



# **Prince Sultan Military College of Health Sciences**

**College Vice Deanship of Academic Affairs**

**Student Affairs Department**

## **Student Guide**

2019/2020

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## Message from the Dean

Dear Students,

I am pleased to welcome you to the Prince Sultan Military College for Health Sciences in Dhahran. I would like to remind you that in order to make the most of your time here and succeed at achieving your goals, it is crucial that you familiarize yourself with and follow the instructions and regulations of the College. This College was established for the purpose of training qualified specialists in applied medical sciences to provide health and technical services at the highest level of quality and efficiency for those patients who are in greatest need. Together, we strive to enable the growth of your scientific merit. I would also like to encourage you to make use of the educational, cultural, social, and sports facilities of this institution by engaging in one of your preferred activities to enable you to continue developing your skills and hobbies during your studies. I wish you all the success throughout the period of your studies here.

**Dr. / Edan bin Musa Al-Zahrani**

**Dean of Prince Sultan Military College for Health Sciences /Dhahran**

## Introduction about the College

His Royal Highness Prince Sultan bin Abdulaziz Al Saud, blessings be upon him, opened the College on Safer 16<sup>th</sup>, 1409, corresponding to September 27<sup>th</sup>, 1988. The College was established by the General Directorate of the Medical Services of the Armed Forces of the Ministry of Defense with the aim of providing opportunities for Saudi youth to train in the field of health care, as the College was accredited by the Ministry of Education and the Saudi Commission for Health Specialties. The health training programs offered by the College were chosen in response to the need for qualified medical cadres in the various clinical departments. The programs were also designed to give students the opportunity to gain accurate theoretical and scientific knowledge in the clinical field, and the College seeks to meet the growing demand for medical services for health science graduates to cover Medical Services of the Armed Forces hospitals with Saudi workers.

Prince Sultan Military College for Health Sciences in Dhahran is a recognized educational institution that enables the student to gain work experience in the field of health care, as its health programs are accredited in the Kingdom of Saudi Arabia, due to the following reasons:

- The duration of the bachelor degree, which includes ten semesters, after which the student can effectively practice the profession because he/she has access to adequate knowledge and training in this field.
- The College adopts a good academic plan that aims to make the student excel in his/her studies, and this philosophy is accomplished by distributing a small number of students inside classrooms and laboratories so that every student has the opportunity to directly interact with faculty members.
- The graduates of the College have a track record of outstanding performance in addition to obtaining valuable work experience and training in their health specialization.
- The College has been recognized by medical institutions because of its academic excellence in the health field at the level of the Kingdom of Saudi Arabia.
- Access to the College site is easy, as it is located in one of the most beautiful cities in Saudi Arabia, which is easily accessible from everywhere from the Kingdom of Saudi Arabia.

**College vision:** To be the leaders and pioneers in the field of health sciences locally and regionally, upholding international standards.

**College Mission:** To qualify and train professional health cadres with competitive and leadership abilities by providing academic programs, research contributions, and community services, in accordance with the best quality standards to advance health care provision at a national level.

### College values

**Justice:** Prince Sultan Military College for Health Sciences has adopted justice as the highest core value across all areas of function, governing all other values.

**Effectiveness:** The College is constantly improving its overall performance by integrating the objectives of the General Directorate of Medical Services in the Armed Forces with the College

objectives, along with those of the students and its beneficiary institutions to be consistent with society's objectives in the Kingdom of Saudi Arabia, achieving high quality standard for all.

**Excellence:** The College is committed to creating a work environment that stimulates creativity, innovation and scientific research to achieve a competitive advantage at the national, regional and international levels, through making strategic partnerships with all the beneficiary institutions to achieve the desired academic excellence.

**Empowerment:** The College promotes academic and institutional achievement by creating an appropriate organizational environment for professional self-development and enhances academic freedom for faculty and students through intellectual and human communication, joint action, teamwork, and effective communication.

## Rules, Regulations and Study Instructions in the College

Dear Student,

You can enter the College's website at the following link: <http://psmchs.edu.sa/admission-ar> or by visiting the Admission and Registration Administration to view all of the College's rules. These cover the admission and registration of students, joining any program in the College, departmental study plans, academic calendar, study regulations and their executive rules, regulations of transfer, dismissal, acceptance of apologies, withdrawal and addition, issuance of academic certificates, study and exam schedules, final exam procedures and instructions, executive rules for reorganizing student stipend in the College, and other related aspects.

### Academic departments in the College

There are nine academic departments in the College that offer a number of undergraduate and diploma programs in applied medical sciences:

1. Clinical Laboratory Sciences Department bachelor's (male and female students).
2. Health Information Management Department, bachelor (male and female).
3. Respiratory Care Department, bachelor (male and female).
4. Anesthesia Technology Department, bachelor (male and female).
5. Health Services Administration Department, diploma (male students).
6. Emergency Medical Services Department, bachelor (male students), and diploma of emergency medical services for the military.
7. Biomedical Technology Department, bachelor's (male students).
8. Nursing Department, bachelor (female students).
9. Oral and Dental Health Care Department, bachelor (female students).

To view these programs, visit the Admission and Registration Administration or visit the website of the College's Deanship of Academic Affairs at the following link:

<http://psmchs.edu.sa/academic-departments-menu-ar>

## First Year Program

The First year program is considered to be a bridge between the general education stage and the university education stage, equipping the student with the cognitive, social, and behavioral skills necessary to engage in the university academic life effectively and competently. It is an integral part of the student study accreditation in the College, where the student's grades achieved during his/her first year are incorporated into his/her cumulative average throughout his/her College studies. The requirement to complete a first year prior to entering a specialized program was implemented to ensure that students had the preparation and skills to succeed in undergraduate learning.

**Vision:** To enrich the student's knowledge and skill level to reach the highest excellent standard of success throughout the early stages of their university education.

**Mission:** Achieving quality and scientific competence and providing students with the basic skills to integrate into academic life and prepare him/her for a distinguished academic and professional life.

**The values:** Through the first year program, the College seeks to establish educational and social values such as teamwork, professionalism, responsibility, creativity, honesty, respecting Ethical values, and encourage contributing to community service through intellectual communication and volunteer work.

### First year objectives

- Prepare students for university life.
- Support the teaching of applied scientific and medical disciplines in the English language.
- Develop students' skills in English language, information technology, communication and education skills.
- Reduce dropout rates among students of applied medical specialties.
- Promote the basic scientific knowledge students need in their future specialty.
- Develop the principle of competition among students, where the specialization of students is determined by an academic achievement.
- Establish principles of discipline, commitment and a sense of responsibility.
- Promote leadership skills, self-confidence and initiative spirit.
- Encourage innovation, creativity and self-development.
- Prepare students to achieve a distinguished academic achievement and maximize the opportunities available to them during their studies.
- Equip students with the technical skills to effectively engage with their learning environment, technologies, and electronic programs
- Support student's ambition of academic excellence.
- Develop analytical, independent learning, and collaborative learning skills.
  - Help students to better invest his/her intellectual capacity.
  - Develop student's social, relational, communication, and personal planning skills.

### First Year Plan

First Semester				Second Semester			
Course Code and Number	Course Title	Credit Hours	Pre-requisite	Course Code and Number	Course Title	Credit Hours	Pre-requisite
ENG 108	English Language I	7		ENG 109	English Language II	5	ENG 108
MATH 101	Mathematics I	3		BIOL 101	Biology I	4	
COM 100	Computer Studies	3		CHEM 101	Chemistry I	4	
SDS 100	Self-Development Skills	3		PHYS 101	Physics I	4	
FPE 101	Fitness & Physical Education	1		IST 100	Islamic Studies I	2	
<b>Total</b>		<b>17</b>		<b>Total</b>		<b>19</b>	

**Note:** it is possible to switch some courses between semesters

## Student Affairs Department

Student affairs is concerned with supporting the intellectual, psychological, cultural, and social needs of students in the College. They coordinate programs to strengthen the link between students and the College, seeking to deepen students' sense of belonging to the homeland and striving to encourage students to occupy their free time with activities that contribute to their cultural, psychological and intellectual development. Finally, they aim to provide a satisfactory student experience through the various student services that create a stimulating learning environment.

**Vision:** Pioneering in student activities and services that contribute to preparing students to serve their country and nation.

**Mission:** Achieving excellence and leadership, keeping updated on developments in the field of student activities and services that contribute to the personal development of students in an integrated manner, while striving towards achieving the quality that students strive for.

### Objectives

1. Enhance the Islamic morals and national spirit in students, preparing them to be model/upstanding citizens
2. Contribute to building the students' personal attributes, encouraging them to be well-balanced and integrated in the community
3. Strengthen communication between the student and his/her teacher throughout their university studies and after graduation.
3. Reinforce the students' sense of belonging in the College during their study and after graduation.
4. Provide guidance for students to spend their free time in a way that is beneficial for their development
5. Familiarize students with volunteering, participating in community service, and Participating in community service and contributing to the country in various ways
6. Refine students' skills, develop their knowledge, and expose them to modern learning methods.
7. Create an educational environment that Provide services that satisfy student needs.

**Values:** discipline - sincerity - teamwork - cooperation - optimism.

### Department's duties

The Student Affairs Department seeks to support students in their transition from the school environment to the university academic environment, playing the role of the mediator between the student and all departments of the College, providing guidance and social support. The department's duties are summarized as follows:

- Help the student to overcome the difficulties (social and psychological) that he/she may face.
- Prepare student support programs such as new student reception programs Respond to parents' inquiries relating to their son's/daughter's academic matters and attendance the

department provides the student with all relevant documentation, such as the student identification letter and medical card renewal form.

- Follow up with students in regards to absences and warnings, in coordination with the Admission and Registration Administration.
- Implement the penalty system related to the disciplinary regulations of the College.
- Provide psychological support and social guidance to students in residences.
- Organize students' sports activities (i.e. football - volleyball - tennis - swimming - weightlifting) so that the student can practice his/her favorite hobbies, as well as cultural and social activities (i.e. recreational and scientific trips, scientific competitions etc.).
- Educate students on the psychological, social, health and cultural aspects by hosting specialized lecturers.
- Participate in the admission and registration procedures for new students.
- Participate in organizing graduation ceremonies.
- Follow-up on students' health related emergency cases during the official working hours.
- Monitor the nomination and supervise the duties of the student council in the College.
- Supervise the formation and work of student clubs and share their activities with students.
- Activate and organize the Student Employment Program in the College.

## Code of conduct

The code of student conduct sets out a set of instructions to be shared with and approved by students to provide consent in writing at the Admission and Registration Administration during the first week of study at the College, agreeing to follow the instructions issued in the disciplinary regulations for students, and the violations and penalties appendix to these regulations, including:

- Exams and assignments regulations consent.
- Conduct and dress code regulations consent (male and female students).

### **(Exams and Homework Regulations Consent)**

The student consents to adhere to the following and accept the designated penalty in case of committing any violation:

- Cheating or attempting to cheat in exams or coursework, including bringing materials related to the course or cheating tools (i.e. a mobile phone, Bluetooth, headsets or modern digital watches) into an exam, even if the student did not benefit from them, will result in the student receiving a grade of zero in the course or homework. The case will be further transferred to a disciplinary committee in the following cases:
  - 1- Plagiarism, collusion, switching, fabrication and copying.
  - 2- Use of post it notes, or technical tools such as mobile device or other technical devices or carrying them during exams.
  - 3- Not following the invigilator's instructions in the exam room or trying to cause disruptions, including talking, making hand gestures, and any other physical gestures.
- Illegal access to exam papers and their distribution may result in the student's dismissal.

## Code of Conduct and dress code for male students

The student agrees to adhere to the following, and accepts the decided penalties in the event of a violation:

- 1- Adhere to the approved College students' formal uniform.
- 2- Do not wear clothing bearing pictures, quotes or slogans contrary to the Islamic religion.
- 3- Don't remove college property from classrooms and laboratories.
- 4- Do not walk around the College outside of the scheduled places and specific times in the educational program.
- 5- Do not leave personal and precious belongings inside the classroom.
- 6- Do not borrow stationary from colleagues during classes and exams and adhere to the obligation to bring a calculator and personal dictionary as per exam instructions.
- 7- Do not use a mobile phone inside the classroom, and do not bring smart phones and electronics that play music.
- 8- Don't smoke inside any of the College facilities.
- 9- Do not eat or drink inside the classrooms and eat in the allocated places.
- 10- Maintain calmness in all College facilities.
- 11- Commit to using the library in the allocated times for male students.
- 12- Use the toilets allocated for male students.
- 13- Keep all microphones switched off in the classroom, and do not play with the computers and projectors.
- 14- Do not bring any prohibited items.
- 15- Avoid all causes of quarrel and do not gather in the corridors.
- 16- Do not open the windows of the classrooms.
- 17- Wear the college card and do not lend it to any other student or any unauthorized individual.
- 18- Commit to good behavior with the faculty members and College staff, show exemplary behavior with everyone.
- 19- Adhere to regulations and instructions issued and keep up to date with any amendments.
- 20- Commit to not leaving any devices connected to electricity after you finish using them.
- 21- Commit to wear laboratory uniforms and use laboratory-approved tools.
- 22- Commit to attend classes and laboratories on time.
- 23- Follow up on announcements, text messages, emails and the College website and registration system account in the

## Code of Conduct and dress code for female students

The student agrees to adhere to the following, and accepts the decided penalties in the event of a violation:

1. Adhere to the approved College students' formal uniform.
2. Wear decent and appropriate clothing.
3. Wear face cover (nekaab) inside classrooms and throughout the College.
4. Do not wear jewelry, accessories, cosmetics, nail polish and perfumes.
5. Do not wear clothing bearing pictures, quotes or slogans contrary to the Islamic religion.
6. Wear shoes with a rubber base that do not make noise while walking, and do not wear heels.
7. Do not leave the College during the official class hours without the knowledge of the student supervisor and without filling out the appropriate form.
8. Comply with the transportation agreed by the guardian only. To obtain the driver's permission, please provide two driver's pictures and a consent form from the guardian.
9. Don't remove college property from classrooms and laboratories.
10. Do not walk around the College outside of the scheduled places and specific times in the educational program.
11. Do not leave personal and precious belongings inside the classroom.
12. Do not borrow stationary from colleagues during classes and exams and adhere to the obligation to bring a calculator and personal dictionary as per exam instructions.
13. Do not use a mobile phone inside the classroom, and do not bring smart phones and electronics that play music.
14. Do not eat or drink inside the classrooms and eat in the allocated places.
15. Maintain calmness in all College facilities.
16. Use the back entrance for female students to enter and exit the College.
17. Commit to using the library in the allocated times for female students.
18. Use the toilets allocated for female students.
19. Keep all microphones switched off in the classroom, and do not play with the computers and projectors.
20. Do not bring any prohibited items.
21. Avoid all causes of quarrel and do not gather in the corridors.
22. Do not open the windows of the classrooms.
23. Wear the college card and do not lend it to any other student or any unauthorized individual.
24. Commit to good behavior with the faculty members and College staff, show exemplary behavior with everyone.
25. Adhere to regulations and instructions issued and keep up to date with any amendments.
26. Commit to not leaving any devices connected to electricity after you finish using them.
27. Commit to wear laboratory uniforms and use laboratory-approved tools.
28. Commit to attend classes and laboratories on time.
29. Follow up on announcements, text messages, emails and the College website and registration system account in the College.

Restrictions related to the application of the Public Conduct Bylaw, identifying 19 violations that the student is punished for, including:

- Behave in a way that do not align with public modesty.
- Playing music during Athan and prayer times.
- Putting trash in places other than the designated bins.
- Occupying the facilities designated for elderly and special needs people.
- Unlawful entry to public places.
- Wearing inappropriate clothing in public places, depending on the rules of each place.
- Wearing clothing in public places that bears phrases, pictures or forms that offend modesty.
- Wearing clothes in public places that display phrases, pictures or ideology that provoke racism, prejudice, or promote the use of prohibited substances or pornography.
- Writing, drawing, or similar activities, on transportation, or public properties, without a license.
- Posting posters and distributing commercial flyers in public places without a license.
- Setting fires in gardens and public places other than in permitted areas.
- Using inappropriate language or behaving inappropriately in public places.
- Filming people directly without their permission, or filming criminal, traffic or accidental incidents without obtaining permission from the relevant parties.

## College students' dress code

Dear Student,

Adherence to the rules, regulations, and instructions of the College reflects the high level of professionalism and discipline necessary to work in the various health care sectors, so we ask that you adhere to the following official dress code regulations:

- Adhere to wearing the university card visibly inside the College and show it when entering or leaving the College.
- Adhere to wearing the indicated student formal uniform as follows:

For male students

- First year: Dark blue colored scrubs, to be worn with a white lab coat in laboratories.
- Specializations: Light blue (Royal) colored scrubs, to be worn with a white lab coat in in laboratories, as shown in the picture.



For female students

- First year: Purple colored scrubs, to be worn in a wide and modest fit, paired with a white lab coat at all times.
- Specializations: Turquoise colored scrubs, to be worn in a wide and modest fit, paired with a white lab coat at all times, as shown in the picture.



## Student rights and obligations list

The list refers to the student's academic rights in the College, such as the student's right to obtain the scientific material and knowledge related to the courses he/she studies, in accordance with the rules and regulations governing academic work, and the student's right to obtain the course guide from the departments and the specializations available to him/her. It also includes the student's general rights in the College, such as having access to social events and facilities provided by the College in accordance with the regulations and instructions of the College organizing this, and the right to obtain adequate health care and treatment inside King Fahd Military Medical Complex in Dhahran, among other rights.

The list also refers to the student's academic obligations, such as the student's commitment to attend all scheduled study sessions and to fulfill all academic requirements as per the rules and dates indicating the start and end of the study, transfer, registration, apology, addition or removal of a course, in accordance with the rules and regulations governing this. The list also refers to the student's non-academic obligations in the College, such as the student obligation to adhere to the College's rules, regulations, instructions and decisions issued when implementing these rules, as well as the obligation to not violate these rules or providing fraudulent documents to obtain any right or advantage contrary to those stated within this document.

Dear student, you can view and familiarize yourself with the official student rights and obligations list, using the following link:

<http://www.psmchs.edu.sa/images/student-affairs-st-rights.pdf>

## Student disciplinary regulations

This list has been prepared to align with the disciplinary regulations followed in the Saudi universities and Colleges. The amendments to the list have been made and approved by the College, to guide the student' behavior within the College or any of its facilities, evaluating offending students and addressing their behavior with the educational methods available in the College, and approving disciplinary penalties for students who violate the applicable rules and regulations, and those penalties may range from receiving a verbal or written warning and signing an agreement to not repeat the violation, to the final dismissal from the College.

The annex to the violations and penalties in these regulations also refers to the types of violations applied in the College (academic violations, behavioral violations, security and traffic violations, and housing rules violations) and the penalties implemented in response. You can view the student disciplinary regulations and its annexed violations list to prevent any misconduct throughout the period of study at the College through the following link:

<http://psmchs.edu.sa/images/disciplinary-regulations-2019.pdf>

For more information, we kindly request that you visit the Student Affairs Department.

## Student clubs

**Purpose of student clubs:** student clubs are responsible for hosting various events and activities in which students practice their favorite hobbies through Student Affairs Department, with the support of Vice Deanship of Academic Affairs. This is achieved by creating opportunities for students to translate their ideas and enthusiasm into activities that enable students to follow their aspiration, as well as playing an important role in providing educational and social experiences for students

**Student Clubs vision:** to provide opportunities for students to become well-balanced individuals capable of facing challenges, and seeking to communicate with the community and meet its needs through effective planning of the various activities of student clubs that contribute to developing the various aspects of the personality of students by Equipping them with skills necessary for their future careers

**Student Clubs Mission:** Develop students' talents and skills by giving them the opportunities to practice these, aiming to help students cultivate, develop, and benefit from these skills.

1. Develop students' personality and highlight their different talents.
2. Occupy leisure time with meaningful and useful programs.
3. Prepare students to face the challenges of working life after graduation.
4. Host activities that highlight the talents of the club members.
5. Discover student talents and encourage them to develop these talents.
6. Create an appropriate environment for students to develop their abilities and skills, exchange experiences among them and work to encourage, support and honor them.
7. Participate in various events internally and externally, and exchange experiences.
8. Document student engagement and create a database of student talents in various fields.

### Target group:

Male and female students of Prince Sultan Military College for Health Sciences in Dhahran.

### Procedures for forming student clubs

- Student clubs are established as needed, according to the views of the committee supervising student clubs, and with the approval of the Vice-Dean of Academic Affairs.
- The committee supervising the student clubs submits a coherent plan for the proposed student club, its objectives, and areas of interest to the Vice Dean of the Academic Affairs.
- Club activity may be suspended if the club does not achieve its goals.
- The Student Affairs Department issues executive rules for the functioning of student clubs based on these restrictions.
- The club adheres to the general regulations of the activity.

It is possible to cooperate with the relevant authorities in the implementation of programs that achieve a common goal.

### **Procedures of implementing activities in the student clubs**

- Submit club plans to the committee supervising clubs to be approved annually.
- Implement activities after they are approved by an annual administrative decision.
- Attract students with different advertisements through social media to register in the clubs and participate in multiple activities.
- Distribute informational leaflets on activities, programs, courses and workshops.
- Coordinate with faculty members to give courses and lectures for accredited activities.
- Distribute attendance certificates for accredited courses and workshops.
- Honor student club members at the annual closing ceremony of activities.

### **Approved Students' Clubs at PSMCHS**

The Student Affairs Department invites all male and female students of the College to visit the Admission and Registration Administration to join the following student clubs according to their preferences and interests:

- Health club.
- Psychological Health Club.
- Sports club.
- Literary and Cultural Club.
- Self-Development Club.
- IT Club.
- Respiratory Care Club.
- Scientific Club.
- Community Partnership Club.
- Quality Club.

## Dean's Honor List Award

The Dean's Honor List Award is an annual award granted by the Dean of Prince Sultan Military College for Health Sciences in Dhahran to students with distinguished academic and non-academic achievements according to specific criteria.

**Award mission:** Prepare distinguished graduates, academically and non-academically, who show consideration for the community through encouragement and cultivating the spirit of competition and appreciation based on achievement.

**Award vision:** Establishing competition and the pursuit of excellence as one of the main characteristics of the College graduates.

**Award objectives:** The award aims, through its implementation in the College, to:

1. Establish the principles of encouragement, appreciation and recognition of distinguished students.
2. Achieve excellence in all aspects of the College through the contributions of students.
3. Promote student employment opportunities by building their competitiveness skills.
4. Enhance students' academic, research, and social skills.
5. Contribute to the development of society by forming well- educated and distinguished graduates.

**Award values:** encouragement - competition - transparency - excellence - social responsibility - creativity - innovation.

### Conditions for candidacy for the Dean's Honor List Award

1. The student must be one of the College registered students at the time of candidacy.
2. The student must be enrolled in an academic department or the first year, and not to exceed the period specified for the completion of his/her studies.
3. The student's GPA must not be less than (3.5) in all the semesters he/she studied, including the summer semester.
4. The student must have obtained a GPA of no less than (4.25) in the year in which he/she was nominated.
5. The student's grade should not be less than (C) in all the courses that he/she studied since joining the College.
6. The student must not have been subjected to any disciplinary penalties for violating academic or behavioral rules.
7. The student must not have been subjected to any legal penalties by the competent authorities in the Kingdom of Saudi Arabia.

- For more information, please visit the Student Affairs Department.

# Student Employment Program

## Introduction to the program

The Student Employment Program exists within the student's scheduled hours and aims to develop and refine the skills of College students, informing them of administrative and technical work in the various departments of the College, which would provide them with professional expertise and skills, in addition to exemplifying importance of work and preparing them to take responsibility in their future work. The Student Employment Program within the College's facilities also aims to develop a sense of belonging and loyalty to the College and its facilities.

**Service provider:** Student Affairs Department, in cooperation with the relevant departments.

**Target group:** College male and female students.

**Areas of employment:** College Library - Public Relations - Sports Club (for students) - College Cafeteria - Teacher Assistant in academic departments.

## Employment restrictions

1. The student must have registered the required study hours during the semester, so that the free hours in the academic schedule are not less than five hours per week.
2. The student must have completed the first Year Program.
3. The student not be under an academic probation.
4. The priority of work opportunities shall be available to students who have not worked in the program since joining the College.
5. The student cannot be employed twice since joining the College.
6. The Student Employment Committee may exclude some students from joining priority conditions if the student has specific capabilities and skills that he/she intends to use in training other College students on these skills.
7. The student can register for only one employment opportunity per semester.
8. The student's working hours must not exceed 50 hours and not be less than 20 hours during one month by 15 riyals per hour, except for students working as a teacher assistant where the student gets 20 riyals per hour.
9. The student's working hours during the day should not exceed 3 hours, taking into consideration what was previously mentioned regarding the minimum and the maximum working hours during one month.
10. The student's lateness in submitting the employment timesheet and its attachments two weeks before the end of the semester may result in the payment of his/her salary being postponed to the next semester.
11. If it is proven that the student is neglecting the duties assigned to him/her, his/her work in the program is terminated without financial compensation, and he/she cannot work in the program again.

## Employment procedures

1. At the beginning of the semester, the Student Affairs Department will collate opportunities for employing students within the College's facilities.
2. Program applications will be open for a period of one week (the first week of the semester) by filling the form through contacting the Student Affairs Department or registering on the College website through an electronic system.
3. During the second week of the semester, applications are reviewed and classified according to priority, and then the names are distributed to the various facilities and departments of the College, provided that the student's direction to a department is not approved until the signature and approval of the relevant department head and providing him/her with a form for recording the student's working hours.
4. The number of students working in the department/facility should not be more than three students for each semester, and the employing department is committed to approve the attendance record for all working students.
5. The student starts working as directed, starting from the fourth week of the semester.
6. The student is required -upon completion of the required working hours in a month- to provide the Student Affairs Department with a working hours registration form approved by the department head.
7. The Student Affairs Department shall submit the names of students to the Vice-Dean of Academic Affairs for approval, and then submit it for accreditation by the College Dean to be directed to the Financial Department, to pay the salary to the student.

## Documentation for Student Employment Program

- Form A: Student enrollment to Student Employment Program, to be filled out by the student who wishes to enroll.
- Form (B): Student's employment contract, signed by the employing department and the student.
- Form (C): Working hours registration form, to be filled out and approved by the department head then submit it to the Financial Administration by the Student Affairs Department.

**Required documents for joining the program:** Student Card - Academic Schedule - Form A

- For more information, please contact Student Affairs Department.

## Students Council

The Student Council seeks to strengthen and enhance communication and dialogue between the student and the College through the Student Affairs Department, to improve the provision and development of various activities for male and female students, whether they are student services, academic issues or activities. The Student Council also enables the provision of various cultural, sports, social, scientific and creative programs and activities, in addition to discussing the problems related to the student and tries to find appropriate solutions internally or externally in accordance with Islamic values and principles.

**The vision:** Leadership and excellence in providing suggestions and solutions for students' problems and issues, participating in student activities and creating a competitive environment that makes the College a committed, distinguished community that supports students who are committed to the principle of completion.

**The mission:** Communication and dialogue with male and female students to obtain their views and convey them to the authorities in an organized and objective manner through which the student activities objectives are achieved in the College. Moreover, give an opportunity to the students to practice cultural, social, scientific and sporting activities according to what male and female students' desire, following the Islamic values and principles and within the systems and procedures of the College and the Student Affairs Department.

### Objectives

1. Provide an opportunity for male and female students to take responsibility of planning, implementing, follow-up and evaluation of all student activities and services under the supervision and framework of the general plan of the Student Affairs Department.
2. Enable students to participate in activities, teamwork, and organization.
3. Invest the free time of male and female students in the practice of various activities and services, which enables them to acquire the skills, experiences and knowledge that help to create a balanced, integrated personality for the university student within the framework of tolerant Islamic values.
4. Spread Islamic, cultural and moral awareness among the College students.
5. Develop the spirit of sympathy and the bonds of brotherhood and friendship based on the tolerant Islamic values.
6. Provide useful services to the College students.
7. Develop the leadership skills of male and female students and provide them with beneficial experiences.

## Conditions for selecting the candidate for the Student Council

At the beginning of each academic year, the candidacy of the student council is announced through self-nomination of students who wish to represent the voice of their fellow students, by filling the nomination form from Student Affairs Department and completing the conditions of nomination as follows:

1. The candidate must be a full-time student.
2. The cumulative average should not be less than 2.50 out of 5.
3. The candidate should not have any disciplinary penalty from the College or outside of it.
4. The candidate graduation should not be less than two semesters.
5. The candidate must be finished the first year.
6. Fill out candidacy form and submit it to the Student Affairs Department.

## General conditions through which the main goal of the Student Council can be achieved:

- Commitment to reflecting the public morals and respect in presenting views.
- Commitment to honesty and accuracy in conveying the views and needs of male and female students.
- Avoid personal issues and focus on what matters to students in general.
- Appreciate responsibility and confidentiality within the Council.

## Student Council members' selection procedures

- Obtain the application form from the Student Affairs Department at the College.
- Fill out the form and obtain approval from the Student Affairs Department.
- Complete the voting and selection process of candidates for male and female student representatives through the designated elections form, in which the names of the candidates are registered and obtained by each student registered in the election schedules based on his/her university card after signing the receipt in a record prepared by the Student Affairs Department.
- The votes are sorted after the voting process is completed, in the presence and supervision of a representative of the College students and the Student Affairs Department, and the percentage of winning in the candidacy is calculated.
- For student council elections to be valid, voting must be based on an election time determined by the Student Affairs Department.

## Working procedures for the Student Council

- After completing the nomination process for students and one of them wins membership in the council, the elected student begins to form work committees, select their members, and start the organization of and participate with the Student Affairs Department to implement the programs.

- Submit the topics and opinions to be discussed to the supervisory council and communicate with the Student Affairs Department on an ongoing basis.
- At the end of the academic year, a form is made for the College students to record their suggestions and observations on the services provided to them or any observation they find in regards to the College as a whole. After that, these notes are reviewed and submitted to the College authorities to improve the quality of the services provided to students.
- All students must commit to attending all responsibilities as per the indicated meeting schedule.

- For more information, please contact the Student Affairs Department.

## Students Rights, Academic Advisory and Guidance Unit

Academic guidance is considered one of the most important pillars of university education. It is a crucial part of the education system as a response to social, economic, and humanitarian variables at the heart of the educational system and its educational philosophy. Moreover, it is a response to the students' needs to communicate regarding their university education, which is a necessary development to achieve self-requirements in creativity and excellence.

The Students' Rights, Academic Advisory and Guidance unit is responsible for guiding the students and following up with their progress during their university studies, as well as providing them with various guidance services in an organized manner based on clear principles.

In order for the role of academic guidance to be effective, all parties of the educational process must be involved in guiding students towards the best ways to achieve success. Furthermore, they must collaborate to help students adapt to the university environment by providing them with the various academic skills necessary to improve their academic achievement and aspirations. The Students' Rights, Academic Advisory and Guidance Unit aims to respond to the global changes in the field of education, as well as ensure quality assurance and academic accreditation in the educational process in response to the needs reflected by the feedback in the labor market.

**Vision:** To provide excellent guidance services to students at all levels of study, as well as to contribute to the development of their personalities academically and intellectually and develop their skills in various fields in line with the international universities quality standards through a specialized team.

**Mission:** The Students' Rights, Academic Guidance and Advisory Unit provides support and guidance to College students to help them benefit from their own abilities, as well as to develop their skills and to encourage them to excel academically. This will help students to graduate in the specified period of time after acquiring scientific expertise and practical skills that provide them with competitive opportunities in the labor market.

**Objectives:** The Students' Rights, Academic Advisory and Guidance Unit at Prince Sultan Military College of Health Sciences seek to achieve the following objectives:

- Prepare students to learn and adapt to university life and have effective coping strategies.
- Provide students with correct information about the College, educational policies, resources and study programs.
- Improve students' academic achievement, by raising their abilities and helping them to overcome the obstacles they may face during their academic attainment.
- Reduce the chances of academic difficulties (through preventive guidance, therapeutic guidance, and developmental guidance).
- Provide advice and assistance to College students who have academic problems.
- Provide support to students with academic difficulties and assist them to improve their academic level.
- Identify outstanding and gifted students and assist them to enhance their abilities and support their potential.

- Raise awareness of academic regulations among students.
- Raise students' awareness of study skills to reduce academic difficulties, including how to effectively plan and manage their time, and teach skills that will improve their academic achievement and help them achieve their highest personal potential.
- Assist students to choose the appropriate specialization according to their potential and scientific orientation.
- Raise the level of academic guidance by providing excellent and trained academic advisors to solve all the problems arising during the students' academic attainment.

### Implementation scheme for the Unit Objectives

In order to achieve the objectives of the Students' Rights, Academic Advisory and Guidance Unit, the following mechanisms will be implemented:

- Collaborate with faculty and department heads to find appropriate solutions to students' problems.
- Follow up students' problems through all means of communication, including direct online communication.
- Hold workshops, guidance programs, seminars, and lectures that address many topics of interest to students. These should also aim to students' raise awareness about academic difficulties and provide them with information to manage and cope with any challenges that arise, as well as improve their academic performance.
- Prepare brochures and pamphlets such as posters, flyers, and academic guidance bulletin for all College staff and students.
- Participate in orientation programs for new students at the beginning of the academic year.
- Raise motivation and encourage the desire to excel academically using different reinforcement methods.
- Provide guidance to learn skills towards educational achievement, taking into account individual differences among them.
- Prepare remedial guidance programs for those with academic problems.
- Introduce students to the rules and regulations of the College in coordination with the Admissions and Registration Administration regarding academic students' data.
- Coordinate with the Student Affairs Department regarding services related to students' problems, which may affect their academic achievement and their interaction with the university community.

### Academic Advisory forms

These approved forms by the Students Rights, Academic Advisory and Guidance Unit can be viewed through the following link:

<http://www.psmchs.edu.sa/college-videdeanships-ar/vdaa-main-menu-ar/academic-advisory-ar>

For more information and details, please visit the Students Rights, Academic Advisory and Guidance Unit.

## Services provided by the College to the students

**Food services:** College mess offers three main meals for male and female students (breakfast - lunch - dinner). There is also a cafeteria that provides students' needs during the break period at reasonable price.

Dear student, you should go to the Food and Subsistence Department find out the times that food is served in the College mess.

- The College mess is the designated meal area of the College, and students must not take any food outside of this area.
- Act calmly and respectfully towards your fellow students when getting your meal.
- Leave immediately after finishing the meal to make room for another colleague.

**Gymnasium:** The student can register in the gym and benefit from the services provided by the College through the Sports Affairs Department (such as the gym, football field, swimming pool). The student has the right to use the sports facilities and programs available within the College after being registered and briefed by the Sports Affairs Department, subject to the instructions and regulations of the College.

**Health services:** The College provides health care services through the means of comprehensive health insurance for all College students, their dependents and their parents to benefit from the health services available in the health facilities of the King Fahd Military Medical Complex in Dhahran, as well as in all hospitals and medical services centers of the Armed Forces in the Kingdom of Saudi Arabia.

**Library services:** The College has library borrowing services available for students' use, as well as electronic services within the library system that enable access to research, journals, and scientific journals. To view the working hours of the library and the procedures for borrowing and returning books, visit the library in the main College building.

For more details, visit the library link on the following website:

<http://library.psmchs.edu.sa/cgi-bin/koha/opac-main.pl>

**Housing services:** The College provides fully furnished and equipped residential rooms for students. However, only students who are coming from outside the eastern region are eligible to stay in the College residence. To receive access to their assigned residence, you must visit the housing office in building No. (82). Please ensure that you fill in the receipt and return the forms to the housing office. You will not be given a room unless you show proof that you are from outside the eastern region.

## Residence regulations

1. All rooms are offered are double rooms. At least two students will live in one room, and the room will not be offered to one person only regardless of request.
2. In the case that one student is leaving the room permanently, the student is given a 24-hour deadline to choose the replacement person.
3. The room, with all its contents, is under the responsibility of the two persons living in it, who will be held fully responsible in the event of loss or damage.
4. It is strictly forbidden to own cooking stoves and electrical appliances (TV, heaters, and ovens).
5. It is not allowed for any unauthorized person to live with you in your room and you have to report the presence of unauthorized persons residing in the building, or take responsibility for the presence of any unauthorized persons residing in your room. Visit times are from (5 pm - 11.30 pm) and the visit card can be taken from the security counter at the main entrance in building (82).
6. You may be transferred to another room if there are logical reasons from the Follow-up Committee or the Housing Department.
7. The College administration does not bear any responsibility for personal belongings left in the rooms in the event of vacating the residence or at the end of the semester. The Housing Department is authorized periodically to dispose of any items left behind in the rooms
8. When the student is absent from a room for a week, his/her colleague must notify the Housing Department in writing with justifications for the absence, if any.
9. The student is given a key to the room for which they are fully responsible. In case of loss, a fine of (100) riyals is paid for the first time, (150) riyals for the second time, and (200) riyals for the third time. The student must return the key on departure.
10. Renovation are not permitted inside the room and any amendment is considered a violation for which the student will be penalized as per the College regulations.

### ▪ **Student Common Areas rules**

Communal areas are provided for students to receive and spend time with visitors, and as space for leisure to meet with students from other rooms, have coffee and tea, and watch TV. All students have the right to benefit from these spaces equally. In addition, these areas are subject to periodic monitoring and follow-up by the security staff and the Follow-up Committee. Thus, it is necessary to maintain their cleanliness and abide by their purpose, without being dominated by certain groups.

### ▪ **Monitoring systems**

There is a Follow-up Committee and a monitoring mechanism to control student behavior inside the residences, ensuring that the student complies with the residence rules and regulations and follows instructions related to safety and security matters and the legal health and safety standards, which will be periodically monitored to prevent any violations. The monitoring systems are implemented as follows:

- **Automated monitoring system:** The residence is equipped with automatic surveillance system cameras that film 24/7. However, managing your own conduct and following the set rules will be the best way to maintain a safe environment.

- **Inspection tours:** Please be aware that the committee will conduct room inspections without providing prior notice. You must ensure that your room is tidied before going out, and you are responsible for all items kept in your room. Any violations will be noted by the committee even if you are not present during the inspection.

The College is an institution where students are guided to follow the military systems and does not allow the breach of public morals and disciplined behaviors. Therefore, the College has the absolute right to suspend the student and question them in regards to their clothing or overall look if it does not align with the instilled Muslim values, as well as other apparent violations.

## General Safety in the College

The concept of safety is to preserve the safety of College staff, students, and visitors, and the safety of the buildings belonging to the College from cases of fires, God forbid, or when injuries, accidents, or health crises occur while in the College or its facilities. In addition, this concept is instilled to prevent losses, maintain a safe environment, and follow up on general safety procedures in the College or its facilities such as halls, classrooms, offices, laboratories, and residences.

Dear Student,

In the event of a fire, God forbid, or any accident inside the College campus or in the residence, you should immediately contact the hotline of the Fire Fighting Department, No. 6000

In the event of any health problems under any circumstance, call the hotline for the Emergency Department in King Fahad Military Medical Hospital No. (4444)

Always remember these following signposts and numbers



### في حالة اندلاع الحريق، تذكر دائماً اختصار PASS

- ١- امسك طفاية الحريق جيداً بواسطة مقبض الحمل
- ٢- اسحب مسمار الأمان بطفاية الحريق
- ٣- وجه فوهة طفاية الحريق إلى قاعدة اللهب
- ٤- اضغط على المقبض للتشغيل مع التحريك على قاعدة النار يميناً ويساراً

ملاحظة: يجب أن يكون لدى جميع الطلاب الدراية الكافية بجميع طرق الخروج  
الامن من المختبر في حالات الحريق

In the event of fire always remember the acronym PASS

1. Pull the pin.
2. Aim at the base of fire.
3. Squeeze the handle.
4. Sweep from side to side.

Note: All students should be aware of safe exit routes from laboratories in the event of fire.



نقطة التجمع في الحالات الطارئة

## Safety rules in the College Laboratories

- Arrive to the laboratory five minutes before the start of the laboratory.
- Wear safety equipment, which are glasses and lab coat when entering the lab (this is obligatory).
- All eating, drinking, chewing gum, and mobile phone use are prohibited.
- After the end of the experiment, the place of work should be left clean, and this includes bench, glasses, and equipment used in that experiment.
- You should read the instructions about the experiment and the devices, and not use any device except in the presence of the lecturer supervising of the practical session.
- Commit to wearing closed shoes while conducting a practical experiment.
- Do not conduct any experiments unless the laboratory supervisor is present.
- Do not use any material that is unknown or has an unclear label.
- Inform the lab supervisor of any accident; accidents include personal injury, broken glass, or the leak of a chemical.
- In the event of any fire, God forbid, you must leave the lab with the nearest exit and use the fire exit, and then go to the fire assembly point.
- Restrict access to the laboratory to authorized persons only.
- Any unauthorized person must obtain permission from the department head.
- Do not use your mouth to suck chemicals through the pipette, instead use the automated pipette.
- The emergency exit in the lab should always be free from all barriers and obstacles. Close the water taps and turn off the flame and gas when the experiment is finished.
- Dispose of all laboratory waste in the designated places. Hands should be thoroughly washed when leaving the laboratory.

 <p>Never wear open shoes in the Laboratory</p> <p>Avoid bringing food stuffs in the laboratory</p> <p><b>NO</b></p> <p><b>RUNNING OR HORSEPLAY!</b></p> <p>Horseplay or pranks are highly dangerous in the Laboratory</p>	 <p><b>EMERGENCY SHOWER/EYEWASH</b></p> <p>Emergency showers and eye wash stations must be located within 10 seconds of unobstructed approach at the working area. A standard first aid kit must be available in all the college laboratories.</p> <p>Do not handle heated material directly. Always use tongs, test-tube holders, or heat-resistant gloves to handle heated glassware.</p> <p><b>Exit</b> →</p>	 <p><b>RECOGNIZE YOUR SAFETY SIGN</b></p> <p>Get to know what the symbols mean. They are provided for your safety! Label all the containers to provide hazard information.</p>
<p><b>LET US PUT THE OSHA STANDARDS INTO PRACTICE TO ESTABLISH A SAFETY CULTURE IN THE COLLEGE</b></p>		
 <p><b>PPE – Personal Protective Equipment</b> are a must have in the laboratory.</p> <p><b>No Exceptions to this rule</b></p>	 <p><b>WARNING!</b></p> <p><b>BIOHAZARD</b></p> <p>Infectious waste bins and sharp containers must be made of heavy duty plastic and should have biohazard sign on them. They must be disposed off when they are three quarters filled.</p> <p>Uncontaminated broken glass must be disposed off in a separated broken glass box with a label on it.</p>	 <p>All electrical equipment must be grounded. Always check for any damaged wires, current rating of extension cord prior to the experiment and never overload it.</p>

**Dear student,**

We welcome you to Prince Sultan Military College of Health Sciences in Dhahran, and we offer you this guide to provide you with assistance for reviewing rules, instructions and regulations that are important to you throughout your studies in the College, and to view the various programs and services provided by the College to you through the different departments and administrations of the College.

Please, do not hesitate to ask and inquire about any matter that pertains to you.

You are welcomed...

With regards,

Student Affairs Department