
2601534	Critical Care Nursing I	3	6	9	
2601535	Advanced Critical Care Health Assessment	1	1	2	
2601609	Pathophysiology of Critical Illness	1	-	1	
2601610	Clinical Pharmacology	1	1	2	

	Total	6	8	14	
<b>3<sup>rd</sup> Semester</b>					
Course no	Course Title	Credits			Pre-Requisite
		Theory	Lab./ Clin.	Total Credits	
2601536	Critical Care Nursing II	3	7	10	
2601611	Critical Care Medicine	1	-	1	
2601612	Critical Care Surgery	1	-	1	
	Elective Courses	2	--	2	
	Total	7	7	14	
Course #	Course Title	Theory	Lab./ Clin		
2601537	Seminars in Critical Care Nursing	2	-		
2601538	Psychosocial Aspect in Critical Care	2	-		
2601539	Health Education	2	-		
<b>4th Semester: Research Project (4credits)</b>					
Course #	Course	Credits			
2601555	Clinical Research Project	4			



**Study Plan of Master of science in clinical Nursing**  
**Pediatric Nursing Track**

**Table 1 – Curriculum and Study Plan of the Master of Science in Clinical**

<b>Nursing</b>				
Course Number	FIRST YEAR – FIRST SEMESTER		CREDIT HOUR	PRE-REQUISITE
	CORE COURSES			
6201521	Nursing Research and Evidence Based Practice		2	Admission
6201522	Nursing Informatics		2	Admission
6201523	Biostatistics		1	Admission
6201524	Legal Aspects & Ethical issues in Nursing		1	Admission
6201525	Quality Improvement		2	Admission
6201526	Nursing Education		2	Admission
	Subtotal		10	

**2nd Semester**

Course no	Course Title	Credits			Pre-Requisite
		Theory	Lab./ Clin.	Total Credits	
2601547	Advanced Health Assessment	1	1	2	
2601548	Growth and Development of Children	2	1	3	
2601549	Neonatal Nursing	2	1	5	
2601 616	Pediatric Pathophysiology	2	0	2	
2601617	Pediatric Pharmacology	1	1	2	
	Total	8	4	14	

**3rd. Semester:**

Course no	Course Title	Credits			Pre-Requisite
		Theory	Lab./ Clin.	Total Credits	
2601550	Advanced Pediatric Nursing	2	2	7	
2601551	Child Psychology	2	0	2	
2601618	Pediatric Medicine	2	0	2	
2601619	Pediatric Surgery	1	0	1	
	Elective Course	2	0	2	
	<b>Total</b>	<b>10</b>		<b>14</b>	

**Elective Courses:**

Course #	Course Title	Credits
2601552	Infection Control	2
2601553	Psychosocial Aspects of the family	2
2601554	Health Education	2

**4th Semester : Research Project (4 credits)**

Course #	Course Title	Credits
2601555	Research Project Thesis	4

## Study plan of Master of Science in Clinical Nursing

### OB/GYN Nursing Track

**Table 1 – Curriculum and Study Plan of the Master of Science in Clinical Nursing**

1 <sup>st</sup> Semester			
FIRST YEAR – FIRST SEMESTER			
Course Number	CORE COURSES	CREDIT HOUR	PRE-REQUISITE
6201521	Nursing Research and Evidence Based Practice	2	Admission
6201522	Nursing Informatics	2	Admission
6201523	Biostatistics	1	Admission
6201524	Legal Aspects & Ethical issues in Nursing	1	Admission
6201525	Quality Improvement	2	Admission
6201526	Nursing Education	2	Admission
	Subtotal	10	

### 2<sup>nd</sup> Semester

Course no	Course Title	Credits			Pre-Requisite
		Theory	Lab./ Clin.	Total Credits	
2601540	Human Embryology & Genetics	1	-	1	
2601541	Advanced Midwifery I (Antenatal)	3	4	7	
2601542	Advanced Obstetrics I (Labor & Delivery) (Theory)	2	1	3	

2601543	Education and Counseling for Midwives	1	-	1	
	Total	7	5	12	

### 3<sup>rd</sup> Semester

Course no	Course Title	Credits			Pre-Requisite
		Theory	Lab./ Clin.	Total Credits	
2601544	Advanced Midwifery II (Postpartum, Newborn & Gynecology)	3	4	7	
2601545	Advanced Obstetrics II (Labor & Delivery) (Clinical)	-	5	5	
2601613	Applied Pharmacology in Midwifery	1	1	2	
	Elective Course	2	-	2	
	Total	6	10	16	

### Elective Courses:

Course #	Course Title	Credits Hours
2601614	Applied Nutrition	2
2601546	Human Relations and Communication Skills	2
2601615	Applied Epidemiology	2

### 4<sup>th</sup> Semester: Research Project (3credits)

Courses #	Courses Title	Credits
2601555	Clinical Research Project	4

## Study Plan of Master of Science In Clinical Nursing

### Psychiatric and Mental Health Nursing Track

**Table 1 – Curriculum and Study Plan of the Master of Science in Clinical**

Nursing			
Course Number	FIRST YEAR – FIRST SEMESTER	CREDIT HOUR	PRE-REQUISITE
	CORE COURSES		
6201521	Nursing Research and Evidence Based Practice	2	Admission
6201522	Nursing Informatics	2	Admission
6201523	Biostatistics	1	Admission
6201524	Legal Aspects & Ethical issues in Nursing	1	Admission
6201525	Quality Improvement	2	Admission
6201526	Nursing Education	2	Admission
	Subtotal	10	

### 1<sup>st</sup> Semester

Course no	Course Title	Credits			Pre-Requisite
		Theory	Lab./ Clin.	Total Credits	
2601521	Nursing Research and Evidence Based Practice	2	0	2	
2601522	Nursing Informatics	1	1	2	
2601523	Biostatistics	1	0	1	
2601524	Legal Aspect and Ethical Issues in Nursing	1	0	1	
2601525	Quality Improvement	2	0	2	
2601526	Nursing Education	2	0	2	
	Total	9	1	10	

### 2<sup>nd</sup> Semester

Course no	Course Title	Credits			Pre-Requisite
		Theory	Lab./ Clin.	Total Credits	
2601556	Psychiatric and Mental Health Nursing I	3	-	3	
2601557	Psychiatric and Mental Health Nursing /practicum I.	0	6	6	
2601620	Psychophysiology	1	-	1	
2601558	Psychiatric& Mental Health Assessment	1	-	1	
2601621	Psychopharmacology	2	-	2	
	Total	7	6	13	

Course #	Course Title	Credits			PRE-REQUISITE
		Theory	Lab./ Clin.	Total Credits	
2601559	Advanced Psychiatric and Mental Health Nursing II	3	0	3	
2601560	Advanced Psychiatric and Mental Health Nursing /practicum II	0	6	6	
2601561	Human Relations	1	-	1	
2601562	Psychotherapeutic Modalities	1	-	1	
2601622	Theories of Psychology	2	-	2	
	Elective Courses	2	--	2	
	Total	10	6	15	

**Elective Courses:**

Course #	Course Title	Credits Hours
2601563	Child Psychiatric Nursing	2
2601564	Woman Psychiatric Nursing	2

2601565	Substance Related Disorders.	2
<b>Students select one subject (2 credit hours)</b>		
<b>4<sup>th</sup> Semester: Research Project (4credits)</b>		
Course #	Course	Credits
2601555	Clinical Research Project	4

## **Student Records Policy**

### **Students record policy**

The College of Nursing, student's information including personal data, grading, counselling, etc. is treated as confidential unless students agree to release parts of this data.

**Official transcripts will be released only with signed authorization of the individual student. Including**

- Grades.
- Academic Schedule.
- Courses completed.
- Educational services received

## **Academic Policies**

### **Academic Policies**

#### **Postponement, dismiss, and withdrawal policy**

##### **Postponement of admission:**

With the approval of the relevant department council and the dean of college and graduate studies, the student's admission may be postponed, provided that the postponement period does not exceed two semesters, and the postponement period is not counted within the maximum period for obtaining the degree (Article 21).

**Postponement of study:**

With the approval of the relevant department council and the dean of the college and graduate studies, the student's studies may be postponed according to the following:

- 1- The student must be against having passed one or more semesters or completed an appropriate amount of the thesis.
- 2- The total period of postponement should not exceed four semesters (two academic years).
- 3- To apply for postponement at least two weeks before the start of the semester.
- 4- The postponement period is not counted within the maximum period for obtaining the degree (Article 22)

**Dismissal**

Academic dismissal: Suspension of a student's registration because of obtaining a specified number of academic warnings or exceeding the maximum graduation limit, or for both reasons together.

Disciplinary dismissal: A student is permanently dismissed from the university due to the issuance of a disciplinary decision against him by the competent authority, as stipulated in the rules for controlling student behavior at the university.

**Dropout:**

The student does not register for any course in a semester or academic year without obtaining permission to postpone the study, and the period of interruption within the period of study is not limited to graduation.

**Discontinuation due to continuous absence:**

The student is absent continuously for a specified period, according to what is stipulated in the executive rules of Article 19, after registering his courses in a semester or an academic year without obtaining permission to excuse himself from studying, and the interruption period is calculated within the period of study for graduation.

**Make Excuse or Apologizing for continuing studies:**

The student submitted a request not to continue studying in which he registered, courses, with a period calculated for the semester or academic year. The apology is within the period of study for graduation.

**Withdrawal:**

Withdrawal from a course: the student submitted a request not to continue studying one or more courses in the semester, and a grade is given for him to withdraw with an excuse in accordance with the executive rules of Article 17.

Withdrawing from the university: the student submitted a request to terminate his studies at the university before completing his study program.



## Study and Exams Policy

### Rules governing students' examinations:

12. Prohibition may be overlooked if the student forwards an excuse accepted by the College council.
13. Student with unexcused absence in the final exams will earn zero in final exam grades. The evaluation in this course is counted according to the sum of continuous assessment obtained during the semester.
14. Students unable to attend the final exam for compelling excuse or with an accepted excuse "IC" will be on the mark list and after taking the exam the grades will be recorded.
15. Students are not allowed to attend more than two exams in the same day.
16. A student is not allowed to attend the exam if she is late for more than half an hour from the beginning of the exam. The students are not allowed to leave the exam hall before half an hour of the total hours of the exam pass.
17. The student can complete the requirements of any course in the next semester and score as incomplete (I.C.) on the mark list. Her actual grade will be counted after completing this course's requirements.
18. If one whole semester has elapsed without being able to change the IC grades, the student is considered a failure and the IC grade will revert to a grade of (F).
19. Courses which are continued on two semesters are scored as (I P).
20. Classroom Behavior: During in-class quizzes and exams, the Testing Policy will be followed. Students should familiarize themselves with the following expectations PRIOR to testing:
  - l) Arrive on time to avoid distracting other students.
  - m) Store all belongings as directed.
  - n) Sit every other seat as much as possible. Instructors reserve the right to use assigned seating.
  - o) No food or drink.
  - p) No papers or books of any kind. Exception: if an "open-book" quiz is given, the instructor will provide specific, clear instructions about which materials may be used.
  - q) No additional electronic devices of any sort may be used
  - r) Cell phones etc. should be OFF & stored with belongings. Exception: If calculators are required for testing, the instructor will notify students in advance.
  - s) No looking at other students' responses, i.e., papers, or computer stations.
  - t) No talking to other students.
  - u) No leaving the room during the test.

- v) Any violation of these rules will be viewed as an act of academic dishonesty.
21. Whoever commits a cheating offense during the test, the cheating device will be withdrawn, and the invigilator should keep this student to complete the test. The committee observer shall draw up a report detailing what happened and submit it with the documentation documents to the testing committee at the college, which in turn shall refer to the dean of the college to be presented to the behavior control sub-committee. After investigating with the student in writing, the subcommittee shall recommend the appropriate penalty in accordance with the penalties mentioned in Article (10) and Article (12) and submit it to the Standing Committee, which shall impose one of the penalties mentioned in Article (10) and Article (12) of these regulations, and the student shall not be expelled from the test hall unless he violates the system that must be available in the test hall or causes chaos or confusion to the course of the tests. IAU by laws for student behavior control guide in the university (article eighteen).
22. The course coordinator counts the students who scored 60% or less through the student records system and refer them to academic advising system.

### **Grade Reporting and Appeals**

#### Student grade confidentiality policy:

5. Under University regulations, examination scores, course grades, and similar indicators of student academic progress are not considered “public information”.
6. Accordingly, such information cannot be released or made public without written student permission, except for normal educational and administrative uses within the University.
7. Posting lists of examination scores or course grades or returning test materials to students in ways which make it possible for students to obtain information about other students’ scores or grades is inappropriate and will not be permitted.
8. It is not permissible to leave graded examination materials with students’ names on them in halls or other public places, or in mail folders (unless sealed in an envelope) for retrieval.

Grade reports for each course are submitted to the University Registration at the end of each semester by a date and time decided by the University Registrar. Once a grade is posted, it becomes part of the student's permanent record and can be changed only by the faculty member and with the college council's approval.

### **Grievances and Appeals:**

1. The student submits a petition for re-correction the exam on the official form and undertakes that the information contained it is correct.
2. The student sends the application to the dean of the college or his authorized representative within a week from the date of announcing the result of the semester exam and two weeks from the date of announcing the result of the final exam.
3. If the application is accepted, the Vice Dean of Academic Affairs of the College, with the authorization of the College Council, assign committee from the department according to the specialization, which consists of: Head of the department - course teacher – another faculty member of the specialization.
4. The committee verifies the integrity of the correction and monitors the grades, and it must request to obtain the student's answer sheet and inform the student of it and compare it with the model answer saved in the course file.
5. If the student is convinced of the correctness of the correction and monitoring grade, the student documented by signature and saves the application, while counting this application as one of the requests for re-correction submitted by the student.
6. The process of verifying the integrity of the correction by the committee includes the following:
  - Ensure that each part in the answer sheet has been corrected and take a grade
7. If the student is not convinced of the correctness of the correction, the vice-dean of the college, in coordination with the head of the department, appoints three correctors with practical experience to be decided from among the members of the department and specialization, not among them the course teacher, provided that the committee finishes its work within five working days from the date of its formation and the student is given the grade and grade granted by the committee after being approved by the college council or whomever it be delegated.
8. The re-correction process includes the following:
  - Copying the answer sheet and hiding the student's name and the degree awarded to him.
  - Correcting the student exam paper based on the model answer form which prepared by the course instructor.
9. After re-correction, the head of the department submits the form to vice dean of academic affairs to be presented in the college council or whomever it delegates, who will approve the result and give the final decision.
10. If there are any modification in the student's grades because of re-correction, it is modified electronically through the people soft (student records system), this modification must be made before the start of the next semester exam. In the case of final exams. And in the 13th week of the semester in the case of the semester exam.
11. The student should be reported by the result of re-correction by written way or by via e-mail, at the student should be document by signature.
12. It must keep copies of all papers and forms sent, as well as the result of the application in the student petition file.

- If the result of examining the grievance ends with an error in monitoring the grade, it is modified electronically through the people soft (student records system) with the same procedure of approving the original results, the modifications is made according to which stated in the step (8).
- **Alternative Exam:** A test held for the student who is absent from the semester or final exam with this acceptance, or the students who were exposed to an emergency situation during the test and did not complete it. The grade that he obtained is recorded for the student, and the student's grade is adjusted accordingly, and the test is required to be equivalent to the main test.

## **Academic Guidance and Counselling Services**

### **Academic & Counselling Services**

Academic advising and counselling services are an assistant educational system whereby faculty members introduce the students to the university and college systems and inform them of their roles, responsibilities, and rights. Academic advising and counselling services provide guidance and support for students to overcome whatever academic problems or personal difficulties that may hamper students' academic progress. And will develop the students to their capacities and potential and enhance their academic performance. The academic advisor should be from the same specialty & shall be determined by the department council.

Academic advising and counselling services are basic steps that guarantee collaborative relationships between faculty members and students. The collaborations intend to facilitate learning by providing opportunities for students to achieve their goals and uphold the college's academic standards.

#### **Roles and Responsibilities of the Academic Advisors:**

1. Acquaint students with rules and regulations of the nursing college and IAU, especially the newcomer students and provide outreaching programs about advising and counselling.
2. Assist students in their decision-making related to course selection and registration in collaboration with the Registrar's office.

3. Provide accessible advising services to students by scheduling and maintaining regular office hours throughout the semester; Send invitations to students and encouraging them to visit the counselling office to discuss and review their academic and non-academic concerns.
4. Identify and select meritorious and ideal students, continuously encouraging and recognizing them at the University level to maintain excellence.
5. Maintain confidentiality of students' information and academic records unless with student's request and approval in writing.
6. Assist in overcoming barriers that may prevent the students from completing their educational plan.
7. Provide supportive academic advising by recognizing personal, social, or educational difficulties and responding to the different students' needs.
8. Follow-up and monitor the student's academic progress and provide guidance.
9. The program provides information regarding courses, requirements, tests, registration, course changes, and so forth.
10. Provide encouragement and assistance for students with academic difficulties.
11. Assist them in managing their time, develop more effective study skills, and send recommendations to the course coordinator responsible.
12. Provide a private space in which students feel free to discuss their thoughts, aspirations, concerns, and interests.
13. Become knowledgeable concerning university rules, policies, regulations, and procedures that affect academic programs and activities.
14. Help students to have better understanding skills, self-development and enhance their self-confidence by identifying their strengths and weaknesses.
15. Keep resource materials as the Student Handbook, college rules and Regulation, academic calendar, class schedules and other useful resources on hand to answer questions about academic and non-academic concern.

## **Students' Rights and Duties**

Postgraduate students have the right to use laboratories, office services, and health services through Imam Abdulrahman bin Faisal University.

## **Method of Communication between student and College Faculty**

### **Office Hours:**

Faculty members set 2 office hours per week to meet with students. Available hours are posted outside each faculty member's office. On clinical days, nursing faculties are available at the clinical agency, often the completion of regularly scheduled clinical time. Students are encouraged to make appointments whenever possible so that adequate time will be available. Drop-in visits during office hours will be handled on a first-come, first-served basis.

### **Dean/ Student Meetings:**

Occasionally, student meetings will be scheduled by the dean to share essential information and to gain student input on critical issues. When these meetings are scheduled, it is expected that all students will be present.

### **Phone Calls:**

Students are asked to refrain from phoning instructors at home unless the instructor has given permission. Student messages may be sent to the faculty via e-mail. Student emails to faculty will be answered within 48 hours. To ensure timely communication, students are expected to use the official email addresses listed in the Students' Affairs Office. Faculty may not respond on weekends or vacations. The current list of student names, phone numbers, and addresses is available to the faculty.

Policies and procedures for plagiarism and scientific integrity (assignments, research, and projects) IAU bylaws for evaluation and examination policies and procedures guide in the university.

### Policies:

1- Students should be adequately trained in how to write academically by the concerned department and should be familiar with all the different types of plagiarism (Appendix 4).

2- Students should be aware that using the works of others and attributing them to themselves is a statutory and academic offense that is punishable (Appendix 5).

3-The percentage of similarity reports in students' work should not exceed 20% (excluding references and what is decided by the course instructor).

4-Faculty members should be fully aware of how to use plagiarism detection programs and read and interpret reports issued by such programs.

5-Faculty members must examine students' written work (research assignments, projects... etc.) through plagiarism detection programs available by the university.

#### Procedures:

1- The concerned department trains students on how to write academically and to know the different types of plagiarism before proceeding to write their assignments and projects.

2-Course instructors should ensure that students' work is their actual output and that the ratios of similarity reports, if any, are identical to university policies.

### **The Penalty for Scientific Plagiarism**

IAU bylaws student behavior controlguide in the university (Article 19).

Whoever commits a violation of the plagiarism of the scientific material or forgery in reports, research, practical and field training or duties, and graduation projects, the professor of the subject shall draw up a report with the details of the incident and attach the documentary documents and the testimony of witnesses, if any, and submits it with the documents to the head of the department, to prepare a report in his opinion and submit it to the dean of the college. The dean of the college may refer the student to the subcommittee to for behavior control in the college whenever he deems it necessary, which recommends, after conducting an investigation with the student in writing, the appropriate punishment within the penalties contained in the university's student behavior control regulations.

## **Disciplinary Offenses & Penalties**

Any deviation from the provisions of the Islamic Sharia, the applicable morals, and the applicable regulations. The regulations and instructions in force within the university are considered a violation that requires investigation and punishment. It is also considered a student violation as follows:

1. Any act that harms honor and dignity or violates good conduct inside or outside the university.
2. Showing ideas contrary to the teachings of the Islamic religion and calling for them.
3. Violation of the system of tests and its instructions and procedures.
4. Any cheating in the test, participation in it, assisting it, or initiating it. Or attempt to cheat or accompany anything related to the course, even if it does not benefit from it, or obtain illegally the questions of the test before it is held, and this is followed by cheating in reports and study projects.
5. Impersonating a student within the university's course test, whether inside or outside the university.
6. Plagiarism
7. Organizing activities or associations that violate the regulations and instructions in force at the university.
8. Any damage or attempt to damage university facilities, devices, materials, books, or any of the university's holdings and property.
9. Misuse of university facilities, annexes, or contents.
10. Issuing or distributing bulletins or collecting funds or signatures without obtaining official approval from the competent authority.
11. Violation of order, discipline, and good conduct of the study at the university and all its facilities, including disruption of study or organized absence or refusal to attend lectures, lessons, and university work that are required by regulations or collusion or incitement to do so.



12. Stealing
13. Forgery in all its forms, followed using forged paper and electronic documents.
14. Smoking in university facilities.
15. Failure to maintain the cleanliness of university rooms and facilities.
16. Breach the etiquette of tact in dealing with any of the officials of the university or its employees or visitors or assault them by word or deed.
17. Failure to comply with university instructions regarding university uniforms and appearance
18. Fomenting sectarian or regional strife among students and harming national unity in word or deed or forming student groups to provoke quarrels inside or outside the university.
19. Violation of the entry and exit instructions for the campus, colleges, and classrooms.
20. The use of prohibited electronic devices inside the rooms or campus, including photocopying or recording devices or electronic storage parts if used in violation of the instructions for their use.
21. Photography inside the university only with official permission, and this is followed by photographing the university employees without their knowledge and consent.
22. Use the mobile phone during lectures, practical lessons, and field training for non-educational purposes without prior permission.
23. Entering the mobile phone or one of the prohibited electronic devices inside the test room.
24. Possession of devices, programs, electronic accounts, films, pictures, tapes, newspapers, or magazines containing what is contrary to morals and public morals inside the university and its facilities.
25. Use of computers, university networks, university mail, and other means of communication for illicit purposes.
26. Unlawfully accessing, photographing, disclosing, or attempting to publish, by any means whatsoever, the documents, documents, and confidential information of the university or any of its employees, or instructing others on how to obtain them.
27. Possessing keys to university buildings, facilities, or property, or copying or using them without permission.
28. Copying computer programs and software provided by the university or using them without permission.
29. Enter university facilities without a permit or give documents or identities belonging to the university to others with the intention of using them illegally.

30. Using the means of communication with the aim of harming, defaming, or offending the university or one of its employees, or releasing without permission any news or information about the university to newspapers, magazines, and media.
31. Copying electronically recorded lectures and meetings or self-learning electronic courses and all other electronic educational resources provided by the university, translating, or modifying them with the intention of trading them, or sharing them with those who are not entitled to view them.
32. Taking dangerous or prohibited materials, weapons, or drugs of all kinds inside the university buildings and facilities or threats thereof.
33. Violation of the regulations of student housing at the university.
34. Violation of traffic regulations and controls within the university or its facilities.
35. Failure of the student to comply with the execution of the penalty issued against him.
36. Non-issuance of the university card or not carrying it inside the university.
37. Refrain from submitting identification papers to the competent authorities upon request, misuse, forgery, sale ,or allowing others to use the university card.
38. Malicious or false reports and complaints.
39. Write the students' names who are absent from the study in attendance (in writing or orally) or vice versa.
40. Any other violation that the university deems to be a violation of the university rules, regulations, and instructions, and no special provision is made in these regulations.

### **penalties**

First, the basic penalties include the following.

1. Written warning with a written pledge from the student not to repeat the violation.
2. Deprivation from enrollment in one or more courses for one semester.
3. Deprivation of the student from entering the final exam in one or more courses registered for him in the semester.
4. Cancellation of the student's registration in one or more of the courses registered for him in the semester, and he is monitored with an indicator of interruption or apology.
5. Decide the student's score or part of it in the work of the year for one or more courses.
- 6 .Granting the student a score (zero) in the test subject to the violation.

7. Failure of the student in the test subject of the violation in addition to deducting part of the degree of the year's work for another course with the lowest number of hours and the lowest degree.

8. Failure of the student in the course subject of the violation

9. Cancellation of the student's score or his failure in one or more courses, and he is assigned a mark (F), provided that it does not exceed three courses.

10. Failure of the student in the test course of the violation in addition to his failure in another course with the lowest hours and the lowest grade.

11. Withdrawal of university card and deprivation from university entry.

12. Dismissal from the university for one or more semesters, provided that the student does not count the subjects he studied at any other university during the term of the semester.

13. The final dismissal of the university, and the document is stamped with a seal (disciplinary dismissal).

Second: Supplementary Disciplinary Penalties:

A-Depriving the student from one or some privileges and services for one or more semesters, for example:

1. Deprivation from borrowing books from the university library.

2. Deprivation from residence in university housing.

3. Deprivation from participation in student visits and trips and representation of the university.

4. Deprivation from access to the Internet at the university.

5. Deprivation from benefiting from the subsidy or loan from the Student Fund for a period not exceeding two semesters.

6. Deprivation from enrollment in the student employment program for no more than two semesters.

7. Deprivation from the restaurant discount card for one semester.

8. Input a negative indicator into the student records system.

9. Deprivation from the use of sports or recreational facilities of the university.

B- The infliction of some service penalties by assigning the violating student service tasks for specific periods, commensurate with the student's study schedule or to carry out some of the activities and services provided by the various parties at the university, considering the selection of the punishment that has the most impact on correcting the behavior of the violating student.

C- In some cases, the Standing Committee shall oblige the student to attend educational or awareness courses commensurate with his condition, which shall be determined by the Committee.

#### Article 11

The student shall pay the value of the damage, in addition to the cost of repair or installation, and the consequences thereof, including special rights.

#### Article 12

Subject to the provisions of Article (10), a student who commits a fraud violation in the test mentioned in Clause (4) of Article (9) shall be punished according to the following:

Violation	Penalty
Cheating in the semester exam or attempt to do so	A score of zero shall be awarded on the test subject to the violation
Cheating in the final exam or attempt to do so	Failure in the course of the violation and another course with the lowest number of hours and the lowest grade.

The Standing Committee may increase the punishment for the student when the violation is repeated if it has an interest in doing so.

#### Article 13

Whoever forges in any way, including forging medical excuses, study reports, and performance reports, shall be punished by dismissal from the university for a period of no less than one semester. Scientific plagiarism and the Standing Committee may refer the matter to the competent authorities for a decision.

#### Article 20

The dean of the college or whomever he authorizes from the supervisors of the testing committees, observers, or security staff may inspect the student to whom one of the violations mentioned in Article (9) is attributed to control the evidence of violations and all that is useful in revealing the truth, considering the following:

1. The student is required to empty the belongings of the test subject in his possession. If he does so, the inspection procedures shall be disregarded. If the inspection is refused, this shall be recorded in the seizure report.
2. In the event of the existence of the violation tool, it shall be seized and the record of the collection of evidence shall be drawn up by the seizure authorized person.

3. In all cases, the student may not be inspected except with his consent, and the course of inspection must be of the same gender as the student.

4. In cases other than violations that occur within the examination committees, privacy must be observed when inspecting the student.

5. It is not permissible for the person inspecting the violations of cheating and photography by mobile phone or one of the electronic devices whose use or possession is prohibited within the university, to open that device without the consent of the student and in the event of rejection, this shall be proven in the seizure report.

## Article 21

After the seizure of the violation, the student shall be referred to the subcommittee of the college he belongs to, he shall be informed of the violation attributed to him, and he shall be invited to appear before the committee at least two days before the date through the means of communication mentioned in Article (8) and his right to make a statement and to defend himself shall be forfeited if he fails to appear for the second time on the date on which he was informed of the interview and investigation. Unless he has an acceptable excuse, the punishment is then imposed in absentia.

## Article 22

The meetings of the subcommittees shall be held when needed at the invitation of their chairman. Their meetings shall be valid only in the presence of two-thirds of their members. Their decisions shall be issued by an absolute majority. When votes are equal, the chairman's side shall prevail. The members of the Committee should avoid considering irregularities if the offender is related to the third degree or his presence violates neutrality when making a decision. Consideration of a violation that meets the conditions for referral may not be delayed for three working weeks from the date of receipt by the Chairman of the Committee. The working procedures of the subcommittees shall be as follows:

For further information check IAU procedures and policies.

## **Parameters of Unsafe and Unprofessional Nursing Conduct**

Examples of unsafe practice include but are not limited to:

9. Negligence in patient care.
10. Substantiated act(s) of patient abuse, either physical or verbal.
11. Ongoing unsatisfactory performance documented by the clinical instructor.
12. Neglect of duty with actual cause or potential to cause patient harm.
13. Demonstrated and/or documented incompetence.
14. Exhibiting aggressive or intimidating behaviour (e.g., profanities, threats, loud talking, rudeness, verbal coercion) toward or in the presence of faculty, staff, peers, patients /Clients or agency personnel.
15. Falsifying a client's record.
16. Failure to adhere to principles of safe nursing practice (i.e. safe medication administration).
17. Diverting prescription drugs for own or another person's use.
18. Inadequate preparation for clinical responsibilities.
19. Inability to recognize limitations and/or failure to seek appropriate help in time sensitive situations
20. Dishonest communication with clients, families, faculty and/or agency staff.

**Unprofessional conduct shall include, but not be limited to:**

21. Using unsafe judgment, technical skills, or inappropriate interpersonal behaviors in providing
22. nursing care.
23. Disregarding a patient/client's dignity, right to privacy, or right to confidentiality.
24. Failing to provide nursing care because of diagnosis, age, sex, race, color, or creed.
25. Abusing a patient/client verbally, physically, emotionally.
26. Falsifying, omitting, or destroying documentation of nursing actions on the official patient/client record.
27. Abandoning or knowingly neglecting patients/clients requiring nursing care.
28. Delegating nursing care, functions, tasks, or responsibility to others when the nurse knows, or should know, that such delegation is to the detriment of patient safety.
29. Providing one's license/temporary permit to another individual for any reason.
30. Failing to practice nursing in accordance with prevailing nursing standards due to physical or psychological impairment.
31. Misappropriating money or property from a patient/client or employee.

**Penalties**

According to University Guidelines, the following sanctions may be imposed upon student (s) found to have violated the Code:

32. If a student commits actions disturbing or disrupting the examination process, the Dean may delegate the decision of whether a student continues the examination to senior faculty supervising (proctoring) the examination.
33. The proctor has the authority to order the student out of the examination room.
34. The Dean may report the incident to the University's Vice Rector for Academic Affairs to discuss it in the University's Rectifying/Disciplinary Committee.
35. The Rectifying/Disciplinary Committee will determine the appropriate sanction.
36. The University Rectifying Committee will decide whether the
37. student's examination in one or more courses will be cancelled or voided.
38. The student's grade results will not be released until the Rectifying/Disciplinary Committee's decision is finalized.

**For violations other than examination misconduct,** the following sanctions may be imposed upon student(s) or student organizations found to be in violation of the Code:

39. **Alert Note:** The issuance of an oral or written notice of misconduct.
40. **Warning** A written document that is to be maintained in the student's file.
41. Injunction of University's privileges for students

42. **Cancellation /Voiding** of one or more course examinations.
43. Prohibited participation in one or more final examination(s)
44. **Probation:** Probation confers special status with conditions imposed for a defined period and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
45. **Required Compliance:** Required compliance necessitates the mandatory completion of university requirements, work assignments, community service, or other discretionary assignments.
46. **Confiscation:** Confiscation means confiscation of goods used or possessed in violation of university regulations, or confiscation of falsified identification or identification wrongly used.
47. **Restitution:** Restitution means making compensation for any loss, injury, or damage.
48. **Restriction of Privileges:** Restriction of privileges includes the denial or restriction of specified privileges, including, but not limited to, access to an official transcript for a defined period.
49. **Suspension:** Suspension means separation of the student from the University for a defined period, after which the student is eligible to return to the University.
50. **Expulsion:** Expulsion means the permanent separation of the student from the University.
51. **Withholding of Degree:** Withholding of a degree means not releasing a degree otherwise earned for a defined period or until the completion of assigned sanctions.

For further details of misconduct and sanctions authorization, please refer to University Guidelines.

## Student Rights and Responsibilities

### Students have the right to:

#### First: Have facilitating and stimulating learning environment:

13. To create and establish the appropriate academic environment for students to accomplish high-standard understanding and study more easily by making all educational sources accessible to serve this goal.
14. All students should have an ID Card, which proves their identity when they are inside university.
15. Familiarizing students with everything related to registration procedures for academic courses, in addition to drop, withdrawal, postponement, apology, according to the university academic calendar issued by the Deanship of Admission and Registration.



16. Using the electronic system to monitor grades and document absence, if that, it should not be delayed more than a week.
17. To facilitate the students' access to their full rights decided by academic or administrative bodies based on the university provisions and regulations.
18. To be nominated in the Student Council to represents college students
19. Maintain the contents of the student's personal file within the university and the integrity of dealing with it. These files are not to be handed to anybody except the student himself\herself or their guardians or their authorized representative by investigators or the judiciary or other governmental entity.
20. To appeal the disciplinary decision issued against the student in accordance with the rules laid down in this regard under the provisions of disciplining students
21. The right of complaint or grievance of anything reflected upon him in his relationship with faculty, department or college or any unit of the university. The complaint or grievance process must be followed in accordance with the rules of the organization for the Protecting Students Rights Unit and enable the student to know the result of his\her complaints by the party responsible for them.
22. To enable the student to defend himself\herself before any university entity in any disciplinary case raised against them. Also, any decision cannot be taken until he\she attends the session and gives his\her account of the story. If the student did not attend with no acceptable excuse, a default judgment will be issued an hour after the student being summoned for the second time.
23. To be informed of any decisions taken against him in a written form and giving him/her the right to appeal to that decision in accordance with the university's rules and regulations.
24. graduation certificate should be given to graduates upon completion of the graduation requirements in accordance with the university's rules and regulations within the time period specified by the university.

Second: The efficiency and quality of learning and teaching process:

5. Academic programs should be updated regularly with the latest scientific and national development plans, to make a balance between the educational process and its objectives with the labor market need, to achieve the Kingdom vision 2030.
2. To get the learning material and have an access to any-related knowledge in accordance with the university provisions and regulations that organize the academic work.
8. To obtain study plans from the faculty or the department and the available academic programs, as well as to concede the schedule before commencing studies; to register for the courses offered to them by the registration system, and making sure that fair guidelines are followed during registration period.
9. Providing books, references, learning resources, and specialized scientific journals, whether printed or electronic, in university libraries.
10. Assurance to follow the teaching and assessment strategies that outlined in the course and program specifications.
11. Assurance of the teaching faculty to attend the lectures on time, giving the students break between lectures, and not to cancel lectures or change it time except in the case of

necessity, and after announcing this in advance.

12. Providing opportunities to communicate with the teaching staff in various ways, such as e-mail, office hours, and others.

Third: Receive academic advising and educational assistance that support the teaching and learning processes.:

1. To have an orientation program addressed to newcomers to introduce the university's faculties and departments and find out what is suitable for them to be joined .
2. Providing additional educational lessons to support students who have difficulty to comprehend some educational lessons , according to the available capabilities.
3. Follow-up the progress of students' performance individually and provide academic and psychological assistance and guidance to those who face learning difficulties.
4. Introducing students to the career and professional opportunities available to them through the Graduate Center and Career Forum.

Fourth: Have a reasonable evaluation:

6. To prepare and conduct all scheduled exams in the syllabus. Student should be informed of the dismissal from the course before the final exam.
7. Provide feedback to students on their performance and assessment results each semester, accompanied by mechanisms for assistance when necessary.
8. Inform the students about their exam schedule at least three weeks before the date of the exam.
9. The student has the right to check their answer sheet in case of grievance in accordance of the rules and regulations of the university.
10. Informing the student about any warning issued against him, or depriving him of entering the final exams due to his absence or because of the existence of penalties issued against them in advance before the final exam date.

Fifth: Enjoying university services and public facilities:

6. To enjoy adequate health care treatments at the health care centers and the hospitals of the university.
7. To use the services and facilities of the university (the book - electronic and branch libraries - the gym – the cafeteria ... etc.) and in accordance with the rules and regulations in place at the university.
8. Participation in the activities, programs and events organized by the university according to the available capabilities.
9. Giving students the opportunity to participate in the training course, community service activities in a way that does not conflict with their academic duties.
10. Providing an appropriate service for people with special needs, according to the available capabilities.

Sixth: Student financial rights:

1. To get incentives and rewards and other regular financial aid especially for distinguished students.
2. To have a reduced meal priced from university restaurant.

**Student responsibilities:**

52. The students' full responsibilities are to attend their classes and do the required tasks.
53. The student's full responsibilities are to respect faculty members, staff workers, and other people on campus.
54. The student's full responsibility is to respect the rules and arrangements relating to the operation of the lectures.
55. The student's full responsibilities in the preparation of research and other academic requirements in accordance with the scientific integrity and disciplinary action will be taken against students for cheating in any form.
56. The student's full responsibilities to the rules and arrangements for the exams and the system and disciplinary action will be taken against students for cheating in any form.
57. The student's full responsibility is to the directions and instructions given by the official in the testing room.
58. The student's full responsibilities to university systems, regulations, instructions and decisions issued.
59. The student's full responsibility is to carry the ID card while at the university.
60. The students' full responsibility is not to damage the university facilities.
61. The student's full responsibility is to the instructions of arranging, organizing and use of university facilities and equipment.
62. The full responsibilities of the student to the dress code and behaviour suitable for undergraduate and Islamic norms
63. The student's full responsibilities are to keep quiet and behave tranquilly in the university facilities and to refrain from smoking on campus.

For further information check [\\*Student Rights Committee | Imam Abdulrahman Bin Faisal University \(iau.edu.sa\)](#)

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