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PREFACE

• Important Notice

• Special Notes Regarding the Covid-19 Pandemic

• Dean’s Message
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: [https://uqu.edu.sa/studaff/77977](https://uqu.edu.sa/studaff/77977)

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. 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 below.


Also, it is 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.

[https://drive.uqu.edu.sa/_/studaff/files/%D8%AF%D9%84%D9%8A%D9%84%20%D8%A7%D9%84%D8%B7%D9%84%D8%A7%D8%A8.pdf](https://drive.uqu.edu.sa/_/studaff/files/%D8%AF%D9%84%D9%8A%D9%84%20%D8%A7%D9%84%D8%B7%D9%84%D8%A7%D8%A8.pdf)
2. Special notes regarding the COVID-19 pandemic

In December 2019, a novel coronavirus, named SARS-CoV-2, emerged in Wuhan, Hubei Province, China, and has spread globally within a brief period. The World Health Organization (WHO) named the infection with the virus officially coronavirus disease 2019 (COVID-19). The public health crisis occasioned by the COVID-19 pandemic has caused unprecedented social and economic disruption worldwide and locally. Anticipating that continued in-person or on-campus interaction would increase the risk of infections in our community. The government acted promptly on 8th March 2020 to transition to distant online learning. As we look ahead to the new academic year and beyond, we are ready to welcome our students back to campus to continue our mission.
3. Dean’s Message

In the name of God, the most gracious, the most merciful, and prayers and peace be upon our Messenger Muhammad and his family and 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 enriching 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, praise be to God, in achieving its vision and mission in training and teaching future doctors and 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 labour market in the Kingdom of Saudi Arabia. Moreover, to have the honour 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 mark on this Faculty and 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.

Welcome, and I wish you all the best.

Dr. Mashael Al Qahtani,

Dean of Faculty of Dental Medicine.

https://uqu.edu.sa/dentistry/110636
Faculty of Dental Medicine

- History of the Faculty of Dental Medicine.

- Faculty of Dental Medicine Vision, Mission and Goals.

- Faculty Facilities.
4. History

In 1403H, the Supreme Council of Universities approved, in its first meeting held on 20/05/1403H, of establishing the “Medical Sciences Department” as one of the scientific departments after Umm Al-Qura University (UQU, Faculty of Applied Sciences). In 1405H, the first was accepted and consisted of 20 students. This department became the cornerstone of all the medical Faculties in Umm Al-Qura University. After that, In 1416H, the resolution of the Council of Higher Education was put into effect by a Royal Decree, confirming the change of “Medical Sciences Department” to be “Faculty of Medicine and Medical Sciences”. In 1419H, the first batch was accepted in the Faculty of Medicine and Medical Sciences. In 1426H, the Royal Decree was issued the approval of the separation of the Medical Sciences Department from the Faculty of Medicine which became a separate 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 Dental Medicine, and according to the committee’s recommendation, the fourth board of the Applied Medical Sciences Faculty recommended the changing of the Oral and Dental Health Department in the Faculty of Applied Medical Sciences to be the Faculty of Dental Medicine in 06/02/1428H. On the eighteenth session held on 28/04/1428H, the scientific council of the university advised forming a committee that pursues the founding and establishing of the Faculty of Dental Medicine. In addition to seeking the help of experienced organizations and individuals in the field of dentistry. Then, the board of the university advised in its seventh session held on 15/06/1428H, to establish the faculty’s four departments. The first academic semester in the faculty started in 1430H. The faculty motto is “Honoured Place & Honoured Education.” Our vision is to be a regional gateway in dental education, patient care, and research.

https://uqu.edu.sa/dentistry/AboutUs
5. Faculty of Dental Medicine Vision, Mission and Goals.

5.1 Vision
To be a gate for science and knowledge in oral and dental health in the region. Pioneering in the field of scientific research. Center of modern medical education that is based on educational outputs existing in the encouraging academic environment for both students and faculty members to achieve cognitive innovation and excellency. To have an effective role in sponsoring the community in Mecca and serve pilgrims.

5.2 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 Basic and clinical sciences along with serving the community in accordance with the mission of Umm Al-Qura University.

5.3 Goals
- Qualifying and graduating high-level dentists, in terms of science, knowledge, and clinical skills, to provide treatment services.
- Meeting the labor market's need of dentists.
- Providing quality treatment services to patients in all dental specialties, offered by students under the supervision of a staff of professors who have both scientific and practical experience and with the application of modern technologies in the areas of treatment and diagnosis.
- Contributing to the continuing medical education of the doctors of Saudi Arabia.
- Preparing and supporting scientific research to find appropriate solutions to the problems of oral and dental health in the community.
- Providing medical and technical advice to the different state sectors.
- Spreading health awareness in the community and the necessary prevention methods to maintain oral and dental health.
- To cooperate with local and international organizations and universities to develop new programs, methods of education, evaluation, scientific research, and community service.
6. Faculty Educational Facilities

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. A tour to show the facilities is organized in the beginning of each academic year as a part of the orientation week activities.
Program Handbook

Program Mission, Aim and Goals.

Graduate Attributes.

Bachelor’s Degree Program Description:

• Program title and code.

• Duration of the program.

• Credit hours required for completion of the program.

• Award granted on completion of the program.

• Professional occupations for which graduates are prepared.

General Organisation (Faculty Board).

Faculty of Dental Medicine’s Board Organizational Charts.

Academic Departments.
7. Program Mission, Aim, and Goals

7.1 Program Mission

The mission of the Umm Al-Qura Faculty of Dental Medicine Undergraduate Program 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.

7.2 Program Aim and Goals

- 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.
- 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.
- 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.
- To qualify graduates committed to joining scientific research in different branches of dentistry and follow evidenced-based principles of dentistry.

https://uqu.edu.sa/dentistry/115935
8. Graduate Attributes

- Acquire sufficient knowledge and understanding to prevent, diagnose, and manage common oral, dental, and maxillofacial diseases/disorders in the community.
- Acquire psychomotor skills necessary to practice dentistry as a GP, fulfilling market needs.
- Acquire sufficient interpersonal skills to deal with peers, supervisors, and dental assistants in a professional teamwork.
- Manage patients ethically and consistently with high moral standards following the professional, Islamic, and cultural principles.
- Acquire the basic principles of scientific research required to conduct and appraise evidence-based research for personal and professional continuous development.
- Acquire sufficient knowledge and skills to pursue national and international postgraduate studies.
9. Bachelor’s Degree Program Description

- **Program title and code**: Dental Medicine and Surgery (190100).
- **Duration of the program**: Seven years, including a preparatory year and an internship year.
- **Credit hours required for completion of the program**: 276.
- **Award granted on completion of the program**: Bachelor of Dental Medicine and Surgery.
- **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 defense hospitals as GD.
  - Work in the ministry of internal affairs hospital as GD.
  - Work in national guard hospitals as GD.
10. General Organization (Faculty Board)

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

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

Contact Information:
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Dr. Sarah Taher obtained her bachelor's degree in dental medicine and surgery (BDS) from King Abdulaziz University. Then, she pursued her postgraduate studies at Case Western Reserve University, USA.

Dr. Taher is currently serving as an Assistant Professor of Orthodontics in the Department of Preventive Dentistry.

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Dr. Majed Al Malki has obtained his bachelor’s degree in dental medicine and surgery (BDS) from King Abdulaziz University, Jeddah, KSA. Then he pursued his postgraduate studies at Karolinska Institute, Sweden.

Dr. Al Malki is currently working as an Assistant Professor of Endodontics in the Department of Restorative Dentistry.

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Dr. Jameel A. Abuljadayel 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 Ghent University, Belgium.

Dr. Abuljadayel is currently working as an Assistant Professor of Paediatric Dentistry at the Department of Preventive Dentistry.

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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 in the USA.

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

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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, USA.

Dr. Azab is currently working as an Assistant Professor of Periodontology in the Department of Basic and Clinical Sciences.

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Etazab@uqu.edu.sa
Dr. Alaa Al Qutub has obtained her bachelor's degree in dental medicine and surgery (BDS) from King Abdulaziz University in Jeddah, KSA. Then, she obtained her master's degree from Tufts University, USA and her doctorate degree from Boston University, USA.

Dr. Al Qutub is currently working as an Assistant Professor of Implantology in the Department of Oral and Maxillofacial Surgery.

Contact Information:
Awqutub@uqu.edu.sa
Dr. Waad Khayat has obtained her bachelor's degree in dental medicine and surgery (BDS) from King Abdulaziz University in Jeddah, KSA. Then, she obtained her master's degree from Tufts University, USA and her doctorate degree from Boston University, USA.

Dr. Khayat is currently working as an Assistant Professor of Operative Dentistry in the Department of Restorative Dentistry.

Contact Information:
Wfkhayat@uqu.edu.sa
11. Faculty of Dental Medicine’s Board Organizational Charts
12. Academic Departments

https://uqu.edu.sa/dentistry/App/Departments

12.1 Department of Preventive Dentistry

This department includes the following divisions:

• **12.1.1 Dental Public Health and Community Dentistry 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.

• **12.1.2 Orthodontics Division:** This division teaches students the basics of orthodontics and diagnoses disorders and malformations of the teeth and maxillofacial deformities.

• **12.1.3 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.
12.2 Department of Basic and Clinical Oral Sciences

This department includes the following divisions:

• **12.2.1 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.

• **12.2.2 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.

• **12.2.3 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.

• **12.2.4 Oral 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.

• **12.2.5 Oral Medicine Division**: This division teaches students how to diagnose and manage different oral diseases.

• **12.2.6 Oral 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.
12.3 Department of Oral and Maxillofacial Surgery and Rehabilitation

This department includes the following divisions:

- **12.3.1 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.

- **12.3.2 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.

- **12.3.3 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.

- **12.3.4 Dental Implantology Division:** This division teaches students the basic knowledge and skills about dental implants and all related aspects that general dentists should know.
12.4 Department of Restorative Dentistry.

This department includes the following divisions:

- **12.4.1 Conservative Dentistry 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.

- **12.4.2 Biomaterial Division:** This division 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.

- **12.4.3 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.
13. Program Training Facilities

13.1 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.

13.2 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.
- **13.2.1 Phantom lab**: contains phantom equipment and models that represent patient’s head and jaws to provides training for undergraduate students in preclinical courses.
- **13.2.2 Multi-purpose lab**: provide a workplace for the student to practice removable and fixed prosthodontics or any other related subject.
- **13.2.3 Research lab**: to conduct a scientific study.

13.3 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.
13.4 Libraries Services

13.4.1 Faculty of Dental Medicine Library
UQU Faculty of Dental Medicine library is located on the 1st floor and is allowed for accessibility for Faculty staff. It has photocopying services.
https://uqu.edu.sa/dentistry/109516

13.4.2 Deanship of Library Affairs
For 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.

13.4.3 Saudi Digital Library
- It is operated by the deanship of library affairs and offers a multitude of services for faculty members and students.
- For access to the information database log into an affiliate account.
https://uqu.edu.sa/lib/917
About Admission and Registration

- Admission and Registration.
- Curriculum Study Plan.
- Student’s Rights and Duties.
- Dress Code Basics.
- The Academic Office.
  - Storage Facility (Lockers) Policy
- Lectures.
- Attendance and Absence.
- Student Absence Policy from Lectures and Clinical Session.
  - Absences with excuses.
  - Absences with no excuses.
- Academic Mentoring Unit.
- University Counseling Center of the Deanship of Student Affairs.
14. 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.

14.1 General Requirements and Rules:

- The student must be a Saudi national or of a Saudi mother.
- Holding a recent high school diploma or its equivalent (issued within 2 years at maximum).
- Pass the required admission tests (general abilities + achievement), which are organized by the National Center for Measurement and Evaluation.
- The student must not have been dismissed from the university or from any other university for an academic or disciplinary reason.
- Should pass the medical preparatory year.
- The nomination process will be done by the admission and registration deanship after the preparatory year.
- Pass the medical examination.
- Student’s ID number will be issued after the nomination is confirmed by the student.
- Admission depends on the capacity of the Faculty.

For more information about the admission and registration:

15. Curriculum Study Plan

Courses are offered in the full-year system throughout an academic year of no less than thirty (30) weeks. The registration is in accordance with the rules and procedures approved by the University Council.

15.1 Preparatory Year, with medicine students (Y1)

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<th>Level</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Required or Elective</th>
<th>Pre-Requisite Courses</th>
<th>Credit Hours</th>
<th>Type of requirements (Institution, College or Department)</th>
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<td>Prep Year</td>
<td>481012002</td>
<td>Biochemistry I</td>
<td>Required</td>
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<td>2</td>
<td>College of Applied Sciences</td>
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<tr>
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<td>Required</td>
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</tr>
<tr>
<td>Prep Year</td>
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<td>Prep Year</td>
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<td>Prep Year</td>
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<td>Prep Year</td>
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<td>Prep Year</td>
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<td>Prep Year</td>
<td>480015303</td>
<td>Computer II</td>
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<td>Prep Year</td>
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## 15.2 Second Year (Y2)

<table>
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<td>190120123</td>
<td>Basic Medical Sciences I</td>
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<td>Level I</td>
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<td>190121006</td>
<td>Head and Neck</td>
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<td>Level I</td>
<td>5</td>
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<td></td>
<td>605101</td>
<td>Holy Quran 101</td>
<td>Required</td>
<td>Level I</td>
<td>2</td>
<td>College of Sharea</td>
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<td></td>
<td>601101</td>
<td>Islamic Culture 101</td>
<td>Required</td>
<td>Level I</td>
<td>2</td>
<td>College of Sharea</td>
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<td></td>
<td>190120003</td>
<td>Human Genetics and Development</td>
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<td>190122006</td>
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<td>190124003</td>
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<td></td>
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<td>3</td>
<td>190137004</td>
<td>Applied Medical Science</td>
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<td>Level II</td>
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<td>190133112</td>
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<td>Level II</td>
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<td>501101</td>
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<td>190231402</td>
<td>Biostatistics</td>
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<td>190232202</td>
<td>Behavioral Management</td>
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<td>190138002</td>
<td>Introduction to Clinical Experience</td>
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<td>605401</td>
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<td>190135106</td>
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<td>190432006</td>
<td>Preclinical operative and biomaterials</td>
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## 15.4 Fourth Year (Y4)

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<th>Type of requirements (Institution, College or Department)</th>
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<tr>
<td>Level 4</td>
<td>190341003</td>
<td>Pain Control and Anesthesia</td>
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<td>190241302</td>
<td>Dental Ethics and Professionalism</td>
<td>Required</td>
<td>Level III</td>
<td>2</td>
<td>Preventive Dentistry</td>
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<td></td>
<td>190261103</td>
<td>Public Health I Cariology II and Operative Dentistry</td>
<td>Required</td>
<td>Level III</td>
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<td>190442205</td>
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<td>190145204</td>
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<td>190443003</td>
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<td>190343005</td>
<td>Preclinical Fixed Prosthodontics</td>
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<td>190342005</td>
<td>Preclinical Removable Prosthodontics and Occlusion</td>
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<td>Course Title</td>
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<td>Pre-Requisite Courses</td>
<td>Credit Hours</td>
<td>Type of requirements (Institution, College or Department)</td>
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<td>Basic Research Methodology</td>
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<td>190159002</td>
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<td>190152003</td>
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<td>190 450 116</td>
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### 15.6 Sixth Year (Y6)

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<tr>
<td>Level 6</td>
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<td>Public Health II</td>
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<td>Level V</td>
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<td>190361002</td>
<td>Dental Implantology</td>
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<td>Level V</td>
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<td>Oral &amp; Maxillofacial Surgery and Rehabilitation</td>
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<td>190460219</td>
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<td>190362004</td>
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<td>190361204</td>
<td>Oral and maxillofacial Surgery II</td>
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### 15.7 Internship Year (Y7)

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<tr>
<td>Level 7</td>
<td>19015000</td>
<td>Dental emergency and screening</td>
<td>Required</td>
<td>Level VI</td>
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<td>(Internship 12 months)</td>
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<td>Pedodontics</td>
<td>Required</td>
<td>Level VI</td>
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<td></td>
<td></td>
<td>Oral and Maxillofacial Surgery</td>
<td>Required</td>
<td>Level VI</td>
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<td></td>
<td></td>
<td>Comprehensive Care Clinic</td>
<td>Required</td>
<td>Level VI</td>
<td>Non</td>
<td>Restorative Dentistry</td>
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</table>
16. 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:


17. Dress Code Basics

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.

**Few important notes in the basic dress coding:**

- **17.1 Medical Uniforms:** The students must wear the appropriate medical coat or scrubs, especially in the preclinical lap and clinical area.

- **17.2 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.

- **17.3 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.
18. The 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.
- Lockers 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:

Male section: Dentaa1@uqu.edu.sa
Female section: Dentaa6@uqu.edu.sa

18.1 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. Student must submit the key to the locker each year for maintenance and redistribution for the following year.

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.
19. Lectures

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

19.1 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%) will deprive the student from attending the final exams.
- Students’ attendance is supervised by the departments and monitored by the academic office. In addition, attendance is also monitored by student’s mentor to identify students who have low attendance.

19.2 Procedures of Monitoring Attendance

Designated academic faculty members in each department will take the attendance through an interactive Excel sheet in the lectures, pre-clinical labs and clinics.
19.3 Student Absence Policy from Lectures and Clinical Session

Excuses for absence is available in accordance with the regulation of Study and Exam policy for Umm Al-Qura University and the Faculty of Dental Medicine.

19.4 Absences with excuses: Students must fill out the electronic form available on the Faculty website as shown: https://uqu.edu.sa/dentistry/App/Forms/Show/41847

If there is a medical report, it should be submitted in the form or directly to the academic office.

19.5 Absences with no excuses:

- Notice letter will be issued from the academic office if the absence percentage has reached 10%
- Warning letter will be issued to the student from the academic office if the absence percentage exceeded 15%
- Denial of entering / sitting the final exam will be considered if the absence percentage has reached 25%.

For Umm Al-Qura University study guidelines visit the below link and find more information on page 8:

20. Academic Mentoring Unit

20.1 Vision:

Enabling the students to achieve success, have self-confidence and become pioneers in their professions.

20.2 Mission:

Ensure the students can achieve their academic goals and overcome any personal problems through the development of their skills, supporting and guiding them on both educational and emotional levels.

20.3 Aim:

The main aim of the unit is to support students in their difficulties and guide them through a successful journey. Please have a look to the unit’s guide and contact information in the link below.

https://uqu.edu.sa/dentistry/97973
21. University Counseling Center of the Deanship of Students Affairs

- The academic mentor or the student can seek an additional help which is offered by the departments of the vice-deanship for counseling, guidance and community partnership. The Student Guidance Center, has the following units:
  - Psychological Guidance Unit
  - Social Guidance Unit
  - Academic Guidance Unit (educational):
    - Talent Section.
  - Students with Special Abilities Section.

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

Student Services and Activities

- Students Club.
- Extracellular Activity.
- The Cafeteria.
- University Medical Center.
22. Student’s Club

Students club is the official gate for the students to polish their personalities and experience. The club’s extracurricular activities are designed to instil major values such as team work, 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, under the umbrella of UQU students affairs deanship.

The subscription in the student’s club is taking place at the beginning of every academic year via https://twitter.com/uqudent_sc

Looking forward seeing you there!

23. Extracellular Activity

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.

For more information about the extracellular activity visit the student guide page 42

24. The Cafeteria

Students can enjoy a light meal of different kind of sandwiches and drinks or snacks in the central cafeteria, which is located at the aisle of PH-1 – class 2-0.003 or through the different vending machines that are located at the entrance of the university dental hospital. For students who would prefer to have a wider selection of main dishes, the university’s central restaurant is 10 minutes of walking (900 meters) from the dental teaching hospital and it offers various delightful dishes.

Location of the university central restaurant:

https://goo.gl/maps/VnGMQrnLVG VXhABF9
25. University Medical Center

25.1 Medical Center

The University Medical Center provides its Medical Benefits therapeutic and preventive services to faculty members or students through general and specialized medical clinics using the website page for Umm Al-Qura Medical Center to make an appointment.

http://umcpp.uqu.edu.sa/umqweb/login.aspx
study and examination

- Guidelines for Study and Examination.
- Examination Policy.
- Exam Instruction for the Students.
- Student Absence Policy from an Exam.
26. Guidelines for Study and Examination

The Faculty of Dental Medicine is following the current UQU rules. The UQU Council Resolution approved the guidelines No. (18) at its sixth session on 7th Jamada I 1427H. The Faculty of Dental Medicine applied the rules to all UQU-admitted students at the beginning of the academic year.

The Higher Education Council has added the amendments to the regulations according to Resolution No. (23/45/1428) dated 18th Muharram 1428H. Some amendments have been added by UQU Council Resolution No. (16) at its fourth session on 10th Rabie I 1429H.

These guidelines are explaining very important points regarding admission, academic plan regulations, registration, denial from exams, withdrawal, deferral, grades, honorary ranks and detailed exams regulations.

All the students Must familiarise themselves with the guideline. Please follow the link to the full document:


27. 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 allow to enter any after half an hour from the beginning of the exam; and will not be allowed to leave before half an hour from the start of the exam.
- Failure in the final examination in the first trial: student is allowed to sit for the re-sit exam before the beginning of the following academic year.
- The examination unit put the plan for the remediation.
28. Exam Instruction for the Students

- Arrive to the exam hall 10 minutes before the start of the exam.
- Bring your University identification card.
- Sit in your assigned seat.
- Must bring all necessary supplies such as pens, calculator (if needed) and HB2 pencils to answer the MCQ computer sheet.
- Write only in blue or black ink pens in the written question. Other colors and pencils are not allowed.
- Write your name and computer number clearly with the pen in the space on the front page only of the answer sheet and using pencil on the MCQ computer sheet.
- Bags/ papers/handouts/books are not allowed in the exam hall.
- Mobile phone/tablet/computer/ electronic watches/ air pods are not allowed in the exam hall.
- Food and drink are not allowed into the examination hall.
- Follow the attire protocol at all times; scarf and hoodies are not allowed.
- You are not allowed to ask questions during the examination.
- You are not allowed to speak with your colleagues during the test.
- Any student who is caught cheating, the answer sheet will be taken /she will be reported and will be subjected to the disciplinary proceedings stated in the exam policy.
29. Student Absence Policy from an Exam

- In the event of an emergency such as illness or injuries in the exam period, the form of an apology must be filled out within 3 days to the Committee of Excuses. The acceptable excuses include hospital admission, security arrest or the death of a first and second-degree relative.

- The student provides an excuse for student/student affairs within one week of the test date, filling out the "Statement of the reason for absence from the test" form found in the following:

- In the event of a medical emergency for the student during the exam: The student will be transferred to the hospital and the related exam papers will be given to the academic office. The student must bring a medical report to be presented to the excuses committee to decide the appropriate procedure. For Umm Al-Qura University exams guidelines visit:

• Complaints and Grievances.

• Student Violations and Discipline.
30. Complaints and Grievances

Complaints regarding student behaviours should go through the Academic office.

In case a student complained about an exam grade or mistreatment from a colleague or a faculty member:

- Fill the complaint form provided by the academic office indicating the reasons.
- The complaint will be reviewed by the academic office within 24 hours.
- If the case was proved, the academic office will raise immediately to the vice dean of academic affairs.
- The vice dean of academic affairs will report to the corresponding head of department and wait for his/her feedback within 24 hours.
- Report to the academic office with process taken within 72 hours.
- Inform the student about the action taken about his complaint.
- If the complaint was against the dean, the vice deans or department heads, it should be submitted directly to the committee of students rights protection at the faculty.

For more information about the complaints and grievances: Page 83 of the University students' guideline: https://drive.uqu.edu.sa/_/studaff/files/qanon.pdf
31. Student Violations and Discipline

The academic office at the Faculty of Dental Medicine in cooperation with the University Student Affairs imposed several violations that students should be aware of and always avoid. These violations include the following: ethical violations, behavioral violations, academic violations such as plagiarism and cheating in examinations, stealing, false impersonation and identity theft. It 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:

- Oral warning
- Written warning
- Temporarily depriving the student of some services.
- Canceling the result of one or more subject tests and considering the student as having failed in it
- Dismissal from the University: One semester or more, if it does not exceed three semesters.
- Delaying the delivery of the graduation document.
- Dismissal from the university.

For more information about the violations and discipline: Page 103 on the University students’ guideline:

Student’s Handbook

Faculty of Dental Medicine at Umm Al-Qura University

2nd Version, 2021

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