

# The Student's Manual for College Of Medical Rehabilitation DPT Program



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## **Dean's message**

Dear students

Wherever the higher education institutions are, they serve a special feature representing civilized irradiation centers, which Transmit knowledge between the society members, fulfill the needs of the society, and improve the civilization values.

The societies improve with the improvement of the universities and the other higher educational institutions with the varieties of specialties. The more the strength of their curricula and their relation to the society's needs, the more they fulfill the development requirements. On belief with that principle, Qassim University is trying to provide curricula with high quality in important specialties that are needed for the developmental plan and the labor market in the kingdom. *College of Medical Rehabilitation* provides new programs that serve the improvement of health in the kingdom.

Finally, we welcome you and we want to introduce the student's manual to you that includes all the information about the new structure of the college and its programs. We hope that every student will find the scientific and cultural information about the college.

*Allah is the source of strength.*

**Dean of the College of Medical Rehabilitation**

Dr. Ashwaq Saleh Alsharidah

# Chapter I: College of Medical Rehabilitation

## Introduction:

The College of Health Science in Buraidah was under supervision of the Ministry of Health until the Royal Decree on 22-12- 1428h, which included transferring all Health Sciences Colleges (for males and females in KSA) to the supervision of the Ministry of Higher Education.

The Qassim University Council in order to improve the outcomes of these colleges; established a committee that included all deans of the health colleges to study the health need of the regions. This committee reported that according to the Strategic Plan for health care in the Kingdom there are increasing needs to new medical disciplines that will be contributed to improve the quality of health care, so they decided to change the health sciences college to "***College of Medical Rehabilitation***." which includes the following new departments:

- Physical Therapy
- Occupational Therapy
- Speech and Hearing disorders
- Prosthetics and Orthotics.
- Sports Medicine.

Moreover, there is the Psychological and Mental Rehabilitation department (which is a service department does not grant a degree).

## The Degree Awarded:

The College offers the Doctor of Physical Therapy (DPT) degree and bachelor degrees of Occupational Therapy (OT), Speech and Hearing Disorders (HSN) , Prosthetics and Orthotics (PROS), and Sports Medicine (RHSI).

The plan follows the annual system for DPT and semesters system for other programs - the language of study is English.

### **Admission Requirements for College**

- 1 – Successful passing of the preparatory year program at the university. [The admission manual to QU](#)
- 2 - Obtaining a GPA of at least 3.5
- 3 - Medically and psychologically fit.
- 4 - Passing the personal interview.
- 5 – Availability of seat at college.

### **Allocation of students**

Students after admission to the College of Medical Rehabilitation are enrolled in the DPT program according to their desire and GPA in preparatory year after fulfillment of the DPT program admission requirements (explained later P No. ----) or study two semesters of basic medical science courses and then customized in the other scientific departments, according to their desires and their GPA and the capacity of the department in addition to special requirement for each department.

### **College Vision**

Nationally excellent college in academic and research fields, supporting the health care development in the areas of medical rehabilitation to meet the health's aspirations of the community.

### **College Mission**

Provision of accredited academic programs that approved for preparation of qualified health contributors in the areas of medical rehabilitation, providing ultimate applied research, and consultations services that will contributed in improving the level of health care introduced to the community through using the best methods and techniques and strengthening partnerships nationally and internationally.

### **College Objectives**

1. Raising the quality of Education and excellence in disciplines of medical rehabilitation and obtaining national and international levels accreditation.
2. Providing the students with outstanding levels of skills and experience and ethical standards in the practice of professions medical rehabilitation.
3. Strengthening the role of faculty in the community service and in establishing the principles of rehabilitation in the field of health care.
4. Contribution in the knowledge and vocational development in the field of medical rehabilitation through providing a consultation service and promotion of scientific research practice.
5. Upgrading the administrative and technical facilities in the college.
6. Exchange of experience with colleges and counterpart institutions within and outside the Kingdom.

## College Values

In our commitment to Islamic values, we in the college of Medical Rehabilitation believe in the following:

**Justice:** we seek to achieve justice, equal opportunity, and fairness in dealing with everyone

**Integrity:** we perform sincerely and are committed to morality and professional ethics.

**Transparency:** we commit ourselves to disclose in the transactions and procedures and to uphold accountability and integrity.

**Quality:** we apply the highest standards of quality in all tasks, to ensure excellence in products and Services

**Creativity:** we advocate an organizational climate conducive to creative thinking and innovative behavior

**Teamwork:** we encourage a culture of intellectual and behavioral teamwork.

**Scientific and Scholarly Freedom:** we promote scientific scholarly exploration, openness, and collegial interaction with others.

**Ethics of Health Professions:** the college reinforces health professions ethics in dealing with patients, their families and the health team in the students and graduates.

## Chapter II: Academic information about the college

### Departments of the College:

### Program Offered

1 – Physical Therapy	Doctor of physiotherapy (DPT)
2 - Speech and Hearing disorders	Speech and Hearing disorders (HSN)
3 - Occupational Therapy	Occupational Therapy (OT)
4 - Prosthetics and Orthotics	Prosthetics and Orthotics (PROS)
5 - Sports Medicine	Sports Medicine (RHSI)
6 – Psychological and Mental Rehabilitation	(service department)

*Now, each department offers one program*

*The only activated program is the (DPT) Program.*

### Doctor of Physical Therapy Program (DPT)

Department of Physical Therapy grants a degree of Doctor of Physical Therapy (DPT), which is a new and rare graduation in Saudi Arabia and Arab universities. However, this degree is granted in a number of international Universities.

The academic plan of this department is designed on the basis of clinical skills, so graduates will be effectively able to, examine, evaluate and diagnose the patients to determine and apply the appropriate physical therapy modalities and interventions that help them to achieve maximum physical function and mobility.



### **Vision:**

National leadership in the field of Physical Therapy through excellence in academic programs, scientific research and community service

### **Mission:**

DPT program Endeavour to introduce a competent graduate, who is able to practice the physical therapy in autonomy and able to cope with the developing national and regional society needs according to ethical and professional standards, through the provision of a stimulating environment for learning and innovation and support distinctive applied research that contributes to the health development of society.

### **Objective:**

1. Develop the relevant knowledge, concepts, theories and techniques in medical and physical therapy fields.
2. Develop and utilize the skills of critical thinking, problem solving and decision making as well as the ability to conducts researches according to community needs.
3. Understand the legal responsibilities and ethical considerations of professional practice elaborating on the roles of professional conduct and the principles of working in medical team, the ability of leadership and the ability to communicate and to interact effectively.
4. Effective self-direct learning and to continually seek and apply new knowledge, behaviors, and skills as well as manage time and resources effectively and identify sources of stress and develop and implement effective coping behaviors.
5. Develop proficiency in a range of motor and psychological skills appropriate to the professional development of physical therapy and the ability to exhibit appropriate professional conduct and to represent the profession effectively

6. Maintain a close relationship between the relevant community service centers and the institution, so that a partnership and co-operation is built to link the educational process with the need of the health of the community

### **Subspecialties offered by the Department:**

1. Physical Therapy for Orthopedic and Sports Injuries
2. Physical Therapy for Cardiopulmonary Disorders
3. Physical Therapy for Internal Medicine and Geriatric
4. Physical Therapy for Neurology and Neurosurgery
5. Physical Therapy for Pediatric and Pediatric Surgery

Degree Granted by The Department: Doctor of Physical Therapy (DPT).

### **Admission requirements:**

1. The student should meet all the requirements of the college admissions
2. Medically, physically, and psychologically fit to practice all physical therapy skills [Application Form for Admission for Medical Rehabilitation College.](#)
3. Pass the interview, the manual of interview is explained at [Application Form for Admission for Medical Rehabilitation College.](#)
4. Availability of seats

### **Regulations and requirements to complete the physical therapy (DPT) program:**

#### ***Students are expected to***

1. Attend the classes and lectures regularly.
2. Participate actively in all the laboratory experiments
3. Complete all the tasks and assignments on time
4. Strictly follow the rules, regulations and policies of the university and the physical therapy department
5. Follow the regulations and systems governing the field training.
6. Manage the patients in accordance with ethical and professional conduct

## Graduation requirements:

In order to graduate the students must meet the following requirements

1. Successfully passing the courses of the academic program
2. Obtaining final GBA >2.
3. Passing all the exams and clinical training
4. Successful completion of internship

## Output of the Department:

After the completion of this program, students will be able to demonstrate:

1. Specialized clinical skills to examine, evaluate, diagnose as well as design and apply proper treatment program of all the patients related to physical therapy.
2. Maintain the moral and legal standards for professional practice
3. Effective communication skills in the presentation of cases in the field of physical therapy
4. Work efficiently as a member of the health team
5. Planning, implementation and evaluation of preventive and rehabilitation programs
6. Show great ability on the decision making
7. Show commitment to continued learning and training for all the latest developments in the areas of physical therapy
8. Develop and implement a plan for career enhancement and professional skills on the basis of the self- assessment and feedback
9. Apply the concept of the scientific research in professional and field surveys.

## Fields of Work for Graduates:

- Hospitals (the graduate will get the position of **Senior Physical therapist**).
- Academia through teaching.
- Research centers.
- The private sector in the health field

## Distribution of courses all over the levels

### Courses' Description:

#### **Courses of the First Year:**

##### **.First semester**

المتطلب	توزيع الوحدات الدراسية				Course Title	اسم المقرر	رقم ورمز المقرر (اللغة الإنجليزية)	رقم ورمز المقرر (اللغة العربية)
	المعتمد	تدريب	عملي	نظري				
-	0	0	*8	0	Preparatory English (1)	لغة إنجليزية تحضيرية (1)	ENG 0011	0011 نجل
-	2	0	1	1	Statistics	إحصاء	STAT 100	100 احص
-	2	0	1	1	Physics (1)	فيزياء (1)	PHYS 110	110 فيز
-	4	0	2	2	Computer Skills	مهارات الحاسب	CSC 105	105 عال
-	2	0	0	2	Thinking Skills and Learning Styles	مهارات التفكير و أساليب التعلم	PSYCH 101	101 نفس
-	10	0	4	6	المجموع			

## Second semester:

المتطلب	توزيع الوحدات الدراسية				Course Title	اسم المقرر	رقم ورمز المقرر (اللغة الإنجليزية)	رقم ورمز المقرر (اللغة العربية)
	المعتمد	تدريب	عملي	نظري				
0011 نجل	0	0	*5	0	Preparatory English (2)	لغة إنجليزية تحضيري (2)	ENG 0012	0012 نجم
0011 نجل	2	0	2	0	English for Health Professions	لغة إنجليزية للممارسين الصحيين	ESP 101	101 نجلت
—	4	0	1	3	Human Biology	علم الأحياء البشري	BHS 111	111 عسس
—	3	0	1	2	Introduction to Biochemistry	مقدمة إلى الكيمياء الحيوية	MDL 111	111 مدل
—	2	0	0	2	Ethics of Medical Professions	أخلاقيات المهن الطبية	PSH 115	115 صحة
—	2	0	0	2	Health Profession Education and Communication Skills	مهارات الإتصال والتعليم الصحي المهني	MEDU 111	111 تطلب
	13	0	4	9	المجموع			

## Courses of the Second Year:

سنوي	متطلب	توزيع الوحدات الدراسية				Course Title	اسم المقرر	رقم ورمز المقرر (اللغة الإنجليزية)	رقم ورمز المقرر (اللغة العربية)
		المعتمد	تدريب	عملي	نظري				
-	-	2	0	0	2	Introduction to Islamic Culture	المدخل الي الثقافة الإسلامية	IC 101	101 سلم
-	-	2	0	0	2	Linguistic Skills	المهارات اللغوية	ARAB 101	101 عرب
√	-	6	0	2	4	Anatomy (1)	علم التشريح (1)	ANAT 210	210 شرح
-	-	3	0	1	2	Principles of Medical Microbiology	مبادئ الأحياء الدقيقة الطبية	EDPT 211	211 دعط
-	-	3	0	1	2	Biochemistry (1)	الكيمياء الحيوية (1)	BCH 212	212 كيج
√	-	5	0	1	4	Physiology (1)	علم وظائف الأعضاء (1)	PHSL 213	213 فصل
-	-	2	0	0	2	Histology	علم الأنسجة	ANAT 214	214 شرح
-	-	2	0	0	2	Introduction to Medical Rehabilitation	مقدمة في التأهيل الطبي	EDPT 230	230 دعط
-	-	2	0	0	2	Growth and Development	التطور والنمو	ANAT 231	231 شرح
-	-	2	0	0	2	Health Care System	نظام الرعاية الصحية	HLTH 240	240 صحة
-	101 سلم	2	0	0	2	Islam and Community Building	الإسلام و بناء المجتمع	IC 102	102 سلم
-	-	2	0	0	2	Arabic Writing	التحرير العربي	ARAB 103	103 عرب
		33		5	28	المجموع			

## Courses of the Third Year

سنوي	متطلب	توزيع الوحدات الدراسية				Course Title	اسم المقرر	رقم ورمز المقرر (اللغة الإنجليزية)	رقم ورمز المقرر (اللغة العربية)
		المعتمد	تدريب	عملي	نظري				
-	101 سلم	2	0	0	2	Economic System in Islam	النظام الإقتصادي في الإسلام	IC 103	103 سلم
-	-	3	0	1	2	Biochemistry (2)	الكيمياء الحيوية (2)	BCH 315	315 كيج
√	-	7	0	2	5	Anatomy (2)	علم التشريح (2)	ANAT 316	316 شرح
√	-	5	0	1	4	Physiology (2)	علم وظائف الأعضاء (2)	PHSL 317	317 فصل
-	-	2	0	0	2	Biophysics	الفيزياء الحيوية	EDPT 332	332 دعط
-	-	1	0	0	1	Introduction to Pathology	مقدمة في علم الأمراض	MDL 318	318 مدل
-	101 سلم	2	0	0	2	Fundamentals of Political System in Islam	أسس النظام السياسي في الإسلام	IC 104	104 سلم
-	-	4	0	1	3	Introduction to Physical Therapy Skills	مقدمة في مهارات العلاج الطبيعي	EDPT 321	321 دعط
-	-	4	0	2	2	Therapeutic Exercises	التمرينات العلاجية	EDPT 322	322 دعط
-	-	2	0	0	2	Exercise Physiology	فسيولوجيا التمرينات	EDPT 323	323 دعط
-	-	2	0	0	2	Biomechanics	الميكانيكا الحيوية	EDPT 324	324 دعط
-	-	2	0	0	2	Pathology	علم الأمراض	MDL 319	319 مدل
		36	0	7	29	المجموع			

## Course of the Fourth year:

سنة	متطلب	توزيع الوحدات الدراسية				Course Title	اسم المقرر	رقم ورمز المقرر (اللغة الإنجليزية)	Courses of The Fourth Year :
		المعتمد	تدريبي	عملي	نظري				
-	-	3	0	1	2	Manual Therapy	العلاج اليدوي	EDPT 3425	425 دعط
-	-	5	0	2	3	Physical Agents	الوسائل العلاجية	EDPT 426	426 دعط
-	-	3	0	1	2	Department elective (Group 1)	مقرر اختياري قسم مجموعة (1) علم الحركة التطبيقي تحليل المشي والحركة	EDPT 427	427 دعط
						Applied Kinesiology		EDPT 428	428 دعط
						Gait and Locomotion Analysis			
-	-	3	0	0	3	Pharmacology for Physical Therapy	علم الأدوية للعلاج الطبيعي	PHG 435	435 دوي
-	-	2	0	0	2	Diagnostic Imaging	الأشعة التشخيصية	EDPT 436	436 دعط
√	-	7	0	2	5	Musculoskeletal	العظام والعضلات	EDPT 451	451 دعط
√	-	3	3	0	0	Clinical practice in Musculoskeletal	الممارسة الإكلينيكية للعظام والعضلات	EDPT 452	452 دعط
-	-	1	0	0	1	Department elective (Group 2)	مقرر إختياري قسم مجموعة (2) دراسات بيئة العمل العلاج الطبيعي في البيئة الصناعية	EDPT 433	433 دعط
						Ergonomics		EDPT 434	434 دعط
						Industrial Physical Therapy			



-	-	2	0	1	1	College elective (Group 1)  Emergency and first Aid  Crises and Disaster Management	مقرر اختياري كلية (مجموعة 1) الطوارئ و الإسعافات الأولية  الأزمات و إدارة الكوارث	HLTH 441  HLTH 442	441 صحة  442 صحة
-	-	2	0	0	2	College elective (Group 2)  Principles of Administration in Medical Fields  Documentation in Medical Rehabilitation	مقرر إختياري كلية (مجموعة 2) مبادئ الإدارة في المجال الطبي الطبي  التوثيق في التأهيل الطبي	HLTH 443  HLTH 444	443 صحة  444 صحة
-	-	2	0	0	2	Department elective (Group 3)  Advanced Topics in Physical Therapy for Sport Injuries  Spinal and Peripheral Joints Manipulation	مقرر إختياري قسم (مجموعة 3) مواضيع متقدمة في العلاج الطبيعي لإصابات الملاعب  تحريك العمود الفكري والمفاصل الطرفية	EDPT 453  EDPT 454	453 دعط  454 دعط
-	-	2	0	0	2	Clinical Nutrition	تغذية علاجية	CNUT 460	460 تغذع
		35	3	7	25	المجموع			

## Courses of the Fifth Year:

رقم ورمز المقرر (اللغة العربية)	رقم ورمز المقرر (اللغة الإنجليزية)	اسم المقرر	Course Title	توزيع الوحدات الدراسية				متطلب	سنوي
				نظري	عملي	تدريب	المعتد		
537 طرف	PROS 537	مقدمة إلى الأطراف الصناعية والأجهزة التعويضية	Introduction to Prosthetics and Orthotics	2	0	0	2	-	-
538 دعط	EDPT 538	علم نفس التأهيل	Rehabilitation Psychology	2	0	0	2	-	-
545 صحة	HLTH 545	الممارسة المبنية على البراهين	Evidence Based Practice	2	0	0	2	-	-
555 دعط	EDPT 555	مقرر اختياري قسم (مجموعة 4) أساليب التقييم باستخدام الوسائل الكهربائية	Department elective (Group 4) Electrodiagnonsis	2	0	0	2	-	-
556 دعط	EDPT 556	مواضيع متقدمة في أدوات القياس في العلاج الطبيعي	Advanced Topics in Measurement's Tools in Physical Therapy						
561 دعط	EDPT 561	العلاج الطبيعي في الجراحات والحروق	Physical Therapy for Surgical Conditions and Burns	2	1	0	3	-	-
562 دعط	EDPT 562	ممارسة إكلينيكية للعلاج الطبيعي للجراحات والحروق	Clinical Practice in Physical Therapy for Surgical Conditions and Burns	0	0	2	2	-	-
XXXX	XXXX	مقرر حر	Free Course	2	0	0	2	-	

									-
563 دعط	EDPT 563	صحة المرأة	Woman's Health	2	1	0	3	-	-
564 دعط	EDPT 564	ممارسة إكلينيكية في العلاج الطبيعي لصحة المرأة	Clinical Practice in Physical Therapy for Women's Health	0	0	1	1	-	-
546 صحة	HLTH 546	مقرر اختياري كلية (مجموعة 3)	College elective (Group 3)						
547 إحص	STAT 547	الصحة البدنية والنفسية	Health and Wellness	2	0	0	2	-	-
		الإحصاء الحيوي	Biostatistics						
548 صحة	HLTH 548	طرق و تقنيات البحث العلمي	Research Method and Technologies	2	1	0	3	-	-
549 دعط	EDPT 549	دراسة حرة	Independent Study	0	2	0	2	-	-
565 دعط	EDPT 565	القلب و الجهاز التنفسي	Cardiopulmona ry	3	1	0	4	-	-
566 دعط	EDPT 566	المسنين	Geriatrics	3	1	0	4	-	-
567 دعط	EDPT 567	ممارسة إكلينيكية للقلب والمسنين	Clinical Practice for Cardiopulmona ry and Geriatrics	0	0	2	2	-	-
XXXX	XXXX	مقرر حر	Free Course	2	0	0	2	-	-
المجموع				26	7	5	38		

## Courses of the Sixth Year:

رقم ورمز المقرر (اللغة العربية)	رقم ورمز المقرر (اللغة الإنجليزية)	اسم المقرر	Course Title	توزيع الوحدات الدراسية				متطلب	سنوي
				نظري	عملي	تدريبي	المعتمد		
539 نفس	PSYCH 539	أمراض نفسية	Psychiatry	2	0	0	2	-	-
568 دعط	EDPT 568	الرعاية الحرجة	Acute Care	2	0	0	2	-	-
569 دعط	EDPT 569	التشخيص التفريقي للأمراض	Differential Diagnosis	3	0	0	3	-	-
571 دعط	EDPT 571	العضلات والأعصاب	Neuromuscular	6	2	0	8	-	√
572 دعط	EDPT 572	ممارسة إكلينيكية للعضلات والأعصاب	Clinical Neuromuscular	0	0	3	3	-	√
573 دعط	EDPT 573	أطفال	Pediatrics	6	2	0	8	-	√
574 دعط	EDPT 574	ممارسة إكلينيكية للأطفال	Clinical Practice for Pediatrics	0	0	3	3	-	√
575 دعط	EDPT 575	مقرر اختياري قسم (مجموعة 5) مواضيع متقدمة في العلاج الطبيعي لأمراض الجهاز العصبي	Department Elective (Group Advanced Topics in Physical Therapy for Neurological Disorders)	2	0	0	2	-	-
576 دعط	EDPT 576	مواضيع متقدمة في التحكم في زيادة نغمة العضلة	Advanced Topics in Spasticity Control						
577 دعط	EDPT 577	مقرر اختياري قسم (مجموعة 6) مواضيع متقدمة في تأهيل الأطفال	Department Elective (Group Advanced Topics in Pediatric Rehabilitation)	2	0	0	2	-	-
578 دعط	EDPT 578	تأهيل التوازن	Vestibular Rehabilitation						
XXXX	XXXX	مقرر حر	Free Course	2	0	0	2	-	-
المجموع				25	4	6	35		

## **Courses' Description:**

### **Anatomy 1; ANAT 210: 6 hr (4+2)**

This course presents a systemic approach to the study of the human body anatomy. It enforces the application of knowledge learned in real life situations, critical analysis, and the use of a wide range of resources to accommodate the different needs of the student. The laboratory component of the course generally parallels and reinforces lecture concepts through the use of models, skeletal materials and cadaver demonstration.

### **Histology; ANAT 214: 2hr (2+0)**

This course is an integrated presentation of the principles of functional histology. It concentrates on the cell, its components & different types of tissues. It enforces the application of knowledge learned in real life situations, critical analysis, and use of a wide range of resources to accommodate the different needs of the student.

### **Physiology-1; PHSL 213: 5hr (4+1)**

This course is aimed to understand the basis of various physiological functions of the cells and different body systems. Furthermore, these systems will be studied with the aim of enhancing the concept of integrative physiology, and explain how the functions of these systems are interrelated. This course also will provide the necessary physiological background for other professional courses that rely on physiology.

### **Biochemistry I; MDL 212: 3hr (2+1)**

The course aims to make the students understand what is Biochemistry, its relationship to nutrition, medicine and other branches of science. The students will understand various biological macromolecules like carbohydrates, proteins, amino acids lipids and nucleic acids. Structure and functional relationship of the biological macromolecules will also be made clear.

**Principles of Medical Microbiology; MDL 211: 3hr (2+1)**

This course introduces the concept of microbiology. It introduces Diversity of Microorganism & their metabolism. Knowledge about Major Bacterial Diseases of Human. It helps students to release body defenses and the immune responses and apply this understanding to the infectious disease process as well as the prevention and control of infectious diseases. It allows them to apply staining methods & plating and media preparation.

**Growth & Development; ANAT 231: 2hr (2+0)**

This course is an undergraduate course that covers general principles relating to growth and development of the major body systems as related to physical therapy management. It entails the transition from cells to tissues and organismal biology. Among the major themes of study are reproduction and early development, which are integrated into physiotherapy studies. Also, this course will cover the different aspects of motor, cognitive and speech development as well as the theories of human development.

**Introduction to Medical Rehabilitation; EDPT 230: 2hr (2+0)**

This course provides students with an introduction to the profession of rehabilitation services. The course covers the history, philosophy, and legal basis for rehabilitation services and independent living programs. Roles of the rehabilitation professional are also emphasized. An overview of the rehabilitation process and employment opportunities will be presented.

**Health Care System; HLTH 240: 2hr (2+0)**

This course provides the students with an in-depth understanding of modes of health care delivery, health care management information systems, financing, quality measures. It improves the student understanding for Quality and its application in Health Care Services.

**Anatomy 2; ANAT 316: 7 hr (5+2)**

This course presents a systemic approach to the study of the human body anatomy. It enforces the application of knowledge learned in real life situations, critical analysis, and the use of a wide range of resources to accommodate the different needs of the student. The laboratory component of the course generally parallels and reinforces lecture concepts through the use of models, skeletal materials and cadaver demonstration.

**Physiology 2; PHSL317: 5 hr (4 + 1)**

This subject is designed to study the way the body interacts with the environment via the muscular and nervous systems moreover the principle of cardiovascular physiology will be discussed in this course. Overall, the material presented will explain the mechanisms of controlling movements, recording and interpretation of sensations and how our bodies communicate with the external environment. There is also an emphasis on the clinical aspects of neuromuscular and cardiovascular conditions.

**Biochemistry II; MDL 315: 3hr (2+1)**

The whole course is designed in a way to make the students understand various metabolic pathways employed in carbohydrate, protein and lipid catabolism and anabolism. The relevance of these pathways in the diseases caused due to deficiency of enzymes or surplus of any metabolite thereof. Emphasis is also laid on the understanding of metabolic derangements in relation to liver, blood and muscular disorders.

**Biophysics; EDPT 332: 2hr (2+0)**

The course will explain how to use physics to define and solve problems that concern several aspects in our lives specially that concern our health (diagnostic and therapeutic).

**Introduction to Pathology; MDL338: 1hr (1+0)**

This course will provide the students with the general concept of introduction to Pathology. That will be discussed with appropriate reference to the general pathologic process due to cellular stress. An organized system review of the basics of the commonest diseases with adequate insight into cell injury and cell death, acute and chronic inflammation, disorders of growth and development, neoplasia, as well as ageing.

**Introduction to Physical Therapy Skills; EDPT 321: 4hr (3+1)**

This course introduces the students to the processes of evaluation by helping them to start evaluating the muscle strength of upper and lower limb neck and trunk muscles, range of motion of all joints of the body and the long and circumference measurement of upper and lower limbs.

**Therapeutic Exercises; EDPT 322: 4hr (2+2)**

This course provides students with the opportunity to apply and analyze therapeutic exercise techniques in order to formulate exercise programs for diverse patient and client populations. Students will be encouraged to discuss and build upon their knowledge of basic therapeutic techniques attained from previous coursework and clinical training experiences.

**Exercise physiology; (EDPT 323): 2hr (2+0)**

The aim of this course is to identify the principles by which exercise and human movement affect human physiology, the physiological adaptations to exercise and training, the influence that human physiology has on exercise and movement capacity as well as the regulation of exercise performance.

**Biomechanics; EDPT 324: 2hr (2+0)**

This course provides the student with understanding of physical therapy analysis of biomechanical principles of human body with emphasis on the relationships among movement, structure, and force. This course is designed to develop in students a working knowledge of human motion.

**Pathology; MDL339: 2hr (2+0)**

This course is a continuum of the course of introduction to pathology that will provide the students with the general concept of Pathology. That will be discussed with appropriate reference to the general pathologic process due to cellular stress. An organized system review of the basics of the commonest diseases with adequate insight into cell injury and cell death, acute and chronic inflammation, disorders of most body systems.



**Manual Therapy; EDPT 425: 3hr (2+1)**

This course provides the students basic knowledge, physiological effects, indications, contraindications and application of mobilization and manipulation of spine and extremities joints, myofascial release, medical massage, acupressure, reflexology, Shiatzu and under water exercises.

**Physical Agents; (EDPT 426): 5hr (3+2)**

The aim of the course is to build up knowledge and skills necessary for the utilization of electro-therapy and hydrotherapy modalities and to be capable of using advanced electronic machinery in conducting different techniques of hydrotherapy and electrotherapy necessary for competent practice and lifelong professional development.

**Applied Kinesiology; EDPT 427: 3hr (2+1)**

This course provides the students the basic information about of kinetic and kinematic analysis of different body segments as well as pathomechanics that may occur. Also, this course covers the analysis of gait and different gait abnormalities, and provides an opportunity for students to gain exposure to current issues and explore future trends within the field of Kinesiology.

**Gait and locomotion analysis; EDPT 428: 3hr (2+1)**

This course deals with the mechanics of human motion from a functional anatomy perspective. Special emphasis will be on the nature of the musculoskeletal system, differences between normal and abnormal posture, as well as analysis of gait (locomotion).

**Diagnostic Imaging; (RAD 436): 2hr (2+0)**

This course provides students with the opportunity to analyze radiological studies including x-ray, MRI, and CT scan. Emphasis is given on the skeletal, central nervous and cardiopulmonary systems. Students will Read and interpret normal and abnormal radiological films.

**Musculoskeletal; EDPT 451: 7hr (5+2)**

This course is designed to provide students with the basic knowledge, fundamental concepts of musculoskeletal system. This course will assist students in acquiring knowledge and skills to assess pathological conditions of musculoskeletal system. This course enables the student to establish for patients with musculoskeletal diseases, disorders, or conditions: a safe and effective plan of care; goals and functional outcomes that specify expected times and duration; achievable patient or client outcomes within available resources; and means of monitoring and adjusting the plan of care in response to patient status. The course also enables the student to: provide direct physical therapy interventions to achieve patient outcomes based on the examination and the impairments, functional limitations, and disabilities; promote optimal health.

**Clinical Practice in musculoskeletal; EDPT 452: 3hr (0+3)**

This course is a full-time clinical course in which the students are allowed to observe & apply full (100 %) supervision appropriate management to different musculoskeletal patients. This course provides the students with basic practical skills in musculoskeletal cases. It helps students to develop proper evaluative skills to recognize the deviation from normal position. It allows them to practice different management procedures for specific cases. It allows them to apply different Safety& infection control measures related to outpatient.

**Pharmacology for Physical Therapy; PHG435: 3hr (3+0)**

This course covers basic pharmacology and its relevance to the practice of physical therapy. In addition, it provides the basic knowledge about commonly used groups of drugs affecting different body systems and their implications in therapy of disease and health promotion. Furthermore, it enables students to understand the safe use of drugs as regards adverse effects, contraindications and drug interactions.

**Ergonomics; EDPT 433: 1hr (1+0)**

The course will explore basic ergonomic principles and how to identify common ergonomic problems that may exist in an Occupational environment. Course emphasis includes case studies and exercises involving ergonomic analysis and development of ergonomic improvements for both industrial and office applications.

### **Industrial physical therapy; EDPT 434: 1hr (1+0)**

This course will present evidence-based information and strategies to bridge clinical gaps between the Ergonomics (Engineering and industrial work) and Physical Therapy (musculoskeletal) domains. This course is designed to increase the clinician's understanding of ergonomics and ergonomic applications to the clinical treatment model. The course will describe how clinicians may significantly enhance their treatment outcomes by including some basic ergonomics strategies in their treatment regimen.

### **Emergency and First Aid: HLTH 441; 2hr (1+1)**

This course is aimed to understand knowledge of first aid procedures and how to apply them to real-world scenarios. Student will learn their legal responsibilities as a first aid provider, how to identify different types of medical emergencies and the proper steps to take, and how to react in specific environmental conditions like extreme heat and cold.

### **CRISES & DISASTER MANAGEMENT; HLTH 442: 2hr (1+1)**

The course is intended to provide a general concept in the dimensions of disasters caused by nature beyond the human control as well as the disasters and environmental hazards induced by human activities with emphasis on disaster preparedness, mitigation, response, triage and recovery.

### **Principles of Management and Administration in Medical Fields; HLTH 443: 2hr (2+0)**

This course is designed to provide students with the basic knowledge of principles of management and administration in medical fields. Responsibilities of the Physical Therapy Manager, address each of the core responsibilities of health-care management: vision, mission, and goals; policies and procedures; marketing; staffing; patient care; fiscal; legal and ethical; risk management; and communication.

### **Documentation in medical rehabilitation; HLTH 444: 2hr (2+0)**

This course is designed to enable the students to accurately and efficiently record the episode of care of the patient/client. With Describing typical challenges therapists have in clinical documentation and identify activities to facilitate efficient and effective documentation skills.

**Advanced topics in PT for sports injuries; EDPT 453: 2hr (2+0)**

This course is designed to provide students with the basic knowledge, types, mechanism and etiology of injuries, clinical examination, basic imaging techniques and skills to prevent and manage sports injuries. It addresses the evaluation procedures necessary to effectively assess sports injuries. It covers background and advanced era in dealing with sports injuries from first aid care to rehabilitation. The treatment principles and procedures necessary to effectively restore function.

**Spinal and peripheral joints manipulation; EDPT 454: 2hr (2+0)**

This course provides students with the opportunity to identify and analyze manual techniques in order to formulate exercise programs for diverse patient and client populations. Identify indication, contraindication, advantage, disadvantage and precaution for mobilization and manipulation. Students will evaluate, set goals, develop therapeutic exercise programs and measure outcomes.

**Clinical Nutrition; CNUT 460: 2hr (2+0)**

This course introduces the students to basic knowledge about normal balanced diet, mal nutrition and giving them the ability to formulate a therapeutic diet for normal as well as sick people.

**Introduction to Prosthetics and Orthotics; PROS 537: 2hr (2+0)**

This course introduces the students to basic knowledge about prosthetics and orthotics including prescription, indication, contraindication, design and fabrication. In addition, this course gives the students the ability to differentiate between different types and uses of orthosis and prosthesis.

**Rehabilitation Psychology; EDPT 538: 2hr (2+0)**

This course covers the psychological principles that can be used in rehabilitation. Psychosocial issues related to physical therapy such as mental health, patient- therapist communication, the role of family and friends, and the effect of disability on the psychological status are also covered.

**Evidence based physical therapy practice; EDPT 545: 2hr (2+0)**

This course is designed to provide the student with knowledge and hands-on experience in skills required to engage evidence-based clinical practice of physical therapy. Students will learn how to write answerable questions, search the literature, and critically analyze evidence for application in clinical practice. It will prepare students to critically evaluate theories, concepts, and methods relevant to the review, analysis, synthesis, and application of scientific evidence to Physiotherapy and interprofessional healthcare practice.

**Electro diagnosis; EDPT 555: 2hr (2+0)**

This course is designed to help the students to identify the required physiological and anatomical basis for electro- diagnostic techniques and describe efficiently normal and abnormal findings of different neuromuscular disorders using electro diagnostic examinations.

**Advanced topics in measurement's tools in physical therapy; EDPT 556: 2hr (2+0)**

This course introduces the student to the advanced procedure of evaluation techniques, with selection of the best techniques for different clinical problems. Giving them the ability to analyze the clinical data obtained from advanced evaluation procedures.

**Physical therapy for surgical conditions and burns; EDPT 561: 3hr (2+1)**

This course provides the students the knowledge of skin structures and function, the underlying mechanisms, pathology, clinical picture and concepts of burn, different types, degrees and complications of burn as well as phases of wound healing and abnormal healing. The students will be enriched with the basic concepts, knowledge, and skills that provide the scientific base, upon which a practical problem-solving ability can be developed for managing various burn and surgery cases from the physical therapy point of view. The students will be also trained in the practical aspects related to different physical therapy tools for treating patients with burn and surgery.

**Clinical Practice in physical therapy for surgical conditions and burns; EDPT 562: 2hr (0+2)**

This course is a full-time clinical course in which the students are allowed to observe & apply full (100 %) supervision appropriate management to different surgical conditions and burns patients. This course provides the students with basic practical skills in surgical and burns cases. It helps students to develop proper evaluative skills to recognize different surgical interventions. It allows them to practice different management procedures for specific cases of burn. It allows them to apply different Safety& infection control measures related to surgical and burn cases Inpatient.

**Women's Health; EDPT 563: 3hr (2+1)**

This course provides the students basic knowledge of etiology, pathology, and clinical picture, medical management of common obstetrics & Gynecology conditions. It allows the student to recognize physical therapy in Obstetrics and Gynecology & how to apply proper management for different patients.

**Clinical Practice in physical therapy for Women's health; EDPT 564: 2hr (0+2)**

This course is a full-time clinical course in which the students are allowed to observe & apply full (100 %) supervision appropriate management to different obstetric & gynecologic patients. In this course students will be allowed to obstetric & gynecologic Hospital, where they can deal with both In & out patients. Clinical sites will provide adequate opportunities for students to practice different evaluative & treatment procedures with the permission of the patient. These clinical experiences will also expose the students to a variety of age groups and levels of patient care, & let them apply proper safety control measures.

**Health& Wellness; HLTH 546: 2hr (2+0)**

This course is designed for college students to understand the need and assume the responsibility for maintaining a healthful lifestyle. This course is designed to deal with issues that are crucial to students' personal lives are examined with an emphasis on the relationship between lifestyle and health. The course enables students to deal more effectively with the health problems faced during the college experience, and subsequently throughout life. These issues

may include stress, nutrition, mental health and illness, aging, chronic and communicable disease, drug and alcohol use, and dealing with death, and other selected topics.

**Biostatistics; HLTH 547: 2hr (2+0)**

This course provides students with useful methods for analyzing categorical data. Topics: Cross-classification tables, tests for independence, log-linear models, Poisson regression, ordinal logistic regression, and multinomial regression for the logistic model.

**Research's Methods and Technology; HLTH 548: 3hr (2+1)**

The course addresses the philosophical basis of research, different methodological approaches (quantitative and qualitative), designs, and research process in the field of physical therapy. The course develops the student's ability to produce a detailed research proposal in consideration of the ethical, social, political, and economic aspects of research. The students will develop their critical appraisal skills and the different approaches of data analysis, presentation skills in the form of poster and oral will also be introduced. The students will learn how to write a project, starting from finding a problem and an approach to solve it through applicable research methods. The referencing methods and the search for citation of appropriate topics will be discussed. Moreover, the students will be made aware of various techniques involved to collect data and data analysis.

**Independent Study; EDPT 549: 2hr (0+2)**

The course involves students planning and conducting a research project under the supervision of academic staff. Students will be required to perform all aspects of research required for completion of the project, which may include gaining ethics approval, patient recruitment, data collection and statistical analysis. Students will write a research report in the form of manuscript for a peer-reviewed journal.

**Cardiopulmonary; EDPT 565: 4hr (3+1)**

This course designed to give students the knowledge and background to allow them to evaluate and treat patients with cardiopulmonary diseases. Students learn about the most common techniques used in cardiopulmonary



system evaluation and treatment. Emphasis is placed on the components of physical therapy practice – screening, examination, evaluation, diagnosis, prognosis, development of a plan of care, intervention, and evaluations of outcomes. Students will learn the evaluation and management of patients with acute and chronic cardiac and pulmonary impairments. The course also enables the student to provide direct physical therapy interventions to achieve patient outcomes based on the examination and the impairments, functional limitations, and disabilities; promote optimal health by providing information on prevention, wellness, and fitness; know the health risks related to age, gender, and lifestyle.

### **Geriatrics; EDPT 566: 4hr (3+1)**

Geriatric physical therapists help to restore mobility and reduce pain in elderly individuals who are suffering from disease or undergoing the normal aging process. Physical therapy for internal medicine allows students to understand the basic principles of physical therapy theories for common vascular and metabolic disorders. These courses combine classroom work and hands-on training through laboratory exercises.

### **Clinical Practice for cardiopulmonary and Geriatrics; EDPT 567: 2hr (0+2)**

This course is a full-time clinical course in which the students are allowed to observe & apply full (100 %) supervision appropriate management to different cardiopulmonary and Geriatrics patients. In this course students will be allowed to general Hospital. Clinical sites will provide adequate opportunities for students to practice pre&post-operative cardiac patients evaluative & treatment procedures with the permission of the patient. Students will deal with different geriatric cases & patients suffering from different pulmonary dysfunction after taking the patient approval. These clinical experiences will also expose the students to a variety of age groups and levels of patient care, & let them apply proper safety control measures

### **Psychiatry; EDPT 539: 2hr (2+0)**

This course describes the common psychiatric disorders encountered by Physical Therapy, in terms of etiology, signs, symptoms, course and prognosis. Emphasis will be on physical functions of the body. Emphasis will be on how to plan, implement and evaluate a physiotherapy program for patients with these psychiatric disorders.



**Acute Care; EDPT 568: 2hr (2+0)**

This course introduces the basic knowledge of the role of physiotherapy in intensive care unit. This course focuses on the concepts and principles of dealing with emergency cases, body injuries, burn cases, wound and cardiovascular problem cases. It addresses the evaluation procedures necessary to effectively assess patients in acute care. The treatment principles and procedures necessary to effectively restore function in acute care patient.

**Differential diagnosis; EDPT 569: 3hr (3+0)**

The main purpose of this course is to prepare the students to recognize client problems that are beyond the expertise of a physical therapist, and to make the appropriate decision regarding the next step of referral. This level of differential diagnosis requires the students to effectively compare and contrast neuromuscular signs and symptoms with those of possible systemic origin. Clinical manifestations of the more common disorders of organ systems will be reviewed and as well as how they might mimic dysfunction of the neuromuscular system. The students will

develop proficiency in: systems screening, differential interviewing strategies, risk factors and red flag recognition.

**Neuromuscular; EDPT 571: 8hr (6+2)**

This course provides the students the basic information about definitions and medical background of different neurological conditions and physical therapy assessment and practical applications for each one. Special emphasis on applying different evaluative procedures and therapeutic techniques and to use critical thinking skills to provide the evidence-based practice. Students must progress and modify treatment according to patient progress.

**Clinical neuromuscular; EDPT 572: 3hr (0+3)**

This course provides the students the basic practical principles of different neurological and neurosurgical conditions and physical therapy assessment and practical applications for each one. Special emphasis on applying different evaluative procedures and therapeutic techniques and to use critical thinking skills to provide the evidence-based practice. Students must adequately plan and modify treatment program according to problem list of each case.

**Pediatrics; EDPT 573: 8hr (6+2)**

This course will provide the students with the basic knowledge of normal growth and development since birth and the possible developmental and genetic disorders as well as the common surgical procedures for different pediatric disorders encountered by Physical therapy. The course also will cover the basic physical therapy approaches and techniques that enable the students to evaluate, diagnose, design and apply the proper plan of care for different pediatric and pediatrics' surgeries disorders.

**Clinical Practice in physical therapy for Pediatrics; EDPT 574: 3hr (0+3)**

This course is a full-time clinical course in which the students are allowed to observe & apply full (100 %) supervision appropriate management to different pediatric patients. In this course, students will be allowed to pediatric physical therapy Hospital. Clinical sites will provide adequate opportunities for students to practice the skills different evaluative & treatment procedures with the permission of the patient. These clinical experiences will also expose the students to a variety of age groups and levels of patient care, & let them apply proper safety control measures.

**Advanced topics in Physical therapy for neurological disorders; EDPT 575: 2hr (2+0)**

This course provides the students the basic information about medical background of selected neurological and neurosurgical topics and recent advances of physical therapy assessment and practical applications for each one. Special emphasis on applying different evaluative procedures and therapeutic techniques and to use critical thinking skills to provide the evidence-based practice.

**Advanced topics in spasticity control; EDP T 576: 2hr (2+0)**

This course provides the students the basic information about medical background of spasticity and physical therapy assessment and practical applications for each spastic conditions. Special emphasis on applying different evaluative procedures and therapeutic techniques and to use critical thinking skills to provide the evidence-based practice.

**Advanced Topics in Pediatric Rehabilitation; EDPT 577: 2hr (2+0)**

This course provides the students in depth study for specific pediatric cases and new physical therapy modalities. It improves the student understanding for motor learning strategies & how to improve learning. It helps students to recognize Selected diagnostic and treatment topics used in physical therapy. It helps student to correlate what he studied in orthopedic & internal to pediatric cases & realize the difference between pediatric patient & adults in different management modalities.

**Vestibular Rehabilitation; EDPT 578: 2hr (2+0)**

This course provides the students in depth study for vestibular rehabilitation in pediatric cases. It improves the student understanding for vestibular dysfunction & its effect on the child development. It helps students to develop an understanding for management of vestibular dysfunction in children.

## Chapter III: The systems and procedures of interest to the students

### 1- Students Rights and Obligations

#### 1- Students' Rights

The details are explained in the [student rights guide lines.doc](#)

#### (A) In the academic matters

1. Each student should have a handbook, which contains information about the university, its regulations, and its facilities.
2. To have an orientation program addressed to newcomers.
3. To take their feedback into account after education assessment in order to improve the quality of education at the university. Students will evaluate the material they have studied and the faculty members who taught them (attached is the form of the assessment questionnaire) provided that students treat this issue with high credibility-- free from any personal, partisan, or tribal prejudices.
4. To create and establish the appropriate academic environment for students to accomplish high-standard understanding and study more easily by making all educational sources accessible to serve this goal.
5. To get the learning material and have an access to any-related knowledge in accordance with the university provisions and regulations that organize the academic work.
6. To obtain study plans from the faculty or the department and the available academic programs, as well as to concede the schedule before commencing studies; to register for the courses offered to them by the registration system, and making sure that fair guidelines are followed during registration period; to take registration priorities into account when achieving the wishes of all students becomes impossible.
7. To withdraw from or add any course, or to drop the entire semester, according to what the system of registration at the university permits during the period specified for that purpose.
8. The full commitment of the faculty members to the date and time of lectures, and commitment to teach the theoretical and practical material effectively, and never cancel a lecture or changing its date unless there is a

necessity. If that happened, after announcing alternative lectures, lectures should be given in coordination with the students and the department concerned.

9. Asking questions and discussing the material with the professors without restraints whether that was during the lecture or during the specified office hours.

10. Exam question should be taken for the material which was taught, or the topics which were discussed or highlighted during class, and grades should be fairly distributed between topics

11. To prepare and conduct all scheduled exams in the syllabus. Student should be informed of the dismissal from the course before the final exam.

12. To be provided with model answers for the examination's questions of each semester and the distribution of points according to which the evaluation of the students' performance stands.

13. To revise his\her answer sheet of examinations in accordance with the provisions and regulations issued by the university concerning these matters.

14. To facilitate the students' access to their full rights decided by academic or administrative bodies based on the university provisions and regulations.

15. To know the results obtained in the all monthly, quarterly, and final exams performed after they have been corrected and approved.

16. Commitment of the faculty members and the staff workers to show respect to students and entail them their academic and human rights.

17. Using the electronic system to monitor grades and documenting absence provided that that it should not be delayed more than a week.

18. Notify the student of his\her total scores of their practical and quarterly works.

### **(B) In the Non-Academic Matters**

1. To enjoy subsidized care and social services provided by the university, and to participate in the activities undertaken in accordance with the university regulations and instructions concerning these matters.

2. To enjoy adequate health care treatments at the health care centers and the hospitals of the university.

3. To use the services and facilities of the university (the book- electronic and branch libraries- the gym – the cafeteria... etc.) and in accordance with the rules and regulations in place at the university.

4. To get incentives and rewards and other regular financial aids especially for distinguished students.

5. To be nominated to training courses and internal and external programs and tours, and to increase their participation in the cultural activities and the activities of community services and voluntary works.

6. The right of complaint or grievance of anything reflected upon him in his relationship with faculty, department or college or any unit of the university.

The complaint or grievance process has to be followed in accordance with the rules of the organization for the Protecting Students Rights Unit, and enable the student to know the result of his\her complaints by the party responsible for them.

7. To enable the student to defend himself\herself before any university entity in any disciplinary case raised against them. Also, any decision cannot be taken until he\she attend the session and gives his\her account of the story. If the student did not attend with no acceptable excuse, default judgment will be issued an hour after the student being summoned for the second time.

8. To appeal the disciplinary decision issued against the student accordance with the rules lay down in this regard under the provisions of disciplining students.

9. Maintain the contents of the student's personal file within the university and the integrity of dealing with it. These files are not to be handed to anybody except the student himself\herself or their guardians or their authorized representative by investigators or the judiciary or other governmental entity.

The university shall not disclose the contents of a student's file unless the publication comes as a result of the decision of disciplinary punishment against the student.

10. The right of the students with special needs to receive an appropriate service which meets his/her needs according to the regulations and rules considered.

## **2- Obligations of the University Student**

### **Firstly: in the Academic Field:**

1. The students' full commitment to attend their classes and doing the required tasks.

2. The student's full commitment to respect faculty members, staff workers, and other people on campus.

3.

The student's full commitment to respect the rules and arrangements relating to the operation of the lectures.

4. The student's full commitment in the preparation of research and other academic requirements in accordance with the scientific integrity and disciplinary action will be taken against students for cheating in any form.

5. The student's full commitment to the rules and arrangements for the exams and the system and disciplinary action will be taken against students for cheating in any form.

6. The student's full commitment to the directions and instructions given by the official in the testing room.

## **Secondly: in the Non-Academic field:**

1. The student's full commitment to university systems, regulations, instructions and decisions issued.
2. The student's full commitment to carry the ID card while at the university.
3. The student's full commitment not to cause any damage in the facilities of the university.
4. The student's full commitment to the instructions of arranging, organizing and use of university facilities and equipment.
5. The full commitment of the student to the dress code and behavior suitable for undergraduate and Islamic norms.
6. The student's full commitment to keep quiet and behave tranquilly in the university facilities and to refrain from smoking on campus.

## **Review of an example of Student Rights:**

The request for reviewing exam sheets is one of the most examples students need with the end of each semester. We can explain this procedure in details and other rights can be found and explained in the student guide book.

## **Request for a Review of Exam sheet:**

The thirty-ninth article of the list of the study and exams of the list of the Council for Higher Education states:

The council of the faculty in which the program is running may, if necessary, approve some cases on reviewing the answer sheets in a time no longer than the beginning of exams in the next semester. Qassim University has developed an operational foundation for this article according to the following rules:

1. The student submits a review of course grade petition to the dean of the faculty concerned during two weeks from the date when the students' GPA's have been submitted according to university academic calendar or the announcement of the results. In the Petition, the student states reasons for the change, and he\she pledges that the information he\she provided are all correct.
2. The collage concerned prepares a form including the following data: student name; university ID number; number, code, and title of the course; number of the student's section; the grade of the quarterly works; the semester; the student's GPA; number of academic warnings, if any; name of the instructor; date of having the exam.
3. The college council, where the course is taught, may take a decision concerning the petition submitted by the student.



4. Reviewing the test answer sheet must be done in time not exceeding two weeks from the beginning of the following semester.
5. If the petition has been accepted, the council of the concerned collage forms a committee to revise the test sheets. Then the committee submits the acceptance report to the faculty council to take its decision which is the final decision.

### **The Colleges Procedures:**

In general, through this operational foundation, the collages may follow the following procedure for reviewing a grade.

1. The student, who has questioned his grade, submits exam review petition form no longer than two weeks from the announcement of the grade concerned. The form is submitted to the concerned department see appendix 1).
2. By that, his\her request enters the academic system and he\she is given a notice (using the review form attached).
3. The head of the department raises the matter to the college council to formulate a committee that assigned to review the answer of the student.
4. **the** committee includes two faculty members from the department other than the member responsible for the course.
5. Then the committee submits a report to the head of the department to take his decision of either changing the grade or not. Then the student will immediately be informed.
6. 4. In the case that the student is still not convinced, he\she may re-appeal to indifferent Complaints or Grievances Committee for CMRh within two weeks from the date he\she is informed. The appeal is submitted officially to central committee in QU explaining reasons and justifications of this appeal, supporting his/her case with tangible and convincing set of evidence. If the committee rejects the case once more and does not agree on the grade change, it takes the decision to close the case.

### **Violations of the Code of Ethics:**

#### **Firstly: academic violations:**

It includes the following examples:

#### **Cheating:**

- To copy other student's answers during the test.
- To copy answers which have been copied somewhere on the body organs, on clothes, ...etc.
- To gain a copy of the test questions or any clues about its content prior to the test.
- To use references or notes during the exam where such thing is not permitted.



## **Plagiarism**

- Using references such as books, newspapers, encyclopedias, the world wide web...etc, without documentation.
- Presenting the same work for different classes.
- Purchasing an academic work or submitting a work that has been made by someone else.
- Submitting a work without respecting the particularities if documenting quotations inside the text.

## **Providing Untrue Information and Facts**

- Counterfeiting of the results of a certain survey or an experiment with the intention to do so
- Counterfeiting the data of a study or a project
- Counterfeiting the topic of certain study

## **Submitting False Certificates**

- Claiming holding TOEFL\IELTS
- Providing counterfeited copies about the school file
- Submitting false health treatment cards
- Using a personal card of someone else

## **Submitting a Collective Work as done by an Individual**

- When two students or a group of students work together on a homework that is supposed to be done individually
- Asking for or having someone's help in doing a homework that is supposed to be done individually

## **No Real Participation in a Teamwork:**

- Claiming the participation in a teamwork
- Claiming that he\she has participated in the works of others.

## **Inappropriate Replacement**

- When a student attends an academic exam or an activity on behalf of another.

## **Participating in Academic Misleading:**

- When a student helps another or tries to help another in committing one of the acts of academic misleading, such as doing the job of others, designing or producing a project for a student, voluntarily providing others with answers during the exam, even calling a student while having an exam to provide him\her with the answers. Another form is giving a student in advance a copy of the exam or leaving related material accessible in the exam scene, and so changing the results.

## **Interfering in others' works:**

- When a student intentionally interferes in the works of other students, and spoiling their laboratory experiments, and their electronic research files, or providing them with misleading information.

## **Secondly: Non-Academic Violations:**

Non-academic violations of the Qassim University include (but not limited to) the following:

1. To enter without any permission any of the university properties including the buildings, establishments and the facilities.
2. To hurt people physically or verbally, and/or terrifying the colleagues, visitors and the workers of the university.
3. To act in a destructive and abusive behavior on campus.
4. Acting in a life-threatening behavior which puts the life of others and their physical or emotional security in danger.
5. The act of theft which covers stealing the services, personal or university properties on campus or at any activates under the name of the university.
6. To break the rules of the acceptable and compatible clothing with Qassim University conventions. The university takes into account cultural variations and respects the requirements of creating productive learning environment, and on their turn, students have to respect the local culture and conventions in the way they dress, since any incompatible dress whether by males or females will not be accepted and the student wearing it will receive the appropriate disciplinary measures.
7. Destroying the belongings of the university or the belongings of others.
8. To have keys for the university buildings and facilities, or copying and using them without permission.
9. Entering the facilities of the university or using them without permission including the computer equipment's.
10. Putting signs, notifications, without permission. Such notifications have to be pinned on by authorized boards or in other specific places. It is not permitted to stick them on trees or walls, doors or on glass surfaces. As for the announce and displayed in most of the buildings, they have to be authorized and having the stamp of the department of student's activities.

## Student Grievances and Complaints:

Violations of students are submitted to the College Disciplinary Committee, and the [Disciplinary Regulations at the Qassim University](#) applies to it, and these regulations are approved by the University Council.

The student has the right to object to the provisions of the committee or even evaluate it with scientific tests or projects and raise the objection to the Student Rights Committee of the College of Medical Rehabilitation, which is responsible for investigating and submitting to the Student Rights Committee at the Qassim University.

## 2 -Important Definitions:

### 1- Academic Year:

Two regular semesters and a summer session, if any

### 2- Academic Semester:

A period of no less than fifteen (15) weeks of instruction, not including the registration and final examination periods

### 3- Summer Session:

A period not exceeding eight (8) weeks of instruction, not including the registration and final examination periods. The weekly duration of each course in a summer session is twice its duration during the regular academic semester.

### 4- Academic Level:

Indicates the level of study. The levels required for graduation are eight (8) or more, in accordance with the specifications of each approved degree program.

### 5- Course:

A subject of study within a certain academic level of the approved degree plan in each major. Each course has a number, code, title, and detailed description of its contents to distinguish it from other courses. A portfolio on each course is kept in its corresponding department for follow-up, evaluation, and updates. Some courses may have prerequisite or co requisite requirement(s).

### 6- Credit Hour:

Each of the weekly lectures, with a duration not less than fifty (50) minutes or a laboratory session or field study of not less than 100 minutes' duration.

### 7- Academic Probation:

A notification given to a student with a cumulative GPA below the minimum acceptable limit as explained in these regulations.

**8- Class Work Score:**

The score which reflects the student's standing during a semester according to his/her performance in examinations, research, and other activities related to a particular course.

**9- Final Examination:**

An examination in course materials, given once at the end of every semester

**10- Final Examination Score:**

The score attained by a student in the final examination for each course.

**11- Final Score:**

The total sum of the class work score plus the final examination score for each course out of a total grade of 100.

**12- Course Grade:**

A percentage, or alphabetical letter, assigned indicating the final grade received in a course.

**13- Incomplete Grade:**

A provisional grade assigned to each course in which a student fails to complete the requirements by the required date. This is indicated in the academic record by the letter grade (IC).

**14- In-Progress Grade:**

A provisional grade assigned to each course which requires more than one semester to complete. This is indicated in the academic record by the letter grade (IP).

**15- Semester GPA:**

The total quality points a student has earned, divided by the credit hours assigned for all courses taken in a given semester. Total quality points are calculated by multiplying the credit hours by the grade point in each course (see Appendix B).

**16- Cumulative GPA:**

The total quality points a student has earned in all courses taken since enrolling at the University, divided by the total number of credit hours assigned for these courses (see Appendix B).

**17- Graduation Ranking:**

The assessment of a student's scholastic achievement during his/her study at the University.

**18- Minimum Course load:**

The minimum number of credit hours a student can register determined by his/her academic status, and in accordance with the University Council decisions.

### **3- regulations of Undergraduate Study and Examinations**

#### **1- Study System**

- A. The study follows the academic annual system.
- b. the study comprises 6 years including preparatory year.
- d. Students are promoted successively from one academic year to another, in accordance with the promotion rules.

#### **2- Study load**

- The minimum number of credits in a year is 24 credit hours and the maximum are 40 credit hours.

#### **3- Registration:**

Student can Register in- or withdraw-from the academic year according to the following:

- 1- Student can register in the academic year in a period announced up to one week prior to the 1<sup>st</sup> week of the semester.
- 2- Student can withdraw from any course during the year until the announced time in the academic calendar.
- 3- Student is not permitted to exceed the maximum limit of the educational load or lessen it than the minimum load.
- 4- Student should seek the advice of his/her academic advisor when register in- or withdraw-from courses, as mistakes that result from misunderstanding of the registration instructions are the responsibility of the student.
- 5- If the student does not register in any courses during the time specified for registration, then his/her study status will be considered as turned off.
- 6- Student can register in modules using the electronic registration and his time table can be issued using his personal account on the university's electronic system.
- 7- Study status of a student will be considered as “turned off from the study” if his/her time table is not issued during the registration period, which ends by the last day of the week before starting the semester.

#### **4- POSTPONEMENT AND INTERRUPTION OF STUDIES**

A student may postpone study for reasons determined acceptable by the College Council. The postponement duration cannot be more than two consecutive semesters or three nonconsecutive semesters as maximum during his/her study at the University; otherwise, he/she will be dismissed from the university. The University Council may make exceptions when it deems necessary. The postponed period is not included in the period required for completion of the program degree. For the annual study system, the postpone duration is only one academic year.

#### **5- ATTENDANCE AND WITHDRAWAL**

- A regular student is required to attend lectures and laboratory sessions. If his/her attendance is less than the limit determined by the University Council (80 percent of the lectures and laboratory sessions assigned for each course), the student will be deprived from continuing the course and will be denied entrance to the respective final examination. A student who is denied entrance to the examination due to absences is considered to have failed that course and is given the grade **DN** in the course.
- A student who is absent for a final examination, will be given a zero grade for that examination. His /Her grade in the course will be calculated on the basis of the class work score he/she obtained over the semester.
- The College Council or whatever body it delegates its authority to, may exempt a denied student from the provisions of attendance and allow him/her to take the examination, provided that the student presents an acceptable excuse to the council. The University Council determines the percentage of
- attendance, which must not be less than 50 percent of the lectures and laboratory sessions specified for the course.

#### **6- Withdrawal from a course:**

Student may, after approval of the Dean or his authorized representative" to withdraw from the course during the eight weeks of the start of the study and four weeks of the summer term, provided that the academic load is not less than the minimum.

#### **7- Withdrawal from the University for a Semester:**

A student may withdraw from the University for a semester, without his/her being considered as having failed the courses, if he/she presents an acceptable excuse to the authorized body specified by the University Council at least five weeks prior to the beginning of the final examinations. Under exceptional circumstances, the University Council may extend the permitted deadline for withdrawal and assign a **W** grade to the student. This semester will be included in the period required for completion of the program degree.

### **8- The Academic Warning:**

Academic warning is given for the student if his accumulative average is below 2.00 from 5.00, if the student got 2 successive warnings for his low average he will be separated from the study.

### **9- Cancellation of enrollment**

If a full-time regular student interrupts his/her studies without submitting a postponement application, he/she will be dismissed from the University.

The University Council also may dismiss a student if he/she interrupts his/her studies for a period less than one semester. Part-time students are dismissed when they do not attend final examinations without a valid excuse.

### **10- Re-enrollment:**

A student whose enrollment is cancelled may apply for re-enrollment using the same university ID number and academic record he/she had before cancellation of his/her enrollment, according to the following regulations:

- a. He/She must apply for re-enrollment within four regular semesters from the date of dismissal.
- b. The College Council and the authorities concerned must approve the re-enrollment.
- c. Four or more semesters have lapsed since he/she interrupts his/her studies from the University; the student can apply to the University for admission as a new student without consideration of his/her old academic record if he/she fulfills all the admission requirements announced at the time of application.
- d. A student can be granted re-enrollment only once. The University Council may make exceptions when it deems necessary.
- e. A student cannot be re-enrolled if he/she has been on probation prior to his/her cancellation of enrollment.

### **11-DISMISSAL FROM THE UNIVERSITY**

A student will be dismissed from the University in either of the following situations:

- a. The student receives a maximum of three consecutive academic probations for having a cumulative GPA lower than 2.00 out of 5.00, or 1.00 out of 4.00.
- b. A student fails to complete the graduation requirements within a maximum additional period, equal to one-half of the period determined for his/her graduation in the original program period.
- c. The University Council may make an exception and give students who fall under (a) or (b) the opportunity to complete their studies within an additional period of two semesters.



## **12- GRADUATION**

A student graduates after successfully completing all graduation requirements according to the degree plan, provided that his/her cumulative GPA is not less than pass.

## **13-Suspension of the reward:**

The reward of the student will be suspended in the following cases:

1. If the Grade Point Average (GPA) has dropped under (2.00) except the students of scholarships.
2. If a student requesting deferment of his/her study.
3. If the student exceeds the regular period except the students of the scholarships.
4. If the student withdraws from- or terminate- his/her study.
5. If he/she is working in a governmental job.

## **14- TRANSFER**

### ***Transfer from One University to Another***

The transfer of a student from outside the University may be accepted under the following conditions:

- a. The student should have studied at a recognized college or university.
- b. The student must not have been dismissed from that university for disciplinary reasons.
- c. The student must satisfy the transfer conditions, as determined by the University Council.
- d. The course load to be taken at Qassim University should not be less than 60% of the required course to earn a BA from Qassim University.
- e. The transferred student shall equalize not more than 40 % of the hours approved plan to specialty to which he wants to transfer.
- f. The courses evaluated as equivalent are recorded in the student's academic transcript but are not included in the calculation of his/her cumulative GPA.

The transfer of a student from one university to another during any semester takes place in accordance with the procedures and the dates announced by the university to which the student is transferring, according to the general rules governing transfer.



### **Transfer from One College to Another within the University**

A student may transfer from one college to another within the University in accordance with the rules endorsed by the University Council.

1. A student may transfer from one college to another after obtaining a recommendation from the designated deans and the acceptance of the Committee for student academic problems. Transfer must be in accordance with any conditions set forth by the college to which the student will transfer.
2. The student remaining duration for graduation is enough to finish all graduation requirements of the new degree
3. All transfer procedures must be finished within the first week of the semester or the year for the colleges that follow the year system
4. A student may not be allowed to transfer except after studying for one semester
5. A student may transfer for one time only during his study at the university
6. For students who do not satisfy the above conditions, the university rector in extreme cases may make exceptions based on the recommendations of the Committee for student academic problems.

All courses that have been studied by a student transferred from one college to another are recorded in his/her academic record, including the grades and the semester and cumulative GPAs obtained throughout his/her study at the respective University.

### ***Transfer from one major to another within a college***

1. A student may transfer from one major to another within a college after obtaining the approval from college dean, in accordance with the rules established by the college council.
2. The student remaining duration for graduation is enough to finish all graduation requirements of the new major
3. All transfer procedures must be finished within the first week of the semester or the year for the colleges that follow the year system
4. A student may not be allowed to transfer except after studying for one semester
5. A student may transfer for one time only during his study at the university. College council may make exceptions for one additional chance to transfer from one major to another within the college.

6. Lists of transferring students must be sent to the Deanship of Admission & Registration within the second week of semester commencement.

7. All cases that do not meet the above requirements must be referred to the college council for review and decision taking.

#### **14-VISITING STUDENTS**

A “visiting student” is a student who studies courses at another university or college or in any branch of the University to which he/she belongs without transferring. These courses are considered equivalent to those offered at the University, according to the following rules:

##### ***1. A student from Qassim University requesting to study as a visiting student at another university or college:***

- a. The student has to have a transcript with a GPA for at least one semester at the university before he can make a request as a visiting student.
- b. The student must obtain the approval of his/her college to study as a visiting student and he must specify the courses that he will take. The college may require certain grade in order for the course to be considered as equivalent. The student is then given the permission to study as a visiting student in an official letter from the Deanship of Admission & Registration.
- c. The student must attend a recognized college or university.
- d. The course the student takes outside his college should be equivalent, in terms of content and credit hours, to a course required for graduation.
- e. The maximum number of courses that can be taken as a visiting student should not exceed 20% of the courses required for graduation from Qassim University.
- f. The course grades credited to the visiting student will be recorded in his academic record, but not included in the calculation of his/her cumulative GPA.
- g. The visiting student must submit his grades to the Deanship of Admission & Registration during the first week of the following semester. Failing to do so may result in considering him absent for the semester that he did not attend except for summer semesters.
- h. Visiting student monthly allowance is given to the student if he qualifies for it after he submits all of his grade to the Deanship of Admission & Registration
- i. The student may not take more than two semesters as a visiting student.

##### ***2. A student from another university requesting to study as visiting student at Qassim University:***

- a. The student has to have a transcript with a GPA for at least one semester at his original university

- b. The student must obtain the approval of his original university to study as a visiting student at Qassim University. The letter of approval must specify the courses that he will take at Qassim University.
- c. The student must obtain the approval from the college at which he will study as a visiting student.
- d. The student may not take more than two semesters as a visiting student
- e. The visiting student may not ask for accommodation or monthly allowance from Qassim University
- f. The visiting student's enrollment is through the designated authority and all course enrollment & registration procedures must be observed
- g. At the end of the semester, the visiting student is given a letter stating grades of the courses he has taken.

## **16-GRADES and GRADUATION**

### **➤ Marks Distribution for midterms and final examinations.**

1. Final marks for each course are 100 and the smallest marks for success are 60.
2. Based on the recommendations of the department council that offers the course, the College Council will decide the class work score, which must not be less than 30 percent of the final course grade.

### **3. Marks Distribution:**

#### **Marks Distribution for Theoretical courses:**

<b>Type of exam</b>	<b>Quiz one</b>	<b>Periodic one</b>	<b>Quiz two</b>	<b>Periodic two</b>	<b>Activities</b>	<b>Final exam</b>
<b>Score</b>	<b>2.5</b>	<b>15</b>	<b>2.5</b>	<b>15</b>	<b>5</b>	<b>60</b>
<b>Percentage</b>	<b>2.5%</b>	<b>15%</b>	<b>2.5%</b>	<b>15%</b>	<b>5%</b>	<b>60%</b>

### Marks Distribution for Practical Courses:

Type of exam	Quiz one	Midterm	Quiz two	Activities	Practical Demonstration	Final theory exam	Final practical exam
Score	2.5	15	2.5	5	5	50	20
Percentage	2.5%	15%	2.5%	5%	5%	50%	20%

### Marks Distribution for Clinical courses:

	Round I			Round II			Final Clinical exam
	Quiz and activities	Attendance	Final round	Quiz and activities	Attendance	Final round exam	
Score	5	5	15	5	5	15	50
Percentage	5%	5%	15%	5%	5%	15%	50%

The grades earned by students in each course are calculated as follows:

Percentage	Grade	Grade code	GPA
	Significance		(out of 5.0)
95 – 100	Exceptional	A+	5.00
90 – 94	Excellent	A	4.75
85 – 89	Superior	B+	4.50
80 – 84	Very Good	B	4.00
75 – 79	Above Average	C+	3.50
70 – 74	Good	C	3.00
65 – 69	High Pass	D+	2.5
60 – 64	Pass	D	2.00
Less than 60	Fail	F	1.00

The general grade assigned to the cumulative GPA at the time of the student's graduation is based on his/her cumulative GPA and calculated as follows:

1. Excellent—if the cumulative GPA is no less than 4.50 out of 5.00, or 3.50 out of 4.00.

2. Very good—if the cumulative GPA is 3.75 or higher but less than 4.50 (out of 5.00), or 2.75 or higher but less than 3.50 (out of 4.00).
3. Good—if the cumulative GPA is 2.75 or higher but less than 3.75 (out of 5.00), or 1.75 or higher but less than 2.75 (out of 4.00).
4. Pass—if the cumulative GPA is 2.00 or higher but less than 2.75 (out of 5.00), or 1.00 or higher but less than 1.75 (out of 4.00).

First honors are granted to the student who has earned a cumulative GPA between 4.75 and 5.00 (out of 5.00) or between 3.75 and 4.00 (out of 4.00) at the time of his/her graduation. Second honors are granted to the student who has earned a cumulative GPA of 4.25 or higher but less than 4.75 (out of 5.00), or 3.25 or higher but less than 3.75 (out of 4.00) at the time of his/her graduation. The student who is eligible for first or second honors also must meet the following criteria:

- a. He/She must not have failed any course completed at the University or any other university.
- b. He/She must have completed all graduation requirements within a specified period, the maximum of which is the average of the maximum and minimum limits for completing his/her degree program.
- c. He/She must have completed 60 percent or more of the graduation requirements at the university from which he/she is graduating.

➤ **Method of calculation of accumulative average:**

**Semester GPA:**

The total quality points a student has earned, divided by the credit hours assigned for all courses taken in a given semester. Total quality points are calculated by multiplying the credit hours by the grade point in each course.

**Cumulative GPA:**

The total quality points a student has earned in all courses taken since enrolling at the University, divided by the total number of credit hours assigned for these courses.

**Example of the Calculation of Semester and Cumulative GPA**

**First Semester**

Course	Cr Hrs	%	Code	GPA	Quality Points
ISC 301	2	85	٤٠	4.50	9.00
CHEM 324	3	70	٣٠	3.00	9.00
MATH 235	3	92	٤٠	4.75	14.25
PHY 312	4	80	٣٠	4.00	16.00
TOTAL	12				48.25

Total quality points (48.25)

**First Semester GPA** \_\_\_\_\_ = **4.02**

Total credits (12)

**Second Semester**

Course	Cr Hrs	%	Code	GPA	Quality Points
ISC 104	2	96	أ	5.00	10
CHEM 327	3	83	ب	4.00	12
MATH 314	4	71	ج	3.00	12
PHY 326	3	81	ب	4.00	12
TOTAL	12				46

Total quality points (46)

**Second Semester GPA = 3.83** \_\_\_\_\_ = **3.83**

Total credits (12)

Total quality points (48.25+46)

**Cumulative GPA = 3.93** \_\_\_\_\_ = **3.93**

Total credits (12+12))

**19.Important Regulations for periodic and final exams:**

❖ **Special regulations for the periodical (mid-term) and final exams:**

**1- Regulations for utilizing alternative exams:**

1. Exam will not be repeated unless a student has a serious illness or medical condition do a student out of attending the exam. Medical reports for common cases such as sore throat or common cold ...etc will not be accepted.
2. For a medical condition or serious illness, a detailed medical report should be issued as the followings:
  - a. Medical report should be issued only from a governmental hospital and the name and signature of the authorized person should be included. Alternative signatures will not be accepted.
  - b. Medical report should be sealed from the official authority.

- c. A detailed explanation of the medical condition is required when writing a medical report. Sick leave will not be accepted without sufficient description for the student medical condition.
  - d. Reports or letters issued by primary health-care centers or emergency departments will not be accepted.
  - e. Forgery penalties will be applied when a student use a False report. Student may ban from attending classes or exams of the course or fail in the registered course in the same semester or may be dismissed from the university.
3. Report should be submitted to the university in a week period after discharge from the hospital. Report can be submitted with a relative or colleague if a student is unable to do so.
  4. Medical report should be seen by the head of the department, course instructor and the student's affairs' committee and a decision should be taken whether to accept or reject a report.
  5. If the justification of the absence from the exam being accepted, then the alternative exam will cover all the topics discussed in the module till the date of the alternative exam.

## **2. Deprivation from attending the final exam:**

1. When the absence exceeds the maximum limit of 20% from lectures, student will be deprecated from attending the final exam.
2. The period of sick leave and admission to the hospital will be considered within the 20% specified in the university regulations. Report should be
3. submitted to the university in a week period after discharge from the hospital. Report can be submitted with a relative or colleague if a student is unable to do so.
4. The college council/authorized representative can exempt a student from deprivation and permit him/her to attend the exam if a student provides an acceptable excuse. Attendance percentage should be identified by the university council and should not exceed (50%) from the lectures and practical lesions specified for the module.

## **3. Absence from the final exam:**

1. Any student misses the final exam will receive "zero" as a score for the missed exam. Only coursework will be counted towards a student's final grade.
2. When necessary, if a student has a coercive reason keep him/her away from attending the final exam, the student could be excused and given an alternative final exam in a period not more than the end of the next term. His grade can be counted accordingly.



3. The followings are the acceptable excuses for not attending the final exam:
  - a. When a student provides a prove for not attending the exam from the time of absence till one week after the reason for absence come to an end.
  - b. Coercive reasons that accepted by the college council.
4. Alternative exam and grades should be carried out in a period not more than the end of the next term.

#### **5. Important regulations during the exam:**

1. Student must be in the examination room ten minutes prior to the exam. Student is not permitted to get into the examination room after the distribution of the question papers unless he/she has an acceptable reason for that.
2. During the final exam, student is not permitted to get into the examination room after 30 minutes from the start time and also not permitted to get outside the examination room unless he/she completed 30 minutes since the beginning of the exam.
3. If a student makes a noise or disturbance, he/she must be notified in the 1<sup>st</sup> time, but if this repeated again his/her exam paper must be taken and he/she must be sent out without cancelling his exam paper.
4. If a student commit cheating or take something related to exam inside the examination room (even if a student doesn't use it), his/her exam must be cancelled, all materials founded with him/her should be documented and in a written report and placed in the student's file. If this repeated again
5. all exams for other modules should be cancelled. If this repeated for the third time, student must be forced to leave the university. All actions taken must be announced on the same time of an action.

**The rules of progression from one year to another within the doctor of physical therapy program (DPT) are explained in the manual for regulations that organizing the transition in the program**



## Academic Record:

It is the record that monitors your academic level in terms of grades and averages for each semester, and your GPA since you joined the university. Make sure to check it every semester. You may request your academic record from the student affairs section in your college. You may consider checking on your courses for any error therein.

### GRADING SYSTEM USED IN THE TRANSCRIPT

Mark	Grade		Points
95 –100	A+	EXCEPTIONAL	5.00
90 - less than 95	A	EXCELLENT	4.75
85 - less than 90	B+	SUPERIOR	4.50
80 - less than 85	B	VERY GOOD	4.00
75 - less than 80	C+	ABOVE AVERAGE	3.50
70 - less than 75	C	GOOD	3.00
65 - less than 70	D+	HIGH-PASS	2.50
60 - less than 65	D	PASS	2.00
Less than 60	F	FAIL	1.00
	- IP	IN-PROGRESS	-
	- IC	IN-COMPLETE	-
	- DN	DENIAL	1.00
60 - 100	NP	NOGRADE-PASS	-
Less than 60	NF	NOGRADE-FAIL	-
	- W	WITHDRAWN	-

To access your academic record, you should visit your account on Qassim university website. <https://www.qu.edu.sa/>  
Then go to the Member Services, and type in:

**User Name**

**Your University Number**

**PIN No.**

**Civil Registry NO.**

### ***Important information***

## **Quality Assurance:**

Information is available in the student handbook, Arabic version, the book includes many issues about academic quality. It is highly recommended that all of the students to read it). Students used to evaluate the course and instructor at the end of each semester. Quality unit used to handle these kinds of evaluation. The evaluations go through many cycles to be utilized in continuous improvements.

## **Graduation Ceremony:**

The university used to make a big two graduation ceremony at the end of every year one for female and the other for male. The prince of the Qassim state, the parents, and all of the staff in the university attend this important event. The prince gives the male their certificates and the prince's wife give the females their certificates.

## **Carrier Days:**

The university used to make a carrier day at the end of every year. The university invites many companies to meet the students for employment. The student interviews these companies and submit their CVs. Some of them get their job during these days.

## **Medical Care:**

### **1. Inside college Campus**

Medical Care is provided on 1<sup>st</sup> floor CMRh, Building (B). It includes a General Physician and nurse.

### **2. QU Medical Dispensaries**

For further treatment of self and family, medical services are provided in QU Medical Dispensary situated in main campus, Melaidah. The Dispensary has doctors with almost all medical specialties. The dispensary is open 9 am to 4 pm on working days.

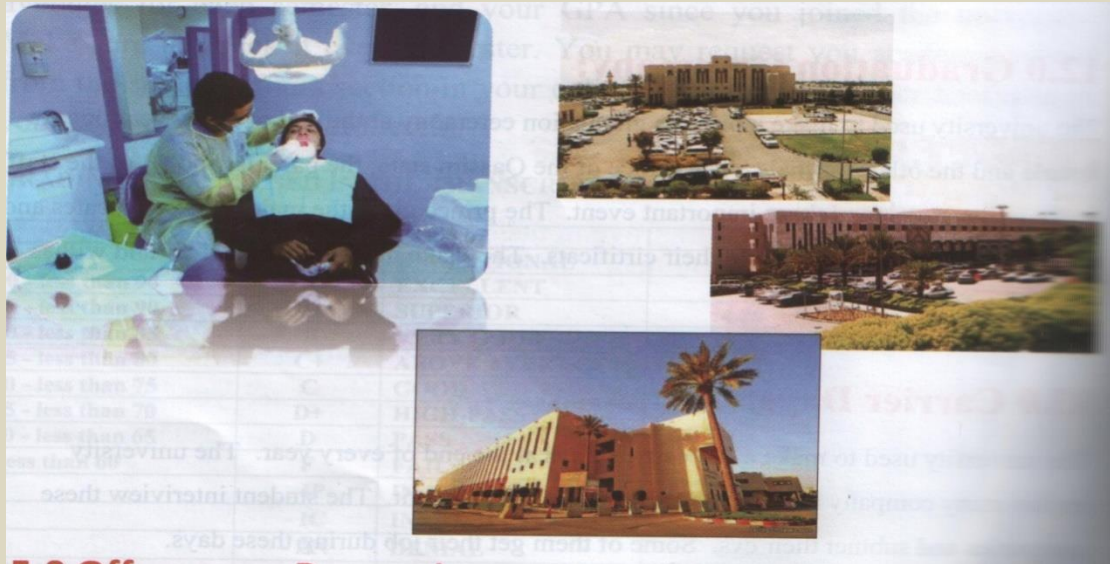
### **3. Children and Maternal Hospital**

The Children and Maternal Hospital is situated opposite Jareer Book store in Buraidah. It also provides emergency services outside office hours.

#### 4. King Fahad Hospital

King Fahad Hospital is a general public hospital catering to different specialties. However, you must be referred by the QU Medical Dispensary to receive services in King Fahad Hospital.

Besides there are many other private hospitals providing services for a fee.



#### Off campus Recreation

Buraidah and Unaizah have many places for recreation with family.

Some of the famous restaurants are listed below:



i) Dajan (Arabian fast food)

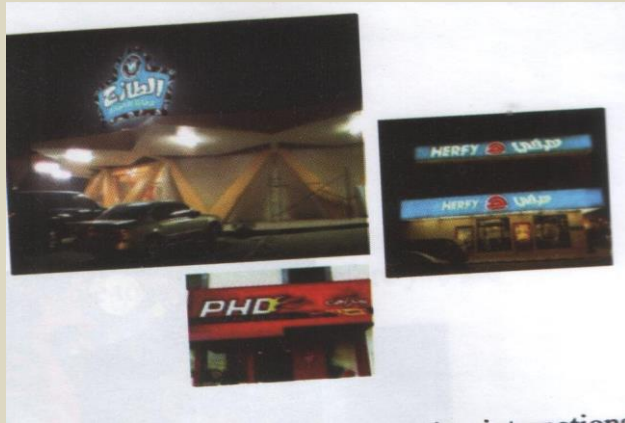
(ii) Tazij

(iii) TajMehal (Indian)

(iv) Mashaal (Indian)

(v) Chinese restaurant

(vi) Seneez (Middle Eastern)



Besides you will find Pizza hut, McDonalds, KFC, Herfys, Subway and other international chain restaurants.

### Shopping Malls

Nakheel Plaza is the largest shopping Mall. Besides you will find Chain stores like Carrefour, Panda etc.



### Parks and Play lands

Every neighborhood has its own park (Muntaza) where you can go with family. There is a Women's only park near Othaim Mall.:



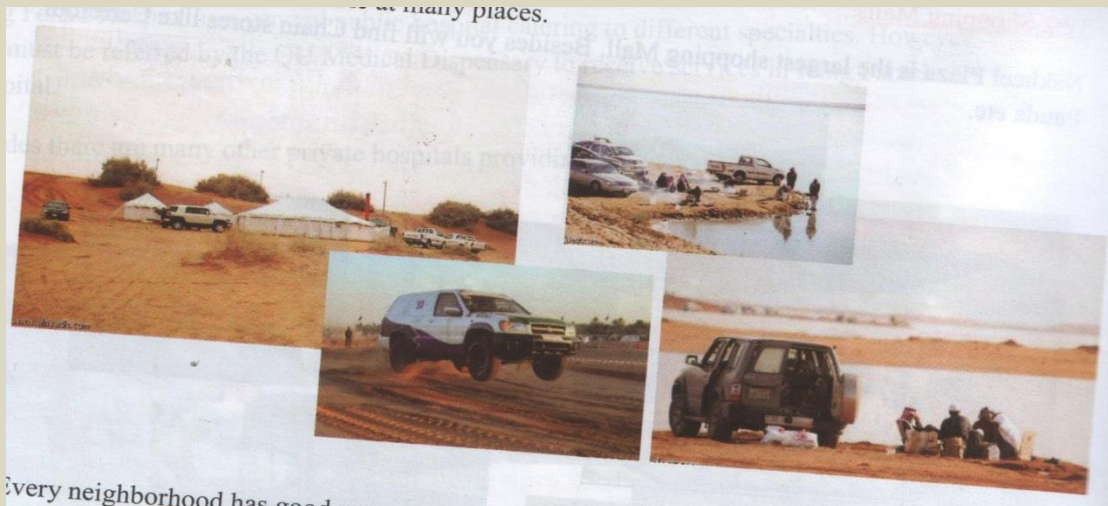


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## Desert Safari

Desert Safari is also available at many places.



## **Travel**

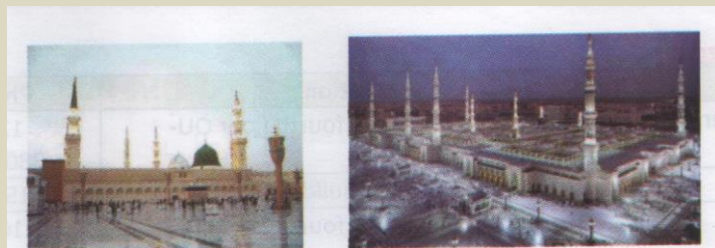
### **Umra**

There are many companies which will take you for Umra over the weekend. Most of these buses start from Khubaib.



### **Madina**

Madina is a 5-hour drive from QU. It is advisable to book a hotel before you go.



### **Riyadh**

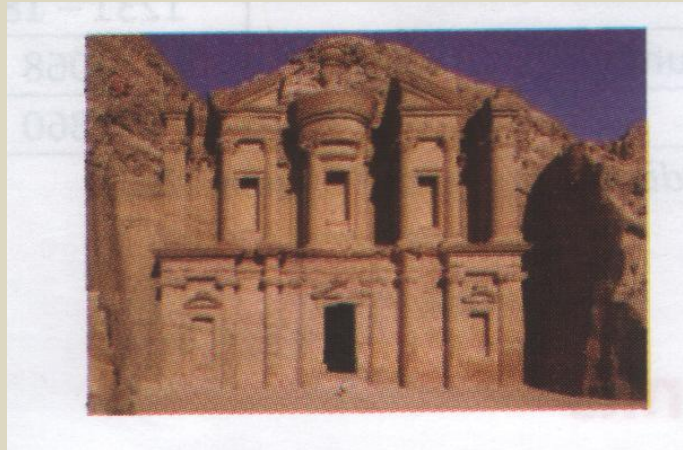
Riyadh is a 4-hours' drive from QU. It has many parks, museums, zoos and places for sightseeing.

### **Yanbu**

Yanbu is a beach resort on Red Sea, two hours north of Madina. You can do boating and many other sea activities.

### **MadainSaleh**

MadainSaleh is a historical site. It is situated north west of Hail.



## Important Phone Numbers\*

### General

Place	Phone
Al-Ras General Hospital (Al-Ras)	063330284
Buraidah Central Hospital (Buraidah)	063250487
Electricity emergencies	933
Fatwa main home (MEKKAH)	025589825
Fire fighting	998
Fixed phone malfunctions	907
General Police	989
Human rights national community	920008989
Immigration	992
King Fahd Hospital (Buraidah)	063252000
King Saud Hospital (Unaizah)	063644655
Natural Disaster	966
Phone information	905
Roads security	996
Securities on Duties	999
Talking Clock	1222
Traffic Accidents	993
Water emergencies	80044111110

## Related to the University

Place	Location	Phone
<b>Al-Rajhy Bank (University Branch)</b>	<b>The main lobby at the fourth floor QU-building</b>	<b>1212 3800543</b>
<b>Salary Unit</b>	<b>At the sixth floor QU-building (QUB)</b>	<b>1155,7,8</b>
<b>Saudi Airlines office</b>	<b>The main lobby at the fourth floor QUB</b>	<b>1062 0920022222</b>
<b>The Human resources affair</b>	<b>At the sixth floor QUB</b>	<b>1183,4,5</b>
<b>The immigration office</b>	<b>At the sixth floor QUB</b>	<b>1164</b>
<b>The main college store (A, Al-houm aid)</b>	<b>Room 2188 – at the second floor QUB</b>	<b>5015</b>
<b>The university post office</b>	<b>The main lobby at the fourth floor QUB</b>	<b>1218</b>
<b>The university staff-clinic</b>	<b>Omar Ben Alkhtab Road in Buraidah (20 minutes' drive from the university)</b>	<b>063822657</b>
<b>Central University Library</b>	<b>The main lobby at the 2nd floor QUB</b>	<b>1470,27,58</b>

## The Deanships

Deanship	Phone
<b>Deanship of Student Affair</b>	<b>1222</b>
<b>Deanship of Libraries Affair</b>	<b>1823</b>
<b>Deanship of Scientific Research</b>	<b>1356</b>
<b>Deanship of Academic development</b>	<b>1842</b>
<b>Deanship of Admission and registration</b>	<b>1231 – 1837</b>
<b>Deanship of Community Service &amp; Community Education</b>	<b>4068</b>
<b>Deanship of Graduate Studies</b>	<b>1860</b>

\* With acknowledgements of Faculty Handbook, College of Engineering



## Related to the College

Place	Location	Phone
Main Telephone	Operator	385 6971

## Important Web Links\*

### Important Links

Al-Rajhy Bank (home page):

<http://www.alraibank.com.sa/ar/Pages/home.aspx>

Al-Rajhy Bank (login page):

<http://www.almubasher.com.sa/retail/LogonRetail.jsp>

Saudi Airlines home page: [saudiairlines.com](http://saudiairlines.com).

Saudi Telecom communication: [Stc.som.sa](http://Stc.som.sa)

The main University home page : [www.qu.edu.sa](http://www.qu.edu.sa)

The Qassim University journal : [www.quj.org.sa](http://www.quj.org.sa)

Ministry of Education web site : [www.moe.gov.sa](http://www.moe.gov.sa)

### College of Medical Rehabilitation Web Links:

[www.qu.edu.sa/fcohsb](http://www.qu.edu.sa/fcohsb)

