UMM AL-QURA UNIVERSITY

Faculty of Dental Medicine

Students Handbook

Version Five

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1. PREPARATION AND APPROVAL

Version Number	Version 1	Version 2	Version 3	Version 4	Version 5
Prepared by	Policies, Procedures and Forms Unit	Policies, Procedures and Forms Unit	Policies, Procedures and Forms Unit	Policies, Procedures and Forms Unit	Policies, Procedures and Forms Unit
Reported by	Dr. Abrar Demyati, Head of the Unit	Dr. Abrar Demyati, Head of the Unit	Dr. Abrar Demyati, Head of the Unit	Dr. Abrar Demyati, Head of the Unit	Dr. Ghaida Althebeti and Dr. Raghad Babtain
Reporting Date	29/11/2021	3/3/2022	23/8/2022	1/8/2023	28/9/2025
Reported Via	(Masar System) Dr Jameel Abuljadayel, Vice dean of Quality and Development	Institutional Drive- Email AD-Jem 2021-2022UQUDent-Student Manual 2nd version.pdf	Institutional Drive- Email AD 2022-2023 UQUDent-Student Manual 3rd version.pdf	Institutional Drive and Email (Dr Abrar Demyati) Masar System (Dr Jameel Abuljadayel)	Institutional Drive, Email, and Masar System (Dr. Ehab Azab)
Approved by	Dr. Mashael Al Qahtani	Dr. Jameel Abuljadayel	Dr. Jameel Abuljadayel	Dr. Mashael Al Qahtani	Dr. Mashael Al Qahtani
Position	Dean	Vice Dean of Quality and Development	Vice Dean of Quality and Development	Dean	Dean
Approval Date	29/11/2021	8/3/2022	23/8/2022	6/8/2023	28/9/2025

1. PREPARATION AND APPROVAL

Version Number	Version 1	Version 2	Version 3	Version 4	Version 5
Authentication	4301048471	The above-mentioned link	The above-mentioned link	Authentication	The above-mentioned link
Changes	NA	New institutional logo. Links update. Organizational chart update.	- Study plan updates (3 terms).	- Wording revision for the whole document, for example (Faculty Name, Vision, Mission, Graduate attributes etc). - Logo updates. - Updating the Faculty Board Members information. - Links update. - Study plan update (New Curriculum) - Study and examination new institutional rules. - Institutional anti-harassment policy	- Changing the theme of the whole document to follow the new visual identity of the university. - Wording revision for the whole document. - Study plan was updated. - All links were updated to more recent policies in accordance with university policies. - Organizational chart and faculty Board Members were updated.

2. Preface

2.1 Important Notice
2.2 Dean's Message

2.1 IMPORTANT NOTICE

This Student Handbook contains only general guidelines and information. For more detailed and comprehensive information, students should refer to official UQU policy and procedure documents are available on UQU website using the link:
Deanship of Students Affairs.

The policies, procedures and practices described here may be modified, appended, or discontinued in entire or in part, at any time with or without notice. The administration will attempt to notify you of any changes as they occur through the academic office, and they will be uploaded on the UQU Faculty of Dental Medicine website until issuing the new version of the Students Handbook by the faculty of dental medicine. However, it is your responsibility to keep up with all policies, procedures, and practices.

If you have any questions concerning a particular policy or procedure, you should proceed to **the academic office**.

The Faculty of Dental Medicine is following the guidelines that have been approved and released by UQU Council on 16th Safar 1434H. All students must read the guidelines to ensure a smooth journey during their undergraduate study. To get the full guidelines and for further information, please visit the link: Deanship of Students Affairs.

It is also recommended to look at the student's guide issued by the Deanship of Students Affairs at UQU. This guide demonstrates valuable and practical information that will help you to start your academic journey at UQU. Moreover, it describes the services that the deanship of students' affairs could offer. You can view the guide using the link: Students Rights Guides.

2.2 DEAN'S MESSAGE

In the name of God, the most Merciful, the most Compassionate. Praise be to Allah, Lord of the Worlds, and peace and blessings be upon our Prophet Muhammad, his family, and all his companions.

Since its inception, the Faculty of Dental Medicine at Umm Al-Qura University in Makkah has been keeping pace with similar advanced universities internally and externally with extensive experiences in the field of dentistry, seeking to achieve the principle of starting from the point where others stopped, and benefiting from their educational and research experiences. Despite its recent inception, the faculty has reached competitive levels in the field of education, scientific research, and activating the role of community service through effective and rich participation.

We, at the Faculty of Dental Medicine, are looking forward to excellence, and our attention is focused on achieving the faculty's strategic goals that are in line with the vision and objectives of Umm Al-Qura University, as well as with the 2030 vision drawn by our wise leadership for the Kingdom.

The Faculty has made great strides and praise in achieving its vision and mission in training and teaching future dentists, as it has worked on reviewing and developing curricula and courses in line with the qualitative shifts in education and learning at the local and global levels, to meet the requirements of the Meccan society and the labor market in the Kingdom of Saudi Arabia.

Moreover, to have the honor of serving this honest country, as it has applied the total quality system in all its outputs. In the end, we are following in the footsteps of the generous directives of the President of the University and their Excellencies the Vice Deans of the University to provide the required cadres in the field of dentistry with all its specialties and interests.

Before concluding, I would like to thank all the former Deans for their input in our Faculty, and I thank my fellow Faculty members and administrative staff for their continuous efforts to serve this Faculty to highlight it as a pioneering Faculty in this field.

I am proud of all the Faculty of Dental Medicine students and my wishes for the graduates to succeed in serving this country.

Dr. Mashaeel Al Qahtani
Dean of Faculty of Dental Medicine

3. The Faculty of Dental Medicine

3.1 History of the Faculty of Dental Medicine
3.2 Our Mission, Values and Goals
3.3 Faculty of Dental Medicine Facilities

3.1 HISTORY OF THE FACULTY OF DENTAL MEDICINE

In 1403H, the Supreme Council of Universities approved, in its first meeting held on 20/05/1403H, of establishing "Medical Sciences Department" as one of the scientific departments after UQU College of Applied Sciences. The first batch, made up of 20 students, was accepted in this department in 1405H. This department became the cornerstone of all the medical colleges in Umm Al Qura University thereafter.

In 1416H, the resolution of the Council of Higher Education was put into effect by virtue of a royal decree, confirming the change of "Medical Sciences Department" to be "Faculty of Medicine and Medical Sciences". The first batch was accepted in the Faculty of Medicine and Medical Sciences in 1419H.

In 1426 Hijri, a royal decree was issued to approve the separation of the medical sciences department from the Faculty of Medicine which became a stand-alone faculty under the name of Faculty of Medical Applied Sciences which includes eight scientific majors, among them is the oral and dental health program.

In 19/12/1427H, His Excellency the rector of the university formed a committee to study the possibility of establishing a faculty of dentistry, and according to the committee's recommendation, the fourth board of the applied medical sciences faculty decided to recommend the changing of the oral and dental health department in the faculty of applied medical sciences to be the faculty of dentistry in 06/02/1428H.

In 28/04/1428H, the scientific council of the university advised in its 18th session to establish the faculty of dentistry and to form a committee that pursues the founding and setting up of the faculty in terms of the plans and programs, in addition to seeking the help of experienced organizations and individuals in the field of dentistry. The board of the university then advised in its 7th session held on 15/06/1428H, to establish the faculty's four departments which are: "Department of oral basic and clinical sciences, department of preventive dental, department of oral and maxillofacial surgery and diagnostic sciences, department of teeth reformation and restoration".

In consideration of that, the General Secretariat of the Higher Education Council decided by decree number (13/47/1428) dated 27/08/1428H, to establish the college of dentistry in Umm Al-Qura University, with the royal approval of His Highness the King by royal directive number 8626/M B, dated 27/09/1428H, then the faculty started its work on 17/10/1428H and the first semester in the faculty started in 1430H.

You can access the history of the faculty using the link:
Faculty of Dental Medicine Overview.

3.2 OUR MISSION, VALUES AND GOALS

Our Mission

To offer an elevated standard of medical education for the students and practitioners in the oral and dental health field and support the scientific research in the Basic and clinical sciences along with serving the community in accordance with the mission of Umm Al-Qura University.

Our Values

1. Commitment to the essentials of Islamic medical morals.
2. Dedication to the medical profession.
3. Adherence to the doctor's role in the team and readiness to lead the medical team.
4. Respecting the medical services organization and working in an integrative frame.

Our Objectives

Educational Objectives for Undergraduates:

1. Providing a high-level learning environment that helps prepare highly efficient dentists who are committed to the Islamic morals and medical work ethics, along with possessing the team spirit while maintaining the individual excellence.
2. Training and empowering an attentive generation of doctors which suits the international standards of oral and dental health through offering an academic syllabus that grants the bachelor's degree in oral and dental medicine.
3. Preparing graduate students to pass the professional licensing examinations and to be accepted in advanced training programs nationally and internationally.
4. Preparing graduates to bear the responsibility of raising the level of medical services in the region along with continuing the self-improvement and constant education.
5. Linking the skills and talents of the graduate students to the medical needs of the Meccan and Saudi society as well as the needs of the labour market.
6. Offering a fruitful medical education that is built on the learning outcomes in a modern scientific educative technique, which supports self-assessment for academic programs, teaching and evaluation ways in the college and ensure the activation of the feedback system.
7. Collaborating with the privileged international organizations and universities to improve the academic programs, teaching methods and evaluation as well as scientific search and community service.

Educational Objectives for Graduates "Post-Graduate Studies and Continued Medical Education":

1. Setting curriculums for post-graduation studies to fill the current and future need in the oral and dental health field.
2. Developing the skills of the teaching staff and the post-graduate students through the continued medical education programs and self-learning, in addition to participating with the scientific research in honourable specialized medical and scientific forums nationally and internationally.

Community Service objectives:

1. Offering medical services including care, protection and treating community members through the faculty's specialized and public clinics.
2. Proposing consultations and medical services as a primary reference in the region in the oral and dental health field.
3. Preparing and sending medical convoys for serving pilgrims and outback residents.
4. Providing special medical services for the handicapped.

You can read the mission, values and goals of the faculty using the link: Faculty of Dental Medicine Overview.

3.3 FACULTY OF DENTAL MEDICINE FACILITIES

The faculty facilities include smart classrooms, simulation labs, multiple-use dental labs, production labs, research lab, photocopying services, library, demonstrators meeting room, panel discussion room, dental clinics and more.

An introductory tour around the facilities is organized in the biggening of each academic year as a part of the orientation week activities.



4. Program Handbook

4.1 Program Mission and Goals
4.2 Graduate Attributes
4.3 Bachelor's degree program description
  4.3.1 Program title and code
  4.3.2 Duration of the program
  4.3.3 Credit hours required for completion of the program
  4.3.4 Certificate granted on completion of the program
  4.3.5 Professional occupations for which graduates are prepared
4.4 General Organization (Faculty Board)
4.5 Faculty of Dental Medicine Organizational Structure
4.6 Academic Departments

4.1 PROGRAM MISSION AND GOALS

Program Mission

The mission of the Umm Al-Qura Faculty of Dental Medicine for Undergraduate is to provide the dental students with sound scientific understanding of technical principles for the clinical aspects of dentistry, underpinned by integrated knowledge and skills of the biological and clinical medical sciences. Graduates of this program develop a holistic view of patient's care, accept their professional responsibilities, consider Islamic beliefs and values as well as demonstrate an appropriate level of professional competence. Moreover, promoting scientific research in basic & clinical sciences and serving the community in accordance with the mission of Umm Al-Qura University.

4.1 PROGRAM MISSION AND GOALS (CONT.)

Program Aims and Goals

1. To provide a high scientific environment enough to qualify dentists with high qualifications committed to the Islamic morals, national identity and medical proficiency and work with team spirit preserving the uniqueness of each member.
2. To qualify and train a generation of aware doctors fitting all international standards of dentistry required to be eligible for the license for practitioners and acceptance in local or international postgraduate programs.
3. To qualify graduates to be responsible for elevating the quality of medical service in the region and continuous effort on self-development and constant self-education.
4. To qualify graduates committed to joining scientific research in different branches of dentistry and follow evidenced-based principles of dentistry.

You can read the mission, aims and goals of the program using the link: Faculty of Dental Medicine Bachelor's Program.

4.2 GRADUATES ATTRIBUTES

No.	Attribute	Attribute Code	Description	Related Learning Outcomes	Domain	ILO Code
1	Comprehensive (in-depth) knowledge and integrated understanding of the field of specialization.	AKI-1	Possession of a broad and integrated body of knowledge, theories and concepts and a complete understanding of the processes, materials, techniques, and knowledge related to the field of specialization.	To demonstrate knowledge and understanding of concepts and operations as well as use the related tools and techniques in light of the knowledge related to the field of specialization.	Knowledge and understanding	K-1
2	Knowledge Utilization	ASI-1	Application of knowledge and skills gained, and use of materials, devices, and technology in performing practical tasks in a variety of professional and real-life contexts.	To perform practical tasks in a variety of contexts through the application of knowledge and skills as well as the use of the specialized materials, devices, and techniques.	Skills	S-1
3	Research, Creativity and Problem-solving Skills	ASI-2	Logical and creative thinking and application of critical thinking and problem-solving skills in innovative ways by applying the methods of survey, inquiry and research, and application of mathematical skills and quantitative methods when addressing complex cases and problems.	To use the methods of research and inquiry in solving problems, applying logical, critical, and creative thinking.	Skills	S-2

No.	Attribute	Attribute Code	Description	Related Learning Outcomes	Domain	ILO Code
4	IT Skills	ASI-3	Using and adapting digital and information technology applications in a variety of contexts for processing quantitative and qualitative data by using appropriate mathematical methods.	To use and adapt digital and information technology applications in a variety of contexts for processing quantitative and qualitative data by using appropriate mathematical methods.	Skills	S-3
5	Effective Communication	ASI-4	Effective communication and transfer of specialized knowledge, ideas and skills using appropriate tools and methods.	To communicate effectively using a variety of appropriate methods to transfer ideas, knowledge, and skills.	Skills	S-4
6	Participating in Hajj and Umrah Services	ASI-5	Active participation in in Hajj and Umrah activities in a manner that reflects the relationship between these services and the specialty.	To participate effectively in Hajj and Umrah services in ways related to the specialty.	Skills	S-5
7	Islamic Values and Ethics and Professional Integrity	AVS-1	Adherence to religious morals and values in the framework of Islamic Culture and Quran and displaying it in professional context and routine dealings by observing integrity and professional ethics in various aspects.	To apply standards of integrity, solidarity and ethical behaviour in various academic, professional and research fields.	Values, Autonomy, and Responsibility	V-1

No.	Attribute	Attribute Code	Description	Related Learning Outcomes	Domain	ILO Code
8	Independence, responsibility, and teamwork	AVS-2	To act independently, responsibly, actively and cooperatively in a team both as a leader and a member.	To show independence and responsibility in various individual and group-work contexts.	Values, Autonomy, and Responsibility	V-2
9	Self-Learning and Lifelong Learning Skill	AVS-3	Possession of the skills to search for information and to set priorities for learning and self-development which should enable students to take responsibility for their own learning and self-development and practice lifelong learning.	To practice self-learning and personal development skills in a variety of contexts.	Values, Autonomy, and Responsibility	V-3

4.3 BACHELOR'S DEGREE PROGRAM DESCRIPTION

4.3.1 Program title and code:

Dental Medicine and Surgery.

4.3.2 Duration of the program:

Seven years, including a preparatory year and an internship year.

4.3.3 Credit hours required for completion of the program:

182.

4.3.4 Certificate granted on completion of the program:

Bachelor of Dental Medicine and Surgery (BDS).

4.3.5 Professional occupations for which graduates are prepared:

General practitioner of Dental Medicine and Surgery (General Dentist- GD) who is ready to Join:

- Academic posts as a demonstrator.
- Hospital jobs in educational institutes as GD.
- Work in the private sector as a GD in Dental Medicine and Surgery.
- Work in the ministry of health as GD.
- Work in the ministry of defence hospitals as GD.
- Work in the ministry of internal affairs hospital as GD.
- Work in national guard hospitals as GD.

4.4 GENERAL ORGANIZATION (FACULTY BOARD)



DR. MASHAEL S. AL QAHTANI

- Dean –

Faculty of Dental Medicine

Dr. Mashael Al Qahtani has obtained her bachelor's degree in dental medicine and surgery (BDS) from King Abdulaziz University in Jeddah, KSA. After that, she pursued her postgraduate education at the University of Florida, USA.

Dr. Al Qahtani is currently working as an Associate Professor of Oral maxillofacial Pathology at the Department of Basic and Clinical Oral Sciences.

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DR. MOHAMMED A. BARASHI

- Vice Dean of Academic Affairs –

Faculty of Dental Medicine

Dr. Muhammed Barashi has obtained his bachelor's degree in dental medicine and surgery (BDS) from King Abdulaziz University in Jeddah, KSA. Then, he pursued his postgraduate studies at Tufts University, USA.

Dr. Barashi is currently working as an Associate Professor of Orthodontics in the Department of Preventive Dentistry.

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DR. EHAB T. AZAB

- Vice Dean of Quality and Development –

Faculty of Dental Medicine

Dr. Ehab Azab has obtained his bachelor's degree in dental medicine and surgery (BDS) from King Abdulaziz University in Jeddah, KSA. Then, he pursued his postgraduate studies at Tufts University and Boston University, USA.

Dr. Azab is currently working as an Associate Professor of Periodontology at the Department of Basic and Clinical Oral Sciences.

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DR. ABRAR K. DEMYATI

- Vice Dean of Female Section –

Faculty of Dental Medicine

Dr. Abrar Demyati has obtained her bachelor's degree in dental medicine and surgery (BDS) from King Abdulaziz University in Jeddah, KSA. Then, she pursued her postgraduate studies at New York University, USA.

Dr. Demyati is currently working as an Associate Professor of Oral and Maxillofacial surgery at the Department of Oral and Maxillofacial Surgery.

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DR. SALWA AL DAHLAWI

- Representative of the College of Dentistry in The Scientific Council –

Faculty of Dental Medicine

Dr. Salwa Al Dahlawi has obtained her bachelor's degree in dental medicine and surgery (BDS) from King Abdulaziz University in Jeddah, KSA. Then, she pursued her postgraduate studies at the University of British Columbia in Canada.

Dr. Al Dahlawi is currently working as a Professor of Periodontology at the Department of Basic and clinical oral sciences.

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DR. FAHAD H. BAABDULLAH

- Head of Basic and Clinical Oral Sciences Department –

Faculty of Dental Medicine

Dr. Fahad Baabdullah has obtained his bachelor's degree in dental medicine and surgery (BDS) from King Abdulaziz University in Jeddah, KSA. Then, he pursued his postgraduate studies at Florida University and Nova Southeastern University, USA.

Dr. Baabdullah is currently working as an Assistant Professor of Oral and Maxillofacial Radiology at the Department of Basic and Clinical Oral Sciences.

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DR. AMIN A. MARGHALANI

- Head of Oral and Maxillofacial Surgery Department –

Faculty of Dental Medicine

Dr. Amin Marghalani has obtained his bachelor's degree in dental medicine and surgery (BDS) from King Abdulaziz University in Jeddah, KSA. Then, he pursued his postgraduate studies at Tufts University and Harvard University, USA.

Dr. Marghalani is currently working as an Assistant Professor of Removable Prosthodontics at the Department of Oral and Maxillofacial Surgery.

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DR. RAYYAN A. HAWSAWI

- Head of Restorative Dentistry Department –

Faculty of Dental Medicine

Dr. Rayan Hawsawi has obtained his bachelor's degree in dental medicine and surgery (BDS) from King Abdulaziz University in Jeddah, KSA. Then, he pursued his postgraduate studies at Sheffield University, UK.

Dr. Hawsawi is currently working as an Associate Professor in Restorative and Biomaterial Sciences at the Department of Restorative Dentistry.

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DR. MAYSAA Z. KHOJAH

- Head of Preventive Dentistry Department –

Faculty of Dental Medicine

Dr. Maysaa Khojah has obtained her bachelor's degree in dental medicine and surgery (BDS) from King Abdulaziz University in Jeddah, KSA. Then, she pursued her postgraduate studies at Tufts University in Boston, USA.

Dr. Khojah is currently working as an Assistant Professor of Orthodontics at the Department of Preventive Dentistry.

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DR. HAYTHAM S. JAHA

- Medical Director of the Dental Teaching Hospital –

Faculty of Dental Medicine

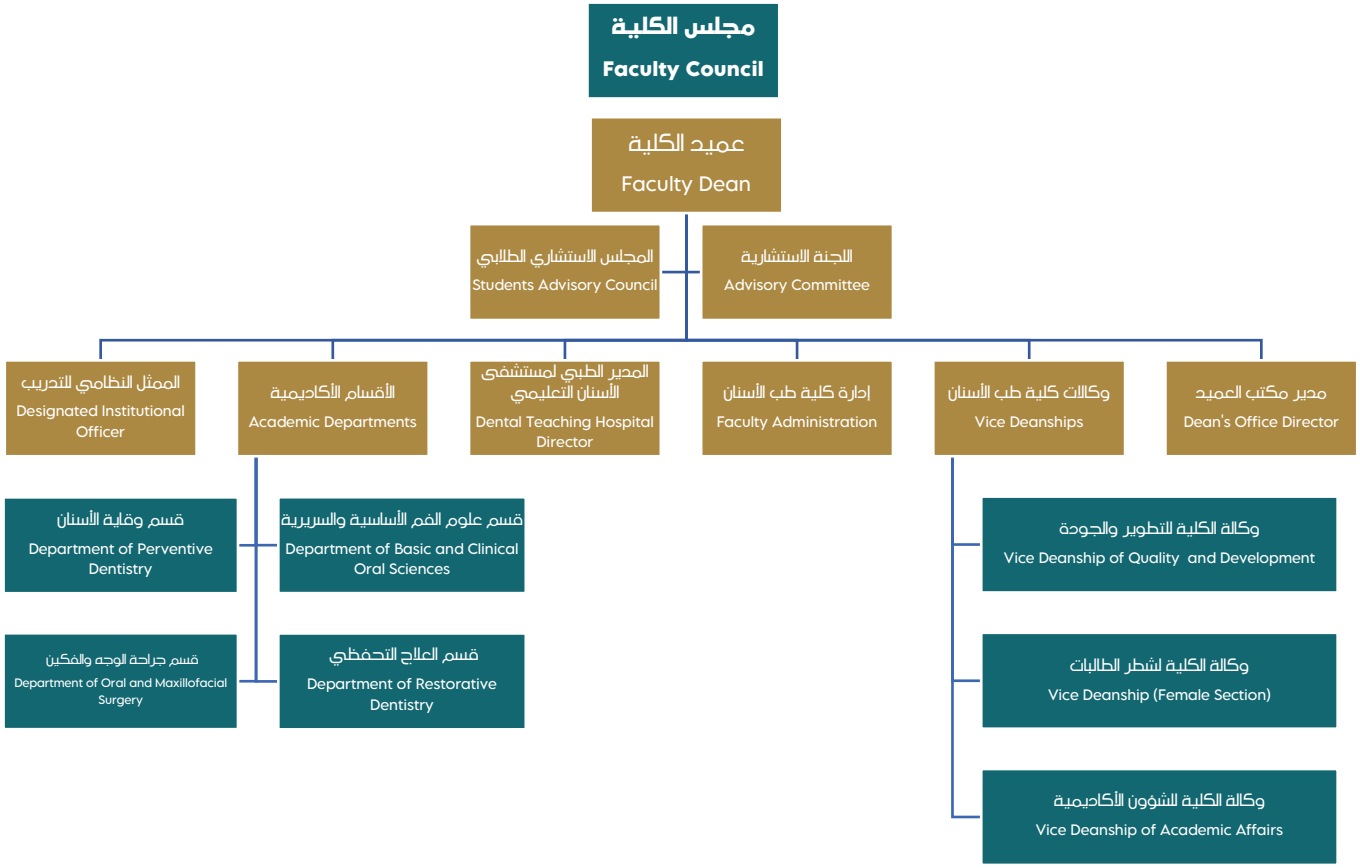
Dr. Haytham Jaha has obtained his bachelor's degree in dental medicine and surgery (BDS) from King Abdulaziz University in Jeddah, KSA. Then, he pursued his postgraduate studies at Boston University, USA.

Dr. Jaha is currently working as an Associate Professor of Endodontics in the Department of Restorative Dentistry.

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4.5 FACULTY OF DENTAL MEDICINE ORGANIZATIONAL STRUCTURE

الهيكل التنظيمي للكلية



4.6 ACADEMIC DEPARTMENTS

The following section will describe the divisions in each of the academic department. You can read about the departments on our website using the link: Academic Departments.

4.6.1 DEPARTMENT OF BASIC AND CLINICAL ORAL SCIENCES

- **Basic Medical Sciences Division**

  This division teaches the students the principles of the common medical problems in Saudi community and applies this for patient care during their practice.

- **Oral Biology Division**

  This division teaches the students three courses (Dental anatomy, Cariology, Oral Medicine) to provide the students with the basic information about the normal and abnormal structures, functions and development of oral tissues to enable the students to integrate basic medical and dental sciences of five disciplines (oral biology, oral pathology, microbiology, immunology, and radiology). It also teaches the principles of dental caries and its complications.

- **Oral Maxillofacial Pathology Division**

  This division teaches students the basics of abnormal structures, their nature, identification, causes, effects of these diseases in the oral and maxillofacial regions.

- **Oral Medicine and Diagnosis Division**

  This division teaches students how to diagnose and manage different oral diseases.

- **Oral and Maxillofacial Radiology Division**

  This division teaches the students the effective and safe utilization of dental X-rays in accordance with professional judgment. It emphasizes the radiographic interpretation of the normal anatomical landmarks of osseous structures, teeth and associated structures.

- **Periodontology Division**

  This division teaches the students the preclinical and clinical periodontology to be able to practice the non-surgical phase of periodontal therapy, supragingival and subgingival scaling. Students will learn periodontal microbiology, immunology, and pathogenesis as well as the clinical, histopathological, and radiographic features of periodontal diseases in an integrated form.

4.6.2 DEPARTMENT OF PREVENTIVE DENTISTRY

- **Dental Public Health Division**

  This division trains the students to meet the needs of the community, particularly those related to oral health and teaches the student the basic research methodology.

- **Orthodontics Division**

  This division teaches students the basics of orthodontics and diagnoses disorders and malformations of the teeth and maxillofacial deformities.

- **Paediatric Dentistry Division**

  This division teaches students how to diagnose and manage dental problems in children, including prevention of dental problems and therapeutic techniques for inherited and acquired dental problems in children.

4.6.3 DEPARTMENT OF ORAL AND MAXILLOFACIAL SURGERY

- **Fixed Prosthodontics Division**

  This division teaches the students the science, terminology, classification, instruments used in fixed prosthodontics and principles of different tooth preparation techniques in a preclinical and clinical environment.

- **Removable Prosthodontics Division**

  This division teaches students the clinical procedures performed in removable prosthesis, including the different philosophies and rationales concerning impression making, occlusion, jaw relation, principles of design, impression techniques and problems of the different classes.

- **Oral and Maxillofacial Surgery Division**

  This division teaches the students the knowledge, cognitive, and psychomotor skills in dentoalveolar surgery, management of patients with systemic diseases, cysts, tumours of the head and neck with their differential diagnosis and all related aspects that students should know about oral surgery.

- **Dental Implantology Division**

  This division teaches students the basic knowledge and skills about dental implants and all related aspects that general dentists should know.

4.6.4 DEPARTMENT OF RESTORATIVE DENTISTRY

- **Restorative and Biomaterials Sciences Division**

  This division teaches students the skills and knowledge about the procedures necessary to eliminate the lost tooth structure and provide a biomechanically compatible room for accommodation and retention of a restorative material both at a preclinical and clinical level. This division also teaches students the basics of physio-mechanical and chemical properties of varied materials used in dentistry and the preclinical and clinical manipulation of the materials.

- **Endodontics Division**

  This division teaches students the basics of root canal preparation and ensures the student is qualified to perform all the necessary steps needed for a root canal preparation on both preclinical and clinical levels.

5. Program Training Facilities

5.1 The Classrooms

5.2 The Laboratories

5.3 The Dental Teaching Hospital

5.4 The Library Services

5.1 THE CLASSROOMS

The Faculty of Dental Medicine has classrooms including large lecture halls and several meeting and discussion rooms. All of which are furnished with the latest technologies to facilitate the learning process.





5.2 THE LABORATORIES

The Pre-clinical Laboratory consists of phantom lab, multi-purpose lab and biology lab. These laboratories have different use according to a specific lab procedure including lectures, class activities, and practical training.



- **5.2.1 Phantom Lab:** Contains phantom equipment and models that represent patient's head and jaws to provides training for undergraduate students in preclinical courses.
- **5.2.2 Multi-Purpose Lab:** To provide a workplace for the student to practice removable and fixed prosthodontics or any other related subject.
- **5.2.3 Research Lab:** To conduct a scientific study.



5.3 THE DENTAL TEACHING HOSPITAL

Since the Faculty of Dental Medicine establishment at Umm Al-Qura University the Dental Teaching Hospital has been keen to provide medical care to all members of society using the latest scientific and technical equipment.

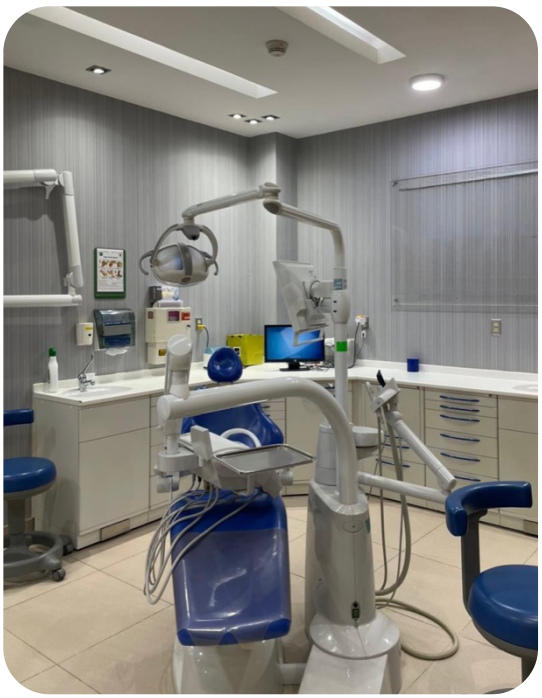
The treatment is provided by the faculty members, Saudi Board Program residents, dental interns, and dental students.

The Dental Teaching Hospital contains around **75 dental clinics** that provide treatment services in various dental specialties. The hospital is supported by the radiology department, sterilization units, and a production lab equipped with the latest technologies.

Mobile dental clinic contributes to community services which aims to provide treatment and spread awareness to all society by reaching out to their places of residence.

For more information about the dental teaching hospital please click here .





5.4 LIBRARY SERVICES

5.4.1 King Abdullah University Library

All students have access to King Abdullah Library at Umm Al-Qura University, Al-Abdiyyah. The general atmosphere within the King Abdullah Library has been prepared for concentration on learning and studying lessons, which makes it the students' number one haven.

To find the location for the library you can visit the link:

Libraries Department

5.4.2 Library Affairs Website

The library affairs offer additional sources of human knowledge in different scientific specializations at the university. In addition, it helps in research and retrieval methods through publications, bibliographies, directories, indexes, etc.

You can visit the library's webpage using the link by clicking here.

You can also contact the Library Affairs at the email:

Lib@uqu.edu.sa

5.4.3 Saudi Digital Library (SDL)

The Saudi Dental Library is operated by the library affairs and offers a multitude of services for faculty members and students.

To access the digital library database, you will have to log you're your affiliate account and use the link: SDL Webpage.

5.4.4 Faculty of Dental Medicine Study Room

The Faculty of Dental Medicine study room is located on the 1st floor and is allowed for accessibility for faculty staff and students. It offers services like computer browsing, photocopying services, meetings and studying area.



6. STUDENT'S ACADEMIC AFFAIRS

6.1 Admission and Registration

6.2 The Faculty of Dental Medicine Academic Office

6.3 Uploading the Personal Photo for the Electronic University Card

6.4 Curriculum and Study Plan

6.5 Student's Rights and Duties

6.6 Dress Code Basics

6.7 Storage Facility (Lockers) Policy

6.8 Lectures

6.9 Academic Mentoring Unit

6.10 University's Student Guidance and Counselling Department of The Deanship of Students Affairs

6.1 ADMISSION AND REGISTRATION

The Faculty of Dental Medicine is following the admission policy of UQU admission and registration deanship, which is announced at the UQU website through a unified electronic admission portal system. The admission cycle starts before the beginning of the academic year and immediately after the announcement of the high school diploma results each year.

The Institution, Umm Al-Qura University, has issued a detailed manual for Admission, including the requirements and the standards that you can view using the link: Admissions Manual.

For more information about the admission and registration please visit the Admission and Registration Deanship Website by clicking here.

- All applicants should apply and submit the required documents via the Institutional Admission Portal System.

6.2 THE FACULTY OF DENTAL MEDICINE ACADEMIC OFFICE

This office is following the academic affairs vice-deanship, and it is considered the reference for all students to answer their academic-related inquiries. The office has two branches (Male and Female) that have the same duties and offering the same services as the following:

- Students' orientation program.
- Locker's distribution.
- Providing all students-related forms, such as (Attendance and absence, deferral requests, registration or withdrawal, summer training, academic transcripts, grievance, suggestions, academic timetables, warnings).
- Students' services such as academic mentoring and student's ID.
- Providing and implementing all academic and students' affairs related guidelines, according to the rules of Umm Al-Qura University (UQU).

Please do not hesitate to contact the academic office in case of any inquiries via: Email: acadent@uqu.edu.sa

6.3 UPLOADING THE PERSONAL PHOTO FOR THE ELECTRONIC UNIVERSITY CARD

Each student should have an electronic ID to enter the Faculty of Dental Medicine. This ID should always be available with the students during his/her presence at the faculty facilities. Students should request the ID before the start of the academic year following the attached guide.

For more information about how to upload the picture through the university website you can use the link: Photo Uploading Instruction.

6.4 CURRICULUM AND STUDY PLAN

Courses are offered in the full-year system throughout an academic year of no less than **forty (40) weeks**. While some courses are given on term basis. The registration is in accordance with the rules and procedures approved following the tables in the next pages.

FIRST YEAR (Y1) – المستوى الأول

Second Term – الفصل الدراسي الثاني				Second Term – الفصل الدراسي الأول			
Course Title	اسم المقرر	رقم المقرر Course Code	الساعات المعتمدة Credit Hours	Course Title	اسم المقرر	رقم المقرر Course Code	الساعات المعتمدة Credit Hours
Memorizing the Holy Quran	حفظ القرآن الكريم 1	QR2102	2	Tajweed of The Holy Quran	تجويد القرآن الكريم	QR1101	2
University Skills	مهارات جامعية	CUR1101	0	Design Thinking	التفكير التصميمي	IND1101	2
English Language 2	لغة إنجليزية 2	ELIH1102	4	English Language 1	لغة إنجليزية 1	ELIH1101	4
Physics for Dentistry	الفيزياء لطب الأسنان	PHYS1401	2	Chemistry for Dentistry	الكيمياء لطب الأسنان	CHM1104	4
Genetics for Dentistry	علم الوراثة لطب الأسنان	DEN1103	2	General Histology for Dentistry	علم الأنسجة الأساسية لطب الأسنان	DEN1102	2
Physiology for Dentistry	علم وظائف الأعضاء في طب الأسنان	DEN1104	4	Dental Terminology	مصطلحات طب الأسنان	DEN1201	2
Introduction to Dentistry	مقدمة في طب الأسنان	DEN1202	2				

SECOND YEAR (Y2) – المستوى الثاني

Second Term – الفصل الدراسي الأول				Second Term – الفصل الدراسي الثاني			
الساعات المعتمدة Credit Hours	رقم المقرر Course Code	اسم المقرر	Course Title	الساعات المعتمدة Credit Hours	رقم المقرر Course Code	اسم المقرر	Course Title
2	QR2103	حفظ القرآن الكريم 2	Memorizing the Holy Quran 2	2	QR3104	ختم القرآن الكريم	Seal of the Holy Quran
2	AI2001	مقدمة في الذكاء الاصطناعي	Introduction to Artificial Intelligence	2	ICC1201	القيم والأخلاق	Values and Ethics
2	PHD2105	علم الأدوية لطب الأسنان	Pharmacology for Dentistry				
2	DEN2106	علم الأمراض العام لطب الأسنان	General Pathology for Dentistry				
3	DEN2107	مقدمة في أشعة الفم والوجه والفكين	Introduction to Oral and Maxillofacial Radiology				
3	DEN2108	تشريح الرأس والرقبة لطب الأسنان	Head and Neck Anatomy for Dentistry				
2	BIOM2109	علم المناعة والأحياء الدقيقة لطب الأسنان	Immunology and Microbiology for Dentistry				
5	DEN2110	التشريح الوصفي للأسنان وأنسجة الفم	Dental Anatomy and Oral Histology				
3	DEN2203	المهنية والأخلاقيات في طب الأسنان	Dental Ethics and Professionalism				
2	DEN2402	مواد الأسنان الحيوية الأساسية	Basic Dental Biomaterials				

المستوى الثالث – THIRD YEAR (Y3)

الفصل الدراسي الأول – Second Term				الفصل الدراسي الثاني – Second Term			
الساعات المعتمدة Credit Hours	رقم المقرر Course Code	اسم المقرر	Course Title	الساعات المعتمدة Credit Hours	رقم المقرر Course Code	اسم المقرر	Course Title
2		*اختياري جامعي	University Elective	2	BUS1099	مهارات التطوير المهني	Professional Skills
3	DEN3111	أحياء الفم	Oral Biology				
6	DEN3112	أمراض الفم والوجه والفكين	Oral and Maxillofacial Pathology				
2	DEN3403	مواد الأسنان الحيوية التطبيقية 1	Applied Dental Biomaterials 1				
3	DEN3404	العلاج التحفظي قبل السريري	Preclinical Operative Dentistry				
2	DEN3113	الطب الباطني لطب الأسنان	Internal Medicine for Dentistry				
3	DEN3114	تشخيص الفم	Oral Diagnosis				
3	DEN3301	التخدير والتحكم في الألم في طب الأسنان	Anesthesia and Pain Control in Dentistry				
2	DEN3204	العلوم السلوكية في طب الأسنان	Behavioural Science in Dentistry				
2	DEN3205	طب الأسنان المبني على البراهين	Evidence Based Dentistry				

* يتم إدراج أسماء مقررات القسم/الكلية الاختيارية بصيغة "اختياري 1-اختياري 2- ....الخ"

FOURTH YEAR (Y4) – المستوى الرابع

Second Term – الفصل الدراسي الثاني	Second Term – الفصل الدراسي الأول		
Course Title	اسم المقرر	رقم المقرر Course Code	الساعات المعتمدة Credit Hours
	Family in Islam الأسرة في الاسلام	ICC4202	2
Oral Medicine 1	طب الفم 1	DEN4115	3
Applied Dental Biomaterials 2	مواد الأسنان الحيوية التطبيقية 2	DEN4405	2
Preclinical Endodontics	علاج عصب جذور الأسنان قبل السريري	DEN4406	3
Preclinical Fixed Prosthodontics	الاستعاضة الصناعية الثابتة قبل السريرية	DEN4302	4
Preclinical Removable Prosthodontics&Occlusion	الاستعاضة الصناعية المتحركة قبل السريرية والأطباق	DEN4303	3
Clinical Operative Dentistry 1	العلاج التحفظي السريري 1	DEN4407	4
Periodontology 1	علم الأنسجة المحيطة بالسن 1	DEN4116	4
Dental Public Health	صحة الأسنان العامة	DEN4206	3
Biostatistics in Dentistry	الاحصاء الحيوي فى طب الأسنان	DEN4207	2

FIFTH YEAR (Y5) – المستوى الخامس

Second Term – الفصل الدراسي الثاني	Second Term – الفصل الدراسي الأول		
Course Title	اسم المقرر	رقم المقرر Course Code	الساعات المعتمدة Credit Hours
Oral Medicine 2	طب الفم 2	DEN4117	2
Clinical Operative Dentistry 2	العلاج التحفظي السريري 2	DEN4408	3
Periodontology 2	علم الأنسجة المحيطة بالسن 2	DEN4118	3
Clinical Endodontics	علاج عصب جذور الأسنان السريري	DEN4409	4
Clinical Fixed Prosthodontics	الاستعاضة الصناعية الثابتة السريرية	DEN4304	4
Clinical Removable Prosthodontics & Occlusion	الاستعاضة الصناعية المتحركة السريرية والأطباق	DEN4305	3
Oral Surgery 1	جراحة الفم 1	DEN4306	3
Pediatric Dentistry	طب أسنان الأطفال	DEN4208	4
Dental Research Methods	طرق البحث في طب الأسنان	DEN4209	2
Dental Practice Management and Informatics	الإدارة المهنية والمعلوماتية في طب الأسنان	DEN4210	2

SIXTH YEAR (Y6) – المستوى السادس

Second Term – الفصل الدراسي الثاني	Second Term – الفصل الدراسي الأول		
Course Title	اسم المقرر	رقم المقرر Course Code	الساعات المعتمدة Credit Hours
Dental Elective	اختياري تخصص *		2
Comprehensive Dental Care Clinic	الرعاية السريرية الشاملة للأسنان	DEN4410	11
Comprehensive Care in Pediatric Dentistry	الرعاية الشاملة لطب أسنان الأطفال	DEN4211	4
Geriatric Dentistry	طب أسنان المسنين	DEN4307	3
Oral Surgery 2	جراحة الفم 2	DEN4308	3
Orthodontics	تقويم الأسنان	DEN4212	3
Introduction to Implant Dentistry	مقدمة في زراعة الأسنان	DEN4309	2
Dental Research Project	مشروع بحث في طب الأسنان	DEN4213	2

* يتم إدراج أسماء مقررات القسم/الكلية الاختيارية بصيغة "اختياري 1-اختياري 2- ....الخ"

INTERNSHIP YEAR (Y7) – المستوى السابع

الفصل الدراسي الأول – Second Term			الفصل الدراسي الثاني – Second Term
الساعات المعتمدة Credit Hours	رقم المقرر Course Code	اسم المقرر	Course Title
0	DEN4100	سنة الامتياز (12 شهر تدريب بالمستشفى)	(12 Months Hospital Training) Internship

UNIVERSITY ELECTIVE COURSES – المقررات الاختيارية (جامعي)

Third Year (First Term) – المستوى الثالث (الفصل الدراسي الأول)			
Course Title	اسم المقرر	رقم المقرر Course Code	الساعات المعتمدة Credit Hours
Justice and Equality	التنوع والانصاف والشمولية	SPED1102	2
Life Skills	مهارات حياتية	PSY3127	2
Digital Technology	التقنية الرقمية	CS2001	2
E-commerce	التجارة الإلكترونية	ECON4312	2
Writing and Public Speaking	الكتابة والخطابة	ARS1601	2
Innovation and Entrepreneurship	الابتكار وريادة الاعمال	BUS1098	2
Tourism and Hospitality	السياحة والضيافة	THM3191	2
Community Health	الصحة المجتمعية	HP3009	2
Heritage and Cultural Diversity	التراث والتنوع الثقافي	HIS4315	2
Financial planning skills	مهارات التخطيط المالي الشخصي	FIN3703	2

DENTAL ELECTIVE COURSES – المقررات الاختيارية (تخصصي)

Sixth Year (First and Second Terms) – المستوى السادس (الفصل الدراسي الأول والثاني)			
Course Title	اسم المقرر	رقم المقرر Course Code	الساعات المعتمدة Credit Hours
Introduction to Digital Dentistry	مقدمة في طب الأسنان الرقمي	DEN4310	2
Nutrition and Oral Health	علم التغذية وصحة الفم	DEN4119	2
Research Methods in Oral Biology	طرق البحث في احياء الفم	DEN4120	2
Testing Methods in Dental Biomaterials	طرق الاختبار في مواد الأسنان الحيوية	DEN4411	2
Health Volunteering in Haj and Umrah	التطوع الصحي في الحج والعمرة	DEN4214	2
Health Law	النظام الصحي	LAW3419	2

6.5 STUDENT'S RIGHTS AND DUTIES

The Faculty of Dental Medicine follows Umm Al-Qura University's student's rights and responsibilities guidelines. This guideline familiarizes the students with the rights regulations and how to ask for them and familiarizes them with the duties and consequences of breaching them. Knowing them will positively affect the student's psychological and academic stability.

University student guide for rights and duties is available through the link: University Student Guide
Or you can visit the website by clicking here.

6.6 DRESS CODE BASICS

In line with Umm Al-Qura University's commitment to strengthening national identity and reflecting an appropriate institutional image of its affiliates, the university emphasize the importance of full adherence to wearing the official Saudi attire (thobe, shemagh, and igal) for all university affiliates, including faculty members, staff, and students.

This applies during official working hours, as well as in all facilities, occasions, and events organized by the university. Following the directives of the President of Umm Al-Qura University.

Dress codes for an academic healthcare place require appropriate styles for the Dental institution for all students with no exception. The dress code is not simply a matter of professionalism but also a matter of safety. Students must be prepared for different incidents that may affect their clothes, such as bleeding, vomiting, chemical spills, and other accidents.

6.6.1 Medical Uniforms

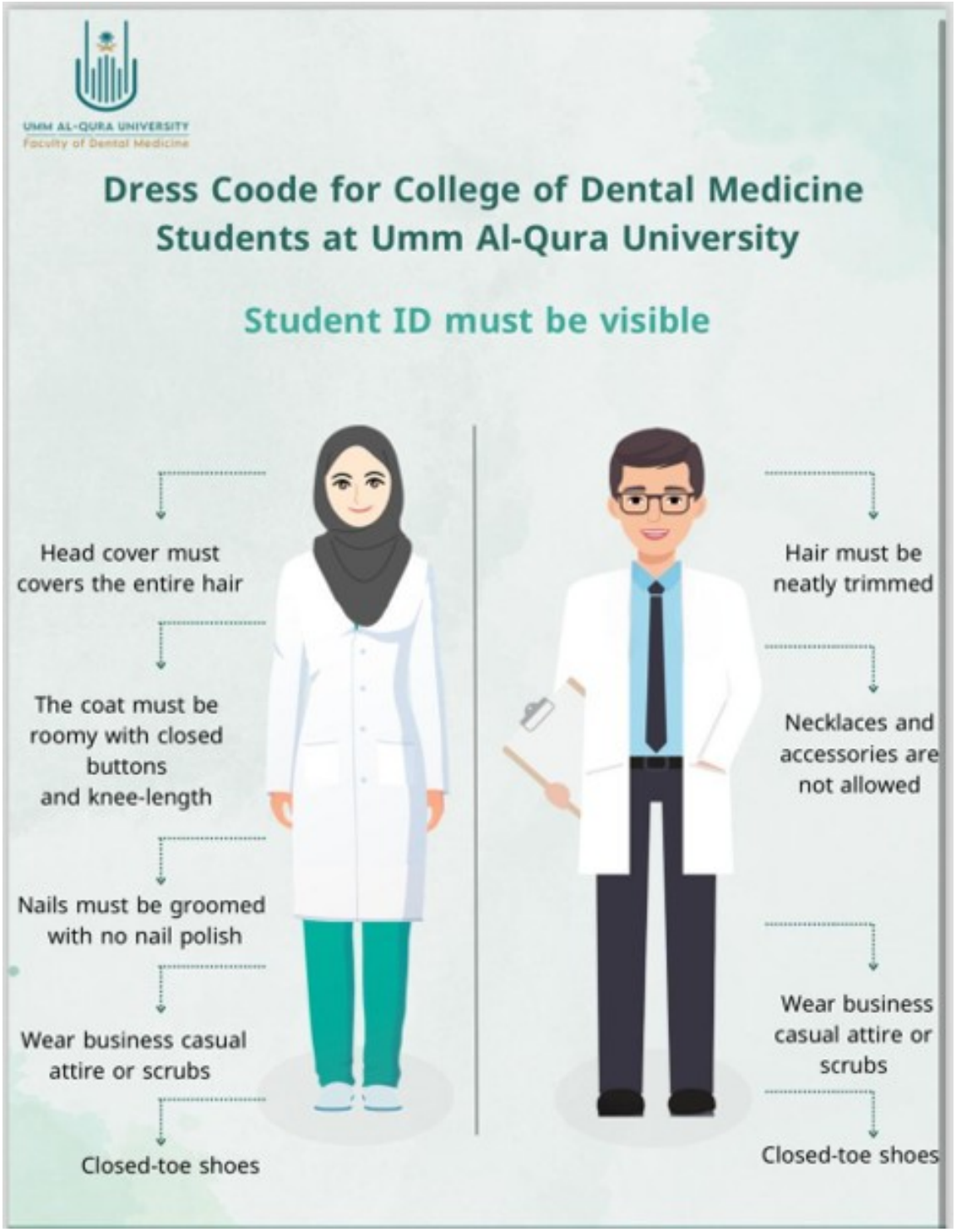
The students must wear the appropriate medical coat or scrubs, especially in the preclinical lap and clinical area.

6.6.2 Footwear

Wearing the correct shoes in the faculty is also a matter of safety. While working in the lab/clinic, open-toed shoes are not permitted. Do not wear sandals or flip-flops. These types of shoes may be hazardous, especially around electronic equipment, where wires can get caught in those shoes, and in case of liquids that may come in contact with, such as saliva, blood, and water from the dental unite. Also, some chemical compounds may burn or irritate the skin.

6.6.3 Accessories and Grooming

Students must always be neat. For example, male students should have short hair, all students should have neatly groomed nails. Students should wear as few accessories as possible. Earrings, necklaces, bracelets, and rings are not allowed.


UMM AL-QURA UNIVERSITY
Faculty of Dental Medicine
Dress Coode for College of Dental Medicine Students at Umm Al-Qura University
Student ID must be visible
Head cover must covers the entire hair
The coat must be roomy with closed buttons and knee-length
Nails must be groomed with no nail polish
Wear business casual attire or scrubs
Closed-toe shoes
Hair must be neatly trimmed
Necklaces and accessories are not allowed
Wear business casual attire or scrubs
Closed-toe shoes

6.7 STORAGE FACILITY (LOCKERS) POLICY

The Faculty of Dental Medicine through the academic office provides lockers for students to store their dental instruments and personal belongings.

The faculty reserves the right to open lockers, cabinets, and drawers without prior notice for the purpose of repair, maintenance, or inspection of contents. Neither the University nor its employees are responsible for lost, stolen, or damaged belongings stored in lockers, cabinets, or drawers.



To request a locker, students should contact the academic office and follow the steps and instructions provided by the academic office for receiving a locker.

In the event of graduation, class transition, withdrawal/dismissal, or as directed by a school official, the locker should be emptied, and the key should be returned to the academic office.

6.8 LECTURES

The academic goal is met via teaching classrooms, seminar rooms, laboratories, and the library, which are located in male and female sections.

6.8.1 Attendance and Absence

Students at the Faculty of Dental Medicine are expected to be in class on time and to participate fully in learning activities. Class attendance and participation are mandatory for all lectures, practical and clinical sessions. Exceeding the maximum permissible absences **(25% with excuse)** and **(15% without excuse)** will deprive the student from attending the final exams. A student who is deprived of entering the final exam is failing in the course, and a grade of (DN) is given to him/her.

For further details and information, please have a look at Umm Al-Qura University study and examinations guidelines via the link: Study and Examination Guidelines (Page 15).

6.8.2 Procedures of Monitoring Attendance

Students' attendance is reported in lectures, pre-clinical labs and clinics by the instructor who will place it directly in the University academic portal. The attendance is also monitored by the academic office and by student's mentor to identify students who have low attendance.

6.9 ACADEMIC MENTORING UNIT

Vision

Achieving excellence and advancement in academic advising services provided by the college to students, in alignment with global standards in delivering advisory services within higher education institutions.

Mission

Providing diverse advisory services that aim to focus on students as the cornerstone of the success of the educational process; by supporting all their efforts, following up on their progress, enhancing their skills, and helping them address the challenges they may face throughout their academic journey. Additionally, assisting them in building a positive and effective personality.

6.9 ACADEMIC MENTORING UNIT (CONT.)

Aims

1. Preparing students to get acquainted with university life and adapt to it.
2. Providing them with the necessary information about the college and its educational policies.
3. Enhancing students' academic achievement, improving their abilities, and reducing the difficulties they may face during their studies.
4. Supporting students with low and outstanding academic performance and following them up to help them raise their academic level.
5. Reducing the chances of academic failure (preventive advising).
6. Offering advice and assistance to those facing academic and other challenges.
7. Supporting outstanding and talented students, offering what may enhance their abilities, and encouraging their creativity.

Please have a look at the unit's guide and contact information below.

- Student Handbook for Academic Advising.
- Academic Counselling Webpage.
- **Email:** Amu_dentistry@uqu.edu.sa

6.10 UNIVERSITY'S STUDENT GUIDANCE AND COUNSELLING DEPARTMENT OF THE DEANSHIP OF STUDENTS AFFAIRS

The academic mentor or the student can seek an additional help which is offered by the department of the vice-deanship for student guidance and counselling.

The department has the following units:

- Programs and Development Unit
- Training Unit
- Examinations and Measurement Unit
- Group Counselling Unit
- Individual Counselling Unit
- The vice-deanship for student guidance and counselling

The department offers these services:

- Counselling Sessions
- Psychological and Social Assessment and Diagnosis
- Student Field Training
- Consultation Clinics
- Academic Achievement Enhancement Programs
- Awareness and Educational Services

To apply for these services and for more information visit the website:

https://uqu.edu.sa/studaff/119519

Email: scc@uqu.edu.sa

To book an appointment with the Student Guidance and Counselling Department:

- Male Students Link.
- Female Students Link.

7. Student Services, Activities and Facilities

7.1 Student's Club
7.2 Extracellular Activities
7.3 The Cafeteria
7.4 The praying areas
7.5 University Medical Clinic

7.1 STUDENT'S CLUB

Student's Club is the official gate for the students to polish their personalities and experience. The club's extracurricular activities are designed to instill major values such as teamwork, leadership, and innovation. Moreover, the activities are helpful in improving the student's communication skills, talents, decision making, volunteering, community service, athletics and allow them to blend both of their hobbies and knowledge in an entertaining and innovative way.

The Student's Club is following the Vice Deanship of Quality and Development. The subscription in the Students Club is taking place at the beginning of every academic year. **Looking forward seeing you there!**







7.2 EXTRACELLULAR ACTIVITIES

Students will have opportunities to participate in extra-curriculum activities such as student competitions, international and national conferences, research poster presentations, event organization for conferences and research day, as well as volunteer in different community services such as oral health awareness. These experiences will provide exposure to diverse experiences; help underserved populations and provide the opportunity to enrich communities through public service.







7.3 THE CAFETERIA

Students can enjoy a light meal of different kind of sandwiches and drinks or snacks in the cafeterias, or through the different vending machines that are located at the entrance of the university dental hospital.

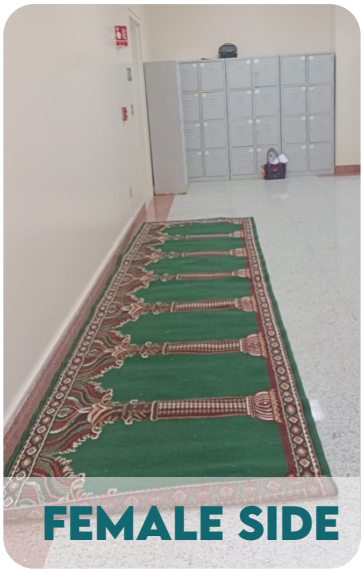

MALE SIDE


FEMALE SIDE

7.4 THE PRAYING AREAS

Students can pray in two areas, the male side praying area is located at the first floor, the female side praying area is located at the first floor next to the stairs in the lockers area.


MALE SIDE


FEMALE SIDE

7.5 UNIVERSITY MEDICAL CLINIC

The University Medical Clinic is considered one of the university's distinguished facilities, providing therapeutic and preventive services to all students, staff, and those eligible for treatment at the clinic. It offers specialized clinics and supporting medical services that contribute to integrated healthcare for patients, ensuring quality performance and achieving the satisfaction of beneficiaries of the medical services provided.

Medical Clinic Objectives

- Excellence in medical services through providing the best electronic services.
- Excellence in achieving quality, patient safety, and job performance.
- Excellence in supporting preventive care.
- Excellence in supporting professional development and continuous medical education.

Medical Clinic Mission

Providing therapeutic and preventive services, actively participating in health awareness and educational activities, and contributing to training and medical education.

Medical Clinic Vision

Leadership and excellence in providing comprehensive healthcare based on outpatient clinic services, achieving the highest levels of satisfaction for patients and staff of the University Medical Clinic.

For further information about the University Medical Clinic and their working time please refer to the following resources.

- University Medical Clinic Website
- The Policies and Procedures Manual
- Location

8. Study and Examination

8.1 Guidelines for Study and Examination

8.2 Examination Policy

8.3 Exam Instruction for the Students

8.4 Student Absence Policy from an Exam

8.1 GUIDELINES FOR STUDY AND EXAMINATION

The Faculty of Dental Medicine is following the current UQU rules. The Executive Rules of Umm Al-Qura University which Approved by the University Council Resolution No. (13) in its (sixth) session held on 29/07/1446 AH corresponding to 29/01/2025 AD.

These guidelines are explaining very important points regarding study systems, admission, registration, academic procedures, transfer, grades, and detailed exams regulations.

- All the students Must familiarize themselves with the guideline. Please follow the link to the full document: Study and Examination Guidelines.
- You can also visit the website page using the link: The Deanship of Admission and Registration.

8.2 EXAMINATION POLICY

All mid-year and final examinations must be taken on the scheduled date. The students must be there on time. Students will not be allowed to enter after half an hour from the beginning of the exam; and may not leave the hall until half of the exam time has passed.

8.3 EXAM INSTRUCTIONS FOR THE STUDENTS

- The student is responsible for adhering to the exam schedule and attending at the specified date and time.
- The student must wear appropriate attire and bring all necessary tools.
- The student must arrive at **fifteen minutes before** the exam begins and wait quietly in front of the assigned hall until allowed in by the invigilators.
- A student who arrives late must report this delay to the academic office.
- Every student must bring their **ID card**, present it upon entering the exam hall, hand it to the invigilator, and write the ID number on the answer sheet.
- In case of losing or forgetting the university ID card, the student must bring an official permit from the academic office to attend the exam.
- Each student must sit in the seat assigned to their name.
- All tools, such as pens and others, must be kept in a visible place for the invigilators.
- Writing must be in **blue or black ink**; red ink is strictly forbidden. Books and bags must be placed at the front of the exam hall. It is preferable that the student leaves personal belongings in their locker before attending the exam hall.

- No personal belongings may be left in front of the exam hall. Anything left outside will be removed.
- Any device that makes noise must be turned off.
- **Mobile phones** are strictly prohibited and are not allowed into the exam hall even if switched off. The same applies to any technological devices such as iPads.
- Earphones are not allowed inside the exam hall.
- **Food** is not allowed in the exam hall, but **drinks** are permitted.
- Bringing any papers into the exam hall is prohibited.
- No student may be outside the exam hall during exam hours.
- Talking or whispering among students is prohibited.
- Writing on desks is not allowed.
- Drawing or writing inappropriate words on the exam papers is forbidden. If discovered, the incident will be documented, and the student will be referred to the disciplinary council at the Deanship of Student Affairs.
- Students must ensure they receive and submit complete answer sheets and must clearly number their answers.
- At the end of the exam time, the student must hand in both the question-and-answer sheets. If additional sheets are requested, the student must ensure they are all attached together. After the invigilator reviews the student's information, the ID card will be returned.
- The invigilators will collect the answer sheets during this period. Students must remain quiet and avoid disturbing others until all papers have been collected.
- Exam regulations are mandatory. Any violation of these rules will result in the cancellation of the student's exam.

8.4 STUDENT ABSENCE POLICY FROM AN EXAM

- If a student is absent from the final exam with no excuse, he/she will receive a score of zero for that exam. The overall grade for the course will be calculated based on the grades received for the semester work that was completed.
- If a student is absent from the final exam with excuse, an alternative test will be provided to the student if their excuse is deemed acceptable. Acceptable excuses include (The illness with an approved medical leave – death of a relative up to the third degree – imprisonment or detention – natural disasters – accidents, and the like)
- Excuse must be provided to the head of the department that include the course. The head of the department will refer the request, along with his recommendation, to the College Council for consideration. If the excuse is accepted by the College Council, the student will be given an alternative test that must be completed by the end of the next semester. The student's score will be calculated based on the results of the alternative test, in addition to their performance in the remaining course.

For more details, please refer to Umm Al-Qura University Study and Examination Regulations guide (Page 27-31).

9. COMPLAINTS AND GRIEVANCES

A complaint or grievance regarding any matter that negatively affects a student's relationship with faculty members, the department, the college, or any unit of the university. The complaint should be submitted in accordance with the applicable rules and regulations, and the student must be informed of the outcome of their complaint by the responsible authority.

Student Grievances Regarding Final Exam Exclusion or Course Grades: Students must submit their grievance to the department within **15 days** of the incident.

For further information regarding the steps to follow please refer to the Student Rights and Rules at Umm Al-Qura University guide provided by the Deanship of Student Affairs using the link: Students Rights and Rules.

Or visit the Discipline and Student Rights Protection Department using the link: Students Rights Protection Department.

Deanship of Student Affairs website:
https://uqu.edu.sa/studaff

10. STUDENT VIOLATIONS AND DISCIPLINE

The University Deanship of Student Affairs imposed several violations that students should be aware of and always avoid. These violations include the following:

- General violations.
- Violations against the university
- Violations against others.
- Academic violations.
- Technical violations.

The University Deanship of Student Affairs has proposed appropriate penalties depending on the seriousness of the offense. Disciplinary actions for violations may include one or more of the following, listed in the University guideline:

1. Written warning.
2. Cancellation of the grade for a course and considering it as a failing grade, if the violation is related to the rules and instructions for conducting exams.
3. Suspension from study for one or more semesters, not exceeding one academic year, and preventing the student from using university facilities.
4. Recommendation for the expulsion of the student.

10. STUDENT VIOLATIONS AND DISCIPLINE (CONT.)

The penalties imposed on violating students shall be proportional to the severity of the violation, taking into account the circumstances, context, and whether there are previous offenses, along with requiring a commitment not to repeat the violation.

For more information about the violations and discipline please refer to the Student Code of Conduct and Discipline at Umm Al-Qura University Deanship of Student Affairs (Page 10-15) using the link:
Code of Conduct and Discipline.

11. ANTI-HARASSMENT GUIDELINES

Harassment refers to any words, actions, or gestures of a sexual nature directed by one person towards another that violate their physical boundaries, dignity, or self-respect, through any means, including the use of modern technology.

If you experience harassment, please proceed to the General Administration of Legal Affairs and fill the allocated report detailing the inappropriate behavior, which will be submitted to the responsible authorities to address the situation.

For more details, please refer to the General Administration of Legal Affairs:

Main website:
https://uqu.edu.sa/legald

Electronic Forms of Harassment Reports:
https://uqu.edu.sa/legald/App/Forms

Student's Manual

Version 5, 2025-2026

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