

The Executive Rules and Regulations of the
Undergraduate and Exams at Nursing
Department

Faculty of Applied Medical Sciences
Al-Baha University

Introduction;

The Department of Nursing at the Faculty of Applied Medical Sciences at Al-Baha University was established in 2006 (1426 H) to meet the need of the Kingdom for qualified, skilled, autonomous and competent Saudi graduates to match the highly developed and sophisticated health systems in the Kingdom of Saudi Arabia and to be in line with recent scientific and technical developments in nursing care delivery. Students should be part of the medical team; they will promote their involvements in the nursing profession and contribute to the development and expansion of their awareness about treatment.

Nursing Program Mission:

To prepare highly qualified and competent nurses in education, research and community services who are able to innovate and compete nationally within the scope of Islamic and professional values.

Nursing Program Goals:

- **Goal 1:** Provide an opportunity of distinguished education for students to become competent, and responsible nurses.
- **Goal 2:** Graduate highly qualified nurses who are able to work in all nursing work settings.
- **Goal 3:** Provide an opportunity for research in nursing fields which contribute to enhanced students' abilities.
- **Goal 4:** Provide community services through engaging students and faculty members in community field work.
- **Goal 5:** Develop competent faculty members in education, research and scholarly activities.
- **Goal 6:** Keep in touch with technological advances and recent evidences in the field of health care and education.

Definitions:

- **Academic Year:** Two school year semesters and a summer semester.
- **Study Plan:** A set of courses (i.e., obligatory and elective subjects).
- **Academic Record:** A statement of the academic performance of the student, including the courses he/she studied, the scores, the semester and cumulative average.
- **Academic Advisor:** A Faculty Member who supervises and monitors the student during his/her study.
- **The Second Round:** A re-examination for the student who fails in a certain number of academic units.
- **Apology for study:** The student does not continue to study in the semester.
- **Postponement of study:** The student does not register courses for the year.
- **Dropouts:** The student does not register any courses for any year.
- **Folded enrollment:** End the student's relationship with the University.

Admission of new students and Entry Requirements:

Al Baha University has central policies and procedures for admitting and following up the progress of all students. This is administered by the Deanship of Admissions and Registration. The Deanship has developed a website to inform all students about admission requirements (<https://bu.edu.sa/ar/web/deanship-of-admission-and-registration/guidelines>) which include admission requirements for students Saudis and documents required for application.

***Admission requirements for students Saudis;**

1. The student has the Saudi Nationality or a mother from Saudi Arabia.
2. The student obtained a high school certificate or its equivalent from inside or outside the Kingdom of Saudi Arabia.

3. No more than 5 years have passed since he obtained his high school diploma or its equivalent, and the university council may make an exception from these conditions if there are convincing reasons.
4. The student must have good conduct.
5. Successfully pass any test, or a personal interview seen by the University Council.
6. To be medically fit.
7. The student has obtained approval from a reference to study if he works in a government or private entity.
8. Should not be accepted in any other university, and if they are found to accept his registration is canceled.
9. Satisfy the other conditions set by the University Council and declare the time of submission.

In addition to the following site (<https://bu.edu.sa/ar/web/deanship-of-admission-and-registration/unit-of-scholarships-and-admission>) which provides a service user manual to guide new students in registration process step by step. This registration is conditioned with the above requirements. This link also (https://admission.bu.edu.sa/PROD_ad/xwskadm.dispAdmissionGate?admissionType=UG) allows the student to follow up his request.

Specific admission requirements are specified and approved by the faculty council for each upcoming academic year. Candidates will be admitted and registered according to the number of available seats for male and female each year and selectivity will take place starting from the highest combined score till the available seats are occupied with no less than 80%.

***Orientation Programs:**

At the beginning of every year an orientation program is held for new students aiming at offering detailed presentation about program mission, vision, rules, curriculum layout, academic map, attendance requirements, teaching /assessment methods, graduation requirements, learning resources, counseling programs as well as extracurricular activities and expected code of conduct for students (Student Orientation Week Description). All these data are available in students' handbook which is provided to all students at the first year of study (Student Handbook) and also published on Al-Baha University website (<https://bu.edu.sa/web/deanship-of-students-affairs/directorates>). Students' rights and duties are in accordance with the rights and duties as established by the Deanship of Students affairs – Al-Baha University (Student Rights and duties guide).

Levels system;

The graduation requirements for obtaining the Bachelor degree are distributed according to the academic plan approved by the University Council.

***Nursing Study Plan and Modules;**

The Nursing program consists of five years of study (including 12 months of internship training). In the first year, students will undertake courses focusing on developing their English language skills besides the general courses in the medical field such as human biology, medical physics, and health education. In the second year, students will study basic medical courses such as medical ethics, medical terminology, and general anatomy and physiology. While third and fourth year of the program, student will embark on core and specific Nursing courses such as Fundament of Nursing, Medical & Surgical Nursing, Pediatric and Child Health Nursing, Obstetrical and Gynecological Nursing, Community Health Nursing, Psychiatric and Mental Health Nursing and Clinical Nursing. The fifth year consists of 12 months of clinical training internship.

*** One Year Internship Clinical Training;**

All students must complete a one-year of clinical training internship during the fifth year of the study and after passing all the program courses (138 Credits). For more information about the internship guidelines and requirements, please see the Internship Handbook for Students in the Faculty of Applied Medical Sciences – Al-Baha University.

Courses Enrollment, addition, drop off, and Deferral;

During the specified period, the student will have the opportunity to do the deletions and additions to the courses within the study plan and the limits of the permitted academic load.

The process of courses enrollment, addition, drop off, and deferral besides postpone the semester for all students at the Nursing Department- Faculty of Applied Medical Sciences – Al-Baha University, is performed mainly electronically via the website electronic system (https://banner.bu.edu.sa/PROD_ar/twbkwbis.P_WWWLogin). For more information about the process of courses enrollment, addition, drop off, and deferral besides postpone the study semester, please see the Academic Counseling and Students Support Handbook for all students in the Faculty of Applied Medical Sciences.

***Progression from year to year;**

The student can register courses in automatic way as courses are showed on the university website according to semester levels. Semester levels contain 5-7 courses (15-18 credit hours for each).

If the student passes all courses of the semester, the student can register the courses of the following semester and so on (based on prerequisites shown in study plan).

A course in which the student failed can be registered together with the new level courses (except in case of prerequisites).

Attendance and apology for study;

The student is denied from entering the final exam if his/her attendance rate is less than the percentage approved by the College Board, provided that it is not less than (75%) for each course during the semester.

***The procedure for calculating student non-attendance;**

- The percentage for calculating student non-attendance is based on the *credit hours of the combined theoretical and practical parts of the subject.
- If a student submits a valid excuse supplemented with evidence for absence during an exam period (mid-term or end of semester), they may be granted a deferral for the examination(s) after the nursing department validates their extenuating circumstances. The student will be marked absent regardless and it will contribute to their overall absence percentage.
- The responsible academic members must warn students when they exceed the absenteeism limit as follows: first warning issued when students exceed 10%, second warning issued when students exceed 15%, finally, students must be notified of their exclusion from the subject if they exceed 25%.
- Students must sign warning forms and their academic advisors must be notified.
- When students are not present to sign warning forms, their academic advisors or the head of nursing department may sign instead.

***The percentage for calculating student non-attendance in a subject is as follows;**

Credit hours for the subject	First Warning (Absence hours)	Second Warning (Absence hours)	Exclusion from the subject (Absence hours)
1	2	3	4
2	3	5	8
3	5	7	12
4	6	9	16
5	8	12	19

The number of hours of absenteeism is collected in the practical part with the theoretical and if it exceeds 25% (the percentage of deprivation), that means the student does not enter the practical and theoretical exams and the student must retake the course and re-sit the final exam.

A student who fails to attend the final exam of a course or part of it “written, practical or clinical” will be meant his/her lack of success in that course, and there is necessary to introduce his emergent excuse to allow him to re-sit the exam, and in that case he/she will be granted the grade he/she has achieved after the Exam.

Postponement of study;

The student may submit a request to postpone study via an excuse accepted by the authority specified by the University Council, provided that the postponement period does not exceed two consecutive semesters or three non-consecutive semesters throughout staying at the University. The enrollment will then be folded.

The student who is terminated can reassume studying with the same file if;

- Presented a request for registration through following four semesters.
- The Faculty Board accepted the request.
- The student has the right to drop-out from an academic semester within the withdrawal period announced in the academic calendar for that semester. Withdrawal from the semester is not allowed during the last eight weeks before the final examination.

Dropout;

If the full-time student stops studying for a semester without requesting a postponement, the enrollment will be folded from the University.

Re-enrollment;

A student whose enrollment is folded can apply for re-enrollment with his/her university academic number and the ID number before dropping out, according to the assigned regulations.

Appeals;

The faculty of Applied Medical Sciences applies the regulations of the Ministry of Education which stated that students must have the opportunity to raise matters of concern without fear of disadvantage based on the knowledge that their privacy and confidentiality will be respected.

The process of considering student's appeals includes the following:

1. The students should submit their appeals to their academic advisors (who will forward it to the Head of the Department). Students can also submit any appeal directly to the Head of the Department.
2. The Head of the Department will take the appeal seriously and confidentially and deals with the appeal according to the regulation of Saudi Ministry of Education.
3. If the appeal is solved by the Head of the Department, then the student will be informed about the decision made and any further actions need to be taken.
4. If the appeal needs to be discussed and reported to the above authority (e.g., absence of the student more than 25% of the course lectures), then the appeal will be forwarded to the higher authority such as (Departmental board, Faculty board, The Dean of the Faculty).
5. The student will be informed about the decision of the higher authority and any further actions need to be taken depending on the nature of the appeal.

All students' appeals will be archived and discussed at the end of the academic year by the departmental board to improve the required procedure and avoid probable consequences of such appeals.

Graduation;

The student graduates after successfully completing the graduation requirements according to the study plan, provided that his/her cumulative average is not less than (acceptable).

*** Graduation Requirements;**

Students who are enrolled in the program must meet the following criteria to obtain a bachelor degree in (Applied Medical Sciences -Nursing):

- 1) Passing all courses in the study plan (138 credits).
- 2) Completing one year of clinical training (12 months of internship).
- 3) The GPA of the graduate student must not be less than 1.00 out of 4.00.

The University Academic Dismissal;

The student will be dismissed if he/she obtains three consecutive warnings at most, because of the low cumulative average or the graduation prerequisites have not been completed within the approved period.

Affiliation;

The academic record and graduation document shall prove that the student studies by affiliation. The student's condition may be changed from affiliation to full-time and vice versa according to a number of conditions.

Exams:

***Assessment Methods:**

The Program of Nursing utilizes several assessment methods for all courses to ensure the quality of the outputs. Assessment methods include:

- 1) Written exam.
- 2) Oral exam (presentation).
- 3) Clinical exam (case study).
- 4) Practical exam.
- 5) Peer evaluation.

To verify standards of achievements, the following criteria are implemented:

- 1) Exam questions are developed as recall, comprehension analysis, and application of what have been studied.
- 2) Exam questions are reviewed by department examination committee for content and structure.
- 3) Papers and marks are reviewed by two faculty/staff before marks are registered. Moreover, the Faculty of Applied Medical Sciences has developed a unique strategy for examinations conducted across the different academic programs.

The strategy involved two parts:

First: the distribution of marks of any course according to the course nature as the following:

Theoretical courses: The distribution of student's grades is:

- Class/Research Activity = 10%.
- Midterm exam (Written) = 30%.
- Final Exam = 60%.
- Total = 100%.

Theoretical and practical courses: The distribution of student's grades are:

- Class/Research Activity = 10%.
- Practical Performance = 10%.
- Midterm exam (Written) = 20%.
- Final Exam (practical) = 20%.
- Final Exam (written) = 40%.
- Total = 100%.

Clinical practical courses: The distribution of student's grades (Professional/Clinical Practice Module).

- Class/Research Activity = 30%.
- Evaluation Report from External Training Partners = 70%.

- Total = 100%.

Graduation project:

- Research proposal=20%.
- Research final report= 40%.
- Oral presentation= 15%.
- Viva Exam=15%.
- Individual evaluation for researchers=10%.
- Total=100%.

Second: the content and nature of the final exams of any course which has been divided into three main parts as follows:

1. Multiple choice questions (MCQs): from 30 to 50 questions (50% of the total marks of the final exam).
2. Short answer questions: not less than 5 questions (30% of the total marks of the final exam).
3. Long essay questions (including scenarios or case studies): not more than 2 questions (20% of the total marks of final exam).

Grades:

The evaluation of student success is estimated for each course and study level as follows:

The student who gets (GPA<1) for more than three consecutive times should be terminated. Later on, he can get a fourth, fifth & sixth chance through submitting an official request to the faculty and then get approval on it from both faculty and university counsel and then terminated if doesn't pass also.

Transferring from one University to Another;

Transferring from and to Al-Baha University may be accepted in accordance with the procedures and deadlines announced at the University to which the student is transferred according the rules for transfer.

Transferring from one College to Another within the University;

The student may be transferred from one college to another within the University in accordance with the set regulations by the University Council.

Transferring from one Major to Another within the College;

The student may, after the approval of the Dean of the College, transfer from one major to another within the College in accordance with the regulations set by the University Council.

Visiting student;

Visiting student is the one who studies some courses at another university or any of the University Branches to which he/she belongs without transferring him/her. The academic subjects he/she studies will be equalized according to some of the regulations.