



جامعة الأمير سّطام بن عبدالعزيز
PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY

**Master Program of
Physical Therapy for Musculoskeletal Disorders
Student's Guidebook**

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Department Head's Message:

Praise be to God, Lord of the Worlds, and prayers and peace be upon our Master Muhammad and his family and companions.

The Department of Health and Physical Rehabilitation Sciences is considered one of the departments of the College of Applied Medical Sciences at Prince Sattam bin Abdulaziz University. The path of the Department of Health and Rehabilitation Sciences from the founding of the department to the present day has witnessed rapid development in various scientific, academic and research fields.

What we aspire to and strive to achieve is to develop students' skills scientifically and practically by providing a suitable study environment inside and outside the classroom in cooperation with specialized hospitals and rehabilitation centers and preparing graduates in the fields of health and rehabilitation sciences, including graduates in physical therapy with a high degree of academic and professional competence that qualifies them to serve. All segments of society and prepares them for distinctive job opportunities and the ability to keep pace with the requirements of the labor market.

We also strive in the Department of Health and Rehabilitation Sciences to permanently develop and raise the scientific level of all academic and clinical curricula and the field of scientific research by applying quality standards and academic accreditation, keeping in mind the vision, mission and goals of the university,

Finally, I would like to thank everyone who contributed to supporting this fragrant journey of the Department of Health and Rehabilitation Sciences. I am also pleased, in this regard, to praise the efforts of the previous heads of the department, who achieved many achievements that brought the department to where it is now. To them, to the distinguished faculty members of the department, and to all of its employees. Thanks and gratitude.

Head of the Department of Health and Rehabilitation Sciences

Dr.. Ahmed Osilan

Introduction

The Master's Degree in Physical Therapy for Musculoskeletal Disorders at Prince Sattam bin Abdulaziz University represents a distinguished opportunity for advanced education and specialization in the field of musculoskeletal rehabilitation. This specialized program is designed to equip students with an in-depth understanding of musculoskeletal disorders, their underlying mechanisms, and the latest therapeutic interventions for effective patient care.

Through a rigorous curriculum, students enrolled in the Master's program gain a comprehensive knowledge base in anatomy, biomechanics, pathophysiology, and advanced assessment techniques specific to musculoskeletal conditions. The program places a strong emphasis on evidence-based practices, ensuring that students are well-versed in the latest research and treatment modalities that drive optimal patient outcomes.

Hands-on training is a hallmark of this Master's program, allowing students to develop advanced clinical skills through practical sessions, clinical rotations, and exposure to cutting-edge technologies used in musculoskeletal rehabilitation. Collaborating with experienced faculty and clinical mentors, students not only refine their manual therapy techniques but also cultivate critical thinking and decision-making skills necessary for complex patient scenarios.

Furthermore, the Master's program at Prince Sattam bin Abdulaziz University places a high value on research and scholarly activities. Students are encouraged to engage in research projects that contribute to the advancement of knowledge in the field of musculoskeletal disorders. This focus on research not only enhances students' analytical abilities but also equips them with the tools to critically evaluate and implement evidence-based practices in their clinical work.

The program's commitment to excellence extends beyond the classroom, as it fosters a collaborative learning environment that encourages interdisciplinary interactions. Networking opportunities, seminars, workshops, and conferences enhance students' exposure to diverse perspectives and emerging trends in musculoskeletal rehabilitation.

Graduates of the Master's Degree in Physical Therapy for Musculoskeletal Disorders from Prince Sattam bin Abdulaziz University are well-prepared to become leaders in their field. Armed with specialized knowledge, advanced clinical skills, and a research-oriented mindset, they are equipped to make a significant impact in enhancing musculoskeletal health and well-being, both for individual patients and for the broader community.

Program Mission:

Preparing scientifically and professionally qualified post-graduates in the field of musculoskeletal disorders Rehabilitation capable of competing in the labor market and providing high-quality physical therapy education, innovative musculoskeletal research, and effective community service.

Program Goals:

1. Prepare qualified postgraduates for Physical Therapy practice competent in the labor market.
2. Conduct innovative Physical Therapy for Musculoskeletal Disorders research compatible with

national research priorities.

3. Enhance community services related to Physical Therapy for Musculoskeletal Disorders

practices.

4. Develop physical therapy ethical and professional behavior.

Graduate Attributes:

1. Breadth of Knowledgeable
2. Depth of Knowledgeable
3. Critical & creative thinking
4. Research Skills
5. Technical Skills
6. Communication Skills
7. Self - directed life- long learning
8. Professional Skills
9. Ethical responsibility
10. Social responsibility
11. Confidence & adaptability

Program Learning Outcomes:

Program Learning Outcomes:*	
Knowledge and Understanding:	
K1	Recognize advanced knowledge of rehabilitation in musculoskeletal disorders.
K2	Describe the clinical principles of evaluation, differential diagnosis, treatment, and rehabilitation of musculoskeletal disorders.
K3	Explain knowledge of scientific research methods and biostatistics applications in rehabilitation.
Skills:	
S1	Show advanced and comprehensive proficient skills in physical examination and treatment for musculoskeletal disorders.
S2	Utilize critical thinking, self-learning, and evidence-based practice to make clinical decisions about physical therapy for musculoskeletal disorders.
S3	Apply clinical knowledge and practice by reading and conducting experimental scientific research
Values, Autonomy, and Responsibility:	
V1	Demonstrate ethics and professional behaviors to enhance patients' safety and experience and improve quality of service in clinical settings.
V2	Communicate effectively and work collaboratively for optimal health care in the field of physical therapy for musculoskeletal disorders.

Jobs chances:

Graduates in this field obtain work in several medical fields, including: working in public and private hospitals. Possibility of working in the Saudi Ministry of Health.

Fields of work in physical therapy:

Rehabilitation centers.
Hospitals
The role of the elderly.

Orthopedic clinics.
Pediatric clinics.

Health care centers.
Outpatient clinics.

Admission requirements

Admission criteria for the program is announced on university site. An electronic portal (E-services) which provides prospective students with admission. Requirements and information about all programs in addition to their enrolment status.

The following are the admission requirements:

- 1- The applicant must be a Saudi citizen or, if non-Saudi, have an official scholarship for graduate studies.
- 2- The applicant must have a Bachelor of Physical Therapy from a Saudi or any accredited university.
- 3- The grade at the undergraduate level should be at least "good"
- 4- Must have an ILETS score of 4.5 or equivalent.
- 5- The applicant must be of good behavior, fair reputation and medically fit.
- 6- The applicant must submit two letters of recommendation from professors who have taught him/her.
- 7- The applicant, if employed, must provide a letter of consent from his current employer to join the program.
- 8- Passing the personal interview in the department.

Transfer Requirements & Course Equivalency

Student transfer to the program from another recognized university may be accepted upon the recommendation of the departmental and college councils and the approval of the council of the Deanship of Post-Graduate Studies considering the following:

1. Admission requirements are provided for the transferred student and any other requirements deemed necessary by the department.
2. That the student not be expelled from the university from which he was transferred for any reason.
3. The number of academic units studied may be calculated according to the following:
 - Studies for the equivalent units should not have passed more than six semesters.
 - Conform with the requirements of the program being referred to.
 - The percentage of these units shall not exceed thirty percent of the units of the transferred program
 - Rating in the equivalent units should not be less than (Very Good).
 - Equivalent units are not included in the GPA calculation.

The equation shall be upon the recommendation of the department council that follows the course and the approval of the college council and the deanship of post-graduate studies.

Study plan:

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1	RHPT 0611	Exercise physiology	Required	None	2	Program
	RHPT 0612	Research methodology	Required	None	3	Program
	RHPT 0613	Evidence-based practice	Required	None	2	Program
	RHPT 0614	Statistics in clinical research	Required	None	3	Program
	RHPT 0615	Rehabilitative psychology	Required	None	2	Program
Level 2	SKEL 0621	Advanced studies in physical therapy for musculoskeletal disorders	Required		3	Program
	SKEL 0622	Scientific seminar in musculoskeletal disorders	Required	RHPT 0612	3	Program
	SKEL 0623	Differential diagnosis in musculoskeletal disorders	Required		3	Program
	RHPT	Elective course	Elective	None	3	Program
Level 3	SKEL 0631	Physical examination for musculoskeletal disorder	Required		3	Program
	SKEL 0632	Advanced clinical practice in physical therapy for musculoskeletal disorders-1	Required		3	Program
	SKEL 0642	Research project-1	Required		3	Program
	RHPT	Elective course	Elective	None	3	Program
Level 4	SKEL 0641	Advanced clinical practice in physical therapy for musculoskeletal disorders-2	Required	SKEL 0632	3	Program
	RHPT 0643	Research project-2	Required	SKEL 642	3	Program

Elective courses

Course Code	Course Title	Required or Elective	Prerequisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
RHPT 0616	Growth and Development in Pediatrics	Elective	None	3	Program
RHPT 0617	Geriatric Rehabilitation	Elective	None	3	Program
RHPT 0618	Pathomechanics	Elective	None	3	Program
RHPT 0619	Sports Injuries	Elective	None	3	Program

Courses Descriptions:

Course Code	Course Title	Credits	Prerequisite
RHPT 0611	Exercise physiology	2 (2+0)	-
Course Description	<p>1. Objectives: The aim of this course is to provide the student with in-depth study of the neuromuscular, cardiorespiratory and hormonal responses to acute exercise and the physiological adaptations to chronic exercise.</p> <p>2. Content: The course includes neuromuscular concepts as applied to sports and the function of the cardiovascular and respiratory systems during rest, steady state and exhaustive physical activity. Emphasis is placed on laboratory and field tests for the assessment of physical fitness and performance.</p> <p>3. Assessment methods: Theoretical exams.</p>		

Course Code	Course Title	Credits	Prerequisite
RHPT 0612	Research Methodology	2 (2+0)	-
Course Description	<p>1. Objectives: To provide the student with basic concepts of research and its methodologies and to enable the student to prepare a project proposal and write a research report and thesis.</p> <p>2. Content: The course presents the aim and characteristics of research, basic principles of scientific methods in research, and interpretation of the literature. Students will participate in clinical research activities such as, how to choose research problem and how to gain knowledge from the library. Ethical issues in the design and conduct of clinical research including informed consent and protection of human subjects will be addressed. Finally, concepts in scholarly publication will be reviewed so that students will learn to disseminate their research findings to appropriate audiences.</p> <p>3. Assessment methods: Theoretical exams.</p>		

Course Code	Course Title	Credits	Prerequisite
RHPT 0613	Evidence based practice	2 (2+0)	-
Course Description	<p>1. Objectives: This course is designed to review current concepts of evidence-based practice and integrate these concepts into physical therapy clinical practice.</p> <p>2. Content: This course will provide an understanding of the importance of evidence for the advancement of healthcare practice, improvement of clinical outcomes, and advancement of the healthcare disciplines. The course will provide a hands on illustration of how to appraise, summarize and analyze clinical evidence to support recommendations for high clinical practice.</p> <p>3. Assessment methods. Theoretical exams.</p>		

Course Code	Course Title	Credits	Prerequisite
RHPT 0614	Statistics in clinical research	2 (2+0)	-
Course Description	<p>1. Objectives: To provide the student with the principles of statistical analysis in scientific research and enable the student to identify different methods of statistical analysis, as well as practice data processing and analysis.</p> <p>2. Content: Students will learn the importance of variation and study design in research, understand the link between common designs and basic statistical procedures, and learn to interpret the results of basic statistical analysis in terms of hypothesis testing and confidence intervals.</p> <p>3. Assessment methods: Theoretical exams.</p>		

Course Code	Course Title	Credits	Prerequisite
RHPT 0615	Rehabilitative Psychology	2 (2+0)	-
Course Description	<p>1. Objectives: To provide education and training in research and clinical skills relevant to people's physical and psychological rehabilitation, chronic illness and disability.</p>		
	<p>2. Content: The impact of disability on personality development, sexual functioning, families, social functioning and active participation in the community will be explored. Topics such as pain management, cognitive retraining and psychological adjustment to disability will be explored using examples of rehabilitation of traumatic brain injury, spinal cord injury and sports injury.</p>		
	<p>3. Assessment methods: Theoretical exams.</p>		

Course Code	Course Title	Credits	Prerequisite
SKEL 0621	Advanced studies in physical therapy for musculoskeletal disorders	3 (2+1)	
Course Description	<p>1. Objectives: This course will provide the student with an understanding of techniques and rationale used in the examination, evaluation and treatment of musculoskeletal dysfunction.</p>		
	<p>2. Content: This course includes basic orthopedic science, orthopedic practice principles, and treatment techniques required in the day to day management of patients with movement impairments, functional limitations, and disabilities due to musculoskeletal pathologies affecting the spine and extremities. Examination and treatment techniques will be demonstrated and practiced in laboratory sessions. Clinical problem-solving processes will be discussed and practiced in class.</p>		
	<p>3. Assessment methods: Theoretical and clinical exams.</p>		

Course Code	Course Title	Credits	Prerequisite
SKEL 0622	Scientific seminar in musculoskeletal disorders	2 (2+0)	0612
Course Description	<p>1. Objectives: This course teaches the importance of the scientific method in physical therapy for musculoskeletal disorders, both to understand disease processes and to evaluate the efficacy of different methods of treatment.</p> <p>2. Content: The student will examine the evidence for accepted methods of treatment, and evaluate published research studies, with reference to hypothesis, methodology, conclusions and relevance to physical therapy practice in orthopedics. The student will acquire the skills necessary to develop a research project including scientific writing, oral presentation, literature search and review, research design and methodology, computer data analysis, and preparing scientific text and illustrations for publication.</p> <p>3. Assessment methods: Theoretical exams.</p>		



Course Code	Course Title	Credits	Prerequisite
SKEL 0623	Differential diagnosis in musculoskeletal disorders	2 (1+1)	

Course Description	<p>1. Objectives: Identify patterns of musculoskeletal signs and symptoms that relate to the musculoskeletal system. Prioritize tests and measures to best help screen for musculoskeletal differential diagnosis and apply the differential diagnosis process to case.</p>
	<p>2. Content: This course is designed to enable student to identify the broad spectrum of conditions and pathologies represented by a musculoskeletal complaint. The course provides an in-depth overview of related pathophysiology and the mechanisms of common musculoskeletal disorders. Additional emphasis will be placed on identifying signs and symptoms of common musculoskeletal disorders that should prompt referral for further consultation or diagnostic testing. The course incorporates imaging, laboratory testing, and clinical examination procedures.</p>
	<p>3. Assessment methods: Theoretical and clinical exams.</p>

Course Code	Course Title	Credits	Prerequisite
SKEL 0631	Physical examination for musculoskeletal disorders	3 (1+2)	

Course Description	<p>1. Objectives: This course will provide the student with an understanding of the techniques and rationale used in the evaluation and treatment of musculoskeletal dysfunction of the spine and extremities.</p>
	<p>2. Content: In the laboratory sessions, evaluation and treatment techniques will be demonstrated and practiced, including joint and soft-tissue mobilization, exercise prescription, and posture and movement retraining. The technique portion will include comprehensive active and passive motion testing and select differential evaluation techniques.</p>
	<p>3. Assessment methods: Theoretical and clinical exams.</p>

متطلب سابق	عدد الوحدات	عنوان المقرر	رمز ورقم المقرر

Course Code	Course Title	Credits	Prerequisite	
SKEL 0632	Advanced clinical practice in physical therapy for musculoskeletal disorders-1	3 (0+3)		
Course Description	<p>1. Objectives: The purpose of this course is to provide the student with the final full time clinical experience that occurs in the settings of acute care, general outpatient orthopedics and inpatient rehabilitation related to musculoskeletal dysfunction of the spine and extremities.</p> <p>2. Content: On completion of this course, graduates will be expected to be able to demonstrate advanced clinical skills and techniques applicable to musculoskeletal physiotherapy, including assessment techniques, clinical reasoning and decision-making skills in developing treatment plans and comprehensive patient management based on evidence-based practice in physiotherapy.</p> <p>3. Assessment methods: Clinical exams.</p>			
	Course Code	Course Title	Credits	Prerequisite
	SKEL 0641	Advanced clinical practice in physical therapy for musculoskeletal disorders-2	3 (0+3)	SKEL 0632
Course Description	<p>1. Objectives: This course will provide students opportunities to practice the skills and knowledge gained in the preceding course (Advanced clinical practice in physical therapy for musculoskeletal disorders-1) in further assessment and management of patients with cardiopulmonary diseases.</p> <p>2. Content: The students will be required to attend the hospital and provide treatment programs for real life cases.</p> <p>3. Assessment methods: Clinical exams.</p>			

Course Code	Course Title	Credits	Prerequisite
RHPT 0642	Research Project	3	-
Course Description	<p>1. Objectives: To improve the student's skill in writing a scientific research.</p> <p>2. Content: The student should write a scientific research using the scientific research methodology to complete his research in the selected subspecialty. The student has to present his research in the presence of his colleagues in an open discussion.</p> <p>3. Assessment methods. Discussion of the scientific research.</p>		

Course Title	Credits	Prerequisite
Research Project-2	3	00642 RHPT
<p>1. Objectives: To improve the student's skill in writing a scientific research.</p> <p>2. Content: The student completes writing the graduation project, which started in the previous semester, using scientific research methods to complete the scientific research in the exact specialization that was chosen. The student also prepares a presentation of the completed research project in front of his/her colleagues, and it is discussed by the course instructor during the semester, and a committee consisting of a number of faculty members to evaluate the final project.</p> <p>Assessment methods. Discussion of the scientific research.</p>		

Course Code	Course Title	Credits	Prerequisite
PHPT 06106	Child growth and development	2 (2+0)	-
Course Description	<p>1. Objectives: This course provides an overview of the theory and principles of human growth and development from conception through adolescence.</p> <p>2. Content: Content includes an in-depth study of the inter-relatedness of physical, cognitive, social and emotional aspects of development. Development is studied in the context of the gross and fine motor aspects. Special emphasis will be on the theories of Piaget, Vygotsky, Erikson, and Gardner.</p> <p>3. Assessment methods: Theoretical exams.</p>		



Course Code	Course Title	Credits	Prerequisite
PHPT 0617	Geriatric Rehabilitation	2 (2+0)	-
Course Description	<p>1. Objectives: This course involves in-depth knowledge of the aging process and compare and contrast normal and pathologic aging.</p>		
	<p>2. Content: Students will be provided with knowledge and skills in managing older adults with a variety of neuromuscular conditions that implicate on their movement and function. Case studies will be presented that illustrate the complexities and interactions of the aging process on diagnosis, impact on interventions, and expected progression based on function. This course will focus on evidence-based programs to address these problems and hands-on manual therapy management strategies that are adapted for the older adult.</p>		
	<p>3. Assessment methods: Theoretical exams.</p>		

Course Code	Course Title	Credits	Prerequisite
PHPT 0618	Pathomechanics	2 (2+0)	-
Course Description	<p>1. Objectives: This course covers biomechanical aspects of tissue injury, disease and healing, primarily in the musculoskeletal system.</p>		
	<p>2. Content: The course is of advanced nature, and builds upon courses in biomechanics at the undergraduate levels. The course will enhance student's knowledge and understanding of pathomechanics by exploring structure, function, biomechanics and dysfunction of the human musculoskeletal system to improve orthopedic evaluation. The course will enhance the students understanding of underlying causes of pathomechanics and the effect of such pathomechanics on function of the musculoskeletal system.</p>		
	<p>3. Assessment methods: Theoretical exams.</p>		

Course Code	Course Title	Credits	Prerequisite
PHPT 0619	Sports injuries	2 (2+0)	-
Course Description	<p>1. Objectives: This course is designed to enhance student assessment techniques in the evaluation of athletic injuries.</p> <p>2. Content: Emphasis is placed upon the development of a sound systematic and methodical evaluation technique to assess abnormal biomechanics and abnormal physiology. The course will focus on the investigation of the principles behind the prevention and rehabilitation of sports injuries.</p> <p>3. Assessment methods: Theoretical exams.</p>		

Study and Exams

Master, in Physical therapy for musculoskeletal , is offered on full-time basis requiring fourteen (14) modules

consist of 42 credits, for four semesters with each semester consisting of 9-12 credits.

One midterm is conducted in the mid time of the semester and one final theory exam at the end of every semester. The other part of continuous assessment; quizzes, class presentation, group discussion, assignments are conducted on regular basis throughout the semester.

Regulations or policies for allocation and distribution of grades: The academic grade is a statement of a student's academic progress that includes all the courses he studies in each semester with their codes, numbers, credit hours, the obtained grades, the values, and the codes of those grades. The record also shows the Grade Point Average (GPA) and the Cumulative Grade Point Average and statement of the general grade in addition to the courses a transferred student has been exempted from. In all categories of courses, the students are assessed by a grade according to the following scale:

Code	Score	Point	Meaning
A+	95-100	5	Exceptional
A	90-94	4.75	Excellent
B+	85-89	4.5	Superior
B	80-84	4	Very Good
C+	75-79	3.5	Above Average
C	70-74	0	Fail
F	Less than 70	0	Fail

Attendance and absence calculation mechanism:

Attendance and absence are recorded in all courses from the first day of the start until the end of the academic semester.

- The student must be in the classroom at least five minutes before the start of the lecture. If the student is late for the lecture, he is considered absent.
- The student bears responsibility for knowing the percentage of his absence in all courses.
- The student will be deprived of taking the final exam for the course if his percentage of absence exceeds (25%) of the actual hours specified for each course during the semester. The student will be assigned a grade of deprived (H), and he will re-study the course in the following semester.

✓ **Academic Advising:**

✓ **Tasks of the Academic Advising Unit:**

- Preparing new students for university life through guidance and guidance programs to introduce them to colleges and scientific departments.
- Preparing new students for university life through counseling and guidance programs to introduce the department and how the student can obtain the necessary services.
- Educating students about academic life and its variables and how to deal with them through multiple academic guidance programs (introductory meetings, courses preparing for university life, courses preparing for final exams, courses determining the appropriate major, and university skills courses).
- Helping students choose the appropriate major according to their capabilities, academic interests, and labor market needs.
- These goals are implemented in cooperation between the College's Academic Guidance Committee and the College Vice Dean for Education and Student Affairs and the various academic departments. The Academic Guidance Committee develops an executive plan for academic guidance and proceeds with its implementation. It also conducts an evaluation of its plan and informs the Dr. Dean of the College and the College Vice Dean who draws conclusions from the reports received by the committee from the departments. An evaluation report for guidance work at the college level.

❖ **Duties of the academic advisor:**

- ❖ Familiarity with the registration, deletion and addition dates announced by the Deanship of Admission and Registration.
- ❖ Knowing the college's study plan and graduation requirements for the student, and ensuring that her schedule is consistent with the college's study plan.
- ❖ After the process of linking the student with the academic advisor, the college website made it possible to view the study plan and the cumulative GPA. An academic guidance record file must be prepared for the struggling student in particular, including the registered subjects and the level of the student's grades in them, and including the cumulative GPA as well as the minutes of periodic meetings between the advisor and the student. In addition to any reports or warnings sent by the subject's teacher, through which the student's level can be assessed and the possibility of resolving stumbling problems.
- ❖ Organizing periodic interviews (at least once at the beginning of each semester) with each student and the advisor who supervises her, with the aim of:
 - ❖ Identify the student's performance in the previous semester.
 - ❖ Urging and encouraging the student to work harder and praising her if she excels in some courses.
 - ❖ Discussing the difficulties, if any, and searching for appropriate solutions.
 - ❖ Discussing the appropriate options for the student in the next semester (registering or dropping courses, raising the GPA, choosing a major, etc.).

- ❖ Providing assistance to the student in the event of difficulty registering or conflicts with some subjects.
- ❖ Closely monitoring the student's academic achievement in the subjects in which she is registered, writing periodic reports and attaching them to the personal file.
- ❖ Addressing faculty members if the student's level is low and finding out the reasons.
- ❖ In the event that the student is not consistent or her level of achievement is weak, the advisor will intensify the periodic meetings and discuss with the student in detail the reasons and try to solve them or refer her to the Academic Advising Committee.
- ❖ Discovering the student's talents and developing them.
- ❖ Helping the student how to make the most of the college's e-learning website.
- ❖ Urging female students to participate in academic and extracurricular activities.
- ❖ It is preferable not to change the student's advisor until she graduates for ease of communication with the academic advisor.

- ❖ It is preferable that the role of the counselor be as a social advisor for the student to know her social circumstances and help stabilize her, and not be limited only to the academic level.
- ❖ Allocating office hours to meet with female students to discuss the problems they face while studying.
- ❖ Submitting a periodic report on the students' performance to the Academic Support and Guidance Unit (before the end of the semester). The report includes the academic status of the struggling student in particular (better or worse than before) and the measures taken to address the worst performance.
- ❖ Submitting a report on problems that require the intervention of the unit or the college administration.
- ❖ Urging and encouraging female students to benefit from the library and manage time effectively.
- ❖ Encouraging students to study as groups and benefit from their peers.

- ❖ **Mechanism for dealing with outstanding students:**
- ❖ An outstanding student is one who has high academic abilities that enable him to achieve a high average of no less than excellence in his field of study.
- ❖ The top performers in each program are selected according to their average and honored with awards and certificates of excellence.
- ❖ The responsibility for determining the names of outstanding students in the various programs lies with the Deanship of Admissions and Registration and the Deanship of the College.
- ❖ The value of the awards is determined in coordination between the head of the academic advising unit, the college dean, and the student activity officer

- ❖ In addition to the excellence reward given to the student by the Deanship of Student Affairs, the outstanding student who obtains a high excellent grade during two consecutive semesters is granted a material or cash award.
- ❖ The outstanding student is given a congratulatory document in the name of the college dean, which is delivered to him at an honoring ceremony that his guardian is invited to attend.
- ❖ The names of the outstanding students are announced on an honor roll at the college that contains the names of the top outstanding students.
- ❖ A celebration is held at the beginning of each semester to honor distinguished students in each study program and award them with certificates of appreciation and prizes.

❖ **Mechanism for dealing with defaulters:**

- The struggling student includes:
 - The student who repeated the course more than twice.
 - The student who was subjected to deprivation.
 - The student whose average is less than 2
 - The student who transferred from more than one program.
 - The academic advisor is responsible for identifying struggling students
 - Each academic advisor prepares a report on cases of failure in the group he is mentoring, and identifies the reasons for failure.
 - Dealing with the stumbling student through sessions with the faculty member responsible for the course, finding out the reasons for the stumbling and trying to address them. (Form of the session of the student who is struggling with the course with the course professor).
 - The faltering reports are studied by the academic advising coordinators in the programs and the director of the college's advising unit and the needs of the faltering students are determined.
 - The head of the academic advising unit at the college coordinates with the dean of the college to identify and hold appropriate courses to address the causes of faltering, especially in developing the self-abilities of faltering students.

Mechanism for dealing with people with special needs:

- 1- We restricted the College of Applied Medical Sciences in its various fields to people with special needs who suffer from chronic diseases (diabetes - sickle cell anemia - Mediterranean anemia - some psychological diseases) due to their urgent need for special treatment, some female students who have family circumstances (orphans, domestic violence of all kinds).
- 2- Conducting the necessary meetings between students with special needs and the Deanship of Student Affairs to introduce the services provided to them and find out their requirements.
- 3- Work to involve them in all programs available to them (training - activities - their own days and events)

- 4- Holding workshops to familiarize faculty members with the needs of this group and facilitating their academic and social requirements.
- 5- Opening a file for each student (case follow-up) at the academic level to correct any shortcomings that occur during his academic career at the university.

****Link to the academic guidance guide :**

[Academic advising manual.pdf - Google Drive](#)

****Link to the Academic guidance platform :**

<https://wagehny.psau.edu.sa/>

Student rights and duties:

The rights and obligations of a university student include the following:

1. The student's right to be provided with the appropriate academic environment to achieve comprehension and study easily and conveniently, by providing all available educational capabilities to serve this goal.
2. The student's right to obtain academic material and knowledge related to the university courses he studies, in accordance with the university provisions and regulations that govern academic work.
3. The student has the right to delete any course or add another, or delete the entire semester, in accordance with what is provided by the university's study and registration system, within the period specified for that and announced to the students.
4. The student's right to have university faculty members adhere to the dates and times of lectures, to fill academic and laboratory hours for them, and not to cancel lectures or change their times except in cases of necessity and after announcing this, provided that alternative lectures are given for those that were canceled or absent from The faculty member agreed to complete the course, after coordinating with the students and the department concerned with completing this.
5. During the announced office hours to interview students.
6. The student's right to have exam questions included in the course, its contents, and the issues raised or referred to during lectures, and to take into account the balanced and logical distribution of grades in order to achieve a fair assessment of the student's abilities.
7. The student has the right to take all exams held for the course unless there is a legal impediment that prevents them from being conducted in accordance with the regulations and instructions related to that, provided that the student is notified that he will be denied taking the exam sufficiently in advance.
8. The student's right to know the model answer to semester exam questions whenever possible, and to distribute grades to the answer parts on the basis of which the student's performance is evaluated before taking the final exam for the course.
9. The student's right to request review of his answer in the final exam, in accordance with what is stipulated in the

regulations and decisions issued by the university in regulating the mechanism and controls of that review.

10. The student's right to know the results he obtained in the tests he took, after they have been corrected and approved.

Committees and their tasks:

1. Development and Quality Committee

Tasks of the Committee:

1. Promoting a culture of quality among college members, department employees, and students.
2. Arranging all academic accreditation requirements in the department according to the standards of the National Authority for Academic Accreditation and Assessment (NCAAA).
3. Selecting performance indicators and benchmarking the program, analyzing them, and building improvement plans based on them.
4. Selecting and following up on the independent auditor's report and developing improvement plans based on his suggestions.
5. Follow the development of modern trends in teaching methods and techniques.
6. Drafting and reviewing the program report and description, course descriptions, and course reports that are collected from college members, operating their electronic archiving, and then sorting them into their own files.
7. Organizing, supervising and keeping the program documents in a designated place, so that they are ready and organized when the external auditors stop monitoring.
8. Ensure that copies of students' tests and copies of their answer sheets are prepared for all program courses in each semester.
9. Update and review all accreditation files periodically, so that they are ready for review at all times by authorized persons.
10. Organizing, preparing and submitting periodic reports on committee meetings on a frequent basis, and storing them in the designated place.
11. Supervising the preparation of the Self-Study Report (SSR) to obtain or update national and international accreditations.
12. Arbitration of study plans by internal and external parties to ensure access to the academic excellence plan.
13. With a focus on meeting the National Qualifications Framework.
14. Submitting periodic reports on scientific programs to the Department Council.
15. Preparing the organizational structure, job description, and tasks for each of its units.
16. Supervising the implementation of the administrative quality system and addressing the difficulties that prevent its implementation.

17. Preparing plans to develop and improve the department's quality management system.
18. Working to achieve and implement the goals and policy of administrative quality.
19. Proposing recommendations to improve financial and administrative performance.
20. Survey the extent of stakeholders' satisfaction, whether internal or external, with the services provided.
21. Analyze the strengths, opportunities and weaknesses and take the necessary corrections and measures.
22. Coordinate accreditation team meetings with faculty, staff, and students in the department

2. Schedules and Tests Committee:

Tasks of the Committee:

1. Preparing study schedules and delivering them in a timely manner.
2. Reviewing the teaching loads of faculty members.
3. Update the college schedules file periodically to suit the department's needs.
4. Distributing the department's courses to the halls designated for them.
5. Arranging the halls according to the number of students in one course.
6. Coordination between departments to achieve proportionality between hall capacity and the number of students for each course.
7. Follow up on announcing study schedules in the halls designated for the department.
8. Arranging schedules for practical and theoretical midterm and final exams, and distributing halls and laboratories in the exam schedule.
9. Ensure that classrooms and laboratories are equipped with chairs, lighting, and air conditioning.
10. Follow up on the attendance of examination supervisors and provide substitutes in case of crises.
11. Receiving exams from course professors and presenting them to the committees.
12. Receiving test papers, exam answer sheets, and signature lists from the exam committee and delivering them to the course teachers.
13. Submit a daily report on the progress of final exams.
14. Ensure that disadvantaged students do not take the exam for this course.
15. Presenting student issues, such as requests for alternative exams, cases of cheating, etc., to the relevant committees.
16. Preparing the final examination report regarding the progress of the examination process.

3. Graduation Project Committee:

Tasks of the Committee:

1. Holding awareness and introductory seminars on graduation projects for seventh-level students.
2. Discussing the timetable for organizing graduation projects before announcing it to students.
3. Preparing and updating the guide for organizing graduation projects in the college, and preparing the forms organizing it.
4. Receiving project titles proposed by faculty members in the department, selecting the appropriate ones, approving them from the department council, and selecting and forming discussion committees.
5. Supervising project discussions, ensuring the application of standards and models specified by the department, and submitting a report thereon to the department head.
6. Proposing meetings, events, competitions, and activities related to graduation projects
7. Implementing other tasks assigned to the committee.

4. Laboratories and Clinics Committee

Tasks of the Committee:

1. Determine the needs of materials and equipment in various laboratories and clinics, organize the process of placing them in the appropriate place, and ensure their periodic maintenance.
2. Ensure the availability of all laboratory equipment and student services for all programs offered by the department.
3. Ensure the availability of all equipment and supplies in student laboratories and clinics.
4. Supervising and following up on the modernization of equipment in student laboratories and clinics, providing the necessary maintenance for them, and ensuring full care is taken of their cleanliness.
5. Follow up on faculty members' requests to equip laboratories and follow up on the implementation of these requests.
6. Awareness, preparing guidance publications on safety procedures for various risks, and distributing them to students at the beginning of each semester.
8. Develop and follow up on safety policies and systems that ensure safety in laboratories and clinics.
9. Complete receipt forms when laboratory and clinic supplies arrive.

5. Safety Committee

Tasks of the Committee:

1. Inventory safety equipment, organize the process of putting it in its correct place, and ensure its regular maintenance.
2. Ensure that safety procedures are provided in laboratories and classrooms before the beginning of each semester.
3. Coordination with the main safety committee at the university regarding the implementation of a training program for students and committee employees to determine the tasks required of them in times of emergency, the correct methods for using safety and fire protection methods, and the evacuation plan from facilities.
4. Ensure that the corridors leading to emergency exits are free of any obstacles, and that these exits are open during official working hours.
5. Updating emergency phone numbers and preparing awareness-raising publications for students about safety procedures from various hazards, whether electrical or chemical, at the beginning of each semester.
6. Follow up on the preservation of chemical and radioactive waste in the department, if any.
7. Follow up on safety procedures in laboratories and classrooms and establish safety telephone numbers in laboratories.
8. Conduct periodic training for college members and students to adhere to implementing evacuation methods and dealing with safety methods in laboratories.
9. Raising the level of awareness among college employees and students about the importance of adhering to security and safety standards.

6. Student Activities Committee

Tasks of the Committee:

1. Enhancing students' creative skills by providing extracurricular activities.
2. Discovering students' talents and abilities.
3. Encouraging and supporting students to participate in activities and competitions, whether at the college or university level.
4. Participation in all national, academic, cultural and social events.
5. Implementing social networking support systems by creating groups for college faculty members and students.
6. Preparing the final report at the end of each semester.

7. Scientific Research Committee

Tasks of the Committee:

1. Develop an executive plan for scientific research that takes into account the research interests of college members and the department's new directions and priorities, and follow up on its implementation.
2. Implementing scientific research programs and policies in the department.
3. Encouraging and supporting scientific research that meets the needs of the labor market and opening channels of communication with those wishing to benefit from the services of college employees.
4. Working to raise the level of research skills of faculty members in the department through specialized courses and lectures.
5. Encouraging publication in internationally ranked scientific journals.
6. Follow up on student scholarships and submit follow-up reports about them to the department.
7. Create and update a database of research, scientific projects, and conferences locally and internationally, in addition to patents, awards, books, and translations.
8. Preparing a list of the names of the college members supervising theses for graduate studies and their numbers.
9. Conduct an annual evaluation of scientific research projects in the department that contribute to community service and submit recommendations for postgraduate studies and scientific research.

8. Community Service Committee

Tasks of the Committee:

1. Develop a periodic proposed plan for community service.
2. Documenting the department's relationship with the local community and working to identify and meet its needs.
3. Evaluating community service programs and working to develop them.
4. Writing the annual report on the department's activities.
5. Spreading the spirit of initiative among college members, the like, and students (male and female) to participate in community service.
6. Publicizing the community service work that has been accomplished through social media, the websites of the department and college, and university newspapers.
7. Preparing the final report at the end of each semester.

9. Academic Advising Committee

Tasks of the Committee:

1. Distributing students to academic advisors at the beginning of each semester.
2. Awareness of the importance of academic advising and the importance of communicating with academic advisors.
3. Supervising and following up on the work of academic advisors in the department.
4. Receiving all periodic reports submitted by academic advisors on students' academic progress.
5. Consider student complaints and suggestions about any course and try to find solutions with the relevant faculty member.

10. Teaching Assistants and Scholarships Committee

Tasks of the Committee:

1. Clarifying the requirements for obtaining acceptance by teaching assistants and lecturers.
2. Organizing the dates of the college's curricular and extracurricular activities, including lectures, seminars, and courses.
3. Communicate with distinguished international universities and know the conditions and dates for admission to them.
4. Assistance in filling out admission forms and preparing the necessary documents to obtain admission from well-known universities.
5. Providing complete information about language education centers and prestigious universities.
6. Organizing awareness workshops for all teaching assistants and lecturers.
7. Communicating with scholarship students to open channels of knowledge exchange, transfer of global expertise, and participation in the activities of international academic institutions.
8. Follow up on the conditions of scholarship students abroad.

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