



# STUDENT HANDBOOK

(For Undergraduate Medical Students)

College of Medicine at Shaqra  
Shaqra University, Shaqra, Saudi Arabia  
2020-2021

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

In the name of Allah, the most Gracious and Merciful



# INDEX

Dean's Message

4

Attendance

18

Vision, Mission, Goals and Values

5

Examination Rules

19

Management

7

Medical Report Submission

21

Departments

8

General Rules

21

Curriculum and Credits

12

Complaints

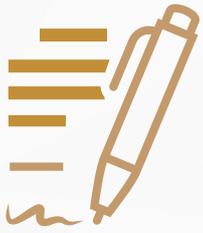
23

Graduation

17

E-Services

23



## Dean's Message

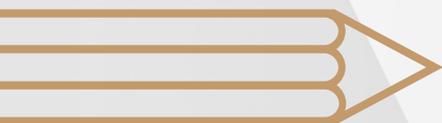
It is my pleasure to welcome you to the College of Medicine at Shaqra, which was established by the Royal order in 1432 H with a mission to become an important hub for medical education.

The college adopts the advanced scientific curriculum and uses the latest scientific methods in medical education under the supervision of the qualified faculty members to develop distinguished medical doctors with ethical and professional values.

We are committed to provide high quality medical education, building constructive partnership with the community and become leading accredited college nationally and globally.

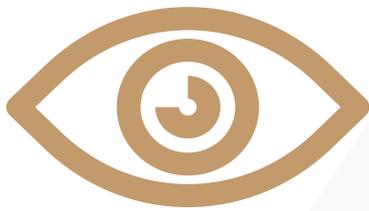
Hope this handbook will guide you throughout your stay in this college.

**Dr. Feras Bin Mansour AlMarshad**



# About the College :

The College of Medicine at Shaqra was established in 1432 H as one of the most modern colleges affiliated to the Shaqra University. The first batch was admitted in 1434/1435 H.



## Vision

To be a unique medical college with excellence in medical education, scientific research and community services.



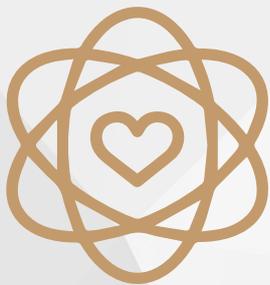
## Mission

Participation in health service enhancement for the community by providing remarkable educational and training programs. These programs aim to qualify physicians to be able to compete locally and internationally in the medical fields, and able to conduct distinguished scientific research in the medical fields with optimal investment of human and technical resources.



## Goals

- To provide unique academic program for the students and preparing distinguished physicians with high professional and research skills.
- To create an effective environment for teaching, learning, and scientific research that assist in building knowledgeable community.
- To attract and retain high quality faculty members.
- To create effective partnership with highly reputed educational and research institutions, locally and internationally.
- To increase the university involvement and the scientific research-based on the community-related health issues.
- To participate effectively in the community services.
- To build a modern and smart healthcare infrastructure with increased capacity.
- To continuously improve and reinforce the quality control system.



## Values

- Team spirit and leadership.
- High standards of transparency and integrity.
- Innovation, creativity and adaptability
- Commitment to community
- Professionalism
- Life-long learning ability
- Partnership



# Degree

- The successful graduates will receive the following degree:

**Bachelor of Medicine and Surgery (MBBS)**



# Management

- Key members of the College of Medicine administration and their contact details:

Title	Contact number	E-mail
Dean Office	011-647-7372	Docom@su.edu.sa
Vice Dean of Academic Affairs	011-647-7378	Vdaacom@su.edu.sa
Vice Dean of Quality & Development	011-647-7370	Quality.medicine@su.edu.sa
Department of Medical Education	011-647-7370	Hodmecom@su.edu.sa
Head of the Department (Basic Medical sciences)	-	Hodbscom@su.edu.sa
Head of the Department (Internal Medicine)	011-647-7371	Hodimcom@su.edu.sa
Students Affairs	-	Students.affairs@su.edu.sa
Internship Unit	-	Internships@su.edu.sa
Graduated Unit	-	Graduated@su.edu.sa
Manager	011-647-7375	Medicine@su.edu.sa



# Departments

- The College has the following Basic and Clinical departments:

S. No.	Department	Units
1	Basic Medical Sciences	Anatomy - Histology - Microbiology - Biochemistry - Physiology - Pharmacology - Pathology.
2	Medical Education	Medical Education
3	Surgery	General Surgery - Orthopedics - Ophthalmology - Otolaryngology.
4	Medicine	Internal Medicine - Radiology - Dermatology - Psychiatry - Emergency and Intensive care.
5	Family & Community Medicine	Family Medicine - Community Medicine - Forensic Medicine & Toxicology.
6	Pediatrics	Pediatrics.
7	Obstetrics & Gynecology	Obstetrics & Gynecology.



## Expected Learning Outcomes (Attributes and Competencies) of Medical Graduates

At the end of the program, each student is expected to:

- Effectively utilize his/her skills in information management to retrieve relevant information, analyze it critically and apply it to solve the clinical/health problems in a scientific manner.
- Use an evidence-based approach and apply the most effective and up-to-date knowledge, skills, values and attitudes in his/her medical practice as well as in their pursuit of postgraduate studies and life-long learning.
- Identify, diagnose, evaluate and manage common or serious health problems competently in individual patients, families and the community with special reference to Saudi Arabia including provision of care for high-risk groups and follow-up measures.
- Educate and counsel patients and others (especially in the promotion of health and healthy lifestyle, prevention of disease and securing consent) using effective communication skills.
- Observe medical ethics strictly in his/her practice, in the efficient and optimum use of available resources and their equitable allocation especially for minority, disadvantaged and high-risk groups.
- Help patients adjust to their conditions when managing clinical problems with due consideration to the family and social environment and the personal needs, limitations and abilities of each patient.
- Refer cases beyond his/her capacity whenever required and extend support, empathy, respect and friendliness to the patients, family members and relatives without traversing the bounds of professionalism and medical ethics.
- Diagnose and manage common emergencies and deal with unfamiliar situations.
- Work effectively and harmoniously within a health team that includes physicians, other paramedical personnel and community members or agencies.
- Participate in peer review activities and respond positively to constructive criticism.
- Act as a change agent and contribute to community development with special reference to the development and success of health care programs and health institutions.
- Conduct relevant clinical research to contribute to the solution of health problems and the evolution of medicine.



## The Curriculum

- College of Medicine adopts a community-oriented, problem-based learning (PBL) curriculum where people, patients and problems are studied from a number of standpoints. PBL is integrated with appropriate training in clinical skills and community-based learning experiences. Emphasis is given to critical thinking and self-directed learning.
- The undergraduate curriculum is designed to realize the mission and the institutional objectives of the college. The program consists of one preparatory year and five study levels followed by a compulsory practical year called the internship training program:

**Phase I:** Pre-med phase (Preparatory Year - Semesters 1 and 2)

**Phase II:** Integrated organ-system phase (Years 1-3)

**Phase III:** Clinical phase (Years 4-5)

**Phase IV:** Internship Training Program (Year 6)

# Curriculum Map



# Curriculum Subject and Credits

## Phase I: Preparatory Year

Semester	Course Title	Course Code	Credit Hours	Distribution of Hours
1st	Health and Fitness	CHS 101	2	2+0
	Introduction to Physics - 1	PHYS 107	3	2+1
	English-1	ENGL 109	6	2+4
	Computer Skills	CT 130	3	2+1
	Introduction to Mathematics	MATH 130	3	2+1
<b>Total Hours</b>			<b>17</b>	

Semester	Course Title	Course Code	Credit Hours	Distribution of Hours
2nd	Introduction to Biology	BIOL 101	3	2+1
	Academic and Life Skills	ACT 105	3	2+1
	Introduction to Chemistry	CHEM 109	3	2+1
	English-2	ENGL 110	4	2+2
	English for Medical Specialties	ENGL 147	2	1+1
<b>Total Hours</b>			<b>15</b>	

## Phase II: Integrated organ-system phase

Year	Course Title	Course Code		Credit Hours	Distribution of Hours
Year – 1	Concepts and Principles of Medical Education	CMD	211	3	2+1
	Man & his Environment and Metabolism	CMD	213	7	4+3
	Growth and Development	CMD	212	5	2+3
	Principles of Disease	CMD	221	6	3+3
	Musculoskeletal System	CMD	222	9	4+5
	Health and Illness in the Community -1*	HIC	211	2	0+2
	Clinical skills -1*	CMD	214	2	0+2
	Introduction to Islamic Culture	IC	101	2	2+0
	Islam and Society Building*	IC	102	2	2+0
	Arabic Language Skills*	ARAB	101	2	2+0
<b>Total Hours</b>				<b>40</b>	

Year	Course Title	Course Code		Credit Hours	Distribution of Hours
Year – 2	Endocrine and Reproductive System	CMD	322	9	4+5
	Hemopoietic and Immune Systems	CMD	311	8	5+3
	Cardiovascular System	CMD	312	7	3+4
	Respiratory System	CMD	321	7	3+4
	Health and Illness in the Community -2*	HIC	311	2	0+2
	Clinical Skills -2*	CMD	313	2	0+2
	The Islamic Economic System*	IC	103	2	2+0
	Principles of Political System in Islam*	IC	104	2	2+0
<b>Total Hours</b>				<b>39</b>	

Year	Course Title	Course Code		Credit Hours	Distribution of Hours
Year – 3	Gastrointestinal System	CMD	332	8	4+4
	Urinary System	CMD	341	5	3+2
	Nervous System	CMD	331	10	5+5
	Integrated Multisystem and Therapeutics	CMD	342	10	5+5
	Health and Illness in the Community -3*	HIC	331	2	0+2
	Clinical Skills -3*	CMD	333	2	0+2
	Clinical Skills -4*	MED	341	2	0+2
	Arabic Editing*	ARAB	103	2	2+0
<b>Total Hours</b>				<b>41</b>	

## Phase III: Clinical Phase

Year	Course Title	Course Code		Credit Hours	Distribution of Hours
Year – 4	Internal Medicine -1	MED	411	4	4+0
	Internal Medicine -2	MED	412	11	0+11
	General Surgery	SURG	421	11	2+9
	Orthopedic Surgery	ORTH	421	5	1+4
	Ear, Nose and Throat	ENT	421	3	1+2
	Ophthalmology	OPHT	421	3	1+2
	Medical Imaging	IMG	421	2	1+1
	Dermatology	DERM	411	2	1+1
<b>Total Hours</b>				<b>41</b>	

Year	Course Title	Course Code		Credit Hours	Distribution of Hours
Year – 5	Pediatrics	PED	431	11	2+9
	Family Medicine	FCM	431	6	2+4
	Gynecology and Obstetrics	GYN	441	8	2+6
	Psychiatry	PSYC	441	4	2+2
	Emergency Medicine	EMP	441	4	1+3
	Forensic Medicine*	CMD	431	2	1+1
	Medical Ethics in Islam*	CMD	441	3	3+0
<b>Total Hours</b>				<b>38</b>	

\*Longitudinal courses

## Summary of Distribution of Credit Hours

Phase	Year	Credit Hours
Phase I: Premed	Preparatory	32
Phase II: Integrated Organ-System	First	40
	Second	39
	Third	41
Phase III: Clinical	Fourth	41
	Fifth	38
<b>Total Credit Hours</b>		<b>231</b>

## The Internship Training Program (Phase-IV)

- The Internship Training Program is a one-year clinical training after successfully passing all the courses. It is a mandatory requirement for the award of the degree of MBBS from the university. This period is governed by the rules and regulations of program of internship approved by the College of Medicine.
- The Internship Training Program prepares the interns to properly perform their professional duties and responsibilities with confidence, medical attitudes and ethics prior to become registered doctors. This clinical rotational year is designed as follows:

Discipline	Duration (months)
Internal Medicine	3
General Surgery	2
Obstetrics and Gynecology	2
Pediatrics	2
Emergency Medicine	1
Rotation in Elective Clinical Departments	2



## Graduation

Based on rules and regulations for study and examinations, the student will graduate after accomplishing all graduation requirements successfully as per to the study plan, and his/her general evaluation should not be less than the GP decided by the university along with completion of the compulsory internship.

Percentage	Gradename	Grade Code	GPA out of 5
100-95	Exceptional	A+	5.0
90-<95	Excellent	A	4.75
85-<90	Superior	B+	4.5
80-<85	Very good	B	4.0
75-<80	Above average	C+	3.5
70-<75	Good	C	3.0
65-<70	High Pass	D+	2.5
60-<65	Pass	D	2.0
Less than 60	Fail	F	1.0
	In-Progress	IP	-
	Denial	DN	1.0
	Withdrew	W	-

## Award of MBBS Degree

The University of Shaqra awards the degree of MBBS (Bachelor of Medicine and Surgery) after successful completion of all courses with GPA 2.5 and the Internship Training Program.

## Transfer

The student can take transfer to another college in the same university or another acknowledged university through the Deanship of Admission and Registration.



## Attendance and Excuse from Study

- 1. Excuse from Study:** Based on rules and regulations for study and examinations, the student can be excused from studying for an academic year, term or course, if he /she presented an accepted excuse on the right time.
- 2. Delaying of Study:** Based on rules and regulations for study and examinations, a student can apply for delaying study, if he/she presents an acceptable excuse to the Vice Dean (Academic Affairs). Period of delaying should not exceed two intermittent non-consecutive years, during entire period of his/her stay in the university and after which his/her entry will be rolled up.
- 3. In extreme necessity,** the university council can make an exception, due to the academic system might impede the above article. The delayed period will not be counted within the period for graduation completion.
- 4. Persistence:** The student should attend all lectures, practical and clinical lessons. He /she will not be allowed to appear in the final examinations if his/her attendance is less than 75% in lectures, practical and clinical lessons allotted for each course throughout the academic year and will be considered a failure in the course.
- 5. Refraining from study:**Based on rules and regulations for study and examinations, if a student refrained from study for more than 4 weeks since the beginning of academic semester without applying for an acceptable excuse or delay, his/her entry will be rolled up.



## Examination Rules

- Each student is expected to display honesty, sincerity, punctuality and integrity in the examination.
- Only those students with an attendance of at least 75% shall be allowed to sit in the block / course or end of the year examination.
- No student shall be allowed in the examination hall if his/her name did not appear in the examination list.
- In examination hall, sit only on the allotted seats.
- The students shall generally be allowed to enter in the exam hall 10 minutes before the start of the exam.
- No student can enter the examination venue more than 30 minutes after start of the examination or leave before the first 30 minutes of the examination have elapsed.
- Cheating in examination or attempting to cheat, or violating instructions, and examination regulations shall render the student to punishment in accordance with the Student Disciplinary By-Laws as issued by the University Board.
- Mobile phones, flash cards, electronic dictionaries, iPods, books, bags, notes, or any electronic devices are not permitted.

## Absence in examination

- A student who is absent for a final examination, will be given a zero grade for that examination. His/her grade in the course will be calculated based on the class work score he/she obtained over the block/course.
- If a student fails to attend a final examination in any course but offers a compelling excuse, the College Board may choose to accept his/her excuse and allow him/her to take a make-up examination.
- The excuse must be presented within 3 days after it happened.

- Valid excuses include hospital admissions, car/fire accidents and 1st degree deaths.
- Makeup exams for the courses that students fail to attend for valid excuses are held within two weeks after excuse is accepted and results are given the week after.

## Assessment (re-grading) appeal

Any student who has evidence that the marks or results awarded for an assessment task is unfair or incorrect, should in the first instance raise their concern with the course coordinator. Depending on the circumstances, the student may also need to raise the matter with the Head of Department.

## Conditions for submitting the formal re-grading appeal

- The student can make a petition for re-grading for one course only during the semester.
- The student has either never made a petition for re-grading or proven wrong.
- The re-grading appeal form must be filled by the student and submitted to the Vice Dean of Academic Affairs within seven days after announcement of the course result.
- The college board may recommend that the student be sent to the university disciplinary committee in case they see a reason for that.

## Formal assessment appeal

- If the student is still concerned with the process or the mark awarded, he/she may write and submit a formal appeal.
- If a student is unable to make timely contact with the course coordinator or the Head of Department, he/she may go to the Vice Dean, Academic Affairs directly for a formal appeal.
- The appeal form available in the Student Affairs office must be filled by the student and submitted to the Vice Dean of the Academic Affairs within seven days of publication of the result.



## Mechanism of Medical Reports Submission

- A medical report should be submitted for an exam absence within three days from the date of the examination.
- The student or someone on his behalf should present all the medical reports for the exam absence within three days from the date of sickness to the administration of academic affairs.
- Medical reports must be issued from a governmental hospital or a health centre.
- Medical reports that are issued from private hospitals should be approved by the specialized personnel in the General directorate for health affairs.
- The excuse will be presented to the Head of the department if the absence was for a periodic exam. However, it should be presented to the college board, if it was a final exam.
- In case of frequent exam absence with medical reports, then the committee of academic affairs has the right not to accept it or present the student to a medical committee.
- If the medical reports are issued for absence from lectures or clinical lessons, it will be considered by the department or system in order not to be counted from the normal score at the end of the year.



## General Rules and Regulations

- Students of the college of medicine are considered role models among all the faculties of the universities, as they are pledged to our religious principles. Maintaining the values and traditions of the society and adhering to the appropriate rules and behavior in the university are of utmost importance.
- Each student is committed to sincerely attend all the lectures and lessons (practical and clinical) and demonstrate a high standard of ethical and professional behavior with their colleagues and staff in the college and university along with a respectful relationship with them.
- In exams, students should abide by the rules and regulations which includes punctuality, no-cheating and quietness.
- Considering the student`s appearance, they should wear the appropriate attire consistent with the University policy.

- Student should wear the uniform scrub suit and a white coat approved by the college, and failure to comply with the dress code policy may result in disciplinary action.
- The students must strictly follow the laboratory rules specific to each lab for their safety and health.
- Students in the basic level are generally not allowed to access university hospital, except required by the study schedule.
- In the University Hospital, they should observe the practical and educational regulations, and treating the patients and hospital staff respectfully. Wearing the scrub, white coats and putting on ID badges are pre-conditions in the hospital.
- No smoking is allowed inside the college premises.
- Students should be aware of that any violations will be treated seriously and may face penalties and punishments as per the rules and regulations of the University.

## Violations Requiring Referrals to the Student Disciplinary Committee

- Any action or expression or appearance that offends honesty and dignity is considered a violation.
- Not committing to wear the uniform.
- Not to adhere to the organizational rules for study and practice in hospital.
- Cheating in the examinations, copying reports and study projects.
- Committing disorders in exam process.



## Complaints

- The students, if encounters any difficulty in the process of teaching and learning, he/she should approach to the Block/Course Coordinator, HoD or Vice Dean of Academic Affairs.
- The students may also approach to the Dean, if the issue is not addressed.
- Alternatively, he/she can drop their complaints in the designated Complain Box.
- Appropriate measures will be taken to resolve the outstanding issues of students on priority basis.



## E-Services

- **Internet:** A wireless internet is provided for students and can be used for the academic and research purposes.
- **Digital Library:** it is a digital information source provided through the Saudi Digital Library (SDL) which includes scientific journals, e-books and university thesis. To get into train on using the digital library requires to fill the training form followed by coordination with the authorized library personnel.
- **Labs of the Information Network:** These laboratories are prepared to include the advance devices equipped with the latest software programs and connected through the fibre which facilitates the high internet speed connection.
- **Learning Management System (LMS):** The students are required to get all the information regarding teaching, learning, timetable, exam schedules, results and notices etc. on the LMS.



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