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College of Health and Rehabilitation Sciences



**Study and Exams  
Regulations for Students**

**Version 2  
2024**

## PROGRAM DURATION

1. The foundation year is counted within the total program period.
2. Withdrawal of a course counted within the total program period.
3. Internship year is counted within the total program period.
4. Transfer and postponed study semesters are not counted within the total program period.

To be considered for study into the Health and Rehabilitation Sciences college, the following are required:

1. Prior to entering the college program in the following programs

- 1-Rehabilitation Sciences.

- Physiotherapy program.
- Doctor of Occupational therapy program.
- Respiratory Care Program

- 2 - Department of Radiological Sciences.

- Radiation therapy program.
- Diagnostic radiology program.
- Ultrasound program.
- Nuclear Medicine Techniques Program

- 3 - Department of Health Communication Sciences.

- Audiology and Balance Program.
- Speech and Swallowing Program.

4 - Department of Health Sciences.

- Epidemiology Program.
- Health education program.
- Clinical Nutrition Program.
- Clinical Psychology Program.
- Master of Clinical Psychology Program.

1. students must complete the foundation year:

(<https://pnu.edu.sa/en/Faculties/FY/Pages/speech.aspx>)

2. The student should have a cumulative GPA of at least (3)

3. Availability of seats.

## COLLEGE RULES AND REGULATIONS

### **Academically Dis-honest Behaviors**

1. **Plagiarism.** Representing the words or ideas of another as one's own in any academic exercise. Examples include, but are not limited to, failing to enclose a direct quotation from a reference source within quotation marks and/or paraphrasing the words or ideas of another person without proper citation or documentation.

2. **Multiple Submissions.** Submitting the same assignment in two or more courses without the instructors' prior permission. Examples include, but are not limited to, submitting the same or essentially the same term paper for credit in two classes without obtaining instructors' permission.

3. Fabrication. Falsifying or inventing information or citations in an academic exercise. Examples include, but are not limited to, making up fake data for a laboratory assignment and/or padding a bibliography with references not consulted, cited, or considered in the text.

4. Misuse of Materials. Abusing or unauthorized possession of academic materials from the library or any other campus location. Examples include, but are not limited to, taking a book from the library without checking it out, removing pages from a book or magazine in the library, and/or possessing unauthorized exam materials.

5. Misrepresentation. Presenting false excuses or using deception to receive a higher grade or to avoid fulfilling the specific requirements of an assignment or course. Examples include giving a false excuse to miss a test or assignment and/or obtaining unauthorized help from another person in preparing any graded work.

6. Facilitation of Academic Dishonesty. Helping another student violates any provision of this code. Examples include, but are not limited to, allowing another student to copy from a paper during an exam, informing another student of the contents of an exam before they take it, writing a paper for another student who subsequently submits it for course credit, and/or transmitting a false excuse for another student to a faculty member.

7- Suspected violations. This code will lead to the following disciplinary procedures that are designed to emphasize fairness, consistency, and education:

1.-If a faculty member determines that a student has violated the code, the faculty member will consult for records of previous official disciplinary action for violating the code. The faculty member may formally impose one of the following sanctions:

2. If a faculty member detects questionable academic behavior that is not a clear violation of the code, corrective action may be taken, like:

- a. Loss of credit on the assignment, paper, or test; or
- b. Failure in the course.

## **Withdrawal with Excuse, Re-enrolment, and Dismissing**

### **Withdrawal with an excuse:**

1. A student may present an excuse for not continuing to study a semester without failing if she makes an acceptable excuse to the Student Cases Study Committee in the Admission and Registration Deanship at the end of the tenth week as a maximum.

2. The number of postponed semesters must not exceed two consecutive semesters or three non-consecutive semesters as a maximum throughout the university study.

3. A student may withdraw with an excuse from one to five courses at most during the period of her studies at the university, provided that the excuse does not exceed the tenth week of the academic semester and does not exceed two courses per semester.

## ◁ Withdraw and Re-enrolment

### ◁ First: Withdraw

1. The student is considered withdrawn if she is absent in all semester courses, or after attending three weeks at most from the start of the semester and then continuously interrupting it.

2. The course instructor presents the names of students who have dropped out since the beginning of the semester without requesting a postponement or an excuse to the head of the department no later than the ninth week.

3. In the tenth week of the academic semester, before the start of the examinations, the College Council shall terminate the enrollment of students who drop out of college, and hereby submit to the Deanship of Admission and Registration.

4. The enrollment of the external student shall be terminated if she is absent from all final written exams without an acceptable excuse.

5. The student cannot withdraw from the courses she studies as a visiting student at another university.

## ◁ Second: re-enrollment

The student whose registration is postponed can apply for re-enrollment to the Deanship of Admission and Registration, three weeks before the start of the semester in which she wishes to register, according to the following:

- To apply for re-enrollment within four semesters from the date the enrollment is postponed.
- That the relevant faculty council and the relevant authorities agree to re-enroll the student.
- The student may only be re-enrolled once, and the University Council - in case of necessity - may exclude them from that.
- It is not permissible to re-enroll if the student is dismissed academically.

### Re-enrollment conditions after four semesters

-If the student's enrollment has exceeded the period of four semesters or more or two academic years or more for the colleges that apply the year system, the matter will be presented to the university council to consider re-enrolling her academic case before dropping out according to the following terms:

1. The student's withdrawal should be with a compulsive excuse.
2. The drop-out period shall not exceed six semesters or three academic years for colleges that apply the year system.
3. She must have passed 50% of the credits of the study plan.
4. Its cumulative average should not be less than (2) out of (5).
5. The student must not have joined during the drop-out period with another university and has been dismissed - academically or disciplinary.

6. The approval of the College Council and the relevant department to re-enroll the student or dismiss from the university.

### **Suspension from the university**

- The student will be suspended from the university in one of the following cases:

1. The student gets three consecutive academic warnings, because her GPA is less than the minimum (2 out of 5).

2. If the graduation requirements are not fulfilled within a period not exceeding half of the period prescribed for graduation, in addition to the program's duration.

- In exceptional cases, the University Council may address the situations of students to whom the provisions of the previous two terms apply- by giving them an exceptional opportunity that would not exceed two semesters at most.

## **BREACHES OF ACADEMIC INTEGRITY**

A student will be penalized if she uses unethical ways to succeed, such as

### **First: plagiarism**

It is taking another person's words or ideas and using them as if they were your own, including the materials downloaded from the internet or the work of other students.



## Examples of plagiarism:

1. Using another person's work and adding it to your own work without mentioning the source or without mentioning that text is quoted from another source.
2. Using another person's ideas, such as pictures or any creative work without mentioning the source.
3. Redrafted another person's work in your own words or summarized it without mentioning the source.
4. Copying another person's work from websites without mentioning the online source or putting quotations marks around it.
5. Submitting the complete work as personal work, while this work is cooperative work without mentioning that.
6. Submitting certified copies or creative products without mentioning the source.

## Second: Forgery

It is giving false information whether data, evidence, references, experimental results, etc. Also, exploitation of information.

### **Examples of Forgery:**

1- The student gives information based on investigations, experiments, opinion polling, or false analysis.

2- Student adds forgery references or misrepresentation, which is including false information in her work, whether the student does it, or not.

3- Regarding programs ending with a professional qualification. The falsely claiming that a student completes nonacademic requirements such as training hours, or achieved professionalism leads to disqualification for practice.

## ATTENDANCE AND EXAMS:

1. Avoid any act that violates public morals or public order in the classroom.
2. Close all electronic devices, including the mobile phone, and never use them inside the classroom EXCEPT when electronic devices are required to undertake an examination; rules and regulations for electronic-based examinations apply.
3. No eating, drinking, or chewing gum inside the classroom.
4. Not to tamper with classroom/laboratory equipment, including furniture and electronic devices.
5. Adherence to lecture times.
6. Compliance with safety rules in the classroom/laboratory.
7. Persistence in studying and participating in the class.
8. The student is responsible for following up on the announcements, duties, and activities of the course, even in her absence.
9. Obligation to submit the duties or projects prescribed in the specified time, and any delay may lead to a deduction from the student's grade.
10. Adherence to the dates of the midterms and final exams.
11. The student is responsible for monitoring the hours of absence and bringing excuses within one week -not more after the date of the test or lectures.

12. A full-time student must attend lectures and scientific lessons; the student will be dismissed from entering the final exam if her attendance rate is less than the percentage determined by the university council which is not less than (75%) of the lectures and practical lessons for each course during the semester, the student who did not do the exam due to absence she will take (F) or (DN).

13. The full-time student is denied from entering the final exam if her absence rate exceeds 25% of the total scientific, field, and clinical lectures and lessons, and the denied student is considered failed.

14. The student must follow her absence rate from the Banner to make sure she does not reach or exceed the 25% absences in total scientific, field, and clinical lectures and lessons

15. If the course instructor receives a copy of the excuses for the student's absence, it does not

mean accepting the excuse, but the excuse will be presented to the program committee for a decision.

16. In the event of discovering any kind of tampering with excuses or presenting fake excuses, the student's disciplinary procedures will be applied to the student's right to retake the examination.

17. Not to invoke ignorance or lack of knowledge of the announced exam systems.

18.. Permissible excuses for tests, with formal excuses necessary:

- The death of a relative during the exam period.
- Childbirth during the exam period.
- Inpatient hospital.

Accompanying (the father, mother, husband, or son) in the hospital in the absence of replacement with proof of attachment.

- Chemotherapy appointment or dialysis appointment.
- Fainting, coma, or epileptic seizures on the exam day with reports attached.
- Traffic accidents that result in severe injuries or a fire at home on the day of the exam and reports from the responsible authorities.
- Divorce in the exams period.
- Medical excuses or social excuses that are convinced by the committee.

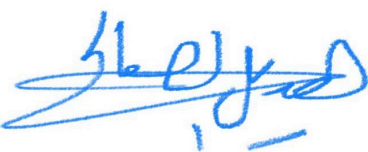
19. The student is responsible for the consequences because she breaches any-mentioned items.

20. In the case of the student's absence from the alternative exam, she will not be allowed to take another alternative exam except in the presence of a compulsive excuse.

21. The first excuse submitted by the student will be considered and no other excuses will be presented later.

22. If the absence is repeated more than once in the semester, the student's excuse will not be accepted, and the party submitting the excuse will be held accountable.

23. The alternate exam is held within one week at the end of the semester and the appointment is announced later.

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

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