



Princess Nourah Bint  
Abdulrahman University  
College of Health and Rehabilitation Sciences



**Policies & Procedures Manual**

**Version 2**  
1445

## Preface

This manual is prepared by the policy and procedure committee, College of Health and rehabilitation sciences, Princess Nourah Bint Abdulrahman University Riyadh, Saudi Arabia

It contains all the relevant information related to the policies, guidelines and procedures followed by college administration related to the programs, faculty members and students. This manual is organized in various sections based on the organizational structure of the college as follows:

- Section 1 provide a brief introduction and overview of the college, including the establishment, mission, vision and objectives and the organizational structure of the college.
- Section 2 covers the policies and procedures of Dean's Office
- Section 3 covers policies related to administrative efficiency policies.
- Section 4 covers policies related to college vice deanship of academic affairs. The first part includes policies related to, Administration of teaching and learning quality management and part 2 covers policies related to educational affairs.
- Section 5 covers policies related to college vice deanship of research, innovation and business.
- The manual of policies and procedures will be revised every three years in the context of large-scale planning or if deemed necessary by the college.

*N.B: The first version of the manual was issued on 13/3/2023, based on some recommendations from the CHRS programs and NCAAA, the manual was revised to add policies related to learning resources, advisory committee, community services and artificial intelligence use in student work.*

## The policies and procedures committee formulation 2024

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Vice-Dean for Research, Innovation and business	Dr. Rania A. Al-Qahtany	Member
Director of Administration of leaning and teaching quality management	Dr. Howeida H.Abusalih	Member
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### 1.1 Overview of the college

College of Health and Rehabilitation Sciences came to be one of the basic scientific structures at Princess Noura Bint Abdelrahman University with the aim of preparing, qualifying, and graduating scientifically and professionally qualified cadres in the field of health and rehabilitation sciences. And to meet the needs of the society in this field and to confirm its role in the development of the society in integration with other sciences and disciplines.

It was established in 1429, and Higher Education Council Resolution No. 7-17 / A was issued on 8/17/1433 AH approving the restructuring the Faculty of Physiotherapy and changing its name to College of Health and Rehabilitation Sciences. The college has many departments, and each department has several programs,

#### **Department of Radiological sciences includes**

- Radiation therapy
  - Ultrasound imaging
  - Diagnostic imaging
  - Nuclear medicine technology
- The Department of Rehabilitation Sciences includes:**
- Doctor of Physiotherapy Program
  - Occupational Therapy Program.
  - Respiratory Care Program

#### **The Department of Health Sciences includes:**

- Health education and promotion program.
- Epidemiology program.
- Clinical Nutrition Program
- Clinical Psychology Program.

#### **The Department of Health Communication Sciences includes:**

- Audiology Program.

Speech and Swallowing Disorders Program.

## 1.2 College vision, mission, and goals

<b>College Vision</b>
Be a beacon in knowledge building that contribute to sustainable health development
<b>College mission</b>
Prepare cadres, qualified on the levels of knowledge, profession, and research in accordance with the latest standards for the development of health care and community service
<b>College Goals</b>
1-Qualify specialized cadres in the fields of Health and Rehabilitation sciences capable of professional practice according to the latest standards
2-Promote continuous learning, and innovation according to modern technology
3-Produce researches in the field of healthcare that contributes to the application of evidence-based practice
4-Contribute effectively to improving community's health and quality of life in collaboration with relevant sectors

## 2. Policy and Procedures for Dean's Office

### 2.1 Policy and Procedures for Developing the College Strategic Plan

#### **Purpose**

The purpose of this policy is to ensure that CHRS develops the strategic plan every five years using best practices. The strategic plan of college identifies the strategies necessary to accomplish its mission and goals, and to monitor and evaluate progress.

#### **Responsibilities**

Strategic Planning Higher Committee formed of

- Dean of the college.
- Vice dean of scientific research and innovation.
- Vice dean of academic affairs.
- College quality advisor.
- Director of the learning and teaching quality administration.
- Stakeholders.

## Procedure and guidelines

The strategic planning process has four phases:

1. Strategy Formulation
  2. Validation and Delivery
  3. Implementation and Monitoring
  4. Evaluation and Feedback
  5. Strategy Formulation
- Formation of the “Strategic Planning Higher Committee”.
  - Identify stakeholders and arrange different sessions and workshops for different categories of stakeholders.
  - Identify stakeholders’ needs and feedback (this could be done through discussion groups, surveys, focus groups ...etc.)
  - Assess the external and internal environment and conduct SWOT analysis to identify weaknesses, strengths, opportunities, and threats.
  - All forms for the strategic planning can be found at:
    - <https://pnu.edu.sa/ar/ViceRectorates/VRSD/PlanningDepartment/Pages/manual.aspx#content>
  - Identify strategic issues and priorities based on the input from the mission statement and objectives, the SWOT analysis, and stakeholders.
  - Formulate the first draft of the strategic plan that consist of measurable objectives, initiatives and clear KPIs.
1. Validation and Delivery
    - The first version of the strategic plan will be revised by all department chairpersons and all programs’ directors.
    - The final version of the strategic plan document will be sent to the Strategic Planning Department in the Noura Transformation Gateway Department (below is the stages of approving the strategic plans of the university entities)
    - After approval form the PNU Strategic Planning Department, it will be then approved in the CHRS College Council

- Organize various meetings to introduce the strategic plan for faculty members, administrative staff, and students.



## 2. Implementation and Monitoring

- The higher committee will arrange a plan for successful implementation and execution of the strategic plan over the 5 years period.
- The data will be collected by the Data performance administration annually and submitted to the KPI unit.
- The data will be analyzed by the KPI unit annually.
- A report will be submitted annually at the end of each academic year.
- The report will be approved by the college council to monitor progress.
  - Evaluation and Feedback
- Annual summery report of the KPI analysis
- Action plan on the not achieved KPI.
- Revise the implementation process to identify strengths and areas of improvement.
- Give feedback.



## **2.2 Policy and Procedures for Surveys Execution**

### **Purpose**

To ensure that the surveys are executed to identify the areas of improvement in order to develop improvement plans.

### **Responsibilities**

- Data Management and Performance Measurement Administration at the Deanship of Quality assurance.
- Data Management and Performance Measurement Administration at CHRS
- Program director
- Survey and performance indicators committee
- Students /Employers/graduates /Staff/ administrative staff

### **Types of surveys**

#### **A-Deanship of development and quality Surveys**

**1-Course Evaluation survey:** The purpose is to know the strengths and the improvement areas of the courses which will help in improving the courses delivery as required.

**2- Staff satisfaction with the services and environment of the university:** The purpose is to measure the satisfaction of staff members about administration, college activities, professional development, available resources and facilities of the university which will help in identifying the areas of dissatisfaction and developing improvement plan.

**3-Students' satisfaction with the services and environment of the university:** The purpose is to measure the satisfaction level of students regarding the university services and environment, available resources and facilities etc. which will help in knowing the areas of dissatisfaction and developing improvement plan.

**4- Administrative staff satisfaction with the services and environment of the university:** The survey purpose is to measure the satisfaction of administrative staff about administration, college activities, professional development, available resources and facilities etc. which will help in identifying the areas of dissatisfaction and developing improvement plan.

#### **4-Program Evaluation surveys include**

- a. Mid-year student satisfaction survey:** The purpose is to identify the opinion and measure the satisfaction level of the students at mid program regarding quality and effectiveness of academic-related and extracurricular facilities and services. This will identify the areas of improvement and designing plans accordingly.
- b. Final year students' satisfaction survey:** The purpose is to identify the opinion and evaluate the satisfaction of the final year students regarding quality and effectiveness of academic-related and extracurricular facilities and services. This will identify the areas of improvement and designing plans accordingly.
- c. Graduate Survey:** The purpose is to identify opinions of graduates on the strength and the weakness of the program in terms of their knowledge and skills and design improvement plans accordingly.
- d. Employers' satisfaction survey:** The purpose is to measure the satisfaction of employers and to identify their opinions about CHRS graduates regarding the strength and the areas to be improved of the graduates which will help in the program further improvement and increase the CHRS graduates job opportunities.

#### **B- CHRS additional surveys**

- 1- Library survey:** The purpose is to measure the satisfaction of students regarding library services which will help in the college for further improvement.
- 2- Academic guidance survey:** The purpose is to measure the satisfaction of students regarding academic advising services which will help the program for further improvement.

**3- Internship survey:** The purpose is to measure the satisfaction of students regarding clinical training services which will help the program for further improvement.

### **1.Procedures**

#### **A- Data collection and analysis:**

1. The surveys are distributed to the target population at the specific time according to a predetermined schedule through electronic channels.
2. Responses are achieved on 5 point Likert scale ranging from strongly agree to strongly disagree with the highest score set at strongly agree.
3. Data Management and Performance Measurement Administration at the Deanship of Quality assurance and accreditation is responsible for providing the program with accurate data.
4. The collected data of the Deanship surveys are analyzed by Data Management and Performance Measurement Administration at the Deanship of Quality assurance and accreditation.
5. The program director has access on the survey results on Jadeer. <https://jadeer.pnu.edu.sa/survey>
6. The course instructors have access on the survey results of their courses on Jadeer. <https://jadeer.pnu.edu.sa/survey>
7. The director of teaching and learning quality receives a combined results of all programs in the college.
8. The CHRS surveys are analyzed by Key performance indicators unit.

#### **B- If primary mechanism is non-functional:**

In case of the primary mechanism is non-functional for any reason, the program is responsible for

1. Data collection through other pathways as:
  - a. Creating a survey tool that incorporates all the questions from the original survey and disseminates the tool among the target population.
  - b. Conducting focus group/ in depth interviews with the target group that incorporates the main themes of the original survey.
2. Analyzing the collected data and preparing reports accordingly.

## **C- Improvement Plans**

1. The survey and performance indicators committee are responsible for developing improvement plans of different program surveys. (The cutoff point is set by the deanship of Quality assurance and accreditation at 3.75, however the program is requested to analyze the trend over years and set their own cutoff point).
2. The program development plans regarding different surveys are included in the annual program report. However, the courses development plans are included in the course report as well.
3. The program committee follows the implementation of the program development plans.
4. The course instructors are responsible for application and following the course development plan.
5. Human resources administration is responsible for implementation and follow-up of the plan regarding the administrative staff survey.

### **2.3 Policy and Procedures for Financing and Budgeting**

#### **Purpose**

It is important for the CHRS programs to be financially sustainable to ensure the effective delivery of its programs while complying with policies and standards. The financial aspects of programs in the CHRS college are funded by the central budgetary division of the general department of administration and financial affairs that is linked to the university vice rectorate, based on the executive rules and regulations for the universities in Saudi Arabia, set by the Ministry of Finance.

Budget for the colleges in the university is controlled and managed by the university vice rectorate and provides sufficient financial resources for the successful management of the departments and the programs.

## **Responsibilities**

- Dean, College of Health and Rehabilitation Sciences (CHRS)
- Vice Dean for Academic Affairs
- Vice Dean for Research and innovation
- Students Affairs administration
- Department Chairs
- Director of Finance and Administration

## **Director of Finance and Administration**

The director will be accountable for:

- Facilitating the annual budget and supervision budget management whole year following university guidelines.
- Aware and impose the university policies related to the budget.
- Supporting Dean, Vice Deans and Department Chair on developing the budget according to the annual need.
- Monitoring the expenditure with the concerned department and vice deanships.
- Overlook the availability of learning resources (lecture halls, Laboratories, Clinics etc..) with concerned Vice Deanships.

## **Vice-Deanships Responsibilities:**

- Following University policy and procedure
- Support in establishment of budget that reflects their financial and strategic projections. Ensure all plans are in line with the college strategic plans.
- Encourage their Units and Committees to participate in budgeting process.

## Department Chairmen Responsibilities:

- Following University policy and procedure
- Support in establishment of budget that reflects their financial and strategic projections
- Encourage their respective department to participate in budgeting process by noting their immediate and long-term goals and objectives.

## Procedure and guidelines

- The above assigned responsible personnel will submit a budget three months before the University's budget deadline to the Central Budgeting Department (CBD) of university.
- The budget manager will prepare and submit the initial budget draft to the dean.
- Vice Dean's and Department chairs submits budget requests from their units and department
- The following items can be requested, throughout the year, using (Tayseer Project) <https://grp.pnu.edu.sa/> and the request is approved by the dean and finally approved by the university vice rectorate:
  - Infrastructure Requirements
  - Office furniture and Storage
  - Electronic Items / Equipment (new and/or replacements)
  - Stationary Items
- The vice rectorate also receives requests, throughout the year, through a letter from the dean using (Tarasol) for the following items:

- Nonstock items for the labs
- Simulation center requests
- Educational Recourses
- Clinical training requests through partnerships with training agencies or through short contracts
- Requests for financial affiliation are submitted to the University Vice rector for Academic Affairs after the approval of the Dean.
- A financial claim letter shall be submitted to the University Vice rector for academic Affairs after the approval of the Dean upon completion of the training and following the receipt of training certificates from the training authorities.
- Proposals for new projects or initiatives can be submitted by any member in the university through (Shreek Platform) <https://eservice.pnu.edu.sa/shreek/Pages/default.aspx> and should be accompanied by an appropriate planning and execution document “feasibility study” with responsibilities and authorities identified.

### 3-Policy and Procedures for Administrative efficiency

#### 3.1 Policy and Procedures for Faculty Recruitment

##### **Purpose**

The College administration recognizes the need for adequate faculty and staff to work successfully and efficiently. in the college different programs while maintaining the appropriate faculty/student ratios and carrying out normal operational functions, education, research and community services.

## **Responsibilities**

- Dean, College of Health, and Rehabilitation Sciences (CHRS)
- Vice Dean for Academic Affairs
- Vice Dean for Research and innovation
- Head of departments
- Human resources

## **Procedures and guidelines**

- Recruitment is made on availability of vacancies for faculty/staff position.
- The number of faculty/staff positions will be allocated based on the college requisition justifying the objective of recruitment.
- Hiring is accomplished on a merit basis, in accordance with institutional requirements and criteria, and demonstration of the appropriate credentials, experience, and other necessary skills outlined through the Human Resources Department of PNU.
- The requesting program will submit the position requisition to the concerned department for review and approval.
- The college council will review the position requisition and make any necessary changes prior to its approval.
- The approved position requisition will be forwarded to the PNU Human Resource administration and a copy for the PNU Deanship of academic affairs.
- Recruitment Section of the Human Resource Department will prepare the job announcement and place it on the appropriate web sites.
- The Recruitment section will record and maintain all of the received applications for the announced position and forward the applications to the College for review.
- The college will form a committee that will begin screening the applicants, according to the basic eligibility criteria set by the program.



- Selected candidates will be interviewed using the Interview Evaluation Form. Any further requirement such as an exam, will be conducted by the committee.
- Following interviews, the committee will score the applicant from highest to lowest score.
- The list of the final applicants will be approved by the College Council and forwarded to the Human resource department.
- The Recruitment Section of the University will complete the primary source Verification of the candidate's educational degrees/ certificates.
- Upon selection of a candidate, an unofficial offer letter outlining the terms and conditions and the compensation and benefits package will be forwarded to the candidate by the University's Recruitment Section.
- The Recruitment Section will notify the College regarding the candidate's response to the unofficial offer letter and specify the final salary and expected date of joining.

## **1.2 Policy and Procedures for Faculty Evaluation**

### **Purpose**

The purpose of the policy is to improve the professional competence of faculty members. **Responsibilities**

- Dean
- Head of departments
- Staff members

### **Procedures**

- The evaluation is conducted based on a performance charter which is prepared by the leaders at the beginning of the academic year.
- The performance charter consists of two parts: performance objectives and performance competencies.
- The staff receive the charter through emails.
- The staff should approve or disapprove the charter through Tayseer system (PNU online employee self service).

- After approval by the staff member, head of the department and the College dean it appears on Tayseer system.
- The evaluation criteria differs according to academic rank, position and nature of assigned job.
- The performance of the faculty is constantly monitored to ensure that high-quality administrative and academic responsibilities are delivered effectively.
- Mid-year evaluation and individual meetings are conducted if needed.
- At the end of the academic year, all members receive their evaluation through Tayseer system with the feedback on their performance.
- The evaluation is discussed with the leader in individual meetings if needed.
- The staff member will approve the evaluation on Tayseer.
- The process of the approval goes through the head of the department then the College dean and finally processed by the human resources in the college to the university.

### **1.3 Policy and Procedures for Selection of Leaders**

#### **Purpose**

The purpose of the policy is to provide clear criteria for leader's selection.

#### **Selection Procedures**

##### **A- The Dean**

- The Human Resources Department announces the nomination for the dean position, by email to all college members.
- Nominations are selected based on specific criteria:
  - Holding a PhD degree
  - Assistant professor or higher
  - Saudi citizen
- Candidates are interviewed by the Deans Selection Committee, which is chaired by the University Rector.
- Deans Selection Committee prepare a list of candidates and submit it to the Ministry of Education for the security survey.
- Approval is delivered by the Minister of Education,
- The assignment is for two years and subject to renewable according to Universities Affairs Council regulations.

## **B- Vice dean**

- Nominations are selected based on specified criteria:
  - Holding a PhD degree
  - Assistant professor or higher
  - Saudi citizen
- The dean prepares a list of 3 candidates.
- The dean Submit the list to the Rector Vice deanship for Educational Affairs.
- The names are submitted by the University to the Ministry of Education for the security survey.
- The assignment is for two years and subject to renewable according to Universities Affairs Council regulations.

## **C- The Department Head Selection**

- Nominations are selected based on specified criteria:
  - Holding a PhD degree
  - Assistant professor or higher
  - Saudi citizen
- The dean prepares a list of 3 candidates through a committee.
- The dean Submit the list to the Rector Vice deanship for Educational Affairs.
- The names are submitted by the University to the Ministry of Education for the security survey.
- The assignment is for two years and subject to renewable according to Universities Affairs Council regulations.

## **D- The Program Director**

- Nominations are based on specific criteria:
  - Leadership skills to motivate and gain team cooperation and involve them in decision- making.
  - Effective communication skills and good relationships.
  - Attended courses and workshops in quality.
  - knowledgeable of the university and MOE regulations.
  - Experience in quality reports preparation.
  - Familiar with the field of specialization.
  - Preferred to be assistant professor.
- The candidate's name will be approved by the department head and by the college dean.
- If more than one candidate is nominated, a voting will be carried out within the department council and will be approved after that by the college dean.
- Announcement of the assigned program director will be circulated.
- The assignment is for one year and subject to renewable.

## **E- Committee chairs and members**

- Nominations are based on specific criteria:
  - Adequate experience in the field of work of the committee.
  - The skills and qualifications appropriate to the nature of the work of the committee.
  - Ability to communicate effectively.
  - Ability to develop plans and implement them effectively.
  - Considering the workload within the committee for staff members
  - The composition of the committee follows the guidelines of the university.
- The position will be announced through department e-mail.
- The candidate's name will be approved by the head of the department.

#### 4.1.1 Policy and Procedures for Program Development

##### **Purpose**

The purpose of the policy is to guide the programs throughout the process of Program amendment.

##### **General Principles**

- 1- The development has to be consistent with the national qualifications' framework and university regulations and executive rules and achieves national standards for academic accreditation.
- 2- The development should have a clear methodology based on feedback on the results of apply the previous study plan.
- 3- The development should take place through specialized committees in the mechanisms of building and developing study plans.
- 4- The proposed changes should be based on a scientific study of labor market needs and updates in the field.
- 5- Aligning the program objectives with the goals, mission and vision of the department, college and university for development goals and the education policy in the Kingdom of Saudi Arabia and the realization of the Kingdom's vision 2030
- 6- Clarity of the objectives to be achieved from the program.

##### **Development suggestions**

The development of an academic program includes any modification or change made to the academic program through changes during the periodic review cycle of the program or in accordance with to the new changes and requirements of development and the labor market, including major or minor changes program or according to as follows:

- 1- Complete study plan development.
- 2- Change the name of the program
- 3- Change the total number of program hours.
- 4- Develop the mission, and goals of the program, department, or college.
- 5- Add or delete courses.
- 6- Change of course hours.
- 7- Change the name of a course or its symbol.
- 8- Changing the order or sequence of some courses in the study plan, or transferring some of them from optional to compulsory and vice versa.
- 9- Add or delete previous requirements.

### **Amendments to the program**

Amendments to the program can take place according to the regulations approved by the university. Amendments can take place at the course or the program level using updated forms. Amendments are divided into two categories with different routes for approval.

- Minor changes requiring approval by the College Council, supported by program committee.
- Major changes requiring approval by the College Council supported by program committee, and the Vice-Rectorate of Academic Affairs at the University level and the University council and ends by the approval of Ministry of education.

#### ***Minor changes:***

Minor changes to course specifications are included in this category. Course specifications are updated in the syllabus. It allows small adjustments to be made relatively easily in recognition of the dynamic nature of successful programs which develop and evolve. Minor changes that may be approved under this category include:

- ✓ Modification of teaching strategies, assessment methods for the course, and student assessment activities.
- ✓ Increase or modify allocated teaching and learning time to help the students
- ✓ Assessment weighting between components of course assessment.
- ✓ Editing or adding secondary references.
- ✓ Modification of admission requirements to the program.
- ✓ Modification of the course objective and learning outcomes.
- ✓ Modification of the field experience specification.
- ✓ Modification of the course description (adding topics or deleting topics).
  - To make such minor changes to courses appropriate documentation, using forms needs to be submitted by the Program Committee to the Quality advisor, Department Council- then the Quality of Teaching and Learning Administration then to the College Council.

### ***Major Changes:***

This will typically involve a change to one or more of the following major components of the program:

- ✓ Overall aims and program learning outcomes;
- ✓ Program title, duration or mode(s) of study.
- ✓ Amendment to the academic degree title granted to the program.
- ✓ Assessment regulations for the program.
- ✓ A significant addition to the resources required
- ✓ The overall scope and structure of the program, for example the addition of new pathways
- ✓ Changes affecting the total credits units in any level. This primarily relates to the approval of new courses and modifications to existing courses.

- ✓ Amending the name and coding of the course.
- ✓ Create or cancel a modification at the exit point within the program, if applicable.

The final decision needs the approval of the College Council and Vice Rectorate of Academic Affairs and university council.

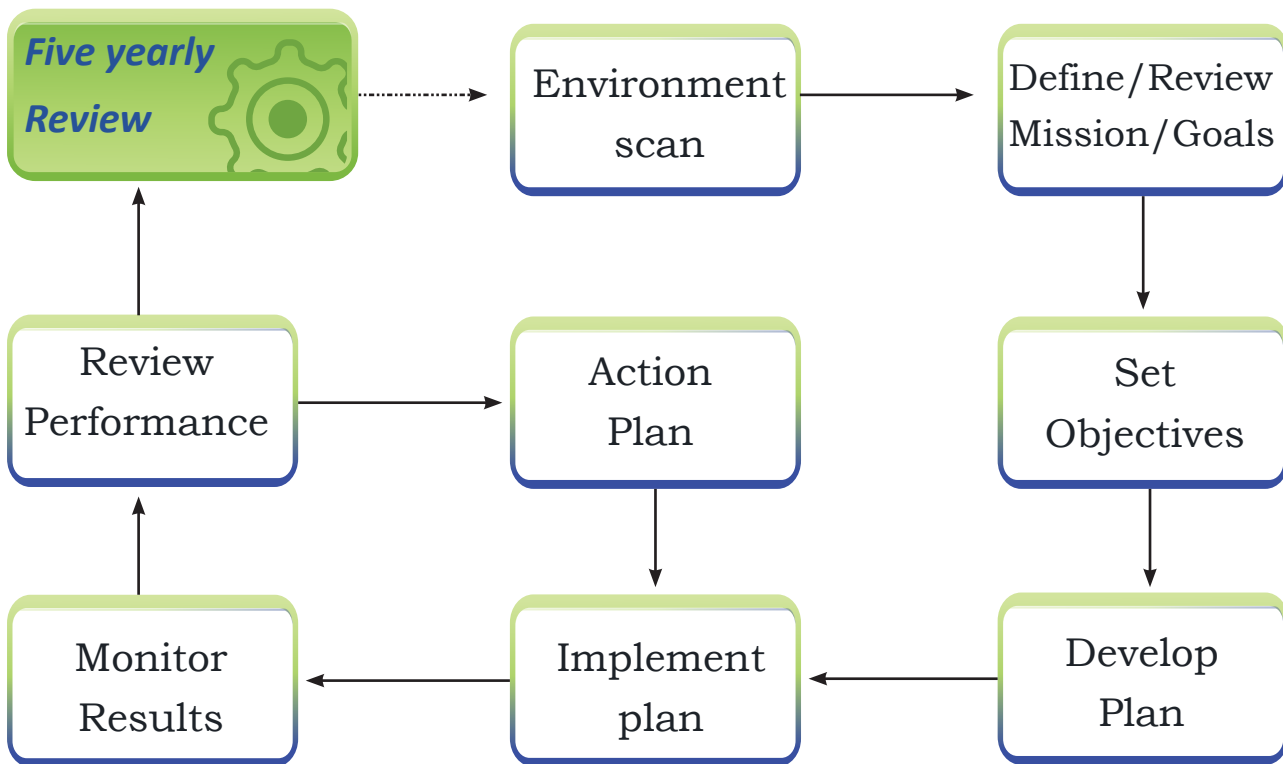
### **Periodic Program Review:**

- ✓ A Periodic Program Review (PPR) is a thorough examination of the quality and standards of the program.
- ✓ The PPR examines the program in greater depth and checks on how effectively it is achieving its mission and objectives.
- ✓ To coincide with the NCAAA requirements for program accreditation a PPR is undertaken on a five -year cycle.
- ✓ It represents a complete self-contained report on the quality of the program.
- ✓ PPR report becomes the basic resource for the external review for re-accreditation of a program.
- ✓ The combination of annual monitoring and PPR are designed to ensure that the program remains current and does not become dated is the representation of the combined activity.
- ✓ The PPR takes account of any professional standards relevant to the program as well as the standards for quality assurance and accreditation defined by the NCAAA including the National Qualifications Frameworks.



# NCAA Quality Planning and Review

## 5 Year Cycle



## Responsibility of PPR

Undertaking and organizing the PPR is the responsibility of the program leaders. The Program Committee has duties in respect of PPR are as follows:

- To ensure that the program undertakes a PPR on a regular basis
- To organize and support the PPR and ensure sufficient resources are made available to conduct the review
- To receive and consider the PPR report
- To take necessary actions as a result of their deliberations on the report

## Planning the PPR

**Planning of the PPR is carried out taking into consideration the following points:**

- The PPR process takes place under the direction of the College Council. The Council nominates a senior member of faculty familiar with the program and with good working knowledge of quality assurance processes to lead the PPR. Assistance and advice in conducting the PPR is provided by the Program Committee.
- The nominated leader establishes a steering committee, drawn from the Program Committee, to oversee the planning, development and drafting of the PPR report. This committee may also include people not associated with the program to enhance the objectivity of the process.

1-Working groups are established to investigate and report on particular issues, for example the NCAAA quality standards. Members of the steering committee may take on the task of chairing one or more of these working groups. Minutes of any meetings, investigations or interviews are kept and retained in a central file and be available for subsequent reference if required.

2-Adequate time is set aside for the planning and operation of a PPR. It is usually expected that a PPR may take up to nine months to complete. A plan for carrying out a PPR includes time lines for carrying out stages of the process and allow some time for unanticipated developments.

## **4.1.2 Policy and Procedures for Program Delivery and Implementation**

### **Purpose**

The purpose of this policy is to make sure that the courses are prepared and delivered according to program requirements and fulfilling the program learning outcome and program goals.

### **Responsibilities**

- Vice Dean for Academic Affairs
- Quality of learning and teaching administration.
- Program director.
- Student Affairs Unit
- E learning unit
- Course Instructor / Coordinators

### **Procedures**

1. The schedules committee in the department is responsible for preparation of the schedules in accordance with the approved program study plan.
2. The distribution of the courses among the staff members is based on the specialty and preference of teaching staff as well as the teaching load and academic rank.
3. The teaching load of all staff members is approved in department council and college council.
4. The academic affairs distribute the classrooms and laboratories based on the number of students and the requirements for each course.
5. Registration of the courses is monitored by student Affairs Unit.
6. The curriculum is delivered according to the course specification.
7. All course material is uploaded on the blackboard and monitored by the E learning unit.
8. The delivery of courses and application of the courses' development plans is followed up by the concerned committee in the program supervised by the program director.

9. The course instructor /coordinator follow absenteeism in the academic system (Banner system) and submit the list of students who exceeded 20% of absenteeism in the course to department council to study her excuses.
10. The head department Approves the final results of the courses before submitting it to students via Banner system.
11. The quality coordinator in the program revises the course portfolio at the end of the semester and gives recommendations.
12. PLOs committee prepare the PLOs report based on the calculation of ILOs values in different courses which is included in the PLOs measurement plan
13. The program director Prepares an annual report based on the course reports, PLOs report and analysis of surveys and different activities within the program.
14. The program director Prepares the peer observation report based on the submitted peer observation sheets of all courses.
15. The program director follows up work in different program committees.
16. All program reports are submitted to the Quality of learning and teaching administration.

### **Duties of a course coordinator:**

If the course has more than one section with different instructors, a course coordinator will be nominated by the head of the department.

The course coordinator is responsible for:

1. Follow up of flow of work and the consistency of all sections.
2. Exam preparation
3. Monitoring the grading process of all sections

### **Duties of a course instructor:**

1. Preparing the course syllabus on the blackboard.
2. Deliver all course information (contents and method of assessments, grades distributions, and timetable of assessment) in the first lecture of the course and publish it on the blackboard.

3. Deliver the lectures as planned in the course specification.
4. Preparation of the exams according to the examination rules and regulations.
5. Marking and preparing the results and approving them from head department.
6. Receive excuses for absence in the exams and send them to the program committee.
7. Prepare the course portfolio and write the course report according to the updated forms of NCAAA and submission of required documents within deadline.

### **Course Portfolio basic requirements**

1. Updated CV ( in English)\*
2. Course Specification (updated Form)
3. Course Syllabus
4. Course Report
5. Midterm exams and model answers
6. Sample of students' grade in midterm exam
7. Grading Rubric for Clinical/ practical
8. Sample of students grading rubric in practical/clinical Exams
9. Grading Rubric for Assignments
10. Sample of students' Assignments graded.
11. Exam blueprint (optional)
12. Final exam and model answers
13. Sample of students' grade in final exam\*\*
14. Exam peer review sheet
15. Student success rate of the course

*N.B The above-mentioned list can be updated by the program based on its needs.*

#### **4.1.3 Policy and Procedures for Quality of Teaching**

##### **Purpose**

The purpose of the policy to provide the necessary information to the faculty which

will help them to improve and provide good quality of teaching.

## **Responsibility**

- Vice Dean for Academic Affairs.
- Director of Teaching and Learning Quality Administration.
- Head of Department.
- Program Director.
- Course Coordinator.
- Faculty Member.

## **Procedure**

1. All newly recruited CHRS faculty members/ Adjuncts who are engaged in learning and teaching are required to attend orientation sessions within program/ department regarding teaching strategies, and the contribution of their course to the program.
2. Newly recruited CHRS faculty members/ Adjuncts should be oriented about course specification (CS) content.
3. The program specification and course specification should be used compulsorily by all faculty members as a guideline for their teaching.
4. The course syllabus including the intended learning outcomes and other course requirements should be provided to students in the first week of the semester which is formed in accordance with the course specifications.
5. E-learning unit conducts workshops for faculty about Blackboard platform.
6. Black board is adapted for teaching and learning in PNU, and the e learning unit follows up the course material upload on blackboard.
7. Teaching strategies and methods of assessment workshops are conducted on the level of college/university.
8. Continuous update of lectures should be done in accordance with the new developments in the subject.
9. Peer observation is conducted to assess the quality of teaching.
10. Course quality is assessed by students at the end of the semester via the course evaluation survey.

#### **4.1.4 Policy and Procedures for Program Review**

##### **Purpose**

The purpose of the policy is to guide the program throughout the process of program review.

##### **Responsibilities**

- Academic affairs
- Department and college council
- Academic program committee
- Learning outcome committee
- Surveys and Performance indicators committee
- Internal stakeholders: students, program staff, college faculty
- External stakeholder: alumni, advisory committee, employers

##### **General Procedures**

1. Each program will review its mission, goals, learning outcome and graduate attribute as part of its review processes, which includes:
  - a. Program cycle review (5-6 years depending on program duration)
  - b. Mid-cycle review
  - c. Annual Review
2. The review takes two forms:
  - I. **Formal reviews** normally occur every five years in the context of large-scale review or more frequently if deemed necessary by the college and department council as:
    - Change in university strategic plan.
    - Change in college or university vision, mission, and/ or objectives.
  - II. **Informal review** will occur at the mid-cycle review and at operation planning points when there is an opportunity for any requirement for review/consideration to be raised.

3. Review is conducted through a collaborative process of engagement and consultation.

#### **A- Program Mission review process**

Mission statement define the general principles of the program.

The review of the mission is conducted through the following steps:

- The consistency of the mission is made with the mission of the university, college, and department by the concerned program committee.
- Revise consistency between mission and goals by the concerned program committee.
- Revise in the light of developments in the specialization by the concerned program committee.
- Revise the alignment with equivalent program/s. (Benchmark) by the concerned program committee.
- Revise the statement in the light of the results of the stakeholders' surveys and meetings by the concerned program committee.
- Revise the mission by quality advisor.
- Formulation of the new mission by the concerned program committee.
- Approval of the mission will be through department council, to take the formal course of approval.
- Publishing the mission to the beneficiaries by the concerned program committee.

#### **B- Program goals review process**

Program goals are used as a reference for planning and decision-making in the program.

The review of the goals is conducted through the following steps:

- Revise the consistency of program goals with those of the university, college, and department by the concerned program committee.
- Revise consistency between goals and mission by the concerned program committee.



- Revise the goals in the light of the results of the stakeholders' surveys and meetings by the concerned program committee.
- Revise the plan of goals' measurement through specific objectives and performance indicators by the concerned program committee.
- Revise the goals and measurement plan by quality advisor.
- Formulation of the new goals by the concerned program committee.
- Approval of the program goals will be through department council, to take the formal course of approval.
- Publishing the goals to the beneficiaries by the concerned program committee.

### C- **Graduate attributes review process.**

Graduate attribute refers to the important behaviors, values, skills that the university aims to develop in its graduates by the time of graduation to prepare them for future work and be responsible citizens and contributors in achieving social and economic well-being in society.

The formulation of the graduate attributes is subjected to the following steps:

- Program committee should revise the alignment of its graduate attribute with the university /college graduate attributes.
- Program committee should revise the alignment of graduate attributes with the mission and goals of the program.
- Program committee should take the opinion of the stakeholder regarding the program graduate attributes current version and if there is a need to modify.
- The program committee prepares the modified version if needed.
- Revise the program graduate attributes by quality advisor.
- Approval of the program graduate attributes will be through department council, to take the formal course of approval.
- Publishing the program graduate attributes to the beneficiaries by the concerned program committee.

## **D- Learning outcome review process**

Learning outcome is the knowledge, skills, and ethical capabilities that are expected from students upon their graduation and the result of the educational preparation they have acquired while studying the academic program.

The learning outcomes in the program are formulated based on

1. National Qualifications Framework
2. Scientific developments in the specialty
3. The requirements of the labor market and stakeholders
4. Mission and goals of the program
5. Graduate Attributes
6. Quality standards and accreditation

### **Stages of formulating and reviewing learning outcomes**

- Building the initial version in the light of the mentioned above and taking into account the coverage of areas (knowledge and understanding, skills, values)
- Ensure alignment of outputs with: (National Qualifications Framework, program mission and goals, graduate attributes).
- Looking over the stakeholder's opinion and benchmarking
- Review, refine and verify that outputs are measurable.
- Align learning outcomes with teaching and assessment strategies in the program specification.
- Align each course with the program learning outcomes according to the levels (introductory, proficient, mastered)
- Develop a plan for measuring the learning outcomes of the program and courses.

#### **4.1.5 Policy for Selection for Benchmarking Program**

##### **Purpose**

The purpose of the policy is to guide the program throughout the process of benchmarking.

##### **Responsibilities**

- Program committee
- Administration of quality of teaching and learning management
- Deanship of Educational affairs

##### **Procedures**

**Benchmarking** is a continuous, systematic process for measuring and comparing the work processes of one organization, department or programs to those of another by bringing an external focus to internal activities, functions, or operations.

**The goal of benchmarking** is to providing organization, department or programs with an external standard for measuring the quality of the internal activities and to give opportunities for improvement

**Performance Benchmarking comparison** is a comparison of the level of results achieved against another external entity in the same field (equivalent program).

##### **Selection criteria of national/ international equivalent program**

- One of the ranked universities (international, regional, national) if applicable
- Accredited program or in the process of accreditation
- Similarities between programs should be considered.

##### **Procedure of benchmarking**

- Official approval from the program committee on the selected

program.

- Submit request to the deanship of education affairs through the Administration of quality of teaching and learning management to start the correspondence process with the University/college of the equivalent program.

- Benchmarking start after official approval from the benchmarking program.

#### **4.1.6 Policy and Procedures for Operational Plan**

##### **Purpose**

The purpose of the policy is to guide the program throughout the formulation of the operational plan.

##### **Responsibilities**

- Program committee
- Department council
- College council
- Administration of quality of teaching and learning management.

##### **Procedures**

- Alignment with the institutional/ college strategic plans:
- Operational plan should include measurable, initiatives and key performance indicators.
- Each initiative should be assigned to a responsible person.
- Each initiative should have a timeline (start date and end date).
- Operational plan uses KPIs with set target (NCAAA, CHRS-KPIS, Program KPIs).
- The progress of operational plan should be checked mid-year and a completion report is submitted at the end of the academic year.

- Each potential risk should have an action plan.
- The approval of the operational plan takes place through:
  - Quality of Teaching and learning unit approval (KPI s unit)
  - Department council approval
  - College council approval
  - Dissemination of the operational plan / reports to stakeholders.

#### **4.1.7 Policy and Procedures for Examination**

##### **Purpose**

- Guide the course instructors throughout the exam procedures.
- Guide the course instructors/coordinators to prepare valid assessment tools.
- Ensure the credibility of the students' results.

##### **Responsibilities**

- Quality of learning and teaching administration
- College council
- Department council
- Exam/PLOs committee
- Course coordinators/instructors

##### **Procedures**

###### **1. Exams schedule**

- All assessments information regarding the types and schedules of different assessments (exams, assignments, projects, practical/clinical or simulation exams ) and their grade distribution should be communicated to students at the beginning of the semester through the course Syllabus.
- Final examinations will be held on dates set by the schedules committee and announced before the semester.
- The exam duration is 2 hours for 40 marks exam.
- The holding of midterm exams should not affect the delivery of all topics included in the course specification.

## II. Pre-assessment guidelines:

### The instructor should:

- Provide students with clear guidelines and consequences about academic dishonesty, plagiarism.
- Review the learning outcome and the assessment methods in the course specification.
- Review the alignment of different parts of the assessment tool (exam, assignment, project...etc) with the learning outcomes.
- Build the blueprint which clarifies the contribution of each topic and ILO with a specific weight in the assessment.
- Submit the exam and the test blueprint to the representative member of the learning outcome committee to be reviewed.
- Make the required amendments of the committee.

### The representative member of the learning outcome committee should revise:

- The instructor is committed to the assessment methods in the course specification.
- The instructor is committed to the marks distribution in the course specification.
- All assessment methods is subjected to review (exams, assignment, quizzes, projects, clinical exam rubric, simulation case rubric....etc)
- Clear layout of the exam based on the review template.
- Clear measurable rubrics having a grading scale in case of assignment, simulation cases or clinical exams.
- Proper alignment with the corresponding ILO.
- The test canvas in case of electronic exam.

### III. Exam implementation guidelines

- The program director or who is in charge ensures that the evaluation process is carried out according to the planned time schedule.
- Ensure the suitability of the classroom and the suitable number of invigilators. (2 invigilators in each examination room. And one invigilator per 20 students, if students exceed 40).
- Follow exam instructions of the university, in case of electronic exams.

### IV. Post-assessment guidelines

- The assessment tasks should be marked according to the published criteria provided to students.
- Give the students feedback about the performance in the midterm assessment within proper time.
- Marking process and publishing the results should be normally completed within 2 weeks in midterm exams. While in the final exam within 72 hours.
- Marking the assignments and projects by more than one instructor is encouraged to ensure credibility of students' results.
- Item analysis delivery is required in electronic exams to build a valid question bank.

#### 1. Plagiarism

Similarity of students' work is checked by safe assign on blackboard.

The work is considered plagiarized if:

- The similarity of the assignment, project or research tasks with internet sources exceeds 20-25%.
- Submitting the same assignment in two or more courses without the prior permission of the respective instructors.

#### Penalty

- Losing marks according to the grading scale designed by the instructor.
- Serious cases should be studied in the exam committee.

## 2. Procedures for cheating cases

- Cheating tools are kept quietly.
- Calling the committee supervisor and handing the cheating tools and the student's answer sheet.
- Quietly remove the student from the hall and hand her along with the cheating tools and the answer sheet to the head of the department.
- Apply the updated procedures which is approved by the Deanship of Female Student Affairs.

## 3. Conditions of Deprivation from final exams

- The regular student must attend lectures and practical lessons according to the courses registered for her.
- The student is deprived of entering the final exam by a decision of the College Council if her attendance rate is less than (75%) of the total lectures and practical, field, and clinical lessons.
- The student has to follow her percentage of attendance on the banner system, an initial warning of absence is received if her absence exceeds 10% of the total lectures of the same course and a second warning, if her absence rate reaches 20% of the total course lectures.
- The instructor of the course submits a report to the head of the department, explaining the students who have exceeded the percentage of absence, and the dates of the lectures in which they are absent, and it is approved by the department and college councils.
- The report shall be approved by the department and college councils.
- The college to which the course is affiliated shall notify the student's college of the decision to be deprived.
- The deprived student is not allowed to enter the examination hall.
- The deprived student in a course is considered a failure in it. The course instructor assigns her a grade (DN), and this is reflected in her academic record.



## **8. Procedures for submitting an excuse for absence from the final exam:**

- The student who is absent from the final exam submits her excuse to the course instructor or the head of the department concerned with the course within one week from the date of the missed exam.
- The excuses of students who are absent from the final exam are presented to the department council to which the course is affiliated and the college council, to take a decision.
- The student shall be informed of the decision of the College Council and the dates of the makeup exam.
- The excuses allowed for missing the final exam are as follows:
  - First-degree death.
  - Childbirth, bleeding and similar conditions.
  - Hospitalization
  - Accompany hospitalized person (father, mother, husband, son) in the absence of an alternative).
  - Chemotherapy appointment or dialysis appointment.
  - Fainting, coma, or epileptic seizures on the day of the exam.
  - Traffic accidents that result in serious injuries or fire in the house on the day of the exam.
  - Certified medical excuses or compulsive excuses that convince the College Council.

## **9. Procedures for requesting the re-mark of the final exam answer sheets:**

1. The student submits to the head of the department a request to re-mark the answer sheet within two weeks of announcing the result by filling out the concerned form.
2. A committee shall be formed to study the student's request and the committee's decision has to be issued no later than 2 weeks.

3. if the student's grade needs to be modified, the amendment form shall be sent after its approval to the Deanship of Admission and Registration.

4. The student may only apply for re-marking up to two courses per semester.

## **10. Disposal of papers**

The exam papers are kept for one year.

### **4-Policies and procedures for college vice deanship of academic affairs**

#### **4.2 Educational affairs**

##### **4.2.1 Policy and Procedures for Students' Admission**

###### **Purpose**

The policy's purpose is to lay the criteria for student admission and communicate them to the faculty and students.

###### **Responsibilities**

Dean, College of Health and Rehabilitation Sciences

All Vice Dean of Academic Affairs

Head of the Departments

###### **Procedure and guidelines**

The University Council determines the number of students admitted for the upcoming academic year based on the recommendations presented by the College Council and the respective departments at the University. For admission to the University, the student must satisfy the following requirements:

1. Should have her high school certificate or an equivalent certificate from inside or outside Saudi Arabia
2. Should have obtained the secondary school certificate, or its equivalent,

in a period of less than five years before her application. However, the University Council may waive this condition if the applicant has persuasive justification(s)

3. Should have a certificate of good conduct.
4. Should successfully pass any examinations or interviews deemed necessary by the University Council.
5. Should be medically fit.
6. Should satisfy any other requirements specified by the University Council at the time of application.
7. Should not be expelled from PNU University or another university for academic or disciplinary reasons.

**The conditions and controls of admission and the number of students who can be accepted in the academic year.**

1. The colleges' councils propose to the deanship of admission and registration the conditions and controls of admission and the number of students who can be admitted for each academic year according to the statistical studies related to employment, the need of the labor market, the future majors and the absorptive capacity.
2. The university council determines, according to what the deanship of admission and registration submits, the terms and conditions of admission and the numbers of students nominated for admission in the majors available for each academic year.

**Admission Requirements for CHRS**

The candidates seeking admission in the CHRS should fulfil certain criteria set by PNU University in general and CHRS in specific. The criteria are as follows:

1. The University council along with college council first decide the number of students to be admitted in coming academic year.

2. The applicant must be a female Saudi national, or a daughter of Saudi mother.
3. The applicant should hold High School Scientific Certificate or any other equivalent certificate with at least 90% marks in mainly science subjects (Physics, Chemistry, Biology, English).
4. The applicant must apply for admission in the program within five years from the receipt of Secondary School Certificate, until unless exceptional exemption by the council for convincing circumstances.
5. Any other requirement set by university or CHRS should also be fulfilled.
6. The applicant should pass the medical examination to prove their medical fitness set by university.
7. The applicants should demonstrate good conduct and behavior.
8. That the applicant has not been dismissed from any of the colleges or universities of the Kingdom on disciplinary grounds; her acceptance will be nullified if it would become apparent later on.
9. The applicant already registered in other program of PNU university, or any other university will not be eligible for admission in CHRS. If such information revealed after registration, the same will be cancelled by The Deanship of Admission and Registration, PNU University. However, the university administration may exempt from such cancelation, if the students is able to provide convincing reason.
10. The rate of admission is as follows: a. 30% of the high school degree. b. 30% of the degree of the Aptitude test. c. 40% of the degree of the achievement test. xiii. Students are admitted to the trade fair according to the available seats in the college [دليل القبول 4 \(pnu.edu.sa\)](http://pnu.edu.sa)
11. Passing all preparatory year courses within four semesters from the date of the student's registration at the university, taking into account apology semesters.

12. The applicant's cumulative average of GPA should not less than 3.00 out of 5.00.

### **Requirements for Transfer**

Students already perusing CHRS from other college/university of the Kingdom of Saudi Arabia may seek transfer to CHRS at PNU University. The following requirements must be fulfilled:

1. The applicant must submit the approval of transfer issued by her current college/university administration.
2. The transfer will be taken only from recognized college/institution.
3. The student has not been dismissed from the college on disciplinary grounds.
4. The applicant's cumulative average of GPA should not less than 3.00 out of 5.00.
5. The applicant's request will be reviewed by College Counsel, whose recommendation will be final for consideration.
6. The transfer procedures shall be completed within the period specified in the approved academic calendar.

### **Selection of an Applicant**

Selection from among applicants, who satisfy all the admission requirements, is based on their grades in secondary school examinations, the order of student's preferences, as well as the results of the interviews and the admission examinations, if any.

### **Admission Mechanism**

1. To apply through unified public Saudi University web application at required time .

2. Upon filling and submitting the web application form and ticking the acceptance box, PNU University has the right to exclude all applications that do not meet the admission requirements and procedures.
3. To fill out all required fields in the web application form.
4. Entry of all available preferred programs not exceeding (30) arranged in order of preference. (It is important to list selected programs in order of preference making the most desired programs number one and the least number 30).
5. Non-Saudi applicants born to Saudi mothers should upload their birth certificates and their mothers national ID cards where indicated. Failure to provide these documents will result in automatic exclusion from the initial nomination process.
6. At the end of application time acceptance will be competitively decided on the basis of met conditions, priority applicant selected programs, and available seats.
7. Applicants are required to refer to the university admission plan dates and regularly follow up on their applications status online, and confirm their registration once accepted.
8. Applicants must confirm their registration when prompted online. Failure to confirm registration will result in their exclusion from the admission process.
9. Applicants must show up at times announced for exams and interviews.

### **PNU Admission Procedure**

1. Upon primary online nomination, applicant will see three options:
  - a. \*(Accept and confirm)
  - b. Pressing this option means that the applicant is accepting the offered primary nomination and confirms it as final acceptance without any competition for other specialty in case seats are available.
  - c. \*(Accept and Upgrade)

d. Pressing this option means that the applicant is accepting the offered primary nomination with and authorizes the university to upgrade their admission to another program if a seat becomes available.

e. \*(Withdraw)

f. Pressing this option means that the applicant does not accept the offered primary nomination. This is considered a final withdrawal and a withdrawal form can then be printed online.

2. Not confirming primary nomination within the allowed time means that the applicant does not wish to join PNU University. This will cause the applicant to lose their right to admission and as well as their access to their online account.

3. At the end of acceptance process applicant's state online is changed to (primarily accepted) or (finally accepted) and receives college, specialty, and student number online.

4. An applicant can withdraw after receiving student number by printing a Withdrawal form (a Clearance form) online. In this case the current admission will be terminated, and the applicant will be eligible for admission after two academic years.

5. Accepted students should complete the final acceptance procedure by making reservation for issuing University Student card following these steps: - sign into the online account. - access the University Student Card page (using student number or national id number) - select a date for issuing student card - print out student card issue date slip - print out notice of admission slip Having met these conditions; the final admission becomes confirmed.

#### **4.2.2 Policy and Procedures for Orientation of New Students and Student Counseling**

**Purpose:** Orientation of New Students and Student Counseling provides an overview of the program, services, policies and benefits offered by the University.

## **Responsibilities**

- Dean of the College
- Head of the Departments
- Vice Dean of Academic affairs
- Academic Advising Unit
- Counselling services and facilities

## **Procedure and guidelines**

An orientation event is held regularly in the college by the center's representatives addressed to the program students and staff.

The center publishes its services and announcements on the university website <https://www.pnu.edu.sa/ar/Centers/UniversalAccessCenter/Pages/students1.aspx>.

### **1-Dean of the College**

The new students meet the Dean of the college to explain following:

- University roles

### **2-Head of the Departments**

The new students meet with the Head of the Departments to explain the following:

- The period for the program
- Admission and registration
- Attendance and exams
- Academically dishonest behaviors
- Withdrawal with excuse, re-enrolment, and dismissing.
- Academic and non-academic student rights
- Academic appeals and complaints



- Breaches of academic integrity
- Dress Code

### **3- Vice Dean of Academic Affairs**

The new students meet with the Vice Dean of Academic affairs to explain the following:

- College units and facilities
- Training and internship unit
- Education techniques and blackboard unit
- Students' council board

### **4- Academic Advising Unit**

The new students meet with the Director of the Academic Advising Unit to explain the following:

- The academic advising services and needs are announced by an electronic bag containing all the tools, manuals, academic plans, and instructions for registration, withdrawal, and the whole services of the student's account on the Banner.
- The academic advising unit and the registration office in the college as well as the deanship of admission and regulation send announcements and links to the students for orientation about the details of such services and a manual guide.

### **5- Counseling services and facilities**

- Success Centre
- Vocational Guide Centre and career support ([The Deanship of Admission and Registration at Princess Nourah bint Abdulrahman University announces the opening of the name update in English service for the last the students of two levels at the university through the electronic services portal. \(pnu.edu.sa\)](#))

- Health Science Research Center ([مركز الخدمات البحثية \(pnu.edu.sa\)](http://pnu.edu.sa))
- Innovative Business Support and Development Center ([Researchers Support Initiative \(pnu.edu.sa\)](http://pnu.edu.sa))
- Family Counselling Center (<http://www.pnu.edu.sa/arr/centers/FCC/Pages/About/About.aspx>)
- Your Voice is Heard Program
- Series” If you excuse” (<http://www.pnu.edu.sa/arr/Deanships/Registration/Pages/serieexcuse.aspx>)
- Housing service, and accommodation.
- Transportation services
- Psychological counselling
- Social counselling

### **4.2.3 Policy and Procedures for Academic Advising**

#### **Purpose**

Guide the academic advisors in assisting students to make the right decisions related to their academic progress.

#### **Responsibilities**

- Academic affairs
- Academic advisor unit
- Academic advisors

#### **Procedures**

##### **A. Early Registration**

###### **• Definition**

Early registration is the main period for registering courses, which coincides with the week of early guidance in the semester preceding the semester for which registration will take place.

## **Procedures**

1. The student registers the courses one semester in advance.
2. The program is aware about the state of the academic progress of students and if there is need to open the classes according to the status of students.
3. The academic advisor guide students for early registration during the period of early advising according to published schedule.
4. The academic advisor guide students in the selection of the courses and sections on banner self-service based on her study plan with emphasis on the number of registered hours is not less than the minimum hours in the specified semester..

To find out the steps of early registration, please click on the link below

<https://www.pnu.edu.sa/ar/Deanship/Registration/Continuous/Pages/Early-registration.aspx#content>

## **B Deletion and Addition**

### **1. The Controls of deletion and addition**

1. It is not permitted to delete or drop courses from for first and second-level for all colleges.
2. Student has the right to delete courses if courses of a higher level is registered.
3. Student/graduate shall review the study plan and certificate evaluation to ensure that the previous and concurrent requirements of the registered courses are met.
4. The student has the right to add courses from two higher levels as a maximum provided that the registration of courses is carried out in sequence according to the levels of the study plan from the lowest level to the highest, in accordance with the provisions of the transition from one level to another.
5. The student shall adhere to the maximum and minimum permitted hours for registration as follows: 12 hours minimum for a semester and 18 hours is the maximum

6. The educational load for the warned student and the student entitled to a chance following academic dismissal for low grade is 12 hours.
7. The student is not entitled to attend a class that is not registered, and her attendance in that class will not be counted, nor she can she attend more than one section for one course.
8. The banner self-service reject registration if there is conflict between the timetable or final exam timing of the courses. that the courses are not inconsistent with the final exams and take responsibility for that.
9. The student should be committed to attending all the registered courses, and follow the academic schedule.
10. Applications for registration will not be considered after the period specified in the university calendar.
11. Follow-up to the university e-mail is very important for the student in order to be updated with the instructions of the registration process.
12. If the students have any difficulty in registration, they can refer to the Student Affairs Office at the college.

Mechanism of registration can be accessed at: [extension://  
elhekieabhbkpmcefcoobjddigjcaadp/https://www.pnu.edu.sa/ar/Deanship/Registration/  
Continuous/Documents/Banner9.pdf](https://www.pnu.edu.sa/ar/Deanship/Registration/Continuous/Documents/Banner9.pdf)

-To contact the registration department at the Deanship of Admission and Registration regarding deletion and addition: you can send an email to [\*\*dar-reg@pnu.edu.sa\*\*](mailto:dar-reg@pnu.edu.sa)

-To retrieve the password: send an email to [\*\*ucc@pnu.edu.sa\*\*](mailto:ucc@pnu.edu.sa)

## **II. Regulations for submitting an application form to amend the schedule electronically:**

1. The service will be available to submit applications electronically after the end of the deletion and addition period.

2. The student has the right to submit or amend five requests for deletion or addition as a maximum within the specified period, the requests must be entered carefully and arranged according to priority and no additional requests will be considered.

3. Submitting the application does not guarantee its accepted, and requests shall be replied with approval or rejection within a period of 24 hours.

### **C. Dropping a course.**

- The number of hours after the dropping should not be less than the minimum academic load(12) hours.
- It is not allowed to drop for a course at the first level in all colleges.
- A student is allowed to drop (5) courses during the study period, provided that they do not exceed two courses in one semester.

### **D. Dropping semester.**

1. The date for making dropping for the semester starts from the third week until the end of the tenth week of the semester as stated in the university calendar.

2. The student submits her application through self-service.

3. The student must attend the courses and follow the academic record till receiving approval for dropping.

4. The student will have a grade of (W) in her academic record for the courses that are registered in that semester.

5. In the event that the dropping has not been approved within a maximum period (two weeks), the student must check with the Deanship of Admission and Registration, and Deanship shall disclaim its responsibility when the student does not, attend within the specified period

### **E. Postponement**

1. It means not registering for courses for the semester upon the request of the student. It is not counted within the regular period of graduation.

2. The student submits her application through the self-service system.
3. The student must attend regularly and follow the academic record till receiving approval
4. If the postponement request was not implemented within a maximum period (one week), the student must contact the Admission and Registration Deanship. And the Deanship disclaim its responsibility when the student does not attend within the specified period for that.
5. The student can postpone courses within two weeks (maximum) from the beginning of the semester, according to the university calendar.
6. The undergraduate student has the right to postpone two consecutive semesters or three non-consecutive semesters (maximum) during her university studies.
7. The new students are not allowed to postpone their courses in the semester she is admitted.
8. The monthly incentive will be ceased if the semester is postponed.
9. The schedule of the student with an accepted postponement request will be deleted.

#### **F. Study suspension:**

The student accompanying (her mahram), or who is legally dependent on him, may suspend her study according to the following guidelines:

1. The student has completed the foundation year (if any) and selected her major.
2. The suspension period should not exceed three consecutive years.
3. The suspension period shall not be calculated from the student's regular period.
4. Students should not claim the equivalence of the courses she studied during the suspension period.
5. Upon the end of the period of suspension, the student is enrolled in the same major according to the plan implemented in that semester and completes the graduation requirements for the current plan.
6. The student has one opportunity to suspend her study during her university study.
7. The student's G.P.A should not be less than 3.

8. The student should not be dismissed.
9. In case the student does not attend regularly following suspension of study, she shall be considered absent and shall be deregistered.

#### **G. Transfer from one program to another within the University:**

1. If the student wants to change her major, a transfer application is submitted electronically, and it is available in the specified period of the university calendar and on the university website. No transfer application will be accepted out of such defined period.
2. Students have the right to transfer once during their academic years.
3. Transfer applications are accepted based on the available places in the program.
4. Sorting is conducted according to the list of desires based on the fulfillment of conditions.
5. Applications are sorted after completion of final exams and calculating cumulative grades.
6. Applying for a transfer does not mean its acceptance.
7. Students should check the academic system (banner) regularly to check acceptance of her request.

#### **• Equivalency after internal transfer between programs:**

1. All hours studied by the student will be included in her cumulative grade.
2. Specialized courses (same name and course code) studied by the student in her major that she transferred from are equalized to their equivalent courses in the major to which she is transferred.
3. Additional courses and those with different names are equalized as provided by the Vice-Rectorate of Educational Affairs in the University.
4. Hours, which are not equalized in the new major, are calculated as free hours.
5. Transferred students should review their academic advisor in the new major to check their equalized courses and register for suitable ones.
6. Students are fully responsible for completing graduation requirements according to the plan through which she has registered in the major she has transferred to.

#### **H. Policy of Deregistration at PNU:**

If the student failed to attend for one academic semester without submitting any postponement or dropping request, she would be deregistered from the university.

#### **Procedures for requesting re-registration:**

1. Submit a request for re-enrollment within the period specified in the university calendar. (Via self-service)
2. The student's application is submitted to the college in which she was enrolled to consider the possibility of re-registration.
3. The student would be contacted via the university email to complete the appropriate procedures according to the college's response.
4. Submission of request will be available to students to whom those apply: a student who has not exceeded four semesters from the date of deregistration.
5. The student has no right to drop or postpone the semester in which she was re-enrolled.

#### **It is not allowed to re-enroll the student in the following cases:**

1. -Students who are dismissed from the university (or from another university) academically or disciplinary.
2. -Students who are previously re-registered (they are only allowed to re-register once)
3. -If the student dropped out of the admission class.
4. -Students who exceed the legislative period to complete the graduation requirements at the university.

#### **1. Dismissal from the University**

**The student would be dismissed from the university in the following cases:  
Executive Rule of Article (20) of Princess Nourah bint Abdulrahman  
University**

1. If she receives three consecutive warnings at most due to her GPA falling below (2) out of (5), based on the recommendation of the College Council, may give a fourth chance to those who can raise her cumulative average by studying the available courses.



2. If the graduation requirements are not completed within a maximum period of half of the period prescribed for her graduation in addition to the duration of the program, the University Council may give an exceptional opportunity to the student to complete the graduation requirements with a maximum not exceedingly twice the original period specified for graduation.

**J. The mechanism for detection and follow up of different types of students.**

**Mechanism for identifying and dealing with low achiever students:**

1. Early detection of low achievers is conducted through course instructors. When students have low marks in the midterm exams, the instructor send an email to the academic advisor who in turn meet the student to define the causes of low achievement.
2. If there is any social or psychological problems, the student is referred to the social and psychological counselling services.
3. If there is an academic problem, the advisor encourages the student to use the office hours of the instructor to follow up with.

**• Mechanism for identifying and dealing with stumbled**

1. Academic advisors detect stumbled students during the process of semestrial follow up.
2. Each academic advisors is requested to submit the list of stumbled students to the program director to be considered in the preparation of the schedules of the next semester.
3. Their academic achievement are followed up from the beginning of the semester until their problems are resolved.
4. If there is any social or psychological problems, the student is referred to the social and psychological counselling services.
5. If there is an academic problem, the advisor encourages the student to use the office hours of the instructor to follow up with.

6. The academic advisors continually follow up the students and if she needs special schedules the academic advisor under supervision of program director makes her special schedules.

### **The mechanism of dealing with academically excellent students:**

1. Monthly grant of 1000 SR is deposited in the students' account for students in health colleges. The student loses the monthly grants if:
  - Study duration exceeded the program duration.
  - Postponement or dropping a semester.
  - Decrease the GPA below 2.
  - Suspend studying.
2. PNU cares about excellent students, a reward of 500 thousand Riyals is provided as an excellence reward every semester to academic excellent students according to the following criteria:
  - GPA should not be less than 4.5 for 2 successive semesters,
  - Studied hours should not be less than 12 hours in the semester.
  - **The mechanism for Dealing with Talented and innovative Students:**
    1. Talented and gifted students are identified by the university /college /program according to the field of talent through certain criteria sent to the student directly via students account email.
    2. Student responds to the email and their suitability will be identified.
    3. Academic advisors encourage students to participate in different activities offered by the college and university.

### **K. Responsibilities of academic advisors**

1. Orient the new students for the program.
2. Assist students in making the right decisions about their academic progress.
3. Help the students to overcome the difficulties that students may face while studying and provide advice in all fields that may affect the students' academic progress.

4. Identification and follow up of stumbled and low achievers' students.
5. Encourage students to participate in different activities offered by the college and university.

#### **L. Student role in academic advising:**

- Identify her academic advisor from the banner system.
- Visit her academic advisor during the registration period of deletion and addition of courses to provide her with the required counseling.
- Keep in contact with their academic advisor during the study period to follow her academic progress.

#### **4.2.4 Policy and Procedures for Students' Attendances**

##### **Purpose**

The purpose of the policy is to make faculty and students aware of the attendance guidelines and procedure for excuse and penalties in case of violation.

##### **General Guidelines**

The faculty and administration of the CHRS expect every student to attend all scheduled lectures, seminars, small group rotation sessions, laboratory sessions and clinic assignments, except in the event of illness, emergency, or approved College sponsored activity. While enrolled in the CHRS curriculum, students are expected to follow the University attendance policy. Failure to abide with the attendance policy will not only affect the students' academic performance but the student may also be barred from appearing in the university examination.,

##### **Responsibilities**

- Vice Dean for Academic Affairs
- Students Affairs Unit
- Department Council
- Academic advisor
- Faculty Member
- Students

## **The Statute of Undergraduate Study and Examinations**

A regular student is required to attend lectures and laboratory sessions. If her attendance is less than the limit determined by the University Council (75 percent total credit hours for each course), the student will be barred from continuing the course and will be denied entrance to the respective final examination, and is considered to have failed that course and is given the grade (DN) in the course.

### **Procedure and Guidelines:**

1. The regular student is forbidden to enter the final exam of the course and is considered to have failed in it, if her absence rate from the lectures exceeds twenty five percent (25%) without submitting/bringing/providing an excuse accepted by the department and college council.
2. The student must inform the head of department\course instructor through email; about the reasons for absence within five working days from the date of absence.
3. The student has a period not exceeding one week from the absence date to submit the excuse; medical reports or official statements that confirm the reasons for her absence.
4. The College Council or whoever authorizes it discloses the denial lists at the end of the semester before the week of the final exam.
5. The college council or whoever authorizes it discloses the denial lists of the courses taught by faculty members from other colleges.

## **Uploading Attendances**

### **Procedure and Guidelines**

1. Any student who comes within 10 minutes of the lecture/practical sessions should be allowed to attend and not marked as absent.
2. Students and faculty should abide by the rules and regulations laid down by the CHRS.
3. Attendances for theory and practical sessions should be registered separately for each scheduled session.

4. Attendances should be uploaded on the Banner portal [متابعة - Banner نظام](#) ([pnu.edu.sa](http://pnu.edu.sa)) [حضور لأعضاء هيئة التدريس](#) at the end of the week.
5. Absence should be modified as excused on the Banner portal if the excuse is approved.
6. Regular class attendance is a student obligation, and the student is responsible for all work, including tests, written work, and clinical obligations, including those missed during excused absences.

## **Acceptance of Excuses**

### **Procedure and Guidelines**

1. The original excuses documents shall be submitted no later than one week from the date of the absence of the practical and theory sessions.
2. The student is responsible for handing over the excuse to the course instructor, head of department or academic advisor.
3. The student bears full responsibility, legal consequences, and accountability for the validity of the excuse provided, whatever its source.
4. Cases of severe and infectious diseases, accident injuries, and diseases that require an admission that prevents the student from attending, and the following documents must be submitted:
  - a) The medical excuse must be issued by the hospital, certified by the attending physician and hospital director or his representative.
  - b) Submit the original of the report issued by the health authority.
  - c) The report must state the sickness for the cases mentioned above with the date of admission and discharge from the hospital.
  - d) Letters of presence are not accepted.
5. Deaths for first-degree relatives only
6. Traffic accident cases, provided that the student brings a stamped report from the Traffic Department stating the incident and its time.
7. Other incidental cases of a critical nature or arresting should bring a letter from the authority stating that.
8. No excuse other than the excuses described above is accepted.

## **4.2.5 Policy and Procedures for Code of Conduct of Students**

### **Purpose**

The purpose of this policy is to maintain the highest standards of moral and ethical behavior among students and to conduct in a professional manner at all times, even in disputes (differences or complaints). This applies to classroom, laboratory, internship sites and any other facility relating to or representing the PNU.

### **Responsibilities**

Students

#### **Definition**

- The code Function in parallel with PNU code of conduct, connecting these with standards
- of professional conduct was placed.
- Code of conduct represents a set of principles and essential guidelines for behavior required from any student at CHRS, PNU.
- The code defines students' rights and responsibilities towards others, College and University properties and towards themselves.
- It outlines the standards for professional behavior and defines what constitutes a violation of these standards and the consequences of violation.

### **Procedures**

#### **Moral and Behaviors :**

1. To be the best ambassador for my religion, my country and my community.
2. Commitment to Islamic values and not to do any act contrary to religion or morals and public morals (such as forgery and impersonation of others).
3. Respect all approved university rules and regulations and adhere to their implementation.
4. Commitment to scientific honesty, avoiding fraud or attempting to do so, and avoiding illegal simulations in research and reports.
5. Respecting university employees, contractors, and guests, and not harming them by word or deed in any way.

## **University ID**

1. Commitment to immunization against and showing the Tawakkulna application any security personnel, if required by the conditions
2. Commitment to obtaining the university card, presenting it, protecting it from loss and damage, carrying it permanently during movement within the university, and presenting it to whomever Requested by members of the educational staff or security personnel, if necessary.
3. Commitment to change the university card for the university housing student.
4. Commitment to study regularly and to attend lectures, It was attended by b Whether or not to be absent, and not to leave the university until after completing the course Lectures

## **Uniforms**

1. Commitment to the appropriate university uniform for the academic campus.
2. Commitment to public morals on campus.
3. Commitment not to walk around in the abaya inside the university campus and inside the classrooms.

## **Personal Properties**

1. Commitment to preserving my personal belongings from loss and theft, and in the event of their loss, the university is not responsible.

## **Class Rooms and lectures**

1. Commitment to study regularly and to carry out all requirements of the educational process in accordance with
2. Preserving the classrooms by not consuming food and drinks inside them.
3. Commitment to scientific discussion and inquiries with a faculty member within the limits of appropriate behavior.
4. Commitment to lecture appointments at the specified time for each lecture and presenting excuses in a period not exceeding one week from the date of absence.
5. Commitment not to tamper with the equipment of classrooms and laboratories, including furniture and electronic devices.

## **University**

1. Commitment not to disclose any information about the university to newspapers, magazines and the media without the approval of the competent authority.
2. Commitment to calmness and tranquility within the university's facilities and not provoking riots or irregular gatherings.
3. Maintaining the campus system in general.
4. Issuing a permit from the Deanship of Student Affairs to allow photography inside the university campus.
5. Preserving university property from tampering or damage

## **Responsibilities**

1. Review the student's guide and abide by the rules, regulations and circulars related to the study system and its controls.
2. Not to invoke ignorance and lack of knowledge of the university's regulations, bylaws, and instructions issued.
3. Maintaining effective communication with the college and university after graduation.
4. Providing the college with updates on job conditions and documenting achievements after graduation.
5. Adhering to traffic regulations while driving on campus, not speeding, and parking in the parking lots designated for the college.

## **Emails**

1. Create and activate the official university mail.
2. Use university mail to communicate with course professors, student advisors, or university offices.
3. log in on a weekly basis to the student's academic system on the university's website to follow up on any movement therein.



## **Students complaints**

1. Communicate with the Vice Dean for Educational Affairs or the head of the department in the college.
2. Communication with the sub-committee of the student rights unit in the college.
3. Communication with the Deanship of Student Affairs.

*N.B Any deviation from the university's rules, regulations, and instructions is considered a disciplinary violation. The application of these penalties will be decisive and may affect the student's academic future at the university.*

### **4.2.6 Policy and Procedures for Complaints and Grievance**

#### **4.2.6.1 Complaints and Grievances for Students**

##### **Purpose**

- Inform Princess Nourah Bint Abdulrahman University students and employees about student rights and responsibilities.
- Offer essential legal consultations to students and inform them about their university rights.
- Guide students on how to enforce their rights by approaching official bodies within the University, in accordance with the rules and powers in force in the University and committees.
- Encourage students' rights based on criteria that are in accordance with approved rules and regulations and in a manner that does not contravene them.
- Raise awareness of a culture of justice and fairness among students and university staff.

##### **Responsibilities**

- Protection of Students' Rights Committee (CHRS)

## **Procedures of formal complaint**

- Complaints are submitted by students regarding academic and nonacademic issues in a precise and detailed manner and attach all supporting documents and evidence.
- The committee investigate the submitted complaints with participation of all concerned parties.
- The decision is taken by the committee and reported in minutes of meeting.
- The decision is announced to students.
- the defendant should reply within five days from the date of notification.
- If the defendant didn't reply, it means she agrees on the complaint.
- The student shall not file a complaint or grievance more than 30 days after the date of the original occurrence of the incident in question.
- The student shall not file a complaint for the same incident more than once or to more than one body at the University.

## **Informal complaint**

- Before making formal written complaints, students are encouraged to seek resolution to any concerns by raising and discussing them informally during open meeting or the conversations with relevant faculty or staff member who is most directly associated with the matter. Usually the concern can be resolved satisfactorily through honest and open communication with the faculty or staff member.
- A staff member with whom a concern is raised by a student is expected to deal with the matter in an open and professional manner and to take reasonable and prompt action to try to resolve it informally.
- If the concern has not been addressed satisfactorily by meeting with the faculty or staff member, the student should bring the concern to the head of the academic department.
- The head of the academic department will often be able to resolve the concern satisfactorily.
- A student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from the academic advisor/ program director.

## 4.2.6.2 Faculty and Staff Complaint

### Purpose

The purpose of the policy is to provide an orderly method for College health and rehabilitation science's staff members to process their grievances or complaints.

### A complaint covers but not limited to the following:

- The quality and standard of provided service,
- Treatment by or attitude of an employee or student,
- Inappropriate behavior of an employee or student,
- The failure of staff member to follow an appropriate administrative process,
- Dissatisfaction with faculty's policies or procedures.

### Procedures

There are two pathways:

#### 1- Raised to Direct manager

Faculty and staff can make a complaint to their direct manager or leader either verbally or written.

#### 2- Raised through Tawasul Nourah

- The Beneficiary Care Center of Princess Nourah bint Abdulrahman University serves as a channel between PNU and its recipients.
- It provides several services through its platform, [Tawasul Nourah], such as booking appointments, making inquiries, complaints, suggestions and following up with the appropriate PNU vice rectorates, deanships, and colleges.
- Tawasul Nourah is an e-service that allows staff and students to communicate with the university employees and leaders, it allows them to rise a complaint, suggestion, or inquiry.
- Raised issues are solved and closed by the responsible team in the shortest possible time span.

- One can also book an appointment with PNU staff by choosing the available time slots and receiving a reply with confirmation or cancellation.

### **Committee for the Protection of Rights (CHRS)**

- Complaints are submitted by the staff member in a precise and detailed manner and attach all supporting documents and evidence.
- The committee investigate the submitted complaints with participation of all concerned parties.
- The decision is taken by the committee and reported in minutes of meeting.
- The decision is announced to the staff member.
- the defendant should reply within five days from the date of notification.
- If the defendant didn't reply, it means she agrees on the complaint.
- The student shall not file a complaint or grievance more than 30 days after the date of the original occurrence of the incident in question.
- The student shall not file a complaint for the same incident more than once or to more than one body at the University.

#### **4.2.7 Policy and Procedures for Orientation of New Faculty Members**

##### **Purpose**

Orientation of New Faculty Members provides an overview of the program, services, policies and benefits offered by the University.

##### **Responsibilities**

- Head of the Department
- Director of the Program
- Academic affairs

## **Procedure and guidelines**

Each department in the college conducts an orientation program for new faculty members, which includes meetings with the following, noting that all the procedures and guidelines were found in detail in the college manuals published on the college website

### **1- Director of the Program**

The new member meets the Director program individually. The Director explains the following:

- Mission, and goals of the program
- The duties of the staff members regarding academic duties and quality requirements
- Their role and responsibilities as a member of the program committee
- E-learning videos and materials
- Direct the new member to register in the university orientation program.
- Orient the new member regarding different services as study regulations, research office,,,,,etc

### **2-Head of the Department**

- The new member meets with the Head of the Department. The Head of the Department explains the following:
- Field tour to visit the various college facilities, including the library, prayer hall, theater, classrooms, and restaurant
- The members' duties and responsibilities
- The affiliated committees, and the role of the new member in these committees
- The teaching load card
- How to activate their email, banner, and self-service system (Tayseer)

- Assign them an office & instruct them on how to order computers, telephone, and office supply.
  - Introduce them to the Dean, Vice Deans of Academic affairs, and Vice Dean for Research, Innovation and Business.
- Give the new member access to the E-learning videos and materials.
- Strategies for navigating teaching.
- Key policies that guide exams, student conduct, and assessment of student performance
- Review emergency procedures and emergency contacts
- Discuss job performance evaluations
- Review department's organizational chart

### **3- Introductory session about Academic Advising**

The new member meets with the Director of the Academic Advising Unit to explain the following:

- Unit's mission, goals, and tasks
- Content of the electronic case of the academic advisor
- The principles of academic advising
- The role and responsibilities as an academic advisor
- Uses of banners in the academic advising and teaching processes

### **4- Laboratories of the Department**

The new member meets with the coordinator of the laboratory's unit of the Department to explain the following:

- Field tour of the various college laboratories and explain the mechanisms of the laboratories and the devices and tools in them
- The process of taking the labs' key
- The forms for signing out/in any devices

## **4.2.8 Policy and Procedures for Internship**

### **Purpose**

The purpose is to facilitate the transition of a closely supervised undergraduate student to be an independent clinical practitioner responsible for her own professional practice.

### **Responsibilities**

- Vice Dean of training and clinical affairs
- Director of the Training and Internship unit
- Program training Coordinators
- Program internship coordinators.
- Training and internship unit secretary

### **Procedures**

1. Provide proper orientation to new interns.
2. Assign intern to approved training center
3. Monitor overall process of the internship training program.
4. Monitor interns' progress during the program.
5. Discuss significant issues and concern of interns.
6. Provide intern with logistic support during the program.
7. Update and report to the dean and vice dean with process of the program.
8. Communicate with interns and preceptors.
9. Review the clinical performance of each rotation.
10. Make proper disciplinary action for interns who violate the rules and regulations of the program.

### **Roles of the intern's preceptors are:**

1. Supervise interns
2. Monitor all clinical activities of interns.
3. Ensure that intern follows the clinical rules and regulations.
4. Provide proper consultation to intern.

5. Discuss treatment plan with intern if applicable.
6. Help intern if she encounters any problems during patient assessment or management.
7. Monitor the intern's ethical behavior and professional attitudes.

### **Role of the program committee:**

1. To review the internship manual which involves the evaluation items to ensure its alignment with the program graduate attributes and PLOs.
2. The updated and confirmed manual should be distributed by the program internship coordinator to the internship training sites with explanation of the items needed to be clarified.
3. At the end of the training, the student is evaluated by the training site supervisor (preceptor) and the results should be reviewed and confirmed by the internship coordinator
4. Revise and approve the training coordinator reports of visits to training sites, to follow the students' training

### **Role of the program internship coordinator:**

1. Distribute the forms of the internship to the students to be filled and collect the documents needed for the training sites.
2. Contact the training sites to Provide suitable training opportunities meets the PLOs for the students.
3. Prepare the letters and correspondence and sending them to the Training Unit in the college to be issued to the training centers.
4. Follow up the progress of the student's training during the internship year by communicating with the students and inquiring about the extent to which the training objectives are achieved, as well as communicating with the training supervisors in the training sites to follow up the extent to which the training objectives are achieved



**Attendance:**

- All interns are required to be punctual to the training site and follow the organization timing for clinical sessions.
- Official working time for the interns period is 5 days a week, and complete 40 training hours per week.
- All interns are required to be on time and follow the regulations.

**Absence:**

- A maximum of 10 working days of annual leave is allowed.
- Leaves are allowed after the intern pass 1 month of internship.
- A maximum of 5 days of emergency leave is allowed, and a medical report should be submitted to internship unit for any sick leave.
- One day leave is given to undertake the Licensing Exam.
- Approval for any days taken to attend national or international conferences must be obtained before registering, and a certificate of attendance **MUST** be submitted to the internship unit.
- One-week vacation after marriage and two weeks for maternity leave are allowed.
- If absence days exceed allowed days, the compensated days will be sorted out by the intern coordinator to complete the rotation days to assure that interns meet the program requirements of spending twelve months training.

**Request for change of rotation:**

The assignment of interns to training centers is a challenging and time-consuming activity. Therefore, changing the assigned training centers is generally not acceptable.

**Professionalism:**

Interns are expected to:

- Maintain infection control measures.
- Commit to dress code of the institute.

- Maintain confidentiality of all records and patient information.
- Maintain respectful honest relationship with patient and her family.
- Utilize time properly to deliver highest quality service.
- Respect patient’s culture and individual differences.

## **Discipline**

- the interns’ preceptor shall report to training and internship unit cases of unapproved absence, negligence, misconduct, incompetence, insubordination, or any other acts that is believed to be unacceptable for disciplinary action.
- Based on the seriousness of the offense the disciplinary action may be one of the following:

1. Probation, verbal, and written warnings.
2. Repetition of a rotation or part of the rotation.

### **4.0.9 Policy and Procedures for Performance evaluation of the Advisory Committee**

**Purpose:** Evaluate the performance of the advisory committee and its contribution in the program improvement

#### **Responsibilities**

- Program director.
- Program committee.

#### **Procedures and guidelines**

1. Define the objectives and expectations of the Advisory Committee’s role in program quality improvement.
- ◀ Providing advice and suggestions to assist in the development of the program and its study plan, to meet labor market needs.
  - ◀ Providing training opportunities for the program.

- ◀ Reviewing the program's mission, goals, objectives and performance indicators and graduate attributes in the light of new scientific and technological developments and labor market requirements, by providing an academic and professional insight regarding education, scientific research and community service.
- ◀ Reviewing the program learning outcomes, and their compatibility with the National Qualifications Framework and labor market needs.
- ◀ Reviewing the program specification and annual reports and providing feedback on the study plan & courses in terms of their novelty and distinction in achieving the program objectives and outcomes.
- ◀ Evaluating all the program activities, both curricular and extracurricular.
- ◀ Reviewing the results of the program performance indicators and recommending the selection of appropriate external benchmarks.
- ◀ Reviewing the program's graduate attributes, which should be clear in its mission statement and reflected in its intended learning outcomes.

## **2. Committee Composition:**

Ensure that members bring varied perspectives and skills (Community, Research, Professional & Academic practitioners).

**3. Regular Meetings and Attendance:** at least one per semester

4. Performance evaluation criteria of advisory committee

### **A-Committee Function and Dynamics:**

- Regular attendance
- Productive meetings and focus on achieving clear objectives.
- Committee members actively participate in discussions, contribute valuable insights,
- Good exchange of ideas and expertise among members from diverse backgrounds

### **B-Impact on the Program:**

- The committee's advice leads to development or improvement of the program.
- The committee recommendations are effective in addressing key challenges faced by the program.
- The committee introduces new ideas or perspectives that led to creative solutions or advancements.
- The committee provides internship / job placement opportunities.

5. Discuss the advisory committee recommendations in the program committee.

6. Tracking and documentation of the implementation of approved recommendations.

## **4.2.10 Policy and Procedures for Adequacy, appropriateness, and management of learning resources**

### **Purpose**

The objective of maintaining adequacy, appropriateness, and management of learning resources is to ensure learners have the optimal resources they need to achieve their educational goals.

### **Responsibilities**

- Course instructor /coordinator
- Program committee.
- Program director.
- The Deanship of Library Affairs
- Learning resources suppliers
- E learning Unit

### **Procedures**

#### **1-Adequacy**

➤ This refers to having enough learning resources in terms of quantity and variety to cover the intended curriculum learning outcome.

➤ The reference book is considered to be adequate:

- Accessible online through the Saudi digital library.

or/and

- Available in the university or college library with at least two hard copies.

➤ If the book isn't available or the student prefers to have an original hard copy, the student is directed to purchase it at the university bookstore with a student discount.

## **2. Appropriateness**

### **➤ Criteria of selection of the reference book**

1. The reference must not contradict Islamic and societal values and the state's policy.
2. The reference should cover at least 65% of the course material related to learning outcomes.
3. The information provided in the reference book should be accurate and logical.
4. The information in the reference book should be up to date with the latest developments in the field.
5. The information should be presented in a sequential and graduated manner.
6. The information in the reference book should be suitable for the qualification level and the targeted learning outcomes.
7. The information in the reference book should be presented in a clear style.
8. The reference should be easily accessible through local libraries or other approved means.

### **➤ Structure of the Reference Book**

1. The reference book should contain an introduction and conclusion summarizing the main ideas covered in the chapter.
2. The reference book should include a table of contents, a list of terms, and appendices.
3. The book should include a list of references used to prepare the scientific content.
4. The formatting of the reference book should be harmonious and consistent in all chapters.
5. The language used should be appropriate for the course's teaching language and the academic level of the students.

6. The font type and size should facilitate easy reading of the content.

7. The alignment of maps, diagrams, pictures, etc., with the included text.

### **3-Management of learning resources (organizing, maintaining, and making accessible)**

#### **➤ Make Accessible**

a) The program will raise a request to the Deanship of Library Affairs that includes the required reference information (the title of the books, name of the author, publisher, date of publication, place Publication, edition, language).

b) The Deanship of Library Affairs will review all the required new textbooks, and ensuring that they are not available in libraries

#### **➤ Maintain**

If the book is not available, the Deanship of Library Affairs will initiate a procurement process for unavailable books, involving tendering, bidding and follow-up.

#### **➤ Organize**

a) The Deanship of Library Affairs circulates the list of the new learning resources to college programs to support academic programs, scientific research and the educational process at the beginning of the academic year.

b) The academic program will review the list and choose from it according to appropriateness and adequacy.

### **1- Monitoring the use of electronic resources**

Electronic resource use and access is tracked by the e-learning unit, with usage data reported back to the department.

## **4.2.11 Artificial Intelligence Use In Student Work**

### **Purpose**

The purpose of the policy is to control the use of artificial intelligence in student work.

### **Responsibilities**

- Program committee.
- Exam committee
- Course instructors

### **Guidelines**

#### **Instructors should**

- Indicate whether AI tools are allowed in student work.
- Promoting Academic Integrity by discouraging AI use for tasks meant to develop critical thinking and original work.
  - Clearly outline the learning goals they aim to achieve by incorporating AI tools in academic work.
  - Encourage students to analyze AI-generated content and develop their own interpretations and conclusions.
  - Give clear guidelines regarding citation of the used AI tool whenever applicable.
  - To ensure academic integrity instructors can use AI software detectors in SDL or the approved ones by the university.

#### **Penalty of violation of academic integrity**

For cases involving AI rule violations, the exam committee should conduct a thorough investigation



### 5.1 Policy and Procedures for Faculty Promotion

#### **Purpose**

The purpose of the policy is to orient the staff members about promotion procedures.

#### **Responsibilities**

- College Vice Deanship of research, innovation and business
- Department council
- College council

#### **Procedures and guidelines**

##### **A. Promotion to Lecturer Rank**

1. A letter from the candidate to the head of the department requesting promotion to Lecturer rank.
2. The candidate should Fill out the appointment form and signed by the candidate, the head of the department, and the dean of the college.
3. Attach the following:
  - MSc certificate
  - Academic transcript
  - Certificate equivilance
  - Scholarship decision

##### **B. Promotion to Assistant Professor Rank**

1. A letter from the candidate to the head of the department requesting promotion to Assistant Professor rank.
2. The candidate should fill out the appointment form issued by the Scientific Council and signed by the candidate, the head of the department, and the dean of the college.

3. The candidate should attach the following:
  - A copy of the PhD thesis.
  - A copy of the master's thesis.
  - Ph.D. degree certificate.
  - Academic record for the PhD degree.
  - Results notification for equivalence request of a doctoral degree by the Ministry of Education (for those who obtained it from outside the Kingdom).
    - Master's degree certificate.
    - Academic record for the master's degree.
    - Results notification for equivalence request of master's degree by the Ministry of Education for those who obtained it from outside the Kingdom.
    - Bachelor's degree certificates.
    - Academic record for bachelor's degree.
    - Results notification for equivalence request of the bachelor's degree by the Ministry of Education for those who obtained it from outside the Kingdom.
    - Professional classification certificate from the Saudi Commission for Health Specialties.
  - Copy of service statement.
  - The service statements.
  - Appointment decision.
  - Scholarship Decision.
  - Academic letter from the university to which the scholarship is being sent.
  - Letter from the Scholarship Department confirming obtaining the academic degree.
  - Supplement Diploma from the university.

### **C. Promotion to Associate Professor and Professor Rank**

1. The candidate should spend not less than four years of successful teaching and research at Assistant Professor rank in a Saudi university or any recognized university with a minimum of one year as Assistant Professor at Princess Nourah bint Abdurahman University.

2. Works should be published after the last promotion obtained by the candidate.
3. The candidate must submit not less than four research units for promotion to associate Professor and six research units to be promoted to Professor.
4. The candidate should submit not less than two units of original articles for promotion to Associate Professor rank, and four units for promotion to the rank of Professor.
5. Scientific production should not be extracted from master's or doctoral theses or other previous research.
6. 50% of scientific production should be published in indexed journals.
7. Works must be published or accepted for publication in scientific journals or peer-reviewed publications. (Ensuring that there are letters of acceptance for publication attached to the candidate papers for promotion).
8. Work should be published in different journals
9. Letters of acceptance for publication should be unconditional.
10. The acceptance letters should be official and include the name of the researchers, the title of the research, the acceptance date, and approval.
11. For published books, the decision of the Scientific Council, including the approval of counting the published book as part of the minimum scientific promotion, should be attached.
12. Unindexed scientific journals must meet the standards.
13. For scientific conferences, the candidate should ensure that conference is under the umbrella of acceptance by the Scientific Council. At least half of the Scientific Committee members have the rank of associate Professor, and the research has undergone arbitration and publication or will be published in its entirety in the Conference Book.
14. The candidate's publications should include affiliation with Princess Noura bint Abdulrahman University.
15. Electronic submission through electronic services on the university website is mandatory.

[https://eservice.pnu.edu.sa/apps/wfe/academic-services/scientific-promotions/  
manage](https://eservice.pnu.edu.sa/apps/wfe/academic-services/scientific-promotions/manage)

## **Arbitrators**

1. The arbitrators shall be at the rank of Associate Professor or Professor and from different countries.
2. The candidate should provide the addresses of arbitrators. (University or home address, e-mail, phone - mobile).
3. The arbitrators must have never worked at Princess Noura bint Abdulrahman University and not been the candidate's supervisor for promotion.
4. The list should include referees whose mother tongue is English.
5. There must be at least ten arbitrators.

## **Attachments**

1. A letter from the candidate to the department head requesting promotion to Associate Professor or Professor.
2. Academic promotion application updated form, completed and carefully reviewed.
3. The scientific council's decision to appoint an assistant professor or an associate professor if the promotion request is to the rank of Professor for Saudi candidates and employment contract for non-Saudis candidates.
4. A copy of published research with a copy of the journal covers and the list of published articles, including candidate research. Word copy is not accepted, except in the cases of acceptance for publication. However, the word document should be attached with the acceptance letter.
5. Similarity reports for each research submitted for promotion done by iThenticate plagiarism checker (With mentioning the justifications for the increase from the specified percentage, if any).
6. A list of the research and the names of all participants.
7. Department's head Statement for promotion.
8. Proposed arbitrators form for promotion.
9. Candidate evaluation form
10. Plagiarism endorsement form
11. Publication data form
12. Book arbitration form for published books

13. Endorsement form for specialization-related research.
14. An updated CV.
15. Signed forms of teaching load for the period preceding the promotion not less than eight consecutive semesters.
16. A copy of the Master's and PhD theses.
17. Updated service statement for Saudi candidates and the reference certificate for non-Saudi ones.

## **5.2 Policy and Procedures for Research for Faculty Members and Students**

### **Purpose:**

- Monitor the progress of research work conducted by the faculty members and the students in the college.
- Enhance the culture of scientific research at the college level.

### **Responsibilities:**

- College Vice Deanship of research, innovation and business
- Research office

### **Procedures:**

#### **Unfunded researches:**

- All research works should be registered at the Research Unit in the college prior to starting the actual work
- All research works should be approved by the IRB committee at PNU prior to starting the actual work
- The researcher can start the work immediately after obtaining the IRB approval.
- Facilitation letter is required for data collection.

### **Funded researches:**

- All research works should be registered at the Research Unit in the college prior to starting the actual work
- All research works should be approved by the IRB committee at PNU prior to starting the actual work
- The principal investigator should apply for the fund from the Deanship of Scientific Research through the Research Unit in the college
- After signing the contract, the researcher can start the work
- The researcher should submit progress reports to the Research Unit in the college during and after completion of the work
- The researcher should publish the research to receive the total funding amount

\*For more information about the funding projects at PNU, click on the following link

<https://www.pnu.edu.sa/ar/Deanship/Research/Pages/World-Visitor-Program.aspx>

### **Students' Researches:**

- Students researches should be supervised by a faculty member
- The faculty member is responsible for registering the research at the Research Unit in the college prior to starting the actual work
- The faculty member is responsible for applying for an IRB approval prior to starting the actual work
- The supervisor and the students should document the name of the first author in writing and all coauthors should sign the agreement before starting the actual work.

### **After publication:**

- All researches that are published should be listed in the college shared folder for research
- The PI is the one responsible for the documentation of the published research
- By the end of each academic year, the Research Unit in the college get the information about the total published researches at the college level from the shared folder

### **Encouraging young researchers:**

- There are specific funding projects in PNU that targets young researchers
- \*For more information about the funding projects at PNU, click on the following link

<https://www.pnu.edu.sa/ar/Deanship/Research/Pages/World-Visitor-Program.aspx>

- Senior researchers should inspire young researchers to join their research works and research groups
- Excellence award is provided by PNU to any Saudi faculty who publish in ISI journals
- Research facilities such as statistical and referencing programs are available

### **5.3 Policy and Procedures for Continuing Professional Development of Faculty**

#### **Purpose:**

Implement a general policy for continuing learning to ensure the development of faculty members at the College of Health and Rehabilitation Sciences

#### **Responsibilities:**

- College Vice Deanship of research, innovation and business
- Faculty members

#### **Procedures:**

- At the end of each academic year, the vice-deanship of Research, Innovation and Business in the college distribute a shared folder to all faculty members to state their needs for training for the following academic year.
- The reported needs are revised, and priorities are highlighted.
- Based on the needs of the faculty members an annual plan for continuing learning is developed (speakers could be from inside or outside the college depending on the topic)
  - The plan should be approved by the college council.
  - The vice-deanship of Research, Innovation and Business in the college monitor the implementation of the approved plan.
  - The vice-deanship of Research, Innovation and Business in the college develop an annual program for a monthly scientific meeting for the faculty members to enhance their knowledge and keep them updated in the different health and rehabilitation specialties.



## 5.4 Policy and Procedures for Community Services

### **Purpose**

Organize community Service Activities within programs in order to identify areas for improvements as well as evaluate its effectiveness

### **Responsibilities**

- Deanship of students' affairs
- College Social Responsibility Unit
- Students' services administration
- Activities committee in the department

### **Procedures**

- Programs are required to develop an annual community service plan including both curricular and extracurricular activities.

- The department council revises and approves the community service plan, which is then submitted to the College Social Responsibility Unit. Subsequently, the plan is forwarded to the Social Responsibility Administration at the University level.

- For internal activities held within the university, staff members must complete a form and obtain approval from the department head and the college vice dean of Research, Innovation, and Business for approval. They are then required to submit it to the College Social Responsibility Unit

- For external activities held outside the university, staff members must complete a form and obtain approval from the responsible individual at the external organization and the college Dean for approval.

- Following the event, staff members must submit a report to the College Social Responsibility Unit.

- The student is responsible for providing evidence for reporting their participation in community service to Students' services administration.

- The Program can follow the students' participation through tracking student community service hours via skill record and communication with deanship student affair.

- The program is responsible for preparing a report regarding the community services provided during the year including the community services plan and its alignment with program learning outcome, percentage of staff members, and students participated in the activities. Recommendations, areas of improvement and action plan for next year

- The College Social Responsibility Unit is responsible for storing data on community services and including it in the college's annual report and operational plan.

Approved by: College Council	College Council meeting number: 26.1445H
Date	29 April 2024
College Dean with signature	Dr.Hadeel Alsalih 