

Student Handbook

Academic year 1443-1444

من الشمال...إلى الوطن



List of Contents

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Page No	Contents	
3	WELCOME	1
4	INTRUDUCTION	2
4	HISTORICAL OVERVIEW OF NURSING COLLEGE	3
5	COLLEGE VISION, MISSION & GOALS	4
5	SCIENTIFIC DEPARTMENTS OF NURSING COLLEGE	5
6	ORGANIZATIONAL FRAMEWORK	6
7	ACADEMIC PROGRAMS	7
7	PROGRAM DESCRIPTION	8
8	FIRST YEAR REGULATIONS	9
8	REQUIREMENTS TO JOIN NURSING COLLEGE	10
8	ORIENTATION PROGRAM POLICY	11
9	STUDY PLAN WITH PREREQUISITES AND CO-REQUISITES	12
14	CLINICAL SKILLS LABS	13
14	ACADEMIC POLICIES & RULES	14
18	POLICIES, RULES AND REGULATIONS OF CLASS ROOM	15
18	POLICIES, RULES AND REGULATIONS OF CLINICAL PRACTICE	16
19	POLICIES, RULES AND REGULATIONS OF LAB	17
20	POLICIES, RULES AND REGULATIONS OF EXAMINATIONS	18
21	Guidelines for student academic activities: Assignments, Presentations/activities	19
32	INTERNSHIP PROGRAM	20
36	Grading & Graduation	21

WELCOME

The nursing profession impacts people's lives and profoundly influences our families, communities, nation, and international. Nursing is a great future. We are waiting for you to join us! We want to welcome our new students to the nursing program at Northern Border University, where learning facilities and career opportunities are limitless.

This Student Handbook has been developed to introduce nursing students to the program's philosophy, objectives, practice standards, policies, and procedures. This student handbook will provide comprehensive information on rules and regulations related to your college academic and student life guide. All students enrolled in the program should receive a copy of this handbook and be accountable for its contents. We wish you all success.

Introduction

Welcome to the College of Nursing at Northern Border University. This handbook provides essential information and offers a description of various policies and procedures of the nursing programs.

Nursing is a profession that focuses on the highest standards and values of human caring and health. We expect your commitment to be equal to ours in endeavoring each day to serve our patients/clients and each other with respect, dignity, and the determination to give our best.

Students are responsible for knowing and adhering to the information contained in Nursing Student Handbook. Nursing students are required to read the Nursing Student Handbook each semester. The handbook is publicly accessible, and students are held to the rules and guidelines herein.

HISTORICAL OVERVIEW OF NURSING COLLEGE

The College of Nursing was established at first as one of five departments of College of Applied Medical Sciences based on Semitic Decision No. 10093/M at 21/11/1428H, and decision of the Ministry of Higher Education No. 20/46/1428, meeting 46, at 2/6/1428H, in female Campus, Ar'ar City, Northern border University. The Department of Nursing was separated as nursing college based on Semitic Decision Number 5088/MB at 7/8/1432 H, and decision of the Ministry of Higher Education No. 3/1430 at 4/7/1430H.

COLLEGE OF NURSING

College Vision

We aspire to excellence in nursing profession through academic programs, educational practices, research and community partnerships

College Mission

The College is committed to distinctive nursing education and research through the development of nursing programs, research environment and community partnerships

Program Mission

A distinctive nursing program to graduate highly qualified nurse leaders in education, research and provide nursing care for individuals and communities with cultural and religious conduct.

Program Goals

1. Preparing competent graduate professional nurse, with knowledge, understanding and practice that enable them to function as a professional nurse in a variety of practice settings to meet the current and future health needs of the Kingdom.
2. Developing and integrating scientific research skills and evidence-based practice to improve clinical decision making and quality of patient centered care.
3. Providing health education for individual, family and community with diverse culture through community collaboration and participation.
4. Employee leadership and teamwork skills through utilization of information technology, collaboration and communication with other health care team and sectors.

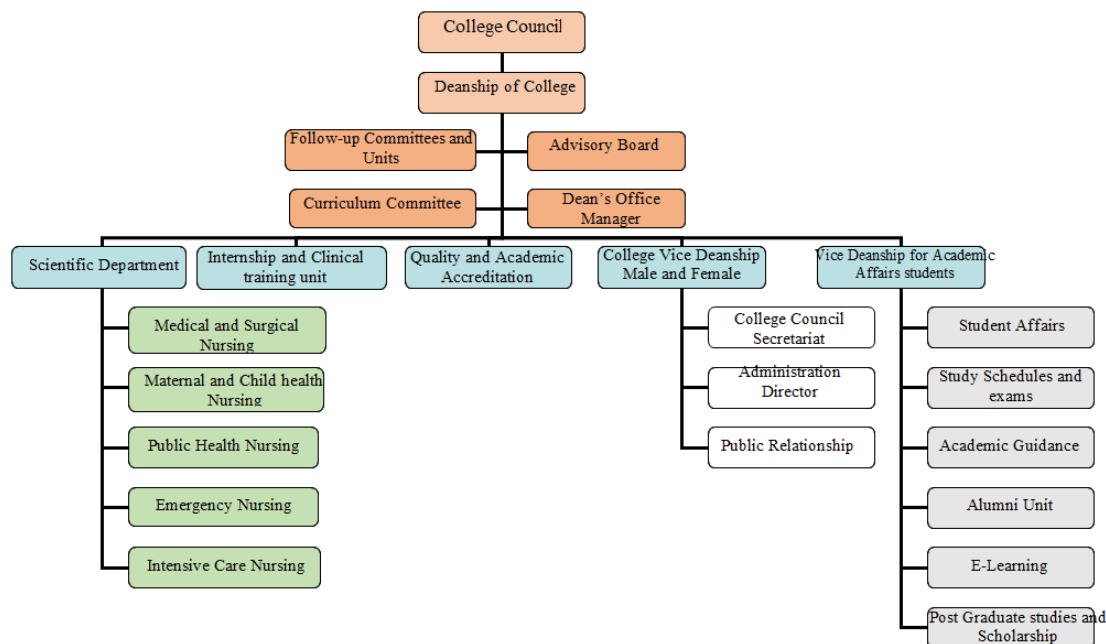
Scientific Departments of Nursing College

The college includes 5 scientific departments, are:

1. Department of Medical Surgical Nursing.
2. Department of Maternal and Child Health Nursing.
3. Department of Emergency Nursing.
4. Department of Intensive Care Nursing.
5. Department of Public Health Nursing.

Organizational Framework

Organizational structure of the College



Academic Programs

The Colleges of Nursing at Northern Border University Award Nursing programs as follows:

- Bachelor's degree of Nursing Sciences-conventional four-year program for secondary school graduates
- Following the completion of the course work, students complete one year of Internship Program which is aimed at consolidation of the nursing practice competencies.

Program Description

The bachelor's degree of Nursing - conventional program is four years in Duration, which is composed of four years nursing studies followed by internship of one year. The credit hours allocated for each semester are **12** credits. College of Nursing awards bachelor's degree of Nursing Sciences for students after the completion of **144** approved credits hours.

Admission Requirement to The Program of Bachelor's Degree of Nursing science

1. Student must hold Saudi nationality.
2. Obtain a high school or equivalent Arabia (section scientific/ natural sciences) at a rate determined by the College Board each year.
3. The student is medically fit.
4. Students are accepted into the program and study the first year in the nursing college
 5. Given priority in admissions for students with a high school degree at the same year
6. Students who transferred to nursing from another colleges their acceptance according to (GPA of Students = 50% of high school +25% of test score achievement + 25% of capacity test result.)

Orientation program Policy

- The College of Nursing will provide an orientation program to welcome students to the institution and introduce them to the essential aspects and its academic and administrative staff.
- All students enrolled in the Nursing program are required to participate in the College's New Student Orientation Program before the commencement of the academic year.
- The new students' orientation program aims to describe the college/university's policies & procedures, rules & regulations, and expectations to enhance the student's experience.

First Year Regulations

The first year is a prerequisite for all first-year students who apply for Nursing College. It includes three semesters. Students must fulfill the first year's requirements in order to move to the second year.

Requirements to Continue to the Second Year in the Nursing Program

- a) The student must pass all the courses in the first year.
- b) A GPA not less than 2.75 out of 5 at the end of the first year.
- c) If a student did not pass the first-year courses during three semesters and at most an extra summer semester, the admission will not be completed.
- d) The Deanship of Admission and Registration can then transfer the student to another college that does not require a preparatory year, putting into its consideration the student's GPA as well as the availability.

Study Plan for Course Distribution According to Levels

THE STUDY PLAN FOR FACULTY OF NURSING General Framework for Distribution of Program Units

Requirements	Courses	No. of courses	Credit hours	%
University Requirements	Required	4	7	4.86%
	Elective	2	4	2.78%
	Free courses	2	4	2.78%
College Requirements	Required	19	42	29.16%
	Elective		-	
Program requirements	Required	18	83	57.64%
	Elective	2 (out of 6)	4	2.78%
Field Training	Required		12 months	
Total of Program Units		51	144	100%

1. University Requirements

1.1- Required University Courses

No	Course Number & Code	Course Title	Credit Units	Units Type		Study Level	Course Prerequisite
				Theo.	Prac.		
1	1602101	Arabic Language	2	2	-	1 st Year-Semester 3	
2	1601101	Islamic Culture-1	2	2	-	1 st Year-Semester 1	
3	1601201	Islamic Culture-2	2	2	-	1 st Year-Semester 2	1601101
4	1608102	Health and Fitness	1	1	-	1 st Year-Semester 2	
Total Units of Obligatory University Courses			7				

1.2 Elective University Courses

The student chooses from elective courses the total of (4) units.

No	Course Number & Code	Course Title	Credit Units	Units Type		Study Level	Course Pre-requisite
				Theo.	Prac.		
1	1601301	Islamic 3	2	2	0	2 nd Year- Semester 1	1601202
2	1601302	Islamic 4	2	2	0	2 nd Year- Semester 1	1601202
3	1601401	Islamic 5	2	2	0	2 nd Year- Semester 2	1601202
4	1601402	Islamic 6	2	2	0	2 nd Year- Semester 2	1601202
Total Units of Elective University Courses			4	4	0		

1.3 - Free course offered in University

No	Course Number & Code	Course Title	Credit Units	Units Type		Study Level	Course Pre-requisite
				Theo.	Prac.		
1.		Free course	2	2	0	1 st year - Semester 1	-
2.		Free course	2	2	0	1 st year -Semester 3	
Total Units of free University Courses			4	4	0		

2.College Requirements

No	Course Number & Code	Course Title	Credit Units	Units Type		Study Level	Course Pre-requisite
				Theo.	Prac.		
1.	1606101	English-1	3	3	0	1 st Year- Semester 1	-
2.	1104102	Mathematics	3	3	0	1 st Year- Semester 1	-
3.	1103102	Biology	3	3	0	1 st Year- Semester 1	-
4.	1606102	English-2	3	3	0	1 st Year- Semester 2	
5.	1101102	Physics	3	3	0	1 st Year- Semester 2	
6.	1102102	Chemistry	3	3	0	1 st Year- Semester	

						2	
7.	1210131	Medical Terminology	2	2	0	1 st Year- Semester 3	
8.	1105102	Computer Skills	3	3	0	1 st Year- Semester 3	-
9.	1607101	Communication Skills	2	2	0	1 st Year- Semester 3	-
10.	1207214	Anatomy	2	1	1	2 nd Year- Semester 1	-
11.	1203212	Physiology	2	2	0	2 nd Year- Semester 1	-
12.	1211213	Biochemistry	2	1	1	2 nd Year- Semester 1	1102102
13.	1211214	Nutrition	2	2	0	2 nd Year- Semester 2	1211213
14.	1204212	Pathology	2	2	0	2 nd Year- Semester 3	-
15.	1212222	Medical Parasitology	1	1	0	2 nd Year- Semester 3	1103102
16.	1208311	Pharmacology (I)	1	1	0	3 rd Year- Semester 1	-
17.	1210321	Applied Biostatistics	2	1	1	3 rd Year- Semester 1	-
18.	1208312	Pharmacology (II)	2	2	0	3 rd Year- Semester 2	1208311
19.	1212312	Medical Microbiology	1	1	0	3 rd Year- Semester 2	1103102
Total Units of Obligatory College Courses			42	38	4		

3.Program Requirements

3.1 Required Program Courses

No	Course Number & Code	Course Title	Credit Units	Units Type		Study Level	Course Pre-requisite
				Theo.	Prac.		
1	1801213	Basic Concepts of Professional Nursing	2	2	0	2 nd Year- Semester 1	
2	1805253	Psychology for nursing	2	2	0	2 nd Year- Semester 1	
3	1801211	Health Assessment	3	2	1	2 nd Year- Semester 2	
4	1801212	Foundation of Professional Nursing (I)	5	2	3	2 nd Year- Semester 2	-
5	1801214	Foundation of Professional Nursing (II)	7	3	4	2 nd Year- Semester 3	1801211 1801212
6	1802221	Development Throughout life span	2	2	0	2 nd Year- Semester 3	-
7	1801315	Nursing Care of Adult (I)	7	4	3	3 rd Year- Semester 1	1801214

8	1801317	Nursing Care of Adult (II)	7	4	3	3 rd Year-Semester 2	1801315
9	1802322	Maternity Nursing	6	3	3	3 rd Year-Semester 3	1801214
10	1805455	Community Health Nursing	6	3	3	3 rd Year-Semester 3	1801317
11	1802323	Child Health Nursing	6	3	3	4 th Year-Semester 1	1802322 1802221
12	1805458	Nursing Leadership / management	6	3	3	4 th Year-Semester 1	
13	1805457	Nursing Informatics	2	2	0	4 th Year-Semester 2	1105102
14	1802426	Research Process & Evidence-Based Nursing	3	3	0	4 th Year-Semester 2	1210321
15	1805456	Geriatric Nursing	2	2	0	4 th Year-Semester 2	
16	1803431	Emergency Nursing	5	2	3	4 th Year-Semester 2	1801317
17	1804441	Critical Care Nursing	6	3	3	4 th Year-Semester 3	1801317
18	1805459	Psychiatric/ Mental Health Nursing	6	3	3	4 th Year-Semester 3	
Total Units of Obligatory Specialization Courses			83	49	34		

3.2 Elective Program Courses

The student chooses from elective courses 4 credit units at level 7 and level 8

No	Course Number & Code	Course Title	Credit Units	Units Type		Study Level	Course Pre-requisite
				Theo.	Prac.		
1	1805353	Counselling	2	2	0		-
2	1805354	Sociology For Nursing	2	2	0		-
4	1805352	Epidemiology	2	2	0		-
5	1802324	Principles of Education for Nurses	2	2	0		-
6	1802325	Genetics for Nurses	2	2	0		-
Total Units of Elective Specialization Courses			4	4			

4. Field Training

No	Course Number & Code	Course Title	Credit Units	Units Type		Study Level	Course Pre-requisite	رقم المقرر ورمزه	اسم المقرر
				Theo.	Prac.				
1	-	-	12 months	-	-	-	Must complete 144 credit hours	-	-
Total Units of Field Training									

Clinical Experience

Students enrolled in the nursing programs are trained regularly indifferent departments of the following Hospitals:

1. Central Hospital, Arar.
2. Prince Abdul Aziz Bin Mohammad Hospital, Arar3.
3. Arar Maternity and pediatric Hospital, Arar.
4. Al Amal complex for mental health, Arar.
5. Primary health center, Badana, Arar.
6. 6.Dental Hospital, Jowharah, Arar.
7. Rehabilitation and convalescent center, Arar

Clinical Skill Laboratories

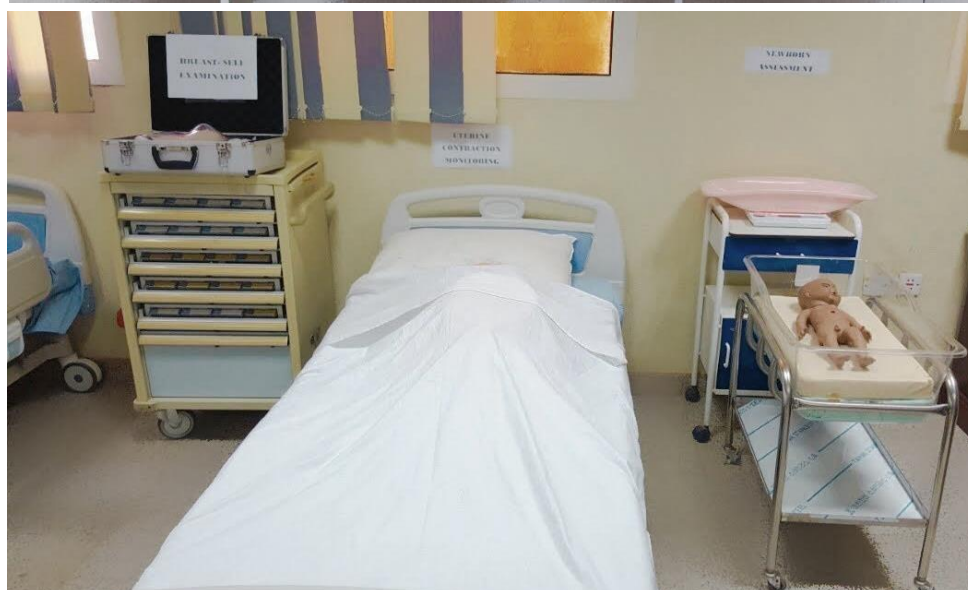
The College of Nursing provides its students with Clinical Skill Laboratories equipped with the latest technology to reproduce realistic practice settings.

The labs offer facilities to practice and learn a wide range of nursing skills in a safe, non-threatening environment.

The Clinical Skill Laboratories Include:

1. Fundamentals of nursing skill lab
2. Medical – Surgical nursing skill lab
3. Obstetrics & gynecology skill lab
4. Pediatric nursing skill lab

OBSTETRICS AND GYNECOLOGICAL NURSING SKILL LAB



PEDIATRIC NURSING SKILL LAB



ACADEMIC POLICIES AND RULES

1- COURSE LOAD

- Maximum course load allowed in each semester is 12 hours. (subjected to change according to university academic policies)
- Courses load allowed to enroll for the students will be 12 credits

2- Re-enrolment

- a) Students who have had a single course failure may enroll in the same course for not more than four time.
- b) Students must retake whichever class(es) that were not completed.
- c) It is highly recommended that they also enroll in the clinical course regardless of the student's final grade in that clinical component. The rationale for this is to help the student maintain his clinical skills in the next term to contribute to success in subsequent terms.

3- Incomplete Grade and Removal Policies

A grade of 'IC' (incomplete) is given when circumstances beyond the student's control have prevented completion of the course within the official dates of a term. In no case is an 'IC' to be used to avoid a failing grade or to allow extra time to complete work normally expected.

4- Withdrawals and Failures Defined

➤ Withdrawal

When the student chooses to drop enrollment in a required nursing course. The nursing program does not take the grade at the time of withdrawal into consideration. A withdrawal is handled in the same manner as a course failure.

➤ Course failure:

When the student achieves a grade of less than 60% in any nursing course or withdraws from a course.

➤ Program failure:

When the student fails and/or withdraws from three or more required nursing courses. When this occurs, the student may not continue in the next year program until there is a successful appeal.

5. Policies, Rules and Regulations of Class Room

- a. Class Cancellation: In the event that a class is canceled, the student is expected to do the readings and complete the objectives for that day. The content will still be included on examinations. The material in this syllabus and dates identified in the Course Calendar are subject to change.
- b. Class attendance is expected. The students should notify the course faculty in advance of any absence.
- c. Students must be punctual to the classes. Students come late to class more than 10 minutes of the scheduled time will not be allowed to attend the class and it shall be observed as absent
- d. Students are expected to come to class prepared.
- e. Attendance is taken at all class sessions.
- f. Students who miss 25% of the total hours per course per term may be dropped from the course for non-attendance at the program's discretion.
- g. Rules regarding Classroom, Clinical and lab Privacy:

It is imperative to protect the privacy of enrolled students and the intellectual property offered by the instructors. To promote this, the following applies to students:

- i.* No videotaping or photography during class, clinical, or lab.
 - ii.* No audiotaping of lectures without instructor permission. If permission is granted, recordings will not be posted on the internet or distributed in any way.
 - iii.* No posting of classroom or clinical /lab activities on social media.
- h. Students who do not follow these policies will be handled as per the university Academic Code of Conduct policies.

5- Policies, Rules and Regulations of Clinical practice

These guidelines provide students with rules and regulations, and professional standards that direct their practice in clinical settings, in order to promote skilled, efficient and safe practice.

a. Nursing ethics

Ethics are the principles of conduct governing the student as a member of a nursing group. It is a code of behavior. In addition to the nurse's responsibility for learning about nursing theory and practice, the Code of Nursing Ethics requires that the student nurse shall:

- Accept the responsibility of providing care to any individual.
- Keep all information confidence about the patient, family, co-workers, and agency.
- Follow rules and routines of the agencies in which she is associated.
- Perform only functions for which she is prepared.
- Keep relationships with patient on a professional basis.

b. Standard precautions and student responsibility

Nursing students must be receiving three doses of Hepatitis B. Vaccination.

All students must adhere to Standard Precautions –which is an approach to infection control- and comply with standards on "Occupational Exposure to Blood borne Pathogens." According to Occupational Exposure to Blood borne Pathogens all human blood and body fluids are potentially infectious materials. Body fluids include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, peritoneal fluid, amniotic fluid, saliva, any body fluid that is visibly contaminated with blood. As well all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

Students in the clinical settings or campus laboratory must use protective equipment such as gloves, masks, and/or gowns, that depend upon the task and degree of exposure anticipated.

Contaminated needles and other contaminated sharps shall not be recapped or removed unless no alternate is feasible. Recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed technique.

c. Communication in health care facilities

Patient safety is the students' responsibility. The student is required to obtain information from the instructor or staff regarding a patient before giving care. Before leaving the clinical setting, the student is required to report or explain the care given to patients to:

- The staff member who is assigned to that patient.
- Registered Nurse who is responsible for the coordination of care.
- Clinical instructor.

d. Attendance and absence

Attendance is required for all clinical practice.

The faculty of nursing protects clients and students, therefore, faculty members' may exclude any student from the clinical area due to illness, lack of preparation, inappropriate clothing or any other situations deemed unsafe for both the student or/and the client.

- Student's absences are subjected to the university rules and regulations.
- e. Unexcused absence will affect student's grade in clinical practice. One day absent will be considered zero evaluation for that clinical day.

f. Acceptable excuse for their student's absence:

- Illness, that must be supported with medical report from the health center. All medical excuses must be accepted by the academic committee.
- Death of a close family member or crisis in the family.
- Any other situations will be within the faculty member's privilege to determine the acceptability of the absences.

g. Transportation policy

Nursing school offers transportation according to the availability of transportation from the university. Students shall not allow using their personal vehicles unless it is notified prior to the clinical supervisor.

Students are expected to be in nursing school at least 15 minutes before the scheduled time of clinical practice

h. Dress code and hygiene

Students who are working with clients and health professionals as a part of their learning practice are expected to dress in a professional manner, clean and neat. The students' appearance and dress must be consistent with the faculty policy.

All faculty members will closely uphold the following guidelines:

i. Uniform

The uniform for clinical practice:

- White coat at the top with two blue stripes at the wrist of the sleeve, length up to the level of knee.
- Full length, wide, blue skirt at the bottom without slits
- Black head cover for female students

Uniform could be in style that provides a professional appearance, allows

comfort and freedom of movement. No sweat jackets are worn over the uniform. The student is responsible of purchases uniform.

j. Name Tag

The student name, student academic year and the institution imprinted on the name tag should be worn at all times. Name tag is the student responsibility to get from the authority.

k. Makeup and Jewelry for female students

Simple Watches, nametags, plain wedding ring, and small stud earrings may be worn. Jewelry should not be worn such as nose pins and bracelets; perfumes, makeups should be avoided.

l. Shoes

shoes must be clean and in good condition. white shoes with white long socks for students. Shoes must cover the entire foot and have a close toe and heel. The heel will be no higher than 3 cm.

m. Hair and Nails

Hair must be worn off the collar and away from the face. Very short haircut for female, colors and hair band are not permitted. No nail polish may be worn, and nails must not extend beyond the end of the finger.

n. Tattoos

Tattoos, body art, and other body modifications should remain as covered as possible.

o. Professional vs. Non-professional behavior

Nurse students must convey professional behaviors and avoid the offenses behaviors. The following guidelines are reflecting the professional behaviors and outline the offensive non-professional:

p. Professional Behavior

a) Students are required to attend classes/clinical practices/ labs practices.

- b) Students are to be primarily focused on course objectives.
- c) Students must notify faculty prior to the scheduled clinical and class if an absence must occur, unless it is an emergency.
- d) Students are expected to maintain high standards and integrity in accordance with the Academic Code of the College.
- e) Students are expected to conduct themselves as mature, honest, ethically sensitive, and responsible persons.

q. Offensive Non-Professional Behaviors

- f) Disregard of proper dress and/or personal hygiene.
- g) Use of offensive language.
- h) Inconsiderate treatment of patients, classmates, and faculty members.
- i) Intoxication and/or use of intoxicants.
- j) Unexcused absences from clinical and classes.
- k) Meeting visitors during clinical hours without permission of clinical supervisor.
- l) Safekeeping of the jewelries/ personal belongings of patients undergoing procedures/ surgeries.
- m) Ordering and taking food and snacks from shops outside hospital premises
- n) Littering, loitering and any kind of vandalism
- o) Unethical conduct as defined by the "Code of Ethics"

r. Tardiness/Leaving a Clinical Site Early

Students are expected to arrive on time and remain for the full clinical time. Tardiness or leaving a clinical site early is a behavioral issue and addressed through the clinical evaluation tool.

s. Unsafe clinical behavior:

Any student happened to be engaged in any situation that may have potential outcomes for violation of safety standards will be subjected to a failing grade or dismissal from the clinical area, in the clinical course.

t. Unsafe clinical behavior is demonstrated when the student:

- Violates the physical safety of the client, e.g.: negligent use of side rails, restraints; leaves bed in high position.
- Violates the psychological safety of the client, e.g.: inability to communicate, failure to document or act on changes in behavior.
- Violates the microbiological safety of the client, self, or others e.g.: violation of aseptic technique and universal precautions; comes with communicable disease to clinical experience; violation of isolation procedure.
- Violates the chemical safety of the client, e.g.: violates the Rights of Administering Medications; fails to monitor IV infusions safely; fails to identify and follow through on significant nursing implications related to medications.
- Violates the thermal safety of the client, e.g.: fails to observe safety precautions during O2 therapy, heat/cold applications.
- Inadequately and/or inaccurately utilizes the nursing process, e.g.: fails to observe and/or report critical assessment regarding patients.
- Assumes inappropriate independence in actions or decisions, e.g.: fails to seek supervision when situation is questionable.
- Any other facts or circumstances potential for violation of safety standards.

u. Policy regarding reporting of incidents in the clinical area:

An incident is defined as any happening which is not in accord with the routine operation of the institution or the routine care of a particular patient/client. It may involve a client, staff member, student, visitor or all four. It could involve as well supplies, equipment, procedures, or particular services or programs.

I.1. Guidelines for incident Reporting

- a) All incidents should be reported on incident form provided by faculty of nursing.
- b) Documentation about the incident should be objective and contain factual information only.
- c) Reports are to be completed by the person directly involved in or present at the time of the incident, i.e., student or faculty supervisor.
- d) When a student is under the supervision of a preceptor, the faculty supervisor is to be notified of the incident. The incident report is to be completed by the person who was directly involved.
- e) Reports are to be handled as CONFIDENTIAL and are not to be copied or circulated.

v. Clinical Evaluation

Clinical instructors, based on each student's performance, write daily or weekly anecdotal notes and/or evaluations. Daily or weekly written anecdotal notes or evaluations of student progress will be individually reviewed and signed by each student during a post-clinical conference and/or planned student evaluation sessions after the last day of the clinical experience.

6- Policies, Rules and Regulations of Lab

Students are given time to practice in campus lab during scheduled courses. Any students requiring additional practice should contact the clinical instructor, lab supervisor and the course coordinator to arrange the appropriate time according to lab schedule.

The uniform for lab practice:

- Dark blue scrub suit — the top should be up to the level of mid-thigh, pant should be in full length
- White shoe with long white socks

Rules and regulations of lab:

- a) Foods, drinks, smoking, gum and usage of cellphones are not allowed at any time in the labs.
- b) All students are obliged to observe the appropriate clinical practice guidelines and policies.
- c) Students must be punctual and prepared for the lab.
- d) All students' items such as; bags, jackets must be left at the assigned places and student will be responsible for their belongings.
- e) All equipment assigned to the lab should remain in the lab or be replaced (retained) by the end of the day.
- f) Students are strictly forbidden from taking out any items belonged to the labs without authorization from lab supervisor.
- g) It is student's responsibility to consult with the lab supervisor on how to operate the lab equipment.
- h) Students must use protective barriers such as gloves, masks, goggles and gown, etc., when necessary and while handling manikins, use beds for practice only, avoid using solutions such as betadine, creams and ointments on manikins.
- i) Borrowed equipment must be returned by the specified return date, if not returned in specified date the student will be subjected to the disciplinary committee.
- j) The student is responsible for any missing or malfunction of the borrowed equipment.

7- Policies, Rules and Regulations of Examinations

It is the expectation that students take examinations on time. Every effort should be taken by the student to balance her schedule in a manner that places examination time as a priority.

Rules for the Conduct of Examinations

1. Students are prohibited from doing the exams if her attendance throughout the semester in any course (theoretical or practical) is less than 75%
2. Students, who are prohibited from attending the exam because of their absenteeism, are considered failures.
3. Prohibition may be overlooked if the student forwards an excuse that is accepted by the College Academic Council.
4. Student who is absent in the final exams earns zero mark. Her evaluation in this course is counted according to her marks obtained during the semester.
5. Students who are unable to attend the final exam for compelling excuse will have the chance to be re-examined in a period not exceeding the end of her next semester.
6. Student is not allowed to attend more than two exams per day.
7. Student is not allowed to attend the exam if she is late for more than half an hour from the beginning of the exam. She is also not allowed to leave exam hall before the first half an hour of the exam.
8. Cheating and / or breaking the rules and regulations of the exams are exposing students to punishment according to the students' disciplinary bylaw issued by the University council.
9. The final exam of any course may include oral or clinical exam.
10. Marks of the courses per semester are calculated by one of the following

methods:

- a.* Oral / clinical tests or assignments and at least one quiz.
- b.* one quiz at least.
- c.* One midterm

11. Classroom Behavior: During in-class quizzes and exams, the Testing Policy will be followed:

- a.* Arrive on time to avoid distracting other students.
- b.* Store all belongings as directed.
- c.* Sit every other seat as much as possible. Instructors reserve the right to use assigned seating.
- d.* No food or drink.
- e.* No papers or books of any kind. Exception: if an “open-book” quiz is given, the instructor will provide specific, clear instructions about which materials may be used.
- f.* No looking at other students’ responses, i.e. papers, or computer stations.
- g.* No talking to other students.
- h.* No leaving the room during the test.
- i.* Any violation of these rules will be viewed as an act of academic dishonesty.
- j.* Time limit:
- k.* Pencils down at scheduled end time. It is the student’s responsibility to manage time wisely & finish the exam. Failure to stop when directed is an attempt by a student to gain an unfair advantage (more time than other students), which is academic dishonest
- l.* No person will be allowed in an examination room during an examination except the students concerned and those supervising the

examination.

- m.* Students must appear at the examination room at least fifteen minutes before the commencement of the examination.
- n.* Students shall bring their identification cards for their examinations
- o.* Students are not allowed to wear coats and jackets/ Abayas inside the examination room. All notes and books, pencil cases, cell phones, laptops and other unauthorized aids as well as purses are not allowed for examinations.
- p.* The invigilator assigned to the examination room/ Examination officer has authority to assign seats to students.
- q.* Students must read the examination instructions carefully which is the first page of question booklet before they start to answer to the questions.
- r.* Students are not allowed to write anything on the question booklet.
- s.* Students shall bring the materials needed for the examinations such as pens, pencils, Sharpeners and erasers and shall not be allowed to borrow from the other students.
- t.* Students shall not communicate with one another in any manner whatsoever during the examination. Students may not leave the examination room unescorted for any reason, and this includes using the washroom.
- u.* No materials or electronic devices shall be used or viewed during an examination, except those authorized by the Examination Officer or Examiner. Unauthorized materials include, but are not limited to books, class notes, or aid sheets. Unauthorized electronic devices include, but are not limited to: cellular telephones, laptop computers, tablets, calculators, MP3 players (such as an iPod), Personal Digital Assistants ("PDA" such as a Palm Pilot or Blackberry), electronic dictionaries, Smart Watches and Smart Glasses.
- v.* Students who use or view any unauthorized materials or electronic devices while their examination is in progress - or who assist or obtain

- assistance from other students or from any unauthorized source - are liable to penalties under the Code of Behavior on Academic Matters, including the loss of academic credit and suspension.
- w. In general, students will not be permitted to enter an examination room later than fifteen minutes after the commencement of the examination, nor to leave except under supervision until at least half of the scheduled time after the examination has commenced.
 - x. No students are allowed to take extra time to complete the examination than the stipulated period of time for examination.
 - y. Students are asked to handover the question booklets along with answer sheets to the examination supervisors after completion.
Students who fail to observe this requirement, a penalty may be imposed.
 - z. Question booklet and other material issued for the examination shall not be removed from the examination room except by authority of the examination Officer.

8- Guidelines for Student Academic Activities: Assignments, Presentations /Activities

A. Assignment Guidelines

The student is responsible for reading and completing assignments within the stipulated time and for being prepared to participate in discussions over the assigned material.

Assignments must be handed in on time. For the assignments submitted late without prior arrangement with the classroom instructor marks will be deducted.

Ten percent (10%) will be deducted for each calendar day an assignment is late. If the assignment is received after five (5) calendar days from the due date, a grade of zero (0) will automatically be given for that assignment.

B. Guidelines for presentations and activities

1. Students should submit the prepared material prior to the date of presentation/activity to the faculty responsible for the review.
2. Students should dress professionally.
3. It is advisable that the presentation/ activity focuses on one particular topic at a time.
4. Demonstration or display apparatus may be employed as a part of the presentation/activity.
5. Audio Visual aids such as slides, placards, charts, view graph pictures and motion picture films may be used.
6. Student is responsible for making arrangements for the presentation /activity.
7. Presentations /activities will be evaluated or graded on the basis of evaluation criteria

Ten percent (10%) will be deducted for each calendar day late submission. If the prepared material for presentation is received after five (5) calendar days from the due date, a grade of zero (0) will automatically be given for that presentation/activity.

Conduct

➤ Honesty

Honesty is required in both written and oral communications within classroom and clinical settings. The student dismissed for dishonesty will not be eligible for readmission to the nursing program.

➤ Confidentiality

Confidentiality is required concerning client information including, but not limited to, written, printed, verbal or observed information and status. Breach of confidentiality is grounds for dismissal from the nursing program.

➤ Safe Practice

Safe Practice in the clinical setting is required. Failure to demonstrate those behaviors can result in sanctions determined by the faculty and/or dismissal from the program. The behaviors expected are identified in the clinical evaluation tool for each course.

Internship Program

Upon a successful completion of all academic requirements, the students have to do one year of internship. This period enables the student to improve one's practical experience. The student spends this period in hospitals approved for training to cover all objectives of the internship program.

Training includes applied clinical practice in all nursing specialties that have been studied during the four years in college. In addition, this period enables the graduate to choose two nursing specialties that meet one's inclinations. The training period lasts 12 continuous months during which the trainee remains under supervision of Hospital Nursing staff and Faculty of the College of Nursing. Training is for 5 days per week (Sunday to Thursday).

Goals of Internship Program

To strengthen the intern's knowledge requirements and support the development of competence and skills guided by accreditation standards to meet program goals and learning outcomes through constructive and supportive supervised practice.

General Rules of Internship Program

The intern should:

1. Complete all courses set by the curriculum plan in four years and all university courses passed all the program syllabus successfully prior commencing the internship program.
2. Attend the college one-day pre- orientation.
3. Begin internship training on Sept Gregorian calendar. (12 months duration).
4. Attend the hospital orientation program.
5. Report to work exactly (40) hours per week. (Sunday-Thursday).

6. Follow the rules and regulations of the hospital where the training is taking place.
7. Notify the internship supervisor or Vice Dean for Clinical Affairs for any problems.
8. The internship has to be completed within a period not to exceed one year and 6 months after passing the four-year exams.
9. The intern student must attend 85% of period for training in every area
10. Training period in any area will be repeated if the student absent more than 4 days in that area
11. The intern student must approach 60% of evaluation percentage in each area.
12. The intern student will be evaluated according to the daily performance in logbook during and after internship period in each area.

The logbook contains:

- a. Procedure check list for each area and its objective
- b. Evaluation sheet that will be used by the college staff and head of departments in hospital
- c. If the intern student will not strictly follow the hospital rules and regulations regarding internship training; the following sanctions will be applied;
- d. The investigation results from the hospital staff will be reviewed by the internship head and staff and consider whatever punishment they offer.
- e. The intern student will be given the chance to defend herself to the internship committee personally.
- f. If the act is misconduct/disobedience, the student will make a letter informing that the act will not be repeated again.
- g. There will be 2 weeks clinical duty added to her internship training period and it should be done at the end of her internship training.
- h. And if the student intern will not follow the sanction agreement, then the student internship training will be discontinued not unless found not to be guilty of any accusations.

The internship program consists of 12 months “48 working weeks

Internship Training Includes the Following Clinical Areas

Areas of training	Duration	Distribution
Surgery	2 months	4 weeks -Operation room 4 weeks- Female Surgical ward
Medicine	2 months	4 weeks- Male/ Female Medical ward 4weeks - Dialysis unit
Maternity	2 months	weeks -Obstetrical and gynecological wards (Antenatal, postnatal wards) 3 weeks-Obstetrical and gynecological Emergency Room 3 weeks- Labor & delivery room
Child Health	2 months	2 weeks -Pediatric Outpatient Department 2weeks -Pediatric Ward 4 weeks-Pediatric Intensive Care Unit
Critical Care	2 months	2 weeks- Emergency room 6 weeks - Intensive Care Unit (ICU)
Administration	1 month	4 weeks
Clinical elective area	1 month	4 weeks
<p>✓ Clinical elective shall be undertaken in any of the clinical rotation areas in the same hospital or any authorized government hospitals.</p> <p>✓ The intern has to choose the elective area 2 months ahead to allow nursing department to communicate with the agencies.</p>		

Grading

The quiz, midterm, assignment, clinical practice, lab practice earned points will be totaled at the end of the semester and added along with the final exam marks and allotted the grading.

The grading scale used in college of nursing is as follows:

Percentage of Marks	Evaluation	Grades	GPA Weightage
95-100	Excellent +	A+	5.00
90-94	Excellent	A	4.75
85-89	Very Good +	B+	4.50
80-84	Very good	B	4.00
75-79	Good +	C+	3.50
70-74	Good	C	3.00
65-69	Average +	D+	2.50
60-64	Average	D	2.00
Less than 60	Fail	F	1.00

Graduation

After successful completion of the internship program, the student will be awarded a degree of **Bachelor degree in Nursing Sciences** from college of Nursing, and this will confer her as a professional nurse licensed to practice nursing in the Kingdom of Saudi Arabia.

Interns are expected to register with Saudi Council for Health Specialties immediately after completion of internship training.


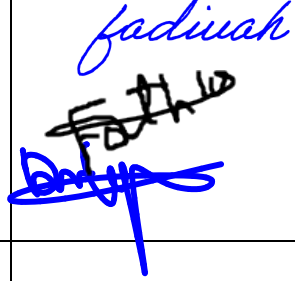
- Approved candidate for graduation from the curriculum plan will be notified by e- mail and will receive a course registration plan.
- Each expected graduate must fill out an application for graduation form and submit it to the office of Student Records along with a copy of student's

passport. The passport is very important as it provides the correct spelling of the name in English in the graduation certificate.

- Expected graduates should complete College of Nursing clearance at the end of their graduation semester.
- A graduate from the curriculum must complete one year of Internship successfully prior to receiving her graduation certificate.
- Students who finished their internship year should complete the clearance forms of the hospital and CON, and receive original documents included in their files.
- Upon the approval of the College Council of a successful completion of the Internship Program, the office of the Student Record instructs the graduates by e- mail when to report to her Office, so that they can receive their graduation certificates and internship certificates.

Graduation with Honor

- First Honor Grade is granted to the student who scores a cumulativeGPA of “4.75” to “5.00” out of “5.00” on graduation.
- Second Honor Grade is granted to the student who scores a cumulative GPA of “4.25” to less than “4.75” out of “5.00” on graduation.
- To obtain 1st /2nd honors grade, the following criteria must be fulfilled:
 - A. The student must not have failed in any course studied in the college or in another university.
 - B. The student must have completed graduation requirement in the stipulated period for completion, i.e. the average duration between the minimum and maximum period specified for studying.
 - C. The student must have studied a minimum of 60% of graduation requirements in the college.

	Name	Signature
Prepared by	Ms. Leticia Lopez Ms. Anu sam	
Revised by	Dr. Fadiyah Jadid Alanazi Vice Dean of Academic Affairs Dr. Fathia Gamal Dr. Taghreed Hussein	
Approved by	7 th faculty college bord At 11/6/2022	

