Program Specification

Program Name: **Bachelor of Dental Surgery (BDS)**	
Qualification Level : **Seventh level**	
Department: -------------------------	
College: **College of Dentistry**	
Institution: **Majmaah University**	

Content

A. Program Identification and General Information

1. Program Main Location:

College of Dentistry at Al Zulfi, Male & Female off Campus

Address: Zulfi- Semnan Neighborhood, Prince Sattam Bin Abdulaziz Road

Location: http://www.mu.edu.sa/sites/default/files/content/2016/09/M13_0.jpg

2. Branches Offering the Program:

NA

3. Reasons for Establishing the Program:

(Economic, social, cultural, and technological reasons, and national needs and development, etc.)

- Support the local community with dental professionals who can provide patients in the region with comprehensive dental treatments.
- Help in dental education of local community and prevention of oral and dental diseases with subsequent economic benefits in minimizing the cost of dental treatment.
- Dental education will be available for students instead of traveling abroad.
- As a national policy for improving health standards in every governance of the country.
- To supply provide the local community with the latest technological developments in the field of dentistry.

4. Total Credit Hours for Completing the Program: (194)

194 Credit Hours

5. Learning Hours: (4755)

The length of time that a learner takes to complete learning activities that lead to achievement of program learning outcomes, such as study time, homework assignments, projects, preparing presentations, library times)

The length of time that a learner takes to complete learning activities that lead to achievement of program learning outcomes, which include all contact hours of all course activities such as study time, homework assignments, projects, preparing presentations, library times are 4755 hours.

6. Professional Occupations/Jobs:

General Dentist.

7. Major Tracks/Pathways (if any)**:**

NA

Major track/pathway	Credit hours (For each track)	Professional Occupations/Jobs (For each track)
1.		
2.		
3.		

8. Intermediate Exit Points/Awarded Degree (if any)**:**

NA

Intermediate exit points/awarded degree	Credit hours
1.	
2.	
3.	

B. Mission, Goals, and Learning Outcomes

1. Program Mission:

Qualifying professional competencies in dental science, contribute effectively to scientific research, optimize technology recruitment, and build community partnerships.

2. Program Goals:

1. Acquiring and developing comprehensive knowledge related to the sciences associated with the dental profession.
2. Develop the ability to think critically to make a sound clinical decision and develop a treatment plan.
3. Refining the skill in communication in accordance with the ethics of the profession.
4. Improving the ability to identify sources of scientific information, possess the research methodology and adopt a method of practice based on scientific evidence.
5. Enhance the ability to define the community's needs in the areas of oral and dental health, and provide appropriate and practical solutions to meet these needs.
6. Carrying out all dental treatments expected from the dentist with high efficiency by implanting manual and intellectual compatibility skills efficiently and competently.
7. Developing and diversifying the college's own resources according to the Kingdom's vision (2030).

3. Relationship between Program Mission and Goals and the Mission and Goals of the Institution/College.

Majmaah University mission:

Offering educational programs with high quality as well as funding all types of research projects and social initiatives that contribute in achieving the sustainable development. We also committed to instill the concept of patriotism and educate students about the culture and heritage of the country.

Majmaah University goals:

1. Commitment to inclusive governance.
2. Upgrading the university's position locally and internationally.
3. Achieving competition in educational program outputs.
4. Enhancing knowledge production.
5. Improving the quality of services.

The following link includes matrixes that assure the consistency between Program Mission and Goals and the Mission and Goals of the Majmaah university.

4. Graduate Attributes:

1. Comprehensive knowledge of the sciences related to the dental profession.
2. Ability to think critically to make a correct clinical decision and develop a treatment plan.
3. Communication Skills according to the ethics of the profession.
4. Ability to identify sources of scientific information, possess research methodology and adopt a practice with scientific based evidence.
5. Ability to identify the community needs regarding oral and dental health, and provide appropriate and practical solutions to meet these needs.
6. Achievement of all dental treatments expected by the dentist with high efficiency by instilling the skills of manual and mental compatibility.

5.Program learning Outcomes*

Knowledge :

K1	Define the basics of normal structures and functions of the human body with special emphasis on the craniofacial and oral complex.
K2	Recall the basics of abnormal structures and functions of the human body with special emphasis on the craniofacial and oral complex.
K3	Recall the medical, dental and other concepts needed for the practice of dentistry.
K4	Identify the principles from scientific research required to practice evidence-based dentistry.

Skills

S1	Correlate between the normal and abnormal orofacial structures and functions with the clinical features of orofacial health and disease.
S2	Summarize the basic facts and concepts needed for the investigations and diagnosis of dental problems.
S3	Develop critical thinking and reasoning skills to formulate management plan of dental disorders.
S4	Implement management strategies for individual and community health promotion with special emphasis on oral disease prevention.
S5	Evaluate the medical and oral emergencies in dental practice and emerging trends in oral diseases to outline their clinical management at the graduate level.
S6	Demonstrate hand-eye coordination skills for clinical examination, diagnosis and treatment of different dental rehabilitation procedures.
S7	Demonstrate hand-eye coordination skills for clinical examination, diagnosis and treatment of different clinical and surgical dental procedures.

Competence

C1	Demonstrate ethical, professional, and legal responsibilities in the dentistry profession.
C2	Demonstrate collaborative teamwork and leadership spirit with responsibility to maintain professional competency.
C3	Demonstrate effective communication skills with the patients, their families and all members of the health team including documentation.
C4	Employ modern technology and medical informatics in dental practice.

* Add a table for each track and exit Point (if any)

C. Curriculum
1. Curriculum Structure

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required	6	12	6%
	Elective	0	0	0
College Requirements Preparatory year	Required	9	29	15%
	Elective	0	0	0
Program Requirements	Required	56	153	79%
	Elective	0	0	0
Capstone Course/Project	-	-	-	-
Field Experience/ Internship	Required	-	-	-
Others	-	-	-	-
Total		71	194	100

* Add a table for each track (if any)

2. Program Study Plan:

Year	Course Code	Course Title	Required or Elective	* Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Preparatory Year 29 Credits Hours	PENG 111	English Language 1	Required	None	8	Deanship of Preparatory year
	PMTH 112	Introduction to Mathematics 1	Required	None	2	
	PCOM 113	Computer Skills	Required	None	2	
	PSSC 114	Learning Skills and Communication	Required	None	2	
	PENG 121	English Language 2	Required	None	6	
	PENG 122	English for Health Specialties	Required	None	2	
	PCHM 124	Introduction to Chemistry	Required	None	2	
	PPHS 125	Physics for Health Specialties	Required	None	2	
	PBIO 126	Biology	Required	None	3	

Year	Course Code	Course Title	Required or Elective	* Pre-Requisite Courses	Credit Hours	University, College or Department
1st Year 32 Credits Hours	ANA 113	Anatomy, Embryology & Histology	Required	None	8	College
	PSL 113	General Physiology	Required	None	5	
	BCH 113	Biochemistry	Required	None	3	
	MDS 113	Oral Biology	Required	None	3	
	RDS 111	Dental Morphology	Required	None	2	
	SALM 101	Introduction to Islamic Culture	Elective	None	2	University
	SALM 102	Islam & construction of society	Elective	None	2	
	PDS 111	Introduction to Dentistry	Required	None	1	College
	RDS 122	Introduction to Operative Dentistry	Required	None	2	
	RDS 133	Basics of Dental Materials	Required	None	1	
	PDS 123	Behavioral Dentistry	Required	None	1	
	PDS 132	Information Technology in Dentistry	Required	None	2	

Year	Course Code	Course Title	Required or Elective	* Pre-Requisite Courses	Credit Hours	University, College or Department
2nd Year **34 Credits Hours**	MDS 213	Local Anesthesia and Exodontia	Required	ANA 113	2	College
	MDS 223	Oral & Maxillofacial Radiology-I-	Required	ANA 113, RDS 111	4	
	RDS 213	Pre-Clinical Operative Dentistry	Required	RDS 111, RDS 122	6	
	RDS 223	Dental Biomaterials Science	Required	RDS 132	3	
	PATH 213	General Pathology	Required	None	3	
	PHL 213	Pharmacology-I-	Required	None	2	
	MDS 233	Oral Pathology	Required	None	4	
	MAC 211	Microbiology & Immunology	Required	None	2	
	PDS 211	Professional Ethics & Standards	Required	None	1	
	SALM 103	Economic System in Islam	Elective	None	2	University
	MDS 242	Oral Diagnosis-I-	Required	MDS 233	2	
	PDS 222	Preventive Dentistry	Required	None	1	
	SDS 212	Introduction to Prosthodontics	Required	None	2	

Year	Course Code	Course Title	Required or Elective	* Pre-Requisite Courses	Credit Hours	University, College or Department
3rd Year **32 Credits Hours**	MDS 313	Clinical Oral Surgery-I-	Required	MDS 213	4	College
	MDS 323	Oral & Maxillofacial Radiology-II-	Required	MDS 223	3	
	RDS 313	Clinical Operative Dentistry-I-	Required	RDS 213	3	
	RDS 323	Pre-Clinical Endodontics	Required	RDS 213	4	
	PDS 313	Clinical Periodontics-I-	Required	None	4	
	SDS 314	Pre-Clinical Removable Prosthodontics	Required	SDS 212	4	
	SDS 323	Pre-Clinical Fixed Prosthodontics	Required	SDS 212	4	
	MED 311	Basic Life Support	Required	ANA 113, PSL 113	2	
	MDS 331	Oral Diagnosis-II-	Required	MDS 242	2	
	PDS 322	Pre-Clinical Pediatric Dentistry	Required	RDS 213	2	

Year	Course Code	Course Title	Required or Elective	* Pre-Requisite Courses	Credit Hours	University, College or Department
4th Year **35 Credits Hours**	MDS 413	Clinical Oral Surgery-II-	Required	MDS 313	3	College
	RDS 413	Clinical Operative Dentistry-II-	Required	RDS 313	3	
	RDS 423	Clinical Endodontics	Required	RDS 323	3	
	PDS 413	Clinical Periodontics-II-	Required	PDS 313	4	
	PDS 423	Clinical Pediatric Dentistry-I-	Required	PDS 322	4	
	PDS 433	Pre-Clinical Orthodontics	Required	None	4	
	SDS 413	Clinical Prosthodontics	Required	SDS 313	3	
	SDS 423	Clinical Fixed Prosthodontics	Required	SDS 313	4	
	MAC 411	Oral Microbiology	Required	MAC 211	2	
	GIM 411	General Internal Medicine	Required	None	1	
	GSO 411	General Surgery	Required	None	1	
	MDS 422	Oral Medicine-I-	Required	MDS 331	2	
	ENT 412	Ear, Nose & Throat Surgery	Required	None	1	

Year	Course Code	Course Title	Required or Elective	* Pre-Requisite Courses	Credit Hours	University, College or Department
5th Year 32 Credits Hours	SDS 513	Comprehensive Clinical Dentistry	Required	RDS 413, RDS 423, PDS 413, SDS 413	8	College
	SDS 523	Clinical Dental Implantology	Required	SDS 413	3	
	PDS 513	Dental Public Health & Community Dentistry	Required	PDS 222	4	
	PDS 523	Clinical Pediatric Dentistry-II-	Required	PDS 423	2	
	MDS 511	Oral Medicine-II-	Required	MDS 422	2	
	PDS 531	Clinical Orthodontics	Required	PDS 433	1	
	PDS 541	Biostatistics in Dentistry	Required	PDS 132, PDS 222	1	
	PHL 511	Pharmacology-II-	Required	PHL 213	1	
	ARAB 101	Arabic Language Skills	Required	None	2	University
	RDS 512	Esthetic Dentistry	Required	RDS 413	2	
	PDS 552	Dental Practice Management	Required	PDS 211	2	
	SDS 532	Geriatric Dentistry	Required	MDS 422, SDS 413	1	
	SOCI 101	Contemporary Societal Issues	Elective	None	1	University
	HAF 101	Principles of Health and Fitness	Elective	None	2	

3. Course Specifications
Insert hyperlink for all course specifications using NCAAA template

4. Program learning Outcomes Mapping Matrix
Align the program learning outcomes with program courses, according to the following desired levels of performance (**I = Introduced   P = Practiced M = Mastered**)

Course code & No.	Program Learning Outcomes														
	Knowledge				Skills							Competence			
	K1	K2	K3	K4	S1	S2	S3	S4	S5	S6	S7	C1	C2	C3	C4
ANA 113 Anatomy	I		I		I							I			
PSL 113 Physiology	I		I		I								I		
BCH 113 Biochemistry	I		I		I								I		
MDS 113 O. Biology	I		I		I							I			
RDS 111 D. Morphology	I				I					I		I			
PDS 111 Int. to dentist.			I					I				I			
RDS 122 Int. to operative			I		I					I		I			

Course code & No.	Knowledge				Skills							Competence			
	K1	K2	K3	K4	S1	S2	S3	S4	S5	S6	S7	C1	C2	C3	C4
RDS 133 Basics of Material			I				I						I		
PDS 123 Behavioral dent			I					I				I	I		
MDS 213 L. Anesthesia	I		I				I						I		
MDS 223 Radiology-I	I					I					I		I		
RDS 213 Prec. operative			I				I		I				I		
RDS 223 Biomaterials			I				I		I				I		
PATH 213 G. pathology		I			I	I						I			
PHL 213 Pharma-I			I	I			I						I		
MDS 233 Oral Path		I			I	I						I			
MAC 211 Micro-I			I		I	I							I		
PDS 211 Ethics			I				I					I	I		
MDS 242 O. diagnosis-I			I			I					I			I	
PDS 222 Preventive dent.			I				I	I				I			
SDS 212 Intr. to prosth	I		I		I							I			
MDS 313 Oral surgery-I			P		P				I		P			P	
MDS 323 Radiology-II			P			P					P				I
RDS 313 Operative-I			P				P			P				P	
RDS 323 Preclinical endo	P						P			P			P		
PDS 313 Perio-I	P				P						P			P	
SDS 314 Preclin. Remov P	P				P					P			P		
SDS 323 Preclin. Fixed P	P				P					P			P		
MED 311 B. Life support	P	P			P				P				P		
MDS 331 Oral diagnosis-II		P				P					P			P	
PDS 322 Preclinical Pedo			P					P			P		P		
MDS 413 Oral Surgery-II			M				M		M		M			M	
RDS 413 Operative-II			M				M			M				M	
RDS 423 C. Endodontics			M				M		M	M				M	

Course code & No.	Knowledge				Skills							Competence			
	K1	K2	K3	K4	S1	S2	S3	S4	S5	S6	S7	C1	C2	C3	C4
PDS 413 Perio-II		M					M				M			M	
PDS 423 Clin. Pedo-I			M					M			M			M	
PDS 433 Preclinical Ortho			M					M			M		M		
SDS 413 Cl. Remov. Prost			M				M			M					P
SDS 423 Cl. Fixed. Prosth			M				M			M					M
MAC 411 Micro-II		M	M			M							M		
GIM 411 Inter. Medicine		M			M				M				M		
GSO 411 G. Surgery		M			M				M				M		
MDS 422 Oral Medicine-I		M				M	M						M		
ENT 412 ENT	M	M			M								M		
SDS 513 Comprehensive				M			M			M			M		
SDS 523 Implantology			M				M			M					M
PDS 513 Public health				M		M		M				M			
PDS 523 Pedo-II			M				M		M		M			M	
MDS 511 Oral medicine-II		M				M	M						M		
PDS 531 Cl. Ortho			M					M			M			M	
PDS 541 Biostatistics			M	M				M							M
PHL 511 Pharma-II			M	M	M							M			
RDS 512 Esthetic			M				M			M				M	
PDS 552 Management			M					M				M	M		
SDS 532 Geriatric		M			M		M						M		

5. Teaching and learning strategies to achieve program learning outcomes

Describe policies, teaching and learning strategies, learning experience, and learning activities, including curricular and extra-curricular activities, to achieve the program learning outcomes.

- ✓ Lecture.
- ✓ Laboratory session.
- ✓ Clinical Session.

6. Assessment Methods for program learning outcomes.

Describe assessment methods (Direct and Indirect) that can be used to measure achievement of program learning outcomes in every domain of learning.

- ✓ Written exams.
- ✓ Oral Exam.
- ✓ Practical / clinical exam.
- ✓ OSPE / OSCE.
- ✓ Assignments.
- ✓ Case based scenario / Problem based learning.
- ✓ Weekly assessment.
- ✓ Approved procedures documented in logbook.
- ✓ Research projects.

D. Student Admission and Support:

1. Student Admission Requirements

Major General Admission Requirements:

The following requirements have been stipulated for the admission of the new student:

- ✓ An applicant for admission must have a Saudi Secondary School Certificate - Science Section (SSSCSS) or its equivalent. The secondary school certificate should not be more than two years.
- ✓ Must have an Aptitude Test Certificate (ATC) administered by the National Center for Assessment in Higher Education.
- ✓ Applicant must be a high school graduate with a GPA of at least 90%, and an average of not lower than 90% on the following subjects Physics, Chemistry, Biology, Math and English.
- ✓ The minimum qualifying scores in SSSCSS & ATC tests are: A total equivalent percentage of 85% (based on 30% from the SSSCSS + 30% from the ATC + 40% from cumulative basic Science of SSSCSS).
- ✓ Must not have been dismissed from another university for disciplinary reasons.
- ✓ When applicants exceed availability, priority is given to the students with higher grades.
- ✓ Applicants accepted into the program must pass with GPA 4.5/5 in the preparatory year.
- ✓ Applicants accepted into the program must has at least ILETS with grade 5.

Registration Procedure:

- ✓ The student is automatically registered at the beginning of each year. Students register online through the university portal (e-Register System). All restrictions are programmed, however if the student needs to override any of these restrictions he needs the approval of his advisor and sometimes the department head's approval.

Withdrawal:

- ✓ The student has the right to withdraw from an academic year within the withdrawal period announced in the academic calendar for that year. No withdrawal is allowed during the last five weeks before the final examination. The college vice dean of academic affairs must approve the withdrawal request after reviewing the authenticity of the student's reasons for withdrawal.

2. Guidance and Orientation Programs for New Students

- ✓ The student support unit make an orientation session for new students every years, regarding program curriculum, students' rights and duties, all the activities in the college and available support services with explanation of policies and procedures.

3. Student Counseling Services
(academic, career, psychological and social)

- ✓ Student support unit is responsible of following up students' educational achievement, recognition of obstacles and finding the suitable solutions.
- ✓ The unit coordinate and cooperate with the guidance and counselling under supervision of the Vice Dean of academic affairs. The unit provides support and guidance: For the students seeking to take advantage of their own abilities and work to develop their skills and encourage them for Academic Excellence and innovation.
- ✓ The following are the objectives of student support unit;
  1. Enhance the academic achievement for the students and raise their abilities and overcome the obstacles during their education.
  2. Reduce the chances of academic defaulting.
  3. Provide advice and assistance to the academic problems of college students.
  4. Improving the academic performance of the students with low academic achievement.
  5. Care and help of the students socially, healthy and psychologically if necessary.
  6. Encourage excellent students and provide what would enhance their performance and support their creativity.

- ✓ Academic advisors are available at their schedule office hours to meet the students. The number of students is decided according to the overall student's number divided by the number of academic advisor's members. Adequate protection is provided by regulations to protect the confidentiality of academic and personal issues discussed with the teaching staff.
- ✓ The unit is working closely with the Student Support Program at the Deanship of Student Affairs to fulfill its objectives and services that extend beyond its limitations.

4. Support for Special Need Students
(low achievers, disabled, gifted and talented)

- ✓ Student support unit coordinate with academic departments for extra classes for low achievers.
- ✓ Our clinics have the advantage of being compatible with left-handed students.
- ✓ Every year there is appreciation and awarding of students with best GPA grades.

E. Teaching and Administrative Staff

1. Needed Teaching and Administrative Staff

Academic Rank	Specialty		Special Required . / Skills (if any)	Required Numbers		
	General	Specific		M	F	T
Professors Associate Professors Assistant Professors Lecturers		1. Orthodontics. 2. Pedodontics. 3. Periodontics & public health dentistry. 4. Endodontics. 5. Operative dentistry. 6. Prosthodontics. 7. Implant Dentistry. 8. Oral surgery. 9. Oral medicine and radiology. 10. Oral pathology, dental morphology & oral biology. 11. Basic Medical sciences.		3 in each specialty	2 in each specialty	55
Teaching Assistants	-	-	-	-	-	-
Technicians and Laboratory Assistants	-	-	-	4	4	8
Administrative and Supportive Staff	-	-	-	20	20	40
Others (specify)	-	-	-	-	-	-

2. Professional Development:

2.1 Orientation of New Teaching Staff
Describe briefly the process used for orientation of new, visiting and part-time teaching staff

- ✓ Generally, the orientation gives a chance for new faculty to familiarize themselves with the rules and regulations of the college/university. Further, these orientations help new faculty to understand the culture and environment of the College.
- ✓ Each year, at the beginning of the first semester, there is general orientation program done under supervision of deanship of quality and development in the university. There is also an orientation program in the college done under the supervision of vice-deanship of quality and development in the college.
- ✓ College orientation program introduce the following:
  1. Introduction to the Majmaah university (video)
  2. College of dentistry philosophy; program vision, mission, objectives, goals, outcomes & study plan.
  3. College organizational structure; structure of responsibility, decision-making structure, membership of the board, and units.
  4. Policies and procedures; a clear set of policies and procedures that explain and govern the various tasks & relationships necessary to keep organization running.

5. College of dentistry strategic & operational plan.

6. Tour through the college; classrooms, labs, library and clinics.

7. The academic system and student registration

8. Quality and accreditation.

9. Methods of teaching and learning in the college.

10. Methods of assessment and grading system.

11. Academic guidance and counseling.

12. Library; facilities and resources.

13. Research and creative activity: overview and funding opportunities.

14. E-learning: edugate system, faculty website, and correspondence tracking system (cts).

2.2 Professional Development for Teaching Staff

Describe briefly the plan and arrangements for academic and professional development of teaching staff (e.g. Teaching & learning strategies, learning outcomes assessment, professional development, etc.)

The following arrangements are made for professional development of faculty and teaching staff:

- **Improvement of skills in teaching and student assessment:**
  ✓ Training workshops in recent teaching and learning modalities including student evaluating and assessment procedures are held regularly.
  ✓ Furthermore, faculty are encouraged to read different academic articles on teaching and learning strategies.

- **Other professional development including knowledge of research and developments in their field of teaching specialty:**
  ✓ It necessary that faculty and teaching staff be up to date in their areas of specialties theoretically, practically and clinically.
  ✓ Participation in symposiums and conferences provides a great addition to the continuous dental education and research experience.
  ✓ The college motivates faculty to participate effectively in the scientific events.

F. Learning Resources, Facilities, and Equipment

1. Learning Resources.

Mechanism for providing and quality assurance of learning resources (textbooks, references and other resource materials, including electronic and web-based resources, etc.)

  ✓ Library textbooks are recommended by the prospective course coordinators and approved by the respective department.
  ✓ Full list of requested textbooks from all departments is forwarded to the Deanship of Library Affairs in university to be purchased by the Book Store.
  ✓ Electronic and web-based resources are planned to be requested by the faculty members through their respective departments.
  ✓ As a partner of Saudi Digital Library, Majmaah University has subscription to many of the periodicals related to the dental profession.
  ✓ Saudi digital library (SDL):http://sdl.edu.sa/SDL Portal/EN/Publishers.aspx
  ✓ The student has the opportunity to evaluate the adequacy of the textbooks, reference and other resource in several places (group discussion in the classes sessions, course evaluation surveys, and the library services survey)

2. Facilities and Equipment
(Library, laboratories, medical facilities, classrooms, etc.).

- ✓ Faculty and teaching staff follow the institutional process for planning and acquisition of any resources needed for library, laboratories, and classrooms, this procedure generally start by submitting their requests in appropriate forms to the department heads, who forwarded to the Lab and equipment unit for study and recommendation then the final list of equipment has to be approved in the college council.

3. Arrangements to Maintain a Healthy and Safe Environment (According to the nature of the program)

- ✓ The college has an infection control committee which conducts and inspects the infection control guidelines.
- ✓ The college has lab and equipment which follow and inspect the safety environment guidelines.

G. Program Management and Regulations

1. Program Management
1.1 Program Structure
(Including boards, councils, units, committees, etc.)
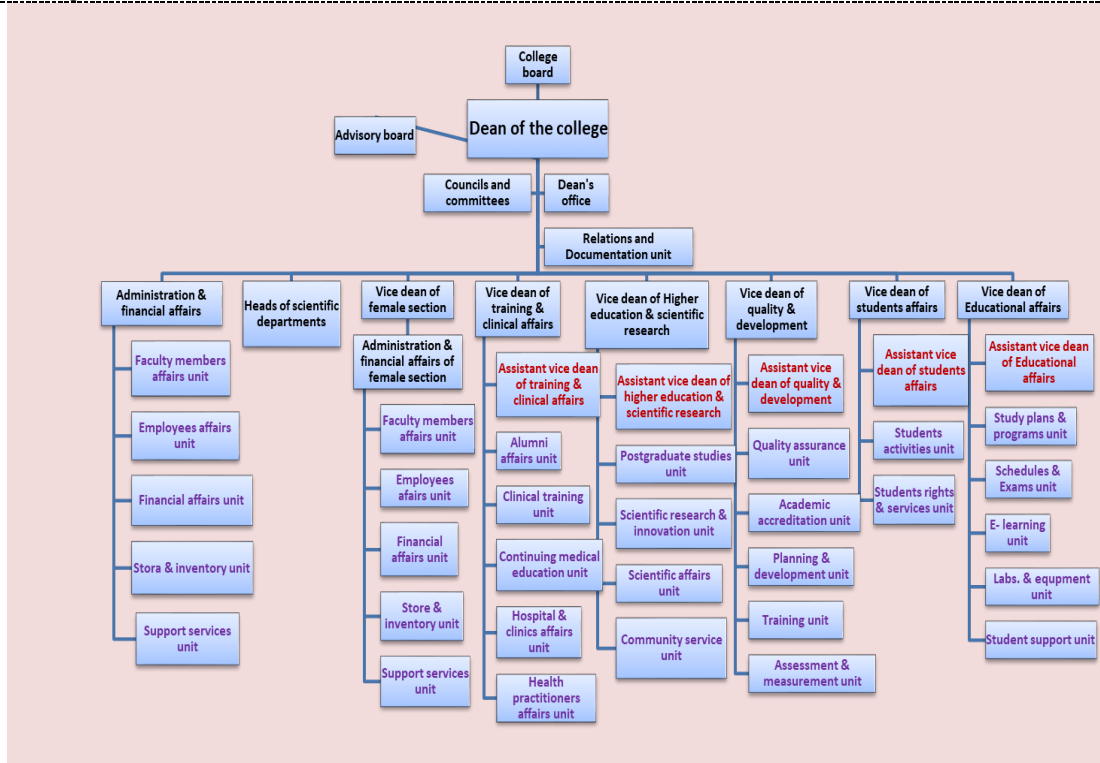
1.2 Stakeholders Involvement
Describe the representation and involvement of stakeholders in the program planning and development. (Students, professional bodies, scientific societies, alumni, employers, etc.)

- ✓ The college has advisory committee, which share in program planning through two meeting annually.

2. Program Regulations

Provide a list of related program regulations, including their link to online version: admission, study and exams, recruitment, appeals and complaint regulations, etc.)

- ✓ Higher Education Council.
- ✓ Regulation of Saudi staff in universities.
- ✓ Regulation of employment of non-Saudi staff in universities.
- ✓ Regulations governing financial affairs in universities.
- ✓ Code of conduct and public service ethics.
- ✓ Regulations of Scholarship and Training.
- ✓ Regulations of postgraduate studies.
- ✓ Scientific Research Bylaws.
- ✓ Scientific Research Ethics Guide.

Link:

H. Program Quality Assurance

1. Program Quality Assurance System

Provide online link to quality assurance manual

- The academic program or future programs at the college must continuously improve the quality of educational services in order to keep pace with the requirements of beneficiaries-recruiting agencies (Conformance to Requirements), fitness for use, and focus on the quality of inputs in addition to processes for improving outcomes. This requires improving the optimal use of inputs, continuous evaluation of academic, clinical and administrative work processes, organization of work methods, structure analysis, tasks and patterns.

2. Program Quality Monitoring Procedures

- All academic, administrative and clinical processes, policies and procedures in the college and activities and events are based on improving and developing performance through the design of common policies and procedures, as well as the creation of processes emanating from systems designed in the strategic plan. It is based on the objectives set out in the strategic plan, its targeted programs and action plans.
- The quality and academic accreditation system is an ongoing system of evaluation processes for all the college's activities, processes, policies and procedures, and sheds particular light on the technical aspect of the service in providing educational service from curriculum preparation, courses, clinical training phase, and related aspects. The same can be said with regard to effective learning, training and other extracurricular events, documentation of all academic events and activities. It also focuses on the clinical technical aspect related to the effectiveness of diagnosis and treatment and on the evaluation of the provision of educational and clinical services.
- The work related to academic quality assurance depends on close cooperation between the academic, administrative, and clinical units of the college, and most of the work is done by the college council and its sub-committees.
- On the other hand, there is annual assessment on program learning outcomes. It is done by the end of the academic year by assessment unit. The following link includes annual PLOs assessment plan and reports.

3. Arrangements to Monitor Quality of Courses Taught by other Departments.
▪ Student support unit. ▪ Program questionnaires.

4. Arrangements Used to Ensure the Consistency between Main Campus and Branches (including male and female sections)
▪ Same course specification. ▪ Same course coordinator. ▪ Same exam paper and exam time.

5. Arrangements to Apply the Institutional Regulations Governing the Educational and Research Partnerships (if any).
NA

6. Assessment Plan for Program Learning Outcomes (PLOs), and Mechanisms of Using its Results in the Development Processes
▪ Direct assessment of program learning outcomes is done by the end of academic year by assessment unit in all courses via direct assessment excel sheet.The results is used for improvement of the educational process in the next academic year.

7. Program Evaluation Matrix:

Evaluation Areas/Aspects	Evaluation Sources/ References	Evaluation Methods	Evaluation Time
Effectiveness of teaching & training process	**NCAAA**	Course evaluation survey (CES)	Student at end of courses before final exam
		Student experience survey (SES)	Student half way through their program
		Program evaluation survey (PES)	Student in final year of the program before final exam
	College assessment unit	Internship evaluation survey	Internship student at end of training program
	College assessment unit	Student feedback on registration and academic counseling services (online)	Student at end of 1st semester
	College assessment unit	Identify the training needs for the internship year (online)	Internees at end of internship year
Effectiveness of assessment	**NCAAA**	Exam evaluation survey	Student after subject written exam
	College assessment unit	Students satisfaction with the college evaluation and testing procedures (online)	Student after all exam process
Learning resources	**College assessment unit**	Student satisfaction about learning resources (online)	Student at end of the year before final exam

Evaluation Areas/Aspects	Evaluation Sources/ References	Evaluation Methods	Evaluation Time
		Library evaluation survey (online)	Student at end of the year before final exam
		Lab evaluation survey (online)	Student at end of the year before final exam
		Dental clinic evaluation survey (online)	Student at end of the year before final exam
		Customer satisfaction of dental clinic services (paper questionnaire)	Customer dental clinic (all over the year)
		Student satisfaction of services and activities (online)	Student at end of the year
Leadership	**College assessment unit**	Survey the beneficiaries' opinion about the services of the college's training unit (online)	Student, employee and staff at the end of the year.
		Opinion of training entities in the college graduates (online)	Once/ year
		Employers' evaluation of graduates (online)	Once/ year

Evaluation Areas/Aspects (e.g., leadership, effectiveness of teaching & assessment, learning resources, partnerships, etc.)

Evaluation Sources (students, graduates, alumni, faculty, program leaders, administrative staff, employers, independent reviewers, and others (specify)

Evaluation Methods (e.g., Surveys, interviews, visits, etc.)

Evaluation Time (e.g., beginning of semesters, end of academic year, etc.)

7. Program KPIs*

The period to achieve the target (2021) year.

No	KPIs Code	KPIs	Target	Measurement Methods	Measurement Time
1.	KPI-P-01	Percentage of achieved indicators of the program operational plan objectives	100 %	Percentage of performance indicators of the operational plan objectives of the program that achieved the targeted annual level to the total number of indicators targeted for these objectives in the same year	End of year
2.	KPI-P-02	Students' Evaluation of quality of learning experience in the program	4	Program evaluation survey (PES) Student in final year of the program	Before final exam
3.	KPI-P-03	Students' evaluation of the quality of the courses	4	Course evaluation survey (CES) Student at end of courses	before final exam
4.	KPI-P-04	Completion rate	90 %	Proportion of undergraduate students who completed the program in minimum time in each cohort	After final exam result
5.	KPI-P-05	First-year students retention rate	97 %	Percentage of first-year undergraduate students who continue at the program the next year to the total number of first-year students in the same year	Start of next year
6.	KPI-P-06	Students' performance in the professional and/or national examinations	95 %	Percentage of students or graduates who were successful in the professional and / or national examinations, or their score average and median	Start of year
7.	KPI-P-07	Graduates' employability and enrolment in postgraduate programs	95 %	Percentage of graduates from the program who within a year of graduation were : a. employed b. enrolled in postgraduate programs during the first year of their graduation to the total number of graduates in the same year	Start of year
8.	KPI-P-08	Average number of students in the class	10	Average number of students per class (in each teaching session/activity: lecture, small group, tutorial, laboratory or clinical session)	Start of semester
9.	KPI-P-09	Employers' evaluation of the program graduates proficiency	3.5/5	Employers' evaluation of graduates (online questionnaire)	Once/year
10.	KPI-P-10	Students' satisfaction with the offered services	4	Student satisfaction of services and activities (online)	End of the year
11.	KPI-P-11	Ratio of students to teaching staff	5:1	Ratio of the total number of students to the total number of full-time and full-time equivalent teaching staff in the program	Start of year
12.	KPI-P-12	Percentage of teaching staff distribution	1:1	Percentage of teaching staff distribution based on :	End of the year

No	KPIs Code	KPIs	Target	Measurement Methods	Measurement Time
				a. Gender b. Branches c. Academic Ranking	
13.	KPI-P-13	Proportion of teaching staff leaving the program	4%	Proportion of teaching staff leaving the program annually for reasons other than age retirement to the total number of teaching staff.	End of the year
14.	KPI-P-14	Percentage of publications of faculty members	75%	Percentage of full-time faculty members who published at least one research during the year to total faculty members in the program	End of the year
15.	KPI-P-15	Rate of published research per faculty member	2.3:1	The average number of refereed and/or published research per each faculty member during the year (total number of refereed and/or published research to the total number of full-time or equivalent faculty members during the year)	End of the year
16.	KPI-P-16	Citations rate in refereed journals per faculty member	15:1	The average number of citations in refereed journals from published research per faculty member in the program (total number of citations in refereed journals from published research for full-time or equivalent faculty members to the total research published)	End of the year
17.	KPI-P-17	Satisfaction of beneficiaries with the learning resources	4	Student satisfaction about learning resources (online)	End of the year

* including KPIs required by NCAAA

I. Specification Approval Data

Council / Committee	COLLEGE COMMITTEE
Reference No.	2
Date	9/1/1441