



**IBN SINA NATIONAL COLLEGE FOR
MEDICAL STUDIES, JEDDAH,
KINGDOM OF SAUDI ARABIA**

Accredited By



STUDENT HAND BOOK (INSTITUTIONAL)

No	Contents	Page No
1.	Welcome Note	2
2.	Mission & Vision of ISNC	2
3.	ISNC Overview	3
4.	EEC-NCAAA Accreditation	4
5.	Founder's Message	5
6.	ISNC Dean	5
7.	Organization chart (ISNC)	6
8.	Student Registration and admission	7
9.	Academic Affairs	11
10.	Finance Department	14
11.	Academic counseling and Student Support Unit	15
12.	Learning Assistance	17
13.	Research and Scholarly Activities	18
14.	Community Activities	20
15.	Dress code	21
16.	Grievances	21
17.	Medical Facilities	25
18.	Student involvement in college committees	27
19.	Selection criteria for student leaders	28
20.	Extracurricular support	28
21.	Canteen and Hostel Facilities	29
22.	Code of Ethics and Code of Conduct	29
23.	Important Contacts	42

WELCOME NOTE

Welcome to Ibn Sina National College for Medical Studies (ISNC), KSA, the first private medical institution of the Kingdom located in Jeddah. Congratulations for choosing this institution to fulfill your aspirations of future. This guide is intended to help you with a broad outline of useful information about the college.

VISION OF ISNC

Leading Private Health Education in GCC Countries.

MISSION OF ISNC

To make a significant contribution to the advances in Saudi Arabian health care, through the provision of outstanding education, research and medical services within a stimulating learning environment.

ISNC OVERVIEW

- ISNC is promoted by the Al Jedaani group, which has decades of experience in health care services. ISNC is born out of a deep desire to serve the needs of the community in the Kingdom by providing a quality institution for medical studies.
- After a protracted diligent planning the college reached a level of preparedness to accept the first cohort of students in the academic year 2004, corresponding 1425H marking the beginning of a momentous journey, duly licensed by the MOE, began its operations in its own premises located on the Al-Mahajar Street, next to the King Abdulaziz Hospital, in Southern Jeddah.
- Consistent with the challenging mission, the college obtained permission from MOE to offer programs in Medicine, Dentistry and Clinical Pharmacy and subsequently in Nursing in 2008.
- The campus is spread over an area of 27,500 sqm; self-contained and accommodates all necessary facilities including the hospital to serve more than 3000 students. Design of the main building is in the shape of the letter 'H' where each of the wings houses the genders separately, yet facilitates easy communication and access to critical facilities and the central administrative setup.
- ISNC has implemented innovative curricula in each of the program that were entrusted to the King Abdullah Research and Consulting Institute, King Saud University, Riyadh for initial design and subsequently modified and adopted to suit the missions of respective programs.

- ISNC holds a distinction in the country for being as the first private institution to introduce an integrated modular innovative curriculum based on educational strategies collectively called SPICES for its MBBS degree and offer a Pharm. D degree in its clinical pharmacy program.
- ISNC has since produced several cohorts of fully qualified medical doctors, dentists, clinical pharmacists and nurses who have made an impact on the health services sector in the Kingdom. Many of the graduates are also pursuing higher degrees both within the country and abroad.

Accreditation by Education Evaluation Commission - National Centre for Academic Accreditation and Assessment (EEC-NCAAA)

- ISNC is one of the few medical colleges across the Kingdom to be accredited by EEC-NCAAA.
- EEC-NCAAA accreditation assures that a program has met quality standards set for higher education institution of the Kingdom.
- Accreditation helps students and their parents choose quality college/programs.
- Accreditation enables the employers to recruit graduates who are well-prepared.
- Accreditation provides a structured mechanism to assess, evaluate and improve the quality of your program continuously.
- Accreditation is an important factor when a college or university is deciding whether to accept transfer credit from a student's previous school.

FOUNDER'S MESSAGE

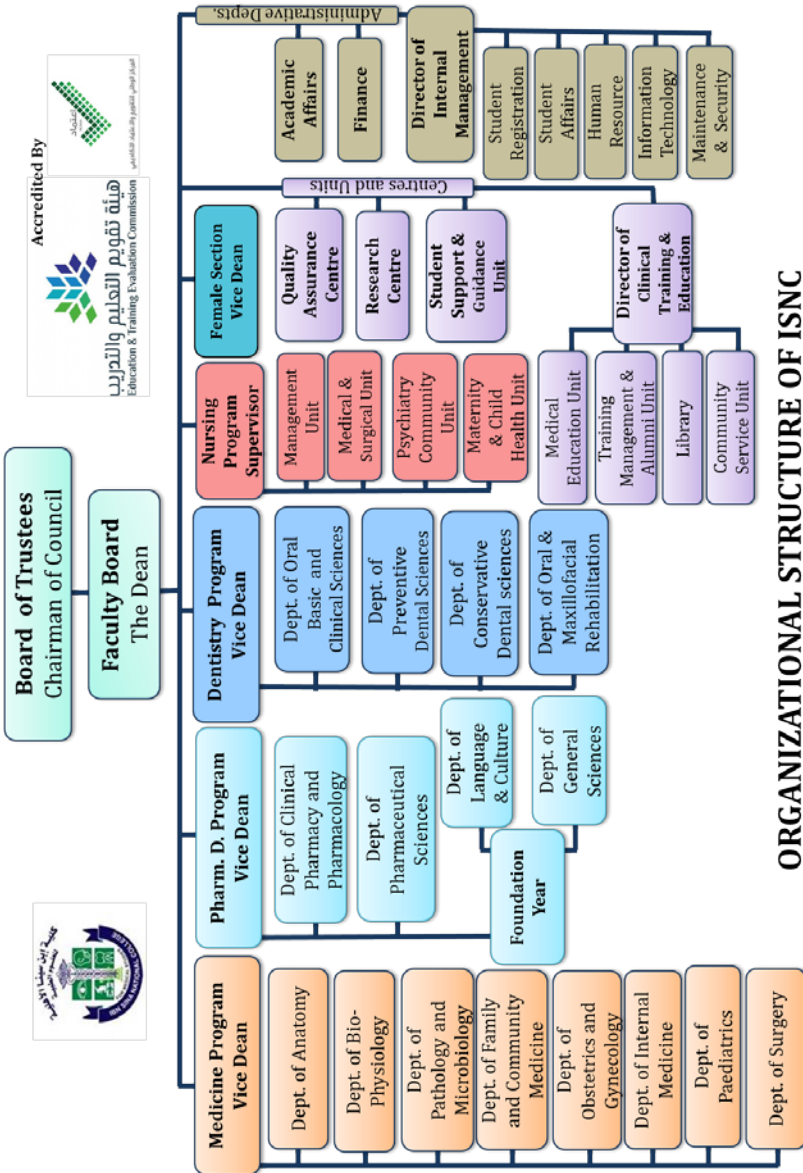
Shaikh Shali Al-Jedaani: The idea of having a private medical college in Saudi Arabia struck me several years when my son and daughter were studying medicine abroad. I appreciated their difficulties in leaving home to go to other surroundings. The decision of the Saudi authorities to allow the private sector to participate within higher education gave me real encouragement to proceed with my idea. We have selected the most suitable and up-to-date curricula to stimulate active learning, critical thinking, skills development and creativity. In addition, a 120-bed modern teaching hospital has been built and equipped for clinical training within the campus.

DEAN OF ISNC

Dr. Rashad Hassan Habibulla Al-Kashgari, F.R.C.S (Glasgow): Born in January 1954, went on to become a proud product of the Kingdom's first medical school at King Saud University, Riyadh, from amongst the first batch of Saudi doctors graduated from within the Kingdom. Dr. Rashad has been a surgeon of exceptional skills and a teacher at heart for over 25 years.

A fellowship of the Royal College of Surgeons stands in testimony for his ability and achievements as a consultant surgeon. Prestigious positions such as the chairmanship of the department of surgery at the faculty of medicine, King Abdul Aziz University and the Presidency of Saudi General Surgery Society further highlight his distinguished career. To Ibn Sina National College, he brings with him the rich expertise of skillful practice of his field and the vast experience of student training.

ORGANIZATION CHART - INSTITUTION



ORGANIZATIONAL STRUCTURE OF ISNC



STUDENT REGISTRATION AND ADMISSION

NEW STUDENT ADMISSION CONDITIONS:

- The general secondary school certificate must have been obtained within the last five years.
(Applications of graduates from earlier than five years are subject to the discretion of the Board of Trustees).
- The prescribed academic fees are paid in advance for each of the academic semesters.
- Graduates of general secondary schools shall be granted acceptance subject to fulfillment of the following conditions
- **Admission conditions for Medicine and Dentistry programs:** General secondary school certificate with a minimum of 85% and minimum scores of 70% each in the tahsilee and Qudrath tests.
- **Admission conditions for Clinical Pharmacy Program:** General secondary school certificate with a minimum of 80%, and minimum scores of 60% each in the tahsilee and Qudrath tests.
- **Admission conditions for Nursing Program:** General secondary school certificate with a minimum of 75%, and minimum scores of 55% each in the tahsilee and Qudrath tests

REGISTRATION PROCEDURE FOR THE NEW STUDENTS

1. Pay the registration fees of SAR 3000(non-refundable) and the academic fees for the semester. Proof of payments must be attached to the application file
2. Original certificate of the general secondary school
3. Original certificates of the Qudrath and Tahsilee tests
4. Passport size photographs - phone numbers

5. Certificate of good behavior and conduct
6. Passing the medical examination
7. Sign the student admission agreement with the college
8. Receive a letter of acceptance from the college clearly stating the program admitted to.

ADMISSION CONDITIONS FOR STUDENTS ON TRANSFER

Students requesting transfer from other colleges and universities shall be considered for selection subject to having achieved a CGPA of 4.5 out of 5 or 3.6 out of 4 in the preparatory year in the previous institution.

General conditions

1. The courses studied by the student must be the same as the courses offered at Ibn Sina National College in all aspects
2. Only those courses where the student has scored 75% or more shall be considered for equalization
3. Equalization requests are granted only at the time of the registration process. Any requests are granted only at the time of the registration process. Any requests after this shall not be considered.
4. Equalization of courses does not affect the prescribed fees
5. The student is required to study the remaining courses of the preparatory program during the academic year according to the policies and rules of the college.

Admission conditions for students with a Bachelor Degree

1. Applicants holding a bachelors degree of science seeking admission in the college shall be considered only if they have achieved a CGPA of not less than 3.75 out of 5 or 3.22 out of 4.
2. No more than a years gap in academics from the graduation date.

IMPORTANT BY LAWS*

TRANSFER FROM PROGRAM TO PROGRAM:

As per forty fifth article of ISNC; A student may transfer from a program to another within ISNC if there is a vacant place in the program to which the student desire to transfer provided that number of transferring students does not exceed 10% of the students in the program. Transferring from a program to another shall be dealt according to the following regulations:

1. Completing the preparatory year (first year) fully and achieving 4 out of 5 GPA.
2. Filling the Transfer Form in Admission & Registration Department not later than a week from start of academic year.
3. Receiving ISNC approval through a formal letter stating the student's transfer to the new program as per request during the first week of the new academic year.
4. The student is not considered transferred in case of not receiving the letter proving transfer. In addition, the student is not entitled to join the program to which he/she desires to transfer if the letter stating transfer is not received. The student takes full responsibility in case of not commitment

WITHDRAWAL FROM A COURSE OR COURSES OF A SEMESTER:

As per twelfth article of ISNC a student may apologize for not continuing his studies in a specific course or all courses of a specified semester without considering him/her failed if an acceptable excuse is submitted to the authority stated by Board of Trustees within five weeks before the final exams. Board of Trustees may, in case of extreme necessity, exclude this article. "W" grade is recorded for the student as well as calculating such semester of the duration required to complete graduation requirements.

POSTPONEMENT OF STUDIES:

As per the by law of ISNC Section - 5 Article no. 13, a student may apply to postpone study for an excuse accepted by the authority determined by Board of Trustees on condition that postpone period does not exceed two successive semesters or three non-successive semesters as a maximum limit during the period of study at ISNC after which the student record shall be terminated. Board of Trustees may, in case of extreme necessity, exclude this article. Deferral period shall not be calculated of the period required to complete graduation requirements. If a student ceased study for a semester without Deferral Request, as per Fourteenth Article his/her enrollment shall be cancelled. Board of Trustees may cancel student's enrollment in case of ceasing study for less period without Deferral Request.

SEMESTER WISE MANDATORY REGISTRATION OF COURSES:

All continuing students are required to register every semester for their respective courses through the dedicated registration software available on the website www.ibnsina.edu.sa The students are informed about the time line of registration, it is mandatory to complete this step, in order to attend lectures subsequently.

Failing to compile with this request the students may not find their names in the attendance registers and there by risk meeting the minimum attendance requirement. This procedure is initiated by the department of academic affairs and completed by the finance section.

ACADEMIC AFFAIRS

Supporting the students in their efforts to get the best of opportunities at the college to pursue excellence in their chosen programs is the top most priority for the Department of Academic Affairs. In close coordination with the administrative and academic departments in the college we strive to provide all possible guidance to the students and extend timely help to create and sustain a stimulating learning environment on the campus.

With **sections in both male and female sides** of the campus, this department ensures orderly functioning of academic activities in the college and enforces a disciplined behavior on the campus. Academic schedules, maintenance of attendance records, management of academic performance data etc., are some important functions of this department. Channelizing creative energy of the young minds on the campus into productive and innovative learning outcomes and referring for appropriate counseling support to help the distressed students and those with learning difficulties are equally important to us.

Aligned with the institution's mission Department of Academic Affairs works single mindedly with the following mission to make the students as stress free as possible, thus help them realize their academic aspirations.

'To strive to create a stimulating learning environment for the students at ISNC to excel in their aspirations'

The department of Academic Affairs is always prepared to extend any assistance that the students may need. You may

approach the Director: Dr. Shabbir Ahmed Sayeed, for any specific help in his office during the office hours or @ Ext. 222

Rules and Regulations on dealing with absence from lectures and exams in ISNC

Student attendance is considered one of the major elements that determine their success and also impart traits of dedication and discipline to their professionalism. The Academic Affairs Department would like to inform you the following regulations on the nature of permissible evidences for excuses of various types and the conditions for their acceptance. These approved regulations outlined below are to be enforced by the Academic staff and to be followed by the students:

Attendance Policies

General Rules and Conditions:

1. The **upper limit for absence in any course or module is 25%** of the total lecture/practical sessions. This limit includes the approved excuses as well.
2. All type of **excuses must be submitted to the academic affair department within a period of five days** from the date of the excuse and will not be accepted thereafter.
3. Any excuses for sick leaves or other conditions that do not comply with the conditions outlined in this document will not be accepted and the student shall be solely responsible for the lapse and face any disciplinary sanctions that may be established by the College.
4. For all conditions **only the original medical or Police reports** etc., are accepted.
5. When **participating in events or official activities** which the collage is a part of, **prior approval from the college authority is compulsory** before participating and seeking excuse from attendance. This **permission does not include**

periods of any exams. It is the student's responsibility to inform all concerned faculty members about his/her approval for participation.

6. In case of a traffic accident, officially certified **report from the traffic department** should be enclosed in original.
7. In **case of death** of a relative, the grieving student is allowed **only three days** of condolence leave, This must be Supported with a **certificate of death**. Relatives permitted under this clause are: Mother or Father/ Husband or Wife/ Son or Daughter/ Sister or Brother/ Grandfather or Grandmother.
8. Students should follow up with the Academic Affairs Department to ensure if their sick leave excuse is accepted and approved or not.
9. The Academic Affairs Department will communicate the approved excuses to the concerned faculty member of the course for necessary updates in the attendance roster.

Excuses for Medical Reasons:

1. Recommendation for sick leave (rest period) given by hospitals, health centers and emergency centers will be accepted only if issued as a **medical report with justification for the sick leave by a specialist or a consultant** of the same specialty or by an appointed committee. In **case of hospitalization**, the college must be informed **during or within a week from leaving the hospital** either by a relative or the student concerned and produce the medical report as evidence.
2. Excuses for **clinical appointments** are accepted only if the student submits a letter to the collage **before the date of appointment** and clarifies whether it is for the student concerned or for one of the parents along with necessary evidence. This type of excuse will not be applicable for

examinations of any kind including quizzes, mid-semester or final exams.

3. In need for a **medical operation or medical procedure** of a non-ambulatory nature or scheduled during normal working days, the collage should be notified by a formal letter with details of the condition necessitating the procedure and **obtain approval before starting the procedure.**
4. **Maternity leave** is permitted for a maximum duration of **TWO WEEKS** only. Such applications must be submitted with appropriate evidence within a period of 2 weeks from the date of delivery.
5. Accompanying a patient of first degree relationship will only be accepted if a detailed medical report and the period of escort required are submitted in advance, further the student needs to sufficiently prove that no alternative arrangements could be possible.

FINANCE DEPARTMENT:

Finance office is located in the ground floor of the main building, room number150. Dedicated staff members are available for student services in the finance department. Student can either pay fees directly by visiting finance office or do online payment to the following accounts

- Aljazeera Bank Account: SA146000000840204666001
- Alrajhi Bank Account: SA 8980000380608010000016

* It is mandatory to send the online payment details to mobile number 0566120154 either by WhatsApp Message or Text.

Note:

- If student fails to report/attend the classes in the first three weeks after the commencement of the semester, he/she is disqualified from that semester.
- If a student discontinues the studies in ISNC without prior intimation, then a fine is imposed on the student.
- If student studies three weeks in a semester and later discontinues he/she is not eligible for any refund.

ACADEMIC COUNSELING AND STUDENT SUPPORT

ISNC believes that academic advising is an essential part of students' academic career. Starts with Orientation sessions, and continuing through frequent contact with advisers' course coordinators and course team during the entire time they attend ISNC. Academic counseling will help students make a smooth progress in the course and assist students in many ways. The students can sit down with course coordinator or member of course giving team one-on-one and discuss their individual concerns and questions. Academic counseling services intend to assist undergraduate students with better understanding and improve their cognitive skills.

Students are advised to consult the course coordinators or course giving team during designated office hours as displayed outside the faculty members office. Students are advised to

1. Attend class on a regular basis and manage the time wisely
2. See the advisor when you have questions or concerns
3. Plan the classes ahead and pay attention to what is required
4. Take opportunities to work in groups
5. Obtain practical experience that relates to what you want to do

6. Seek academic assistance from your course coordinator and or course team member

7. Remember to stay focused

PSYCHOLOGICAL COUNSELLING

The **Student Support Unit (SSU)** in ISNC has a division to work with counseling services for students in need from all programs and departments of the college with vision of students' success and their academic excellence in medical studies as well as health services toward nation building. It aims at helping students with emotional, psychological problems and difficulties, to get them to understand better and find proper, adequate and balanced ways of adjustment. Such services facilitate efficiency and performance of students through improving their personality and well-being. The SSU offers services related to various academic difficulties, adjustment problems, study skills, mindfulness, personality development, assessment of core mental health issues and psychological treatment through the ***Cognitive-Behavior Therapy***, crisis intervention, fitness to study assessment, stress management. It also intends to provide consultation to faculty and staff as required etc.

Domains of Consultation services

The SSU provides support and guidance to students who are in academic, developmental and personal crises as under:

Academic Problems and Difficulties:

- Learning Difficulty and disabilities
- Examination Stress
- Personality development
- Adjustment issues

Developmental problems and Difficulties:

- Developmental/ Transitional stress
- Anxiety
- Depression
- Substance abuse (e.g., Smoking)
- Suicidal tendencies
- Other relevant adolescents' issues

Personal Problems and Difficulties:

- Emotional problems
- Psychological problems
- Family and social issues affecting studies
- Burn out in students
- Preventive Intervention
- Stress management

LEARNING ASSISTANCE

ISNC has all necessary learning resources and facilities as per the national norms of Kingdom of Saudi Arabia. The institution imparts not only the state-of-the-art medical knowledge, but also integrates value education, social responsibility, communication skills into its curriculum to mould the students as responsible citizens and good health professionals. There is separate section of library for both male & female sections. The library is open from 8 A.M. to 5:00 P.M. on all weekdays for males and females. The library has a collection of updated recommended and reference books of all courses in Medicine, Dentistry, Pharmacy and Nursing programs. It also has

periodicals, popular magazines and newspapers in English and Arabic languages.

Digital Library:

During this past decade, the institute has added different sources of learning for its students. Saudi digital library (SDL), links to various web-sites, e-learning. The library provides access to online databases from several publishers and the students and faculty can access this online database 24/7. Institute's web page also contains information about the academic activities. The digital library also maintains an online archive of useful software, books and tutorials. Students can download any permitted software from this resource. There are many textbooks and reference books available in the digital format as well.

Library is presently equipped with -

- Wi-Fi connectivity and LAPTOP zone
- New PCs for providing internet access facility to professional staff working in various sections.

RESEARCH AND SCHOLARLY ACTIVITIES

At ISNC undergraduate research is aimed at providing training and opportunities to develop research skills and abilities to undergraduate students. We define *“Undergraduate research, is a process of inquiry or investigation conducted by an undergraduate student to enrich the learning experience and to foster the life-long learning process.”*

Undergraduate research teaching is designed at enhancing personal, professional and career skills, with basic courses that impart research training in medical and health science in general. ISNC believes in research informed teaching therefore it provides students with generic courses to teach research

through class/course-work activities. The curricula of all four programs at ISNC imparts research training in a number of courses, CHP1 and 2, family medicine in the Medicine Program, scientific writing and seminar in the Clinical Pharmacy program and Dental public health in the Dentistry Program (refer to the course information booklet for details).

We believe undergraduate skills should be mentored and developed in a stepwise manner ranging from “knowledge – create”, therefore we believe in research-informed teaching in your formative years of study at the institution and at a higher level of study provide opportunities to participate/engage in staff-initiated research projects.

Students can find a number of research and scholarly activities at ISNC such as, student research projects designed by our staff members (http://www.ibnsina.edu.sa/main/en/?page_id=2772) participation in journal clubs, organized case discussions, present their research work in the form of oral and poster presentations at ISNC annual scientific conference, publish their work in the research center's semi-annual newsletter, being student members on the editorial board of the research center's semi-annual newsletter, organizing and participating in scientific committees of ISNC annual scientific conference etc.

Ethics in Academic Research

Ibn Sina National College for Medical Studies is keen on developing the academic research skills of its students as well as providing the appropriate infrastructure for the college members' service.

The college pays great attention to comply with the following regulations when conducting scientific researches in the college and its different facilities.

1. Asking the voluntary approval from patients before being subject to researches to keep their rights and ensuring that such researches are carried based on their agreement.
2. Every medical research conducted on patients must be approved by an independent ethical committee. Researchers have to explain the research objectives and the mechanisms and methods to be followed and explaining them. Researchers also have to explain the methods followed to get the volunteers' approval and the guarantees to protect them as well as the financial resources and potential of interest conflict.
3. The scientific value of the research to be carried on patients must be stated.
4. The social value added by the research is to be stated.
5. The risks and benefits must be stated. Researchers must prove that the risks of the research are limited in the permitted frame compared to the desired benefit.
6. Secrecy must be followed. Patients subject to medical experiments must get the same level of secrecy of other patients with regard to their health information.
7. If breach of academic research ethics comes to one's attention, one has to inform the concerned authorities at once in order to look in the matter.

COMMUNITY EDUCATION PROGRAMS

Ibn Sina National College is committed to the service of the community. There is a strong relationship the institution has to the Community as it forms an important component of the vision, mission, and policies of the institution. ISNC encourages staff and students to involve in community service projects. There is a continuous contact maintained with the schools in the community. There are a large number of

ongoing projects related to promotion of health and prevention of disease in the community like the visits to schools for children with special needs. There is a community unit which maintains all the records of the activities conducted for the community.

DRESS CODE

Students dress should reflect high standards of personal self-image so that each student may share in promoting a positive, healthy and safe atmosphere within the College community. Appropriate distinction is made between the proper attire for class, practical/clinics, formal affairs, relaxation, and play. In general a student is expected to wear scrub suit and a lab coat. In addition the female students are advised to abide by the Islamic dress code. Must wear Lab coat, full Shirt and trouser (Males), Head cover (Female).

Weird designed dresses are strictly not allowed, slippers, sandals and casual dressing is not allowed.

GRIEVANCE

ISNC is an institution committed to academic excellence through provisions of ideal academic atmosphere to enhance student learning. As part of this commitment ISNC condemns all forms of misconduct and encourages practice of tolerance dignity and respect towards its students. Grievance as defined by ISNC is a circumstance of violation of rights and/or failure to apply, established personnel policies, regulations and/or practices that adversely affects a student.

The grievance can be related to any one of the following but not limited to, administrator/faculty member of the institution, course instructor and internship supervisor etc. Any student of ISNC who believes to be victim may make use of grievance procedure to address the problem.

Categories of Grievances

1. Academic
2. Learning, Teaching and Assessment related complaints
3. Grade complaints
4. Non-academic
5. Harassment
6. Other grievances not described above

The ISNC grievance procedure is as follows:

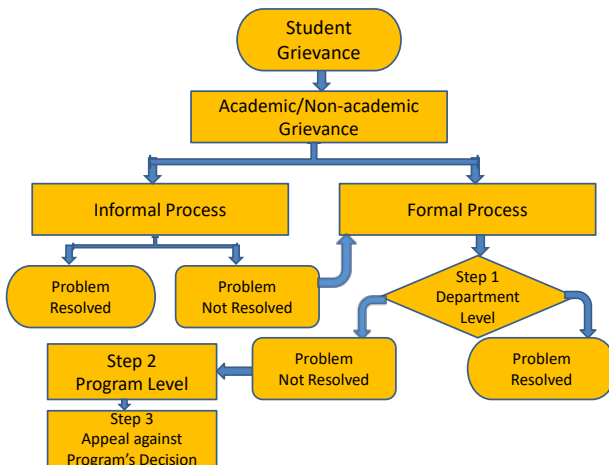
The grievance procedure combines an informal system of problem resolution and the formal written procedure.

The procedure to file a grade grievance and other related academic complaint is as follows:

- a. A student with a complaint should, where appropriate, first try to reach agreement with the faculty member.
- b. If the student wishes to make formal written complaint or faculty member does not meet with the student within 3 working days, or if such a meeting would be inappropriate under the circumstances, or if the issue remains unresolved after a meeting between the student and the faculty member, the student may submit a written appeal to the faculty member's department chairperson (or his or her designee), who will attempt to mediate the complaint. If the student cannot identify the faculty member's department, or cannot ascertain the department chairperson, the student should contact the office of Vice dean. The appeal must be submitted within 5 working days of the meeting between the student and the faculty member.

- c. The department chair, or his or her designee, must issue a written decision on the appeal and a description of the proposed resolution, if any, in no later than 3 working days after its submission. A student may appeal a decision by the department chair, or his or her designee or if the problem remains unresolved, to the Vice Dean of the college in which the department is organized. This appeal request must be submitted in no more than 5 working days after Department Chair’s decision was sent.

- d. The Vice Dean will select the members of the “Hearing Panel/Ad hoc committee” within 5 working days of receipt of the appeal or, if that is too close to the end of a semester or session, within 5 days after the beginning of the next semester. This Hearing Panel shall consist of 5 members, 3 faculty members and 2 students. Of the faculty members, only 1 may be from the same department as the faculty member in question.



Process followed to deal with the student grievance

The other 2 faculty members shall be drawn from other departments within that program or, if the program has too few departments, from other programs. Of the student members, both must be undergraduate students.

Duties of The Hearing Panel/Ad hoc Committee shall:

1. The panel/committee will select the date, time and location of the hearing and notify the student and faculty member of this information.
2. Make available to the student and faculty member, at least 5 business days prior to the hearing, all material that has been furnished to the hearing panel and the names of any witnesses who may give testimony.
3. Provide the student and faculty member with the opportunity to hear all testimony and examine all documents or other materials presented to the hearing panel.
4. Provide the student and faculty member with the opportunity to question each witness.
5. Allow the student and faculty member each to be assisted by an advisor of their choice from among the members of the Institution. The advisor may help prepare the presentation before the hearing panel, raise questions during the hearing, and, if appropriate, help prepare an appeal. A department chair who has mediated or attempted mediation is not permitted to serve as advisor to either party.
6. Make an audio recording of the hearing that shall be kept in the dean's office for at least one calendar year after the hearing's conclusion. No other electronic devices (included, but not limited to, cell phones, computers and additional recorders) may be used, unless expressly permitted by the members of the hearing panel.

7. The hearing panel shall prepare a written decision and proposed resolution, if any within 5 working days after the conclusion of the hearing. The hearing panel shall inform the student, the department involved in the grievance and retain a copy of the report in the department file and student personal file.
8. A student or faculty member who is not satisfied with the decision by the hearing panel may appeal to the Dean of the College. This appeal must be submitted within 10 working days of the date on which the hearing panel's decision was sent. The dean, on reviewing the case, may uphold the decision of the Hearing Panel/Ad hoc committee without a hearing or decide the appeal should be heard.
9. The Dean may appoint an ad hoc hearing panel the Vice Deans of all the 3 programs and 2 students. If the submitting appeal is an undergraduate graduate student, the 2 student panel members must be undergraduate graduate students, and if the student submitting the appeal is a graduate student, the student panel members must be graduates. During the hearing, the student and faculty member may be assisted by an advisor they have chosen from the Institution. The process set forth for the hearing panel (above) also shall govern this hearing.

MEDICAL FACILITIES

ISNC has a definitive policy to provide Medical facilities to its entire student in the college. It is the responsibility of Management to provide proper facilities to access the Medical Services to the students including Emergency Situation. Management takes all the necessary steps to protect its students from any kind of risk related to health inside the college and

hostel. The students can access any one of the hospital from Jedaani Group Hospitals for Medical Treatment.

1. Ibn Sina National College Hospital - Gulail
- 2: New Al Jedaani Hospital - Gulail
- 3: Al Jedaani Hospital - Al Safa

Conditions for getting the Medical Treatment by the student/s.

The following conditions the student/s can access the Medical Services:

- Any kind of illness while Inside/ outside the college
- Suffering with any kind of disease/s
- Students involve in any kind of accident
- Student face any Emergency situation like heart attack etc. the hospitals, which are providing Medical Services to the Students
- All the hospitals located in Jeddah City
- The hospitals near to Ibn Sina National College for Medical Studies are New Al-Jedaani Hospitals And Ibn Sina National College Hospital

The procedures to access the Medical Services by the Students.

- Student in sickness can access to any one of the hospital of Al Jedaani Group
- Show the student's ID card at Reception of Hospital.
- Make the consultation and attend the Physician for treatment
- Treatment will be provided to the student depend upon his/her case either as OPD Patient or Inpatient in the hospital.
- 50% Discount is provided for all services which he/she received in hospital as a patient (It is applicable for above

mentioned 3 hospitals of Al Jedaani Group of Hospitals only)

- Submit the Medical Certificate duly signed by Hospital's Medical Director to the Ibn Sina National College for sick leave.
- If the student attend other than Al Jedaani Group of Hospitals he/she has to pay all the charges as applicable and submit the Medical Certificate to College for sick leave. The procedures how to access the Medical Services/Treatment in Emergency.

Student in Sickness in college or accommodation

- Shifted to hospital (nearest of Al Jedaani Group of Hospitals) for immediate Medical Care and the information is passed to the parents of student at the same time. 5.6.3: Emergency treatment is provided to student to save lives and minimize the threat of death.
- After recovery and stability of student health condition
- If student wish to continue the treatment he/she will get 50% discount for treatment after producing his / her college ID card to the hospital.

STUDENT INVOLVEMENT IN COLLEGE COMMITTEES

Students are a part of the following committees:

Permanent Committees: Curriculum committee, Quality Assurance committee, Research Committee, Safety committee, Library advisory committee and Community service advisory committee

Other Committees: ISNC conference Committees, task force teams, EEC-NCAAA visits and Graduation ceremony. On Invitation: Department meetings and Time table meetings.

SELECTION CRITERIA FOR STUDENT LEADERS

The minimum criteria for student nominations to apply for the position of a group leader, later the college administration will appoint the leader based on merit or through election.

1. GPA should be above 4.00
2. Atleast two recommendations from the chairmen of the departments of respective program.
3. Should have been involved in one of the following activities: extracurricular, sports, community service and research.
4. Student shouldn't have any kind of warnings or penalties from the college administration.
5. Student shouldn't have any failed subject and should be fluent in English speaking
6. Any other exceptional skill will strengthen the possibility to be elected as the leader.

EXTRACURRICULAR SUPPORT

In a healthy body does a health mind reside! A full time department supporting the students is available on both sides to develop and extend their extracurricular skills beyond the lecture halls and the clinics, thus offering a chance for holistic development. Relaxing lounges, fitness halls, prayer halls and cafeterias for staff and students are also available, equally spread over the male and female sides. The main building houses a number of staff offices, conference halls, prayer areas, cafeterias equally distributed on male and female side of the campus.

CANTEEN AND HOSTEL FACILITIES

The main building houses a number of staff offices, conference halls, prayer areas, cafeterias equally distributed on male and female side of the campus. Cafeteria on male and female are also leased to outside service providers in the interest of students and staff in the college. ISNC has the necessary infrastructural facilities and has kept pace with the growth of the Institution. In this pursuit the Institution has a well maintained hostel for female students as part of its commitment to students. ISNC has created exclusive hostel facility for those female students, whether locals or travelling from different parts of the Kingdom, who require such support. The well-designed resident halls housed in the same enclosure as the academic staff residences include recreational and prayer areas as well. Both the academic complex and the housing units are well secured and internal transport system consisting of a fleet of dedicated vehicles transport the students between these locations.

CODE OF ETHICS FOR STUDENTS OF HEALTH PROGRAMS

- Introduction about medical ethics
- Ethics and health education
- Ethics and clinical health practice
- Ethics and scientific research

Introduction about Medical Ethics

Health education depends to great extent on professional health practice. This requires achieving conditions of academic curricula in all programs of Ibn Sina National College for Medical Studies. Such requirements include:

1. Knowledge
2. Skill
3. Medical Behavior & Ethics

Medical ethics were influenced recently with several factors so it is important to pay attention to medical ethics as follows:

1. The biological information revolution that can be witnessed and the new techniques of diagnosis and treatment and emergence of several sensitive issues.
2. Excessive increase of treatment costs and entrance of costly techniques in view of rapid decrease of government spending which subject health practitioners in difficult practical and moral situations.
3. Severe competition among the increasing number of health practitioners and the attempts to market medical services and the huge interest in financial benefit regardless of moral values.
4. Increase of awareness in society about patients' rights. This is noticeable through the increase of lawsuits of medical liability against health practitioners to claim compensation for errors during practicing profession.

Ethics and Health Education

The issue of health occupations ethics was and still is one of the most important issues especially after the radical changes during the last period due to development of technological, epidemic, social, and geographical changes. The marketing to protect consumers led to the appearance of many moral problems. The relation between health practitioners and patients requires that the health practitioner do their utmost to serve the patient and at the same time the patient has to accept health practitioner's work. Hence, Ibn Sina National College for Medical Studies is proud of its students and asks everyone to commit with the positive regulations and behaviors springing out of our sublime Islamic values and international ethical regulations of health practice as follows:

Honesty & Reliability

1. Honesty with patients and care of their rights
2. Maintaining the academic values and principles and respecting college regulations.

3. Not providing or receiving illegal activity unless permitted by law.
4. Recording the medical history of patient accurately and caring to follow and note down the physical examination and lab investigations related to patient care and keeping such information secret.
5. Conducting scientific researches in a moral method without bias while writing reports honestly.
6. Respecting confidentiality and secrecy in principle in all relations with patients and others.
7. Maintaining examinations integrity and secrecy in compliance with academic regulations

Respecting Others

1. Respecting all instructors and employees of the college and keeping their dignity and feelings and maintaining motivating learning environment.
2. Respecting patients' decisions in all cases.
3. Respecting patients and their relatives and keeping their dignity.
4. Dealing with patients on the basis of respect and equality and not discriminating them based on racial or social or other aspects.

Responsibility

1. Keeping good behavior and committing with legal and formal regulations.
2. Committing with the college uniform and the health conditions of wearing (gloves and coats) and following the principles and criteria of sterilization. Exerting efforts to form knowledge, skill, and behavior in order to provide the necessary help and aid to serve patients.
3. Seeking help when needed, from those who are more experienced in the treatment of patients.
4. Not seeking to exploit patients, colleagues, or their relatives to make personal or illegal benefit.
5. Putting patient care as the priority of my career.

6. Not conducting any deed or behavior that contradicts our Islamic values, morals or affects the academic, professional position or clinical liabilities.
7. Striving to report concerned authorities about any unprofessional abuse or incompetent practices whenever recognized without compromising or undermining the reputation of others, the care team and academic research.

Ethics and Clinical Health Practice

It is known the necessity of health colleges' students to communicate with different classes of persons. So, in this section we shall review in brief the role of Ibn Sina National College for Medical Studies in applying clinical ethical practices within the international criteria including:

First: The Relation between Student/ Health Practitioner and Society

The occupation of student/ health practitioner is not limited in their relation to patients, colleagues, or other staff in the health field. However, it extends to include the surrounding society.

That the patient sees in the student/ health practitioner aid and hope. Many patients consult student/ health practitioner about their private problems and listen to their advice as if they take effective medicine. In many situations, student/ health practitioner becomes a friend of the patient and his family. So, the social role extends the health limit to give a helping hand and taking part in happy and sad occasions and through giving advice.

So, there are requirements that student/ health practitioner has to do towards society including

1. Knowledge and skill in the academic and practical aspects. Health practice is not just a science but also an art and skill.
2. Humanity: one of most important characteristics of health student/ practitioner is care about patient's humanity when treating them.

3. Being jovial in behavior
4. That the health student/ practitioner must believe in Allah and commit with values, honesty, and sincerity.
5. Fostering trust with the patient
6. Reviewing the latest updates of sciences and knowledge and keeping up with development.
7. Committing with principles and ethics of health practice.
8. The health student/ practitioner exhibits ability and professionalism in order to earn the patient's trust and confidence.
9. Intelligence and Common Sense: that the ideal health student/ practitioner is a good speaker; selects their words and knows their implications and their effect on the patient.
10. Care about society's health through suitable health awareness and participating in preventive programs and environment protection.
11. The health student/ practitioner have to participate in the study of solving health programs and support the role of health bodies to enrich service for public favor. They also have to cooperate with the concerned authorities with regard to the necessary data to draw the health polices and plans.
12. The health student/ practitioner in their position dedicates their efforts for Allah's pleasure and society's service with all potentials and powers in peace and war conditions.
13. Immediate notification in case of any suspect of epidemic disease in order to take the necessary precautions to protect society.

Second: the Relation between Health Student Practitioner

The relation between health student/ practitioner and patient is important including:

1. Tenderness which is considered one of the most important features of health practice. It is important to strengthen the professional and ethical relations. It makes the patient trust that the best shall be done for his sake. Such feeling helps patients to get cured.

2. Putting the patient's health above any considerations besides respecting him and dealing him equally.
3. Introducing the health student/ practitioner with himself, rank, and position.
4. Getting the patient permission before examination and treating him gently during examination.
5. Committing with legal regulations when examining patients.
6. Paying attention not to be alone with patients from the other sex (male or female).
7. Paying attention to the legal regulations when examining patient's sexual organs and limiting exposure as necessitates only.
8. That the patient is to be given the right to make the decision related to treatment means assigned by the legal and ethical authorities. The patient has the right to make such decision as well as the right to accept or reject the proposed diagnosis means for treatment. In addition, he has the right to know the reasons for examination, treatment, and the consequences of rejecting the proposed treatment. The health student/ practitioner has to tell them about such consequences. For patients who are not eligible to make decisions, there must be a legal representative for them who may be the health student/ practitioner or other party.

Third: The relation between health student/ practitioner and colleges and health practitioners in health sectors

This aspect is not any less important than the previous ones on which the rights and duties of health profession are based. The relation between health student/ practitioner and colleges and health practitioners must be built on a base of affability, love, respect, and reciprocal trust. There are several points to take into consideration in this relation and they are as follows:

1. Rights and Duties

Health student/ practitioner has to enjoy good conduct and deal with colleagues with respect and fraternity. He/she must build such relation on love, fraternity, respect, and reciprocal trust. He/she has to avoid direct criticism of colleagues before patients

regardless to his/her reasons. He/she also has to consider the legal regulations when dealing with colleagues.

2. Consultation & Medical Instructions Acceptance

Health student/ practitioner should not be shy of taking advice from colleagues in any problem that may affect negatively on patients. Meanwhile, he/she has to respond in case any colleague asks for his/her help.

3. Response to Clinical Examinations & Commitment with their Standards

Health student/ practitioner has to respond to clinical examinations that measure his/her abilities and potential and guide him to the weaknesses. He also has to commit with examinations standards and not breach them.

4. Colleagues & Patients Safety

A Colleague may do something that affects the safety of practice and patient safety such as the infection of an infectious disease or otherwise. In this case, advice must be given to this colleague. In case of disagreement, the situation must be reported to the concerned authorities for further examination and make the suitable decision.

CODE OF CONDUCT

The code of conduct of Ibn Sina National College for Medical Studies (ISNC) is derived from Islamic ethical values of devotion and feeling the Worship of Allaah Subhaanuwa Taa'la (SWT), truthfulness, honesty, integrity, humbleness, respect for others, patience, forbearance, passion, love, moderation, fairness, avoidance of trivialities and pettiness.

Code of conduct regulation asserts that certain actions are appropriate and others inappropriate and it supports our commitment in strictly adhering to the ISNC code of ethics (in compliance with the Code of Ethics for Healthcare Practitioners by the Saudi Commission for Health Specialties).The Code of Conduct applies to students and interns in all the programs (Medicine, Dentistry, Clinical Pharmacy and Nursing) of

ISNC. The approach outlined in this Code of Conduct for students and interns is not something we merely aspire to, rather it is our enduring ethical guide – its principles are extremely important, and they are not negotiable.

1. Social Behaviors

Students / interns are asked to treat all the faculties and staff, clinical supervisors, the Director of Clinical Education, peers, patients or care givers and community members with respect and courtesy.

2. Appearance

Students / interns are expected to reflect proper ethical and professional standards through their appearance while present in the ISNC or representing it outside the campus. (For more details refer to Dress Code of ISNC)

3. Identification

Students / interns must carry their College Identity (ID) card at all times and identify themselves as such during any kind of interactions in ISNC and in the hospitals during clerkships and internships.

3.1 Students / interns must hand over their ID card to staff when requested. Failure to do so will be dealt with under ISNC's disciplinary procedures.

3.2 It is unacceptable to allow someone else to use college ID card to gain access to ISNC campus and its facilities.

4. Academic Integrity, Dishonesty and Misconduct

4.1 Academic Integrity: In specifying appropriate actions, this Code of Conduct asserts academic integrity which is defined as firm adherence of students and interns to a common set of Islamic values such as but not limited to honesty, responsibility, collaboration and transparency with respect to education, research and medical services of ISNC.

4.2 Academic Dishonesty and Misconduct: In specifying inappropriate actions, this Code of Conduct asserts academic

dishonesty and misconduct as any deliberate action that violates the Code of Ethics of ISNC.

5. Deception and Forgery (DF) violations: Examples include but are not limited to using means of deception and forgery to:

- a. Present any information as legitimate or authentic.
- b. Mislead any college staff, whether an instructor, administrator, security or others.
- c. Produce other people's signatures (whether hard copy or digital).
- d. Alter and tamper with official academic documents such as transcripts, certificates, student reports, previously graded exams or assignments, or any other document of academic significance.
- e. Present work, (e.g. exams, presentations or assignments) as originating from other than the original producer of such work.
- f. Cite from unauthenticated or fictitious sources.
- g. Acquire unauthorized access or make unauthorized use of college documents, records, keys, student identification, keycards or services.
- h. Provide false or misleading information

6. Privacy, Confidentiality & Copyright (PCC) violations:

Examples include but are not limited to acts that violate Privacy, Confidentiality and Copyright through:

- a. Unauthorized access to, or unauthorized tampering or interference with another person's property or ISNC property.
- b. Obtaining a copy of an exam or assignment.
- c. Dissemination of information through any media, or any other method of communication without the express consent of the copyright holder (lecture notes, handouts, textbooks, recordings, worksheets or any other information provided by an instructor, in whole or in part).

- d. Publishing, distributing or disseminating any materials or making any statement in public without the prior authorization of ISNC that will adversely affect the good name and reputation of ISNC and its members.
- e. Taking photographs and filming (including through mobile phones) are not permitted in any area, except with written permission from the Dean of ISNC or the concerned authority of the Hospitals.

7. Sabotage

Examples include but are not limited to acts of Sabotage like:

- a. Removing, defacing, or deliberately keeping other students' library materials that are on reserve for specific courses.
- b. Sabotaging or another person's assignment, book, paper, notes, instrument, experiment, project, electronic hardware or software.

8. Cheating

Examples include but are not limited to acts of Cheating through:

- a. Using or referring to notes, books, devices or other sources of information during an academic evaluation when such use has not been expressly allowed by the faculty member who is conducting the examination.
- b. Copying another student's answers or allowing another student to copy one's answers on an academic evaluation.
- c. Acting as substitute for another student (proxy) or utilizing another student as a substitute during an academic evaluation.
- d. Preprogramming a calculator, cell phone, or other device to contain answers or other unauthorized information for exams.
- e. Using unauthorized materials, prepared answers, written notes, or concealed information during an exam.
- f. Allowing others to do an assignment or portion of an assignment, including the use of a commercial term-paper service.

- g. Submission of the same assignment for more than one course.
- h. Forging another student's signature on the attendance sheet.
- i. Aiding or not reporting* the known acts of cheating by others.
- j. Aiding or not reporting* those taking unfair advantage of policies or procedures to the Disciplinary Committee.

*Such reports may be made anonymously, if the student so wishes.

9. Plagiarism & Collusion

This Code of Conduct defines Plagiarism as using the words, ideas, concepts or data of another person without proper acknowledgement. It may exist in circumstances where the student implies that he/she is the original source of the information. Plagiarism includes both direct use and the paraphrasing of words, thoughts or concepts of another without proper attribution.

This Code of Conduct defines Collusion as the active cooperation of two or more students to deceive assessors in one of the ways set out in the regulations governing student discipline.

10. Harassment, Endangering Self and Others

Any repeated intentional disturbance or troubling others is considered as an act of harassment. Compromising personal and others safety protocols with intent to harm are considered endangering self and others.

Examples of acts of Harassment, Endangering Self and Others include but are not limited to:

10.1 Carelessness or the compromise of patient safety and dignity. Insults, gestures, or abusive words directed towards a student, member of staff or authorized visitor to the College by any means that may reasonably cause emotional distress.

- 10.2** Stalking or threatening action that endangers the safety, physical or mental health, or life of any person.
- 10.3** Any act that causes distress or fear.
- 10.4** Breaching campus safety or security policies.
- 10.5** Any act of physical assault and violence on people or property.
- 10.6** Acts of bullying, intimidation, coercion, extortion, blackmail or bribery.
- 10.7** Disorderly discriminatory or threatening/offensive behavior during any college activity or on ISNC / hospital premises.
- 10.8** Producing, distributing, possessing, storing, or using weapons, explosives, dangerous chemicals, hazardous materials, or any other instrument likely to bodily harm or to threaten any person in the campus or off-campus of ISNC.

11. Theft / Unauthorized use

Examples of acts of Theft / Unauthorized use include but are not limited to:

- a. Theft or unauthorized use of ISNC Campus or other property, including the unauthorized entry into an ISNC building, Hospital building, ISNC office, or other facilities; the unauthorized use of services; or possession of stolen property.
- b. Stealing another person's assignment, book, paper, notes, instrument, experiment, project, electronic hardware or software.

12. Controlled Substances

Examples of Controlled Substances include but are not limited to:

Producing, distributing, possessing, storing, transferring, selling or attempting to sell, deliver, use or attempting to use, any illegal drugs or drug paraphernalia, narcotics or hallucinogens, whether on campus or off campus.

Cheating in Examination & Discipline Policy

Student irregularities in exam room usually involving introduction of unauthorized notes or conferring with another student, then senior invigilator will debar student from the room and a written report will be made immediately and submitted to the faculty Vice Dean after the examination. The senior invigilator shall confiscate any illicit material which appears to be in the possession of the student and annotate the script to indicate the point at which the student was taken out of the examination venue. Further the case is discussed with the examination committee and decision about the student is taken appropriately as per the norms of the disciplinary policy of the college which could vary from exclusion from the examination till expulsion from the college based on the severity of event.

Student Grievances in Examination

In event of unwanted noise or other disturbance in the room senior supervisor reports to the faculty vice dean who will take appropriate action. In an event of illness during examination senior invigilator should be informed immediately who make arrangement for recovery accompanied by invigilator and return back for completion of the examination. Extra time is allowed at the discretion of the senior invigilator. If students raise points requiring clarifications which cannot be dealt with in the examination room the senior invigilator should be informed who will notify the examination control room. In case of clarifications related to student's grades obtained in MCQs an application is given to the concerned vice dean who will forward it to the examination control who will re-evaluate the papers and details of the results are handed over to the student. In case of clarifications related to student's grades letter should be addressed to the course coordinator who will look into the issue.

ESSENTIAL CONTACTS:

ISNC Contact Number: 26356555			
No	Name	Extensions	
		Male	Female
1.	Dean - Secretary	269	216
2.	Maintenance	639	132
3.	Admission/Registration	106/403	131
4.	Academic Affairs	222	277
5.	Student Affairs	105	129
6.	Student Support Unit	455	453
7.	Library	110	445
8.	Research Center	441	
9.	Community Service Unit	346	
10.	Finance	175	



MISSION OF ISNC

To make a significant contribution to the advances in Saudi Arabian health care, through the provision of outstanding education, research and medical services within a stimulating learning environment.