



Prince Sattam Bin Abdulaziz University Program of Medicine Admissions Guide

Prepared by the College of Medicine
Vice-Deanship for Academic Affairs and
Quality & Development Unit

1443



Policies. Procedures and Processes for Students Admission

General Regulations for New Students' Admission

Based on the college councils' proposal and the University's relevant authorities, the university council determines the number of students who can be accepted in the new academic year. To get a new student at the Prince Sattam Bin Abdulaziz University, the following is required:

- To have obtained a general secondary certificate or equivalent from inside or outside the Kingdom.
 - No more than five years have elapsed since obtaining a high school diploma or equivalent. The University Council may make an exception to this condition if there are convincing reasons.
 - The student should prove good conduct
 - The student should pass any test or personal interview deemed necessary by the University Council
 - The student should be medically fit
 - The student should obtain approval from his reference to study if he works in any governmental or private sector.
 - The student should fulfill any other conditions determined by the University Council and announced at admission.
 - The student should not have been expelled from another university for disciplinary or educational reasons
 - Holders of a bachelor's degree or its equivalent may not be accepted to obtain another bachelor's degree. The University Council may make an exception to this.
 - Preference shall be between the applicants who meet all the conditions according to their scores on the certification test , High school, personal interview, and admission tests, if any.



Admission to the Program of Medicine and Transfer Regulations

Terms of admission to the Unified Health Program (UHP) designed for Health Sciences include:

Applications for this program are submitted to the Admissions and Record office based on the following requirements and specified dates:

1. An applicant must have a high school certificate of a minimum of 90%
2. A minimum of 90% in chemistry, physics, biology, mathematics, and English.
3. An applicant should have passed the General Aptitude Test designed by the National Center for Evaluation at the Ministry of Higher Education.
4. An applicant should have passed the accumulative examination designed by the National Center for Evaluation at the Ministry of Higher Education.
5. The applicant should pass a personal interview.
6. The applicant must be in sound health and free of contagious diseases.

Processes and Procedures of Application

Students meeting the admission criteria apply as follows:

1. The student has to complete an application form that can be downloaded from the college website <http://eserve.psau.edu.sa>, and this application form should be submitted with all the required documents.
2. Applications are considered based on the priority factors such as student percentage (%) in high school certificate, accumulative and aptitude test achieved grades.
3. Admission is conducted at the end of each year based on specified rules and regulations.
4. A student should obtain the admission form and fill it out at the beginning of each academic term.
5. For additional information, the students can contact the academic advisor or the student affair office.



Required official documents

1. High School Certificate, the original form (submitted with six photocopies).
2. The original copy of the certificate of biography and behavior with two pictures of them
3. Two photocopies of the National ID Card (submitted with the original ID for verification purposes)
4. Four ID pictures (4x6 cm)

Terms of transfer from an academic institute other than Prince Sattam Bin Abdulaziz University

1. The Dean of the PSAU College of Medicine should approve the application
2. The transfer should be from a College of Medicine accredited by Prince Sattam Bin Abdulaziz University with a GPA of at least 4 out of 5.
3. The applicant must have completed %50 of the total credited hours assigned to scientific courses offered by the University from which the applicant wishes to transfer.
4. Passing the general aptitude test planned by the National Center for Evaluation at the Ministry of Higher Education.

Process and regulations of admitting students to the program of medicine after completing the preparatory year health track

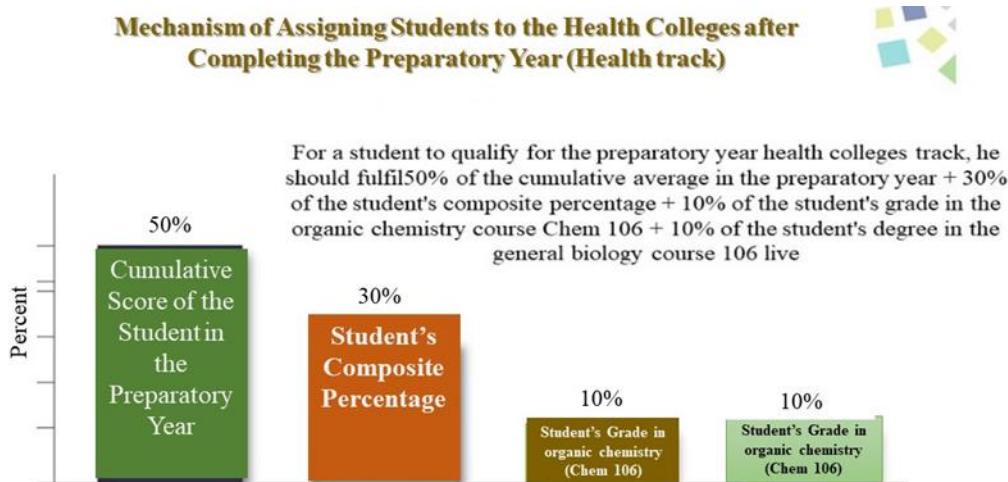
The process for allocating students after completing the preparatory year requirements is summarized as follows:

- For a student to qualify for the preparatory year health colleges track, he should fulfill: 50% of the cumulative average in the preparatory year + 30% of the student's composite percentage + 10% of the student's grade in the organic chemistry course Chem 106 + 10% of the student's degree in the general biology course 106 live)
- In addition, the student should pass a personal interview and the English language competency test STEP with a score of not less than 70 for the College of Medicine.
- Your specialization program <https://dpy.psau.edu.sa/ar/content/2021-10-17-8> is an annual program organized by the Deanship of the Preparatory Year in coordination with the colleges to introduce students to the admission requirements for each college



- The initiative assists students in choosing a major that suits their personal preferences and abilities.
- The initiative provides an overview of various colleges, the majors available to students, and the number of students accepted into the College.
- The program provides students with information about the labor market requirements and the career opportunities available after graduation.
- The Deanship of the Preparatory year holds an exhibition introducing jobs and careers available for graduates of the different healthcare colleges.

Figure 8: Qualifying Criteria for Health Track Colleges





Chapter 5

PSAU Program of Medicine Study Policies. Procedures and Processes

1.1. Definitions

Academic year: Three main semesters and a summer semester, if any.

Semester: A period not less than thirteen weeks during which the academic courses are studied, not including registration periods and final exams

Summer season: A period not exceeding eight weeks, not including the registration and final examination period. During this period, the time allotted for each course is doubled.

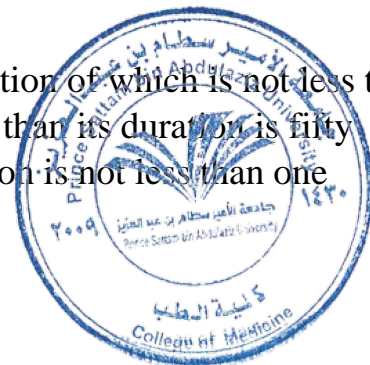
Academic level indicates the academic stage according to the approved study plans.

Study plan: It is a set of required and elective courses, the total of which units constitute requirements

Graduation: The student must pass successfully to obtain a degree in the specified major.

Course: An academic subject within the approved study plan in each major (program). Each course has a number, code, and name. A detailed description of its vocabulary distinguishes it in terms of content and level from other classes. The department should keep the students' archives for follow-up, evaluation, and development.

Study unit: The weekly theoretical lectures, the duration of which is not less than fifty minutes or the clinical session, which is not less than its duration is fifty minutes; or the practical or field lesson, whose duration is not less than one hundred minutes.



Academic warning: The notification was given to the student because his cumulative GPA is lower than the minimum indicated in this regulation.

The final exam: A test in the course is held once at the end of the semester.

Final exam score: The student obtains it in each course in the semester's final exam.

The final grade: The sum of the semester work grades plus the final exam grade for each course, and the grade is calculated from a hundred.

Ranking: Obtained by the student in any course. Ranking describes the percentage or alphabetic symbol of the final grade

Incomplete estimate: An estimate is temporarily assigned to each course for which the student cannot complete its requirements on the specified date. An academic record with the letter (L) or (IC) is designated.

Continuous assessment: A grade is assigned temporarily for each course whose study nature requires more than one academic semester to be completed with the symbol M or IP

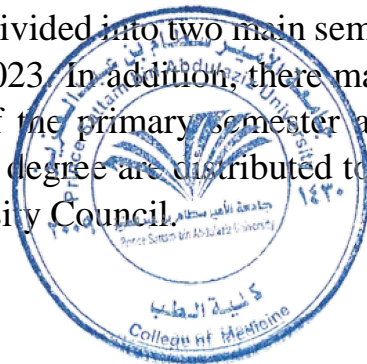
4.2. Study system

The study plans are designed in the equivalent of at least 10 levels for the undergraduate level.

The executive base of Prince Sattam bin Abdulaziz University

1. Studying at the undergraduate level is carried out according to the level system.
2. Studying at the undergraduate level consists of eight levels or more for the undergraduate level .

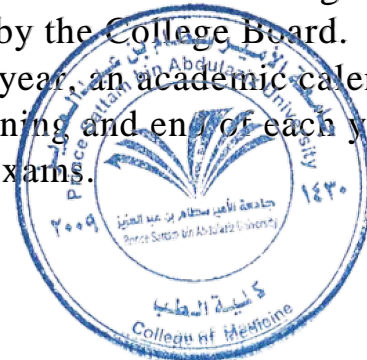
An academic system in which the academic year is divided into two main semesters. The plan was changed to three semesters in 2022/2023. In addition, there may be a summer semester provided that its duration is half the primary semester and the graduation requirements for obtaining the academic degree are distributed to levels according to the study plan approved by the University Council.



4.3- PSAU program of medicine study rules and regulations

4.4- In the PSAU program of medicine, students are subjected to the following study rules and regulations:

1. Students should study courses defined at each level or year while selecting, deletion, or additional options are excluded.
2. Students can enroll in the clinical training stage after passing all pre-requisite courses.
3. Study levels: a five academic years And eight-week summer session might be added .
4. Courses are spread among the basic sciences and the clinical years. Each course is given a name, a number, and a code.
5. A detailed course description is provided. Students should meet the pre-requisite requirements.
6. Student academic record: The student's academic record specifies the student's academic status, courses accomplished, and marks obtained. It also shows the student's GPA and courses waived relevant to students who have transferred from an accredited university.
7. Honor award: The honor award is granted to students who have attained the following requirements:
8. An academic record free of any course failure in any current or previous academic institute.
9. Graduation requirements have to be met within a period ranging from a minimum of six to a maximum of nine years.
10. A student should have studied in Prince Sattam Bin Abdul Aziz University for a minimum of 60% of the stipulated courses.
11. A student with a 4.75/5.0 GPA is awarded first grade. If the student's GPA ranges between 4.25 and 4.75, they are awarded a second grade.
12. The students cannot attend practical and clinical training unless they are dressed in the uniform specified by the College Board.
13. Calendar: At the beginning of each year, an academic calendar is issued with dates that specify the beginning and end of each year, the period of drop courses, excuses, and exams.





4.4. Policies for levels transition, courses excuse, absence:

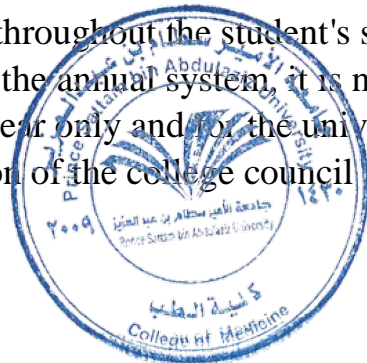
The University and College Council sets the rules for registration, deletion, and addition of courses within the levels of the study plan.

a. Rules governing the transition from one level to another:

- The minimum academic load for a student is (12 academic units), and the maximum is (20 academic units) for those who are expected to graduate.
- With the approval of the Dean of the College, it is permissible to increase the upper limit to (23 credits) for a student.
- The load should not exceed (10 academic units) for the summer semester.
- The regular student has registered automatically unless his registration is suspended, and the automatic enrollment of the student is deleted if he has not logged into the electronic portal of the academic system.

b-Policies and regulations of excuse from a course

- A student has the right to apply to the head of the department for an excuse in a five-week- period before the date of the final examination.
- Absence from the final exam in compelling excuses accepted by the College Council
- If the application is approved, a (W) letter to that effect is fed to his/her record.
- The alternative test and monitoring of the result shall be within a period not exceeding the end of the following semester
- The term (during which the application is approved) is integral to the total time specified for graduation.
- The maximum allowed excuse from semesters is two consecutive semesters or three separate semesters throughout the student's study
- As for students of colleges that apply the annual system, it is not permissible to excuse except for one year only and for the university director - based on the recommendation of the college council in cases of extreme necessity



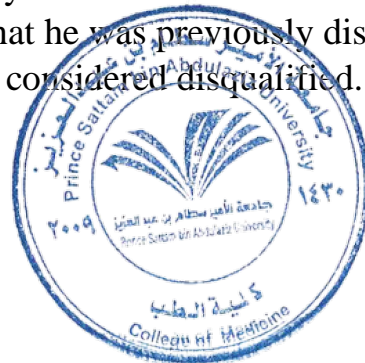
c- Absence policies and regulations

- Students must attend theoretical, practical, and clinical training.
- Absence is traced beginning the first day of the semester
- A student whose absence percentage exceeds 25% in each course shall not be admitted to the final exam, and a DN symbol in a given course is added to the student's record.

d- Policies and rules for re-registration of dismissed students

A student whose enrollment has been folded can apply to his College for re-enrolment with his number and previous record according to the following:

- To apply for re-enrolment within two academic years for colleges that use the academic year system from the date of closing the enrollment.
- The concerned college council agrees to re-enroll the student according to the controls it determines during the period
 - If the approval of the College Council is delayed beyond the regular period for registration, it is not
 - The student has the right to register only in the following semester.
 - If four semesters or more have elapsed since the student's enrollment has been dismissed (or two academic years for colleges that apply full year system), he can apply to the University as a new student.
 - The University may make an exception to based on the recommendation of the College Council.
 - A student may not be re-enrolled more than once, and the University Council - if necessary
 - A student who has been dismissed from the University or another university for educational or disciplinary is not allowed to re-enroll
 - If it becomes clear after re-enrolment that he was previously dismissed for such reasons, then his enrollment is considered disqualified.





Examinations and Graduation Regulations and Policies

An MBBS degree is awarded to a student who has completed 200 credit hours and an internship training of 12 months in a hospital accredited by the College of Medicine. In addition, he or she should maintain a GPA rate of 2 out of 5.

Credit hours are distributed as follows:

- 38 credit hours for Unified Health and university program requirements
- 162 credit hours for College of Medicine requirements
- 63 credit hours for the basic sciences years
- 99 credit hours for the clinical years

Grade Point Average

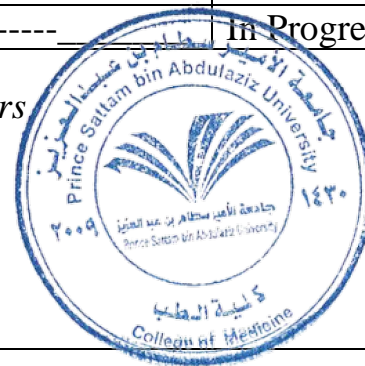
GPA 4.50 or above	Excellent
GPA 3.75 - 4.49	Very good
GPA 2.75 - 3.74	Good
GPA 2.00 - 2.74	Acceptable

GPA, Code, Percentage

Code	Percentage	Points	Rating
A+	95-100	5.00	Exception
A	90 - less than 95	4.75	Excellent
B+	85 - less than 90	4.50	Superior
B	80 – less than 85	4.00	Very good
C+	75 – less than 80	3.50	Above Average
C	70 – less than 75	3.00	Good
D+	65 – less than 70	2.50	High pass
D	60 – less than 65	2	Pass
F	Less than 60	1.0	Fail
IP	-----	-----	In Progress

Guidelines for appeals for regrading exam papers

Article 39 of the study and exam guidelines



The College Council may approve a request to regrade the exam answer sheets in extraordinary cases before the next exam period

Suggested guidelines regarding exam papers:

- 1) The requests to regrade papers are submitted to the Vice Dean for Educational and Academic affairs in a period that does not exceed two weeks from announcing the exam results that is to be regarded, and this request is then referred to the department offering the course.
- 2) The student has not previously submitted two requests that have been denied. This does not include requests that have been approved and resulted in a change in the grade due to an error from the Colleg side.
- 3) The student does not exceed an absence rate of 20% in the course.
- 4) The department head consults the course instructor to ensure that the grading is correct, and he requests the student's answer sheet and model answers from the vice deanship for academic affairs
- 5) If the student is not satisfied with the results of the regrading, the student can submit a petition to the vice dean for academic affairs, and the Vice Dean forms a committee to regrade the student's answer sheet.
- 6) If the result changes, the department head submits the form to the Vice-Dean for Educational and Academic Affairs. The decision of the College Council is final if it approves the request.
- 7) The student can appeal the decision of the college council. However, the student must first submit the petition to the office of student affairs.



Vice Dean for Academic Affairs

Dr. Salman Bin Dayel