IBN SINA NATIONAL COLLEGE FOR MEDICAL STUDIES, JEDDAH,

KINGDOM OF SAUDI ARABIA

Accredited By

المركز الوطني للتقويم والاعتماد الأكاديمي

National Center for Academic Accreditation and Evaluation

STUDENT HAND BOOK (INSTITUTIONAL) 2020 – 2021

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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 Professions Education in GCC Countries.

MISSION OF ISNC

To make a significant contribution to the advances of Saudi Arabian healthcare through the provision of outstanding education, research and medical services in a motivating and technology enabled 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 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. The 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 programs that were entrusted to the King Abdullah Research and Consulting Institute, King Saud University, Riyadh for initial design and subsequently modified and adapted to suit the missions of respective programs.

- ISNC holds a distinction in the country for being 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 National Centre for Academic Accreditation and Evaluation (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 institutions of the Kingdom.
- Accreditation helps students and their parents choose quality college/programs.
- Accreditation enables 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 100-bed modern teaching hospital has been built and equipped for clinical training within the campus.

DEAN OF ISNC

Dr. Rashad Al Kashgari is Dean of Ibn Sina National College for Medical Studies. He is graduated from **King Saud College in Medicine** and has a professional qualification of a fellowship from the **Royal Colleges of Surgeons in Glasgow.** Some of his major accomplishments are listed below.

- Founding member of the council of Saudi board of surgery.

- Founder president of the Saudi society of general surgery.

- Founder Dean of Ibn Sina National College for Medical Studies.
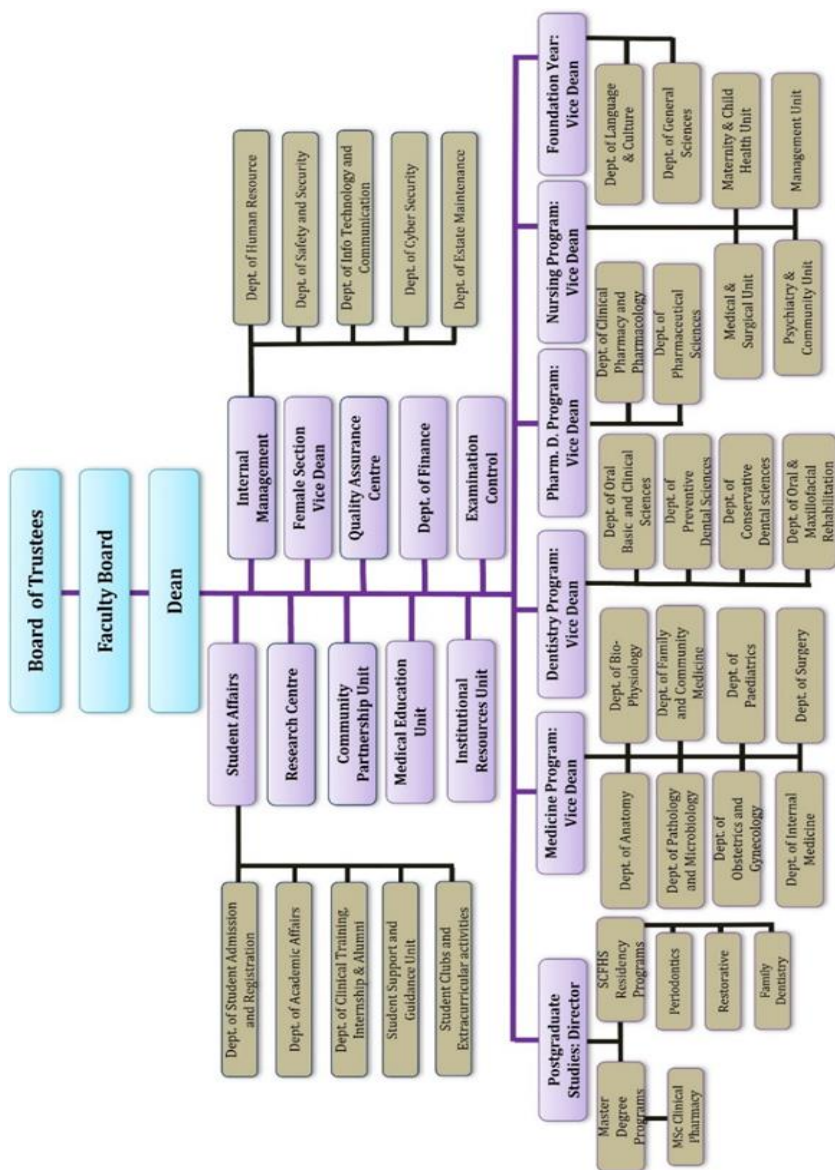
ORGANIZATION CHART – INSTITUTION

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 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 Dentistry programs**: General secondary school certificate with a minimum of 85% and minimum scores of 65% each in the Tahsilee and Qudrath tests.

- **Admission conditions for Pharn. D. 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

The minimum score for admission in any program in ISNC should be at least: -

Program	Scholastic Achievement Admission Test - Science (SAAT) الاختبار التحصيلي	General Aptitude Test (GAT) اختبار القدرات	High School (الثانوية العامة)	Minimum Average Percentage النسبة الموزونة
Medicine	70%	70%	85%	
Dentistry	65%	65%	85%	75%
Pharm. D	60%	60%	80%	
Nursing	55%	55%	75%	

The weight of distribution of this criteria for different programs and minimum average weightage is given below:-

Program	Scholastic Achievement Admission Test - Science (SAAT) الاختبار التحصيلي	General Aptitude Test (GAT) اختبار القدرات	High School (الثانوية العامة)	Minimum Average Percentage النسبة الموزونة
Medicine & Dentistry	40%	30%	30%	75%
Pharm. D & Nursing	40%	30%	30%	70%

STUDENTS ADMISSION PROCESS IN ISNC

1) Advertisements should be done at least one month prior to process of admission.

2) Admission requirements should be clearly described in the advertisement materials as approved by the Board of Trustees.

3) The department of student Admission and Registration should make necessary arrangements for providing admission services and guidance to students regarding admission.

4) The Student admission and registration processes should be kept hassle-free, efficient and simple for student.

5) The information and documentation of the admitted students should be kept confidential and by no means should be shared with any person or authorities external to the Institution except in cases where a written permission is provided by the Dean.

6) Admission process of the new students is summarized in the following steps:-

   ➢ Step - 1: Advertisement of admissions through different sources such as media and website.

   ➢ Step - 2: Student should apply online and submit their documents.

   ➢ Step - 3: Verification of the eligibility requirements and documents of students based on the specified program and allotment of date for the eligibility test by the Admission and Registration department.

   ➢ Step – 4: Admission and Registration Department prepares the initial list of accepted students and submits to the Dean.

   ➢ Step – 5: Conduction of the test/interview by the admission panel appointed by the Dean, if needed.

- ➤ Step – 6: Finalization of the list of approved students for admission in the specific programs by The Dean.

- ➤ Step – 7: Receiving an official acceptance letter from the college stating the name of the program the student has joined

- ➤ Step – 8: Student must complete all the admission requirements including the following:-

  - ● Passing the medical examination

  - ● Paying registration fees (nonrefundable 3000 Saudi riyals) as well as tuition fees and submitting the receipt from ISNC's financial department to put it in the student's file

  - ● Submitting the original copy of the student's high school certificate

  - ● Submitting 4 personal photos of the student

  - ● Submitting a certificate of good conduct

  - ● Payment of the fees, submission of the student identity documents

  - ● Signing the contract of joining the college

- ➤ Step – 9: Delivery of admission letter and ID card to the student.

ADMISSION CONDITIONS FOR STUDENTS ON TRANSFER ACCEPTANCE CRITERIA FOR EXTERNALLY TRANSFERRED/ EQUALIZER STUDENTS

1. Student transferring to ISNC may be accepted according to the following regulations:

  A. The student studied at a certified college or university.

  B. The student must not have been dismissed from the transferring university due to disciplinary actions. If it is known after admission

a student transfer will be invalid and all processes will be considered null and void.

 C. Meeting the transfer conditions stated by Board of Trustees.

2. Students transferring from other governmental colleges are accepted by comparison, based on the cumulative GPA (cGPA) described below:-

Program	GPA out of 5	GPA out of 4
Medicine	4.50	3.60
Dentistry	4.00	3.30
Pharm. D	3.50	3
Nursing	3.50	3

3. The students who are transferring from private colleges have to meet the conditions regarding GAT and SAAT and other admission criteria as per each program's requirements.

The method of calculating the comparison percentage for the students transferring **from other private colleges** is:

cGPA Percentage	High School Percentage
70%	30%

4. Bachelor's degree holders who want to join the professional programs at ISNC should have a GPA more than 3.75 out of 5 or 3.22 out of 4 and providing that they graduated not more than a year ago.

ACCEPTANCE PROCESS FOR EXTERNALLY TRANSFERRED/ EQUALIZER STUDENTS

Acceptance process of the externally transferred/ equalizer students is summarized in the following steps:-
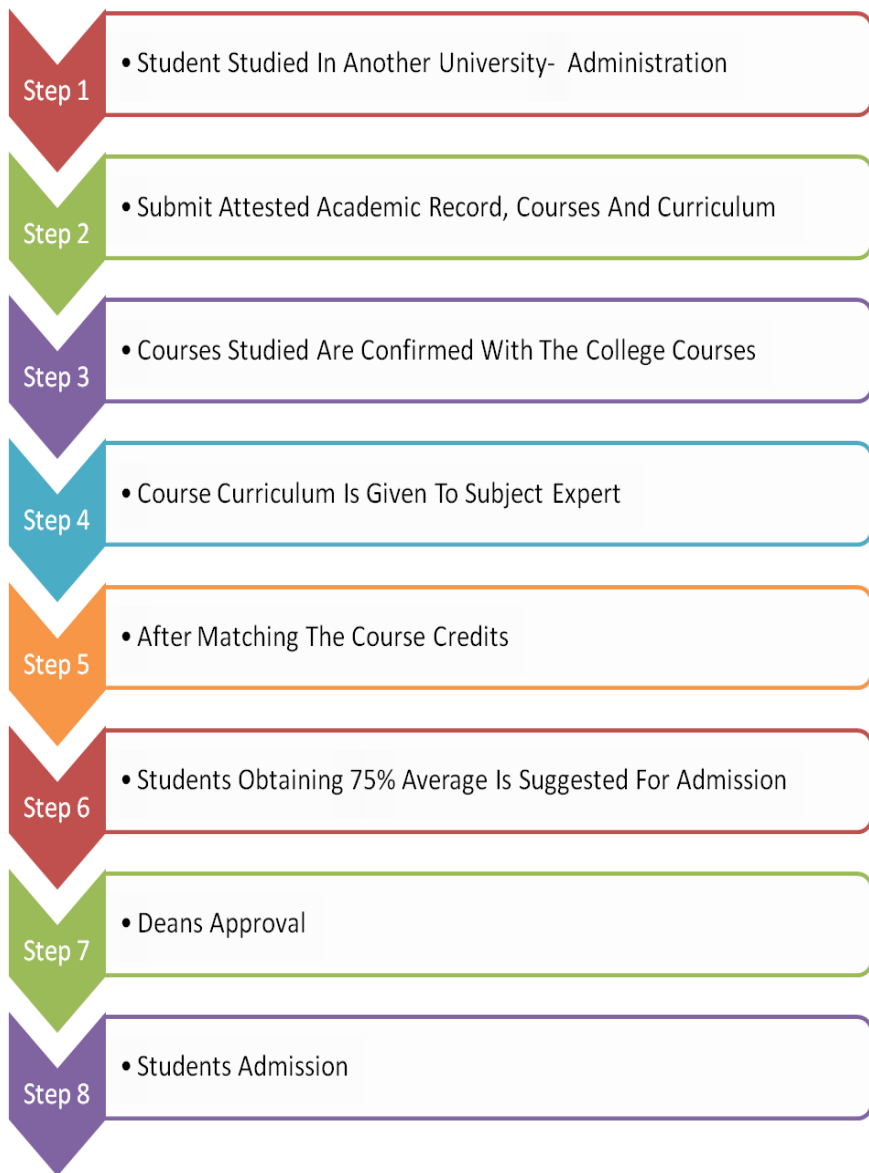
- ➢ Step - 1: Students should communicate with the Student Admission and Registration Department to assure the availability of vacancy and to collect information about transfer requirements.

- ➢ Step – 2: Student should submit online application with academic record, courses and curriculum completed in the primary university/college.

- ➢ Step – 3: The Admission & Registration Department will review the eligibility requirements and documents of students based on the requirements of concerned program.

- ➢ Step – 4: The Admission & Registration Department should verify and confirm the courses studied by the students and their code of conduct with the primary college.

- ➢ Step – 5: The Course Curriculum will be given to subject expert for review and then course credit matching is done.

- ➢ Step -6: Conduction of the test/interview by the admission panel appointed by the Dean if needed.

- ➢ Step –7: Finalization of the list of approved equalizer students for admission in the specific programs by The Dean.

- ➢ Step – 8: Student must complete all the admission requirements including the following:-

  - Passing the medical examination
  - Paying registration fees (nonrefundable 3000 Saudi riyals) as well as tuition fees and submitting the receipt from ISNC's financial department to put it in the student's file
  - Submitting the original copy of the student's high school certificate
  - Submitting 4 personal photos of the student
  - Submitting a certificate of good conduct

- Payment of the fees, submission of the student identity documents
- Signing the contract of joining the college
➢ Step – 9: Delivery of admission letter and ID card to the student.

PROCESS OF EQUALIZATION FOR EXTERNALLY TRANSFERRED/ EQUALIZER STUDENTS

1. Equalization of the courses studied outside ISNC will be done according to the recommendation of the concerned departments considering:

➢ The course credit hours and content of the subjects the student took in previous college have to be in accordance with the course content at ISNC.

➢ The course is considered for equalization if the score of the student is 75% in the concerned course.

➢ In the students' results of equalized courses, Credit hours will be considered but grades are not utilized for cumulative GPA calculation and will be recorded as Pass/ Fail in Transcript.

➢ Equalization of courses has to be done during the admission stage. Any request after that will be discarded.

➢ Equalizing courses has nothing to do with tuition fees.

➢ The transferred/ equalized students will be allocated to the specific level of programs after completion/ equalization of all the lower level courses.

➢ The student has to study the rest of foundation-year subjects during the academic year as per the college policies.

➢ Conditions for the transfer students who finished foundation year in other universities and have not completed all foundation year subjects at ISNC in second year are as follows:

- Students have to enroll in Transfer Students Summer course.
- Students need to be evaluated through exams.
- Based on the students' performance results, the list is reviewed by Head of the Department and Vice Dean of Foundation Year.

- **Step 1** • Student Studied In Another University- Administration

- **Step 2** • Submit Attested Academic Record, Courses And Curriculum

- **Step 3** • Courses Studied Are Confirmed With The College Courses

- **Step 4** • Course Curriculum Is Given To Subject Expert

- **Step 5** • After Matching The Course Credits

- **Step 6** • Students Obtaining 75% Average Is Suggested For Admission

- **Step 7** • Deans Approval

- **Step 8** • Students Admission

Students Admission for lateral entries through equalization

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

TRANSFER FROM ONE PROGRAM TO ANOTHER PROGRAM WITHIN ISNC

1) Upon completion of the preparatory year, if the student wishes to transfer from one program to another, the average of the preparatory year GPA should be not less than 4.5.

2) There must be a vacant seat in the program

3) The Department of student Registration & Admission is responsible for providing services and guidance to students in the case of transfer from one program to another program in ISNC.

4) Students must complete the transfer form at the Admission & Registration Department at least one week before the start of the new academic year.

5) Students must receive a formal letter confirming the transfer to the new program within the first week of the new academic year.

STEP 1

- Student Should Complete The Foundation Year Successfully, Obtaining An Average Of 4.25 Out Of 5.
- There Must Be A Vacant Seat In The Program.

STEP 2

- Student Must Complete The Transfer Form At The Registration Department Atleast One Week Before The Start Of The New Year.

STEP 3

- He/She Must Receive A Formal Letter Confirming The Transfer To The New Program Within The First Week Of The New Year.

STEP 4

- It Is Not Allowed For Any Student To Join The Program If He/She Wishes To Be Transfered Without Receiving Formal Approval Letter.
- Any Student Who Does Not Comply With The Consequences Of Such An Action.

Steps in students' internal transfer between the programs

WITHDRAWAL FROM A COURSE OR COURSES OF A SEMESTER:

Withdrawal and postponement from the Program

- **Withdrawal from the Program**

    1) If the student wants to withdraw from a program, the student should apply to   the Admission Office.

    2) The student should get clearance from all the departments like the Admission Office, Academic Affairs and Library, and Finance; and from the Dental hospital in case of Dentistry Program.

    3) The student application and clearance form should be submitted to the Dean's Office for final approval.

    4) Following approval, the student can take his/her academic file and arrange with the finance department for refunding of fees.

    5) The conditions for refund of the fees are as follows:-

        ❖ If the withdrawal is before the start of the semester then 100% fees is returned.

        ❖ If the withdrawal is within the first three weeks then 75% fees is returned

        ❖ If the withdrawal is after three weeks then no fees will be refunded.

    6) In the transcript, it is recorded as "Withdrawn".

- **Postponement from the Program**

1) If the student wants to postpone the studies, they should apply to the Admission Office.

2) Application form should be verified and approved by the Dean.

3) The financial regulations for postponement are as follows:-

   ❖ In case of postponement within the first three weeks of semester, fees shall remain deposited with the Finance Department and compensated upon re enrollment.

   ❖ In case of postponement after the first three weeks of the semester, then the student is considered as an Apologize case. For the student who applies between 4th weeks to 10th week, then 50 % fees will be returned and those who apply after 10th week, no refund will be returned.

4) The student status will be recorded in the transcript as 'P'.
5) 5.3.11. If a student wishes to extend the period of postponement, the student   needs to register online (through banner system). Otherwise the student shall be considered as a case of discontinuous and the student should register next year only.
6) 5.3.12. For the Dentistry and first five years of Medicine programs, postponement is allowed only for one year, and not allowed for a single semester or one course. However, in the 6th year of the Medicine Program, one course is allowed to postpone. Whereas in Pharm. D and Nursing Program, one semester is allowed to postpone.
7) 5.3.13. If a student did not register or pay the fees for one semester then the student is considered as Discontinuous and marked "DC" in Banner system. If the period exceeds one semester then after Dean's approval the status changes to Dismissed and marked as "Dismissed" in the Banner system and transcript.

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.

Dismissal from college

1. Student may be dismissed from ISNC in the following cases:

   a) If a student is sent three successive warnings for low GPA (less than 2.0 out of 5).

   b) If a student does not complete the graduation requirements within maximum half of the stated period for graduation added to the original period.

2. The Vice Dean Committee issues the student warning and followed up by the Academic Affairs Office and after one year if there is no improvement then another final warning is recommended.

3. The Board of Trustees, according to the College Board's recommendation, may grant the student a fourth chance to improve GPA in the available courses or opportunity to complete graduation requirements in maximum limit not exceeding half of the original period stated for graduation.

4. If there is no improvement after final warning then the student is dismissed from the college.

5. It is recorded as "dismissed" in the transcript and the student should take his/her file.

Re-enrollment into the college

The student whose enrollment is terminated (Withdrawn / Discontinuous / Dropout students) may apply to reenroll his/her registration according to the following regulations:

❖ Re-enrollment application is to be submitted during four semesters from date of termination.

❖ The Program Board and Dean should approve the re-enrollment of the student.

❖ If enrollment termination exceeds more than two years, then the student may apply for ISNC as a new student without reference to the previous transcript provided that all requirements are met.

❖ It is not allowed to re-enroll a student more than once.

❖ It is not permitted to re-enroll the student dismissed from ISNC due to academic or disciplinary reasons or who was dismissed from another college for disciplinary reasons.

❖ In all cases, the students who want to re-enroll should apply to the Admission & Registration Office and receive final approval by the Dean.

Student Records and Credentials

❖ The Department of Student Affairs should keep the students' records as hard copy in the Files Section and electronic through the students Management system under their supervision.

❖ The student records and their credentials should be kept secure and confidential. The backup copies are preserved in the secondary server.

❖ The Department of Student Affairs should issue the students details when required to The Dean or any other authorities.

- ❖ After exam is scheduled, conducted then students results should be approved from the Vice Dean.

- ❖ The results are delivered on Student Management system within two weeks. The student management system records updated with student progress to next level.

- ❖ If the student needs reevaluation of Assessment grades, he should apply the form from Academic Affairs, then forward to Vice Dean, Examination control. If there is change in results, the new result will be approved by Vice Dean then Dean for attestation, then sent to Academic Affairs to update in Student Management system.

- ❖ Academic Affairs reviews the graduation requirements then send the final list to Dean Office.

- ❖ Further list sent to Board of Trustees for approval. Transcript Certificate is issued to the Students.

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

The maximum allowed absence is 25% without any excuse. Incase of acceptable excuse, the percentage is extended uptill 30%. For the duration of course of 12 teaching weeks, excluding the exam weeks, the calculation is as follows:-

If the subject is of <u>3</u> Credit Hours the calculation will be:

Semester = 12 Weeks 3 Lectures/ Week

Total Lectures in the Semester = 12 X 3 = <u>36</u>

First Warning = 10% or more
(From Week 1 to Week 5)
$$\frac{10 \times 36}{100} = \underline{\underline{3}} \text{ Absence or more}$$
↓

Final Warning = 15% or more
(From Week 1 to Week 10)

$$\frac{15 \times 36}{100} = \underline{\underline{5}} \text{ Absence or more}$$
↓

Denied Students = 25% or more
(From Week 1 to Week 12)
$$\frac{25 \times 36}{100} = \underline{\underline{9}} \text{ Absence or more}$$

When the student is studying in modules of Medicine Program, the following is applied:-

if he has 10-14% absence, he will receive 1st Warning

if he has >15% he will receive final warning

if he has >25%, he will be denied to enter his exam

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: SA1460000000840204666001

- 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

- Administration of ISNC should take the following responsibilities related to student support and guidance services.

- Provide infrastructure and resources including manpower required for academic, psychosocial and social counselling services for students.

- Make student support services information available in hard and soft forms to students and staff including contact details of academic advisor, academic coordinator of the program and psychologist.

- Support SSGU to conduct regular staff development activities to improve staff knowledge, skills and attitudes related academic or psychosocial/personal support. Student support and guidance unit officials should provide following facilities

- Supervise the activities of academic coordinators of the program to ensure proper student guidance for creating successful academic environment.

- Provide advice to the students facing learning difficulties in terms of psychological, social and behavioral issues.

- Refer the students who are in need of consultation with a psychiatrist.

- Analyze the learning difficulties faced by the students in programs & report to Vice Deans and plan improvements in program delivery.
- Prepare SSGU institutional annual report and submit to the General academic supervisor and nominate best academic advisor award for the college for exclusive services. Course instructors and student academic advisors should fulfill following roles and responsibilities.
- Monitor the academic performance of students in class by course instructor and assigned students to the academic advisor and refer the underachieving students for academic counselling or psychological and social counselling as required**.**
- Arrange students consultation with SSGU representatives or concerned faculties during their office hours.
- Provide counseling services within their scope for allotted students.
- Support Program coordinator in preparation of SSGU annual report.

- Have an awareness of SSGU services available in college.
- Seek voluntarily support/professional assistance where psychological, social or other personal issues are impacting their academic progress.
- Achieve beyond the minimum academic standard requirements.
- Cooperate with academic advisors and SSGU during counseling sessions.
- Provide feedback to the College about any obstacles in completing their academic requirements on a timely basis including difficulties on accessing SSGU services.

The Course/ Module coordinator should identify the students with learning difficulties and underachievers in the course after conduction of first Quiz. Then arrangements of consultation with these students and prepare course level Student Support Guidance Unit reports and forward to Academic Advisor if needed. Academic advisor will supervise students of the program allotted to him/her by Academic Coordinator of the Program. Similarly will conduct student consultation and if needed will send for psychologist consultation. And support coordinator in program level report presentation. The Academic Coordinator of the

program will prepare the SSGU report for different programs and institutional SSGU report. It is sent to General Academic Supervisor for evaluation & approval of SSGU report and finally sent to The Dean. The talented students with high GPA are included in Deans list and rewarded.
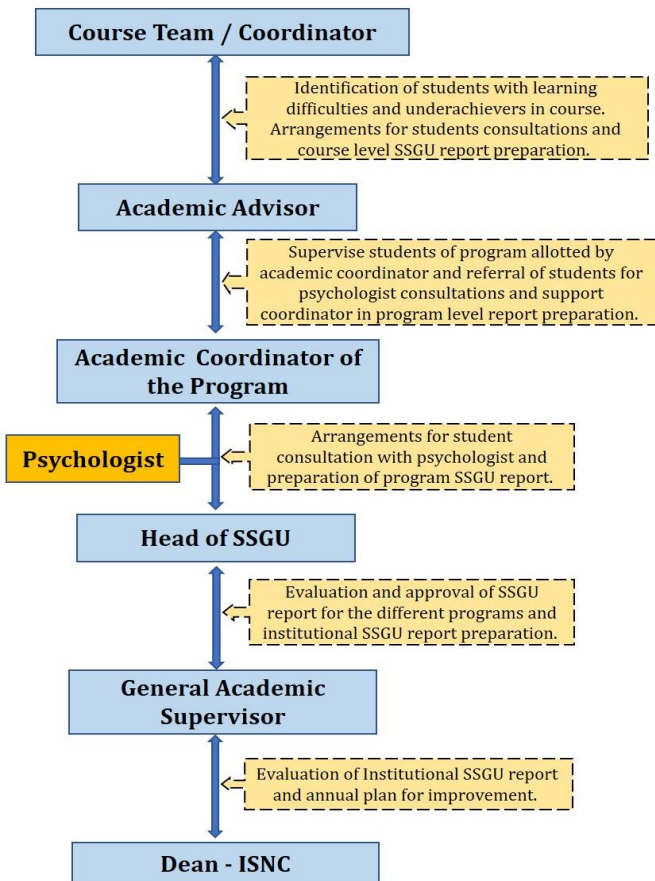
Process for student support and guidance services

PROCESS FOR STUDENT CONCERNS (SSU)
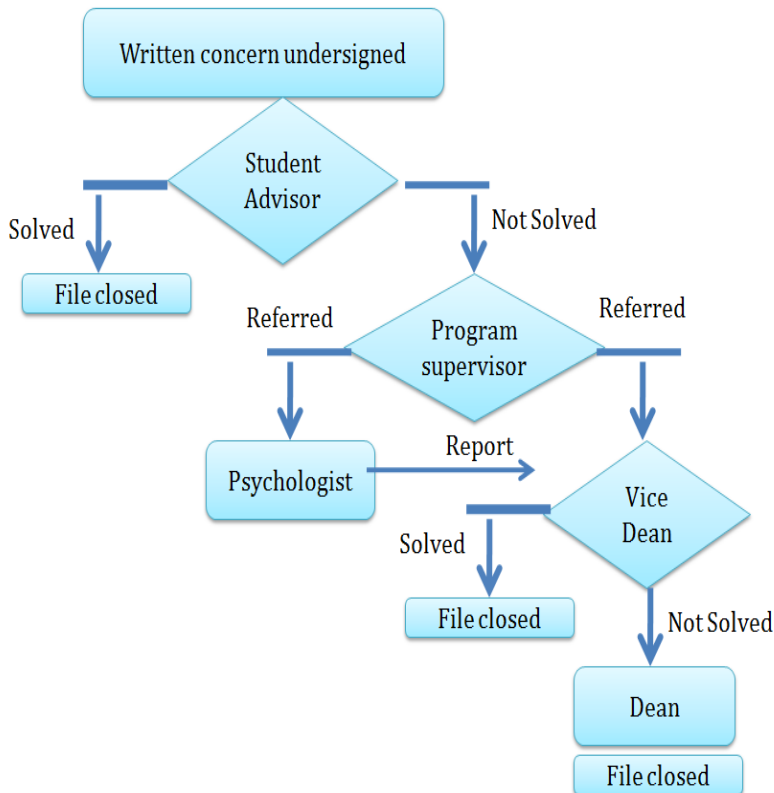
If the student has any concerns then a written application undersigned is submitted to Student Advisor. After discussion if problem is solved, file is closed. Otherwise it is forwarded to Program supervisor who can refer to psychologist who will report to Vice Dean or directly to Vice Dean if needed. If problem is solved file is closed otherwise forwarded to Dean and file is closed.

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 courses, CHP1and 2, family medicine in Medicine Program, scientific writing and seminar in Clinical Pharmacy program and Dental public health in Dentistry Program (refer 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 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)parti cipation in journal clubs, organized case discussions, present their research work in the form of oral and poster presentation at ISNC annual scientific conference, publish their work in research center's semi-annual newsletter, being student members on the editorial board of research center's semi-annual newsletter, organizing and 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 commit 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
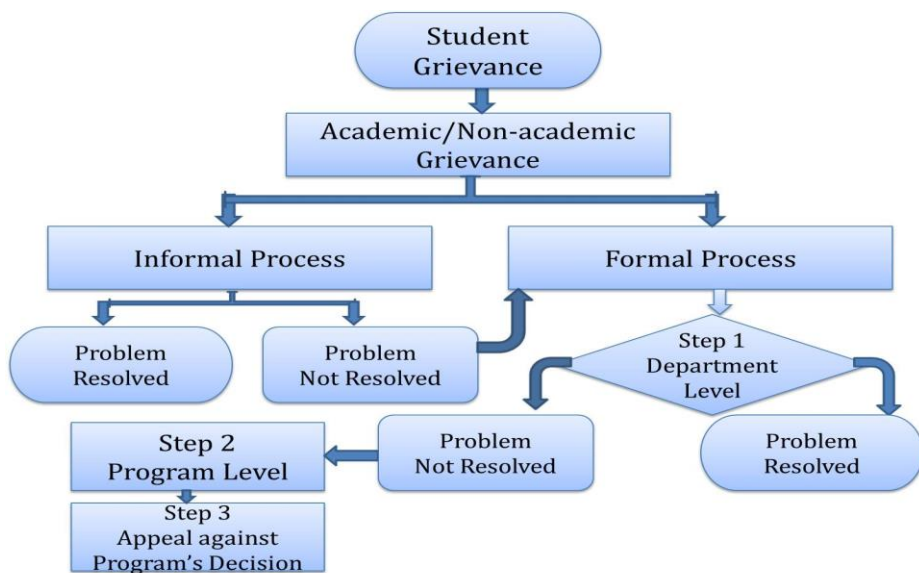
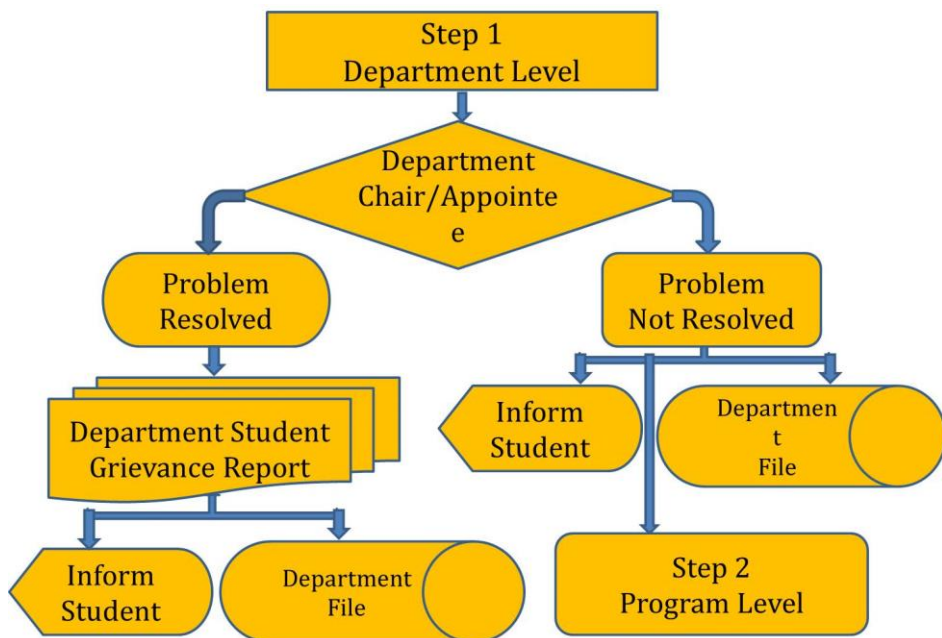### Summary of Student Grievance Reprisal Process
(Academic and non-academic)

Student grievances are of two types Academic or Non-Academic. It can be solved through informal meeting with concerned faculty or formal meeting with Department Head. At level 1, the Department Chairman discusses and if problem is

solved grievance report is recorded in Department File and informed to the student. If not solved, then goes to Level 2, Program Level, Ad Hoc Committee headed by Vice Dean, if problem is solved, grievance report is recorded in Department File. If not solved, the problem is forwarded to step 3 Institution Level, Adhoc Committee discusses and solves the problem and grievance report is documented in Department file and informed to the student.

Details of Step - 1of Student Grievance Reprisal Process (Academic and Non-academic)
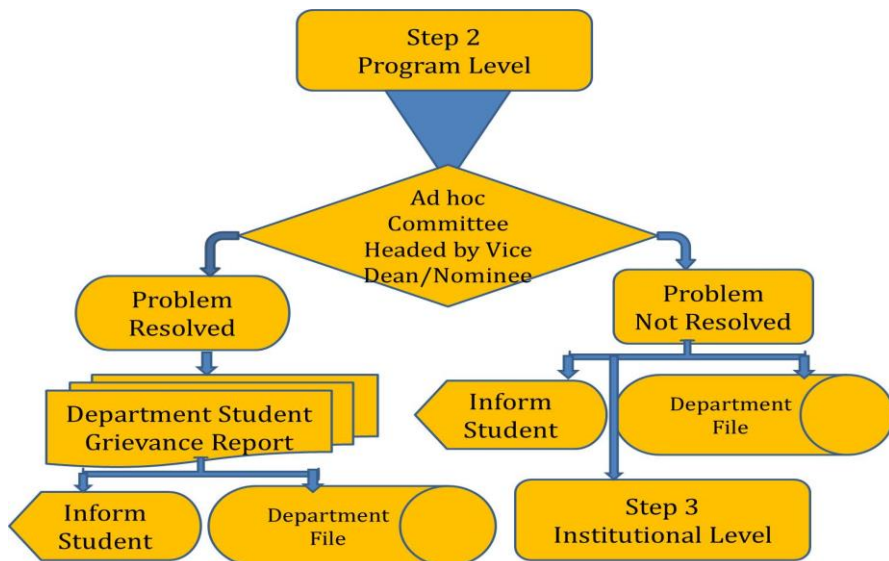
Details of Step – 2 of Student Grievance Reprisal Process
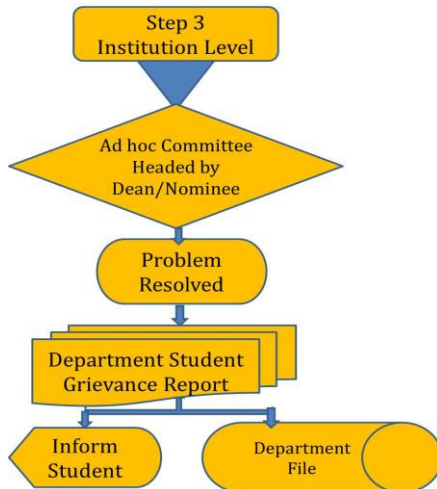
Details of Step – 3 of Student Grievance Reprisal Process
(Academic and Non-academic)

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.
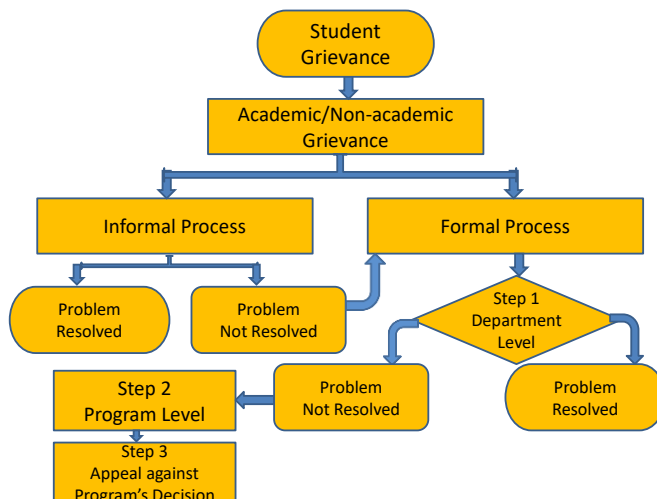
Process followed to deal with the student grievance

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.

ISNC POLICIES

Table of content of ISNC Policy Manual Document

S. No.	Subject	QR code
1.	Policies on Teaching, Learning and Assessment	
2.	Policies on Community partnership	
3.	Policies on Research	
4.	Policies on Student Administration	

MEDICAL FACILITIES

The procedures to access the Medical Services by the Students.

To define the procedures how to access the medical services / treatment by the Students.

1) Student who are in sick can access any one of the hospital of Al Jedaani Group

2) Show the student's ID Card at reception of hospital.

3) Make the consultation and attend the Physician for treatment

4) Treatment will be provided to the student depending upon his/her case either as OPD Patient or Inpatient in the hospital.

5) 50% Discount is provided for all services which he/she receives in hospital as a patient (It is applicable for above mentioned hospitals of Al Jedaani Group of Hospitals only)

6) Submit the medical certificate duly signed by Hospital's Medical Director to the Ibn Sina National College for sick leave.

7) 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.

To define the procedures on how to access the medical services / treatment in an emergency.

1) Student who are sick in the college or in their accommodation

2) Taken to hospital (nearest of Al Jedaani Group of Hospitals) for immediate medical Care, parents will be notified immediately.

3) Emergency treatment is provided to student immediately so as to minimize the threat of death.

4) They may leave once they are recovered.

5) Student wish to continue the treatment he/she will 50% discount on treatment upon producing his/her college ID card to the hospital.

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 Hosptal - 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
- 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.

Clubs are an important forum for discovering, developing and improving talents, and working to encourage innovation and creativity among students. The clubs are also a center of scientific, cultural, social, sports and artistic aspiration as they allow students to communicate with the leaders of these activities inside and outside the college. They are also considered a major source for presenting their skills, so they become a building block that enriches society and gains its respect.

His Excellence the Chairman of the Executive Committee for Student Activities is affiliated with the supervision of various student clubs. These are placed in order to meet the students' needs, hobbies and interests in various fields as they practice in their spare time outside the classroom environment. These clubs implement many programs as well as cultural, social, artistic, entertainment, sports, and volunteer activities.

The college administration has developed student activities, enhanced the student activities system and integrated between them in order to ensure that students embrace values, acquire various knowledge and skills, and improve the qualitative outputs of student activities to create a healthy and vibrant student community in light of the vision and national transformation in line with the requirements of this age and the Kingdom's vision 2030.

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                    ┌─────────────────────────┐
                    │          Dean           │
                    └─────────────────────────┘
                                │
        ┌───────────────────────────────────────────────┐
        │ Chairman of the Executive Committee for        │
        │              Student Activities                │
        └───────────────────────────────────────────────┘
                                │
            ┌─────────────────────────────────────┐
            │   Chairman of Student Activities     │
            └─────────────────────────────────────┘
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Dean

Chairman of the Executive Committee for Student Activities

Chairman of Student Activities

Student Activities Committee

Student Clubs

The Media Committee

The Organizational Committee

Guide Me

Integrity

Scientific Research

Knowledge

Volunteering

Sports

Friends of Safety

Organizational Hierarchy of Student Activities:

Student Clubs:

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┌─────────────────────────────────────────┐
│  Chairman of the Executive Committee for │
│            Student Activities            │
└─────────────────────────────────────────┘
        ┌─────────────────────────────┐
        │ Chairman of Student Activities │
        └─────────────────────────────┘
          ┌─────────────────────────┐
          │ Student Club Coordinator │
          └─────────────────────────┘
            ┌─────────────────────┐
            │  Leader/ Sub-leader  │
            └─────────────────────┘
             ┌──────────────────┐
             │   Club Members    │
             └──────────────────┘
             ┌──────────────────┐
             │   Team Members    │
             └──────────────────┘
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Student Activities Committee:

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┌─────────────────────────────────────────┐
│  Chairman of the Executive Committee for │
│            Student Activities            │
└─────────────────────────────────────────┘
        ┌───────────────────────────────┐
        │ Chairman of Student Activities  │
        └───────────────────────────────┘
         ┌────────────────────────────┐
         │ Student Activities Supervisors │
         └────────────────────────────┘
            ┌─────────────────────┐
            │  Leader/ Sub-leader  │
            └─────────────────────┘
             ┌──────────────────────┐
             │  Committee Members    │
             └──────────────────────┘
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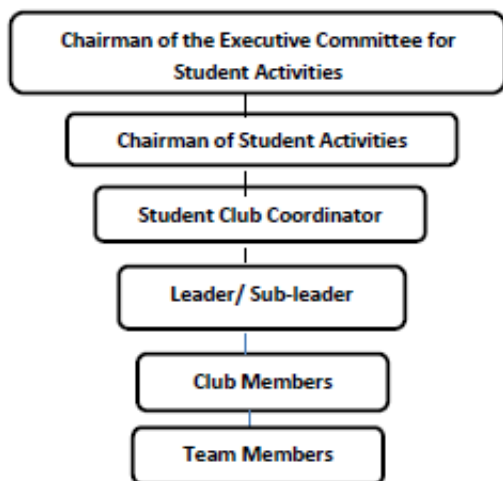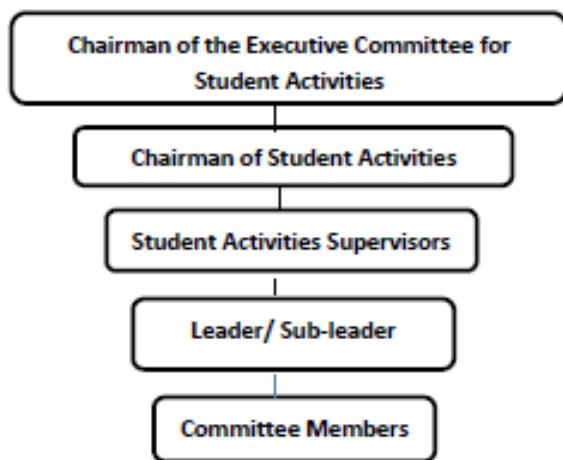
CANTEEN FACILITIES

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. 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 faculty between these locations.

CANTEEN AND ACCOMODATION 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.

DigiVal Solutions

Standardizing the quality assurance process, KPI's and other metrics Using Digival's technological framework of outcomes and competency-based Educational, we have developed digital transformation strategies and technology solutions that help institutions plan, implement, monitor, and improve their educational process and quality of programs in order to enhance the achievement of student learning outcomes & competencies. This technology solution is robust, flexible, personalisable and comprehensive. It can be unbundled to integrate into the existing technology of higher educational institutions.

- Outcome Based Education Solution
- Curriculum Management Solutions
- Classroom and Learning Management Solutions
- Assessment Management Solutions
- Accreditation Management Solutions

Digival's Technology Framework for Outcome / and Competency Based Education

- Standardizing Learning Environment and Human Resources
- Standardizing the requirement of curriculum and Syllabus
- Standardizing the outcome based learning and teaching
- Standardizing the continuous quality improvement & growth
- Standardizing the outcome based assessment - direct and indirect

Curriculum development and course design

Digival assists higher education institutes with designing and developing the courses and programs for the physical, online, and hybrid learning environment. A university is defined by the curriculum they provide to their students, which is why formulating the proper curriculum and courses are necessary. Our experts ensure that program and course learning outcomes, content and its level, learning ecosystems and resources, training and its assessments meet the expectations of relevant industry standards.

Student Assessment

Digival's experts team trains universities and colleges in developing quality student assessments. Our training enables administrators and academicians to develop and evaluate quality outcome and competitive based assessments at the level of recall, comprehension, application, analysis, evaluation, and synthesis. We provide training to staff members on conduction of onsite and remote formative and summative assessments using DigiAssess platform.

Teaching and learning Digival's experts have immense experience in developing innovative learning and teaching strategies and technologies to provide quality learning experience for students to achieve the learning outcomes. Our experts can train the academicians of various age groups to use technologies in designing and teaching their online and hybrid courses and programs.

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.

<h1 style="text-align:center">Responsibility</h1>

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: 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 procession 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 act ion. 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:

No	Name	Contact Number: 6356555 Extensions	
		Male	Female
1.	Dean of ISNC	269	216
2.	Vice Dean Medicine - Secretary	312	
3.	Vice Dean Dentistry - Secretary	314	
4.	Vice Dean Pharmacy - Secretary	408	
5.	Nursing supervisor	337	
6.	Vice Dean Female section	351	
7.	Maintenance	639	132
8.	Admission/Registration	403/106	131
9.	Academic Affairs	222	
10.	Student Affairs	105	129
11.	Student Support Unit	455	453
12.	Library	110	445
13.	Research Center	441	
14.	Community Service Unit	346	
15.	Finance	175	165
16.	Admission/Registration	Ibnsina7@hotmail.com	
17.	Academic Affairs	Ibnsina.a.a@hotmail.com	
18.	Finance	financialibnsina@gmail.com	
19.	Training and Alumni Affairs Department	trainingibnsina@hotmail.com	
20.	Information Technology Management	support@hotmail.com	

MISSION OF ISNC

To make a significant contribution to the advances of Saudi Arabian healthcare through the provision of outstanding education, research and medical services in a motivating and technology enabled learning environment.