

Medical Student Guide book

In the name of Allah, the most Gracious and Merciful

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Dean`s Message:

In the Name of Allah, the most Gracious and Merciful,

My Dear Students, it is my pleasure and honor to welcome you in the faculty of Medicine the one that you chose and will spend a university education stage loaded and filled with learning, vitality and success.

The faculty of Medicine is considered one of the most esteemed and distinguished faculties from among our country and abroad. A faculty which graduated the most elated and competent doctors, chosen by Allah to take care of human health and its safety.

By joining this outstanding educational edifice, you will take upon your shoulders a great honesty and sublime responsibility in the fields of the medical and health professions and I am fully confident that you will be masters to that.

You should be aware that studying medicine need hard working and diligence, and the faculty has provided all what is required to accomplish what we all look forward to.

Hereby we put in between your hands a handbook that is considered a map that leads you, each student should deliberately read it to your rights and duties wishing it can contribute in assisting you in your professional career.

And I supplicate Allah the Almighty to grant you all success and all the best and to attain your wishes, your families and your beloved country and shimmer in his sky in the near future.

About the Faculty of Medicine

Faculty of Medicine was established at (1395 E - 1975) includes a number of sections and scientific people totalled 23 section and divisions. In 1415H the faculty moved to the new medical centre, it expanded and became including more than 9 buildings in the male section and 9 in the female in addition to the University Hospital.

Vision

To be a golden benchmark for academic excellence in the middle east.

Mission

The Faculty of Medicine is committed to providing high-quality educational programs and nurture research as well as community engagement in the Kingdom of Saudi Arabia.

Goals

1. Enhance teaching, learning, and educational services to improve the efficiency of the outcomes.
2. Activate community engagement from the Faculty's employees, and provide an outstanding contribution to serve the community.
3. Develop and sustain an enhancing environment for innovation and creation.
4. Commit the Islamic moral values in self-construction.

Scientific Degrees

The faculty offers the following degrees:

1. Bachelor Degree (MBBS)
2. Master degrees and Ph.D in most specialties.

Faculty Members

The members of the faculty are :

1. Dean
2. Vice Deans
3. Head of the departments
4. Academic Staff
5. 1 male and 1 female student

Clinical Departments:

- Anatomy
- Physiology
- Medical Microbiology
- Pathology
- Clinical Biochemistry
- Genetic Medicine
- Paediatrics
- Otolaryngology
- Family and community medicine
- Ophthalmology
- Haematology
- Radiology
- Orthopaedics
- Anaesthesia and intensive care
- Urology
- Emergency
- Internal Medicine
- Obstetrics & Gynecology
- Surgery
- Medical Education
- Dermatology

Bachelor of Medicine and Surgery

The programme is consisted of one preparatory year and five study levels followed by a compulsory practical year called the internship training program. At the end of the program, the intern is awarded the bachelor degree in Medicine and Surgery.

Goals

Goals related to knowledgment:

Graduate should have sufficient knowledge and understanding of:

1. The normal structure, function and development of the human body and its interaction.
2. The aetiology, pathogenesis, clinical presentation, natural history and prognosis of common physical and mental disease, particular those which pose acute danger to function, life or the community.
3. The aetiology, pathogenesis, clinical presentation, natural history and prognosis of common physical and mental disease, particular those which pose acute danger to function, life or the community.
4. The management of common conditions including pharmacological, psychological, physical and nutritional therapy
5. The principles of health education, disease prevention, rehabilitation and the care of the suffering and dying.
6. The normal pregnancy and child birth, the principles of antenatal and postnatal care.

Goals related to skills:

Graduate should acquire the skills of:

1. Making a tactful, accurate and organised medical history
2. Performing an accurate physical and mental examination
3. Integrating history and physical examination to reach a provisional diagnosis of differential diagnosis
4. Choosing the most effective and less expensive medical tests and diagnosis
5. Formulating a treatment plan for each patient.
6. Counselling patients and families clearly regarding diagnostic and therapeutic procedure.
7. Performing common life-saving procedures.

8. Use information resources to obtain further knowledge and interpret medical evidence critically and scientifically.
9. Communicate clearly and considerately with other health professionals

Goals related to behaviour:

Graduate should have the attitude of

1. Respect for every human being and abide by relevant Islamic ethics
2. A desire to ease pain and suffering
3. Willingness to work in a team with other health professionals
4. Responsibility to remain a life-long learner and maintain the highest ethical and professional standards
5. Referring patients to other health professional when needed
6. A realization that it is not in the interest of patients to pursue every diagnostic or therapeutic possibility.

Admission Requirements

Admitting the Faculty of Medicine requires passing in the preparatory year in following courses:

Course Code	Course Title	Credit Hours
MATH 110	General Math	3
PHY 110	General Physics	3
CHEM 110	General Chemistry	3
BIO110	General Biology	3
STAT110	Statistics	3
CPIT100	Computer skills	3
COMM 101	Communication skills	3
ELI 102-103-104	English Language	6
Total		27 Hours

1. The applicant must have a high degree in the following courses:
 - English Language
 - General Biology
 - General Physics

Study Plan

Second year- First Semester		
Code no.	Course	Credit hours
FOND 201	Foundation course	24
ANTM 212	General Anatomy	4
ANTM 211	Cells & Tissues	2
ANTM 213	Embryology	1
BCHN 201	Clinical Biochemistry	5
ISLS 101	Islamic Studies	2
ARAB 101	Arabic Language	3
Total		21

Second year – Second Semester		
Code no.	Course	Credit hours
PATM 201	Pathology	4
MICP 201	Medical Microbiology	4
PHAM 201	Medical Pharmacology	2
CLC 211	Medical Genetics	2
CLC 221	Basic Emergency Care	1
ISLS 201	Islamic Studies	2
ARAB 2012	Arabic Language	3
Total		18

Third year- First Semester

Code no.	Course	Credit hours
SYS 311	Immune, Blood lymphatic System	4
SYS 321	Cardiovascular System	4
SYS 331	Respiratory System	4
SYS 341	Musculoskeletal System	5
SYS 351	Nervous System and Special Senses	6
ISLS 301	Islamic Studies	2
Total		25

Third year – Second Semester

Code no.	Course	Credit hours
SYS 361	Gastrointestinal System	5
SYS 371	Endocrine System	5
SYS 381	Nutrition and Metabolism	4
SYS 391	Urinary System	5
SYS 301	Reproductive System	5

CLC 311	Early Clinical Experience and Communication Skills	5
ISLS 401	Islamic Studies	2
Total		28

Fourth year		
Code no.	Course	Credit hours
CSM 401	Clinical Skills Module	20
CLC 421	Radiology Basics	3
CLC 411	Laboratory Medicine	3
FORM 401	Forensic Medicine	2
PRFM 401	Professalism	2
COMM 401	Community Medicine	7
ORL-HNS 401	Otorhinolaryngology	3
OPTH 401	Ophthalmology	3
ELE-SSM 401	Special study module & elective	2
Total		45

Fifth year

Code no.	Course	Credit hours
PED 501	Paediatrics	16
PSYC 501	Physicianry	6
ANES 501	Anaesthesia/ICU	2
COM 501	Family Medicine	7
ELE – SSM 501	Special Study Module	2
OBG 501	Obstetrics & Gynaecology	16
Total		49

Sixth year

Code no.	Course	Credit hours
MEDM 601	Internal Medicine	22
PSM 601	Patient Safety	2
SURM 601	Surgery	22
EMC 601	Accident & Emergency	2
Total		48

Guidelines of Study and Examination in Faculty of Medicine

The study system:

1. Study in the faculty follows the full academic year system.
2. Study is consisted of five years study levels followed by a compulsory practical year
3. Study is consisted of two stages, and the second and third year are considered (first stage- basic stage), fourth, fifth and sixth considered (second stage – practical stage).
4. The study in the second level flows as semester, and as syllabus on the third level among the full academic year system.
5. The student graduates in study and success through the study levels of the syllabus in accordance with the regulations of transition from level to another.

Transition from level to another to next academic year

1. After completing the compulsory practical year, the curriculum will be distributed over five academic years, and each level has its number of units of study according to study plan.
2. Students who succeed will be registered for the next study levels gradually from the low levels up to higher levels according to approved study plan.

Persistence and excuse from study:

Excuse from Study : A student submitting a written application to be excused from studying for a full academic year to the administration of Academic affairs.

Basing on article (13) from the list of rules and regulations for study and examinations, the student can be excused from studying for an academic year if he presented an accepted excuse at least five weeks before the beginning of final examinations. He/she obtains (W) degree in all the courses registered in his schedule without been added to the accumulative average. A student who is excused for a full academic year is obliged to be excused for 2 semesters as they will be counted within the required period for graduation completion

Delaying of Study: A student applying to delay study for next the academic year, submitting a written application to the administration of Academic affairs in the faculty.

Basing on article (14) from the list of rules and regulations for study and examinations, a student can apply for delaying study, if he presented an accepted excuse to the council of faculty. Period of delaying should not exceed two consecutive years or three intermittent years, during his whole stay in the university after which his entry will be rolled up.

In extreme necessity the university council can make an exception, due to the academic system might impede the above article. The delayed period will not be counted within the period for graduation completion.

Persistence: The student should attend all lectures, practical and clinical lessons. He will not be allowed to enter the final examinations if his attendance is less than 75% of lectures, practical and clinical lessons appointed for each course through the academic year and will be considered a failure in the course.

Refraining from study:

Basing on article (15) from the list of rules and regulations for study and examinations, if a student refrained from study for more than a year without applying for excuse or delay, his entry will be rolled up.

Also if a student did not become regular in study for more than four weeks without applying for delay his entry will be enrolled.

Entry Restoration:

A student whose entry has been rolled up may submit an application of restoration of entry with his same number and record used before his refrainment upon the following regulations:

1. His entry restoration application should be within two years from rolling up his entry.
2. The faculty council and authorities should approve his entry restoration
3. If more than two years has passed since the rolling up of the student entry, he can submit a new application of admittance to the university without going back to his former record if the admittance conditions are applicable at that time.
4. Entry restoration should not be more than once.
5. It is not permitted to restore entry of a dismissed student from university for educational or disciplinary reasons or any similar reasons.
6. It is not permitted to restore entry for a student in pathological conditions that might hinder his study continuation or his medical practice.

Mechanism of submitting medical reports

- A medical report should be submitted for an exam absence after the three days from the exam.

- The student or someone on behalf, should present all the medical reports for the exam absence in not more than five days from the date of sickness to the administration of Academic affairs.
- Medical reports must be issued from a governmental hospital or a health centre.
- Medical reports that are issued from private hospitals will be approved by the specialized personnel in the General directorate for health affairs.
- The excuse will be presented to the head of the department if the absence was on a periodic exam. And if it was a semi exam then it should presented to the administration.
- In case of frequent exam absence from with medical reports then the committee of academic affairs has the right not to accept it or present the student to a medical committee.
- If the medical reports are issued for absence from lectures or clinical lessons, it will considered by the department or system in order not to be counted from the normal score at the end of the year.

Graduation:

Basing on article (19) from the list of rules and regulations for study and examinations, the student graduates after accomplishing all graduation requirements successfully pursuant to the study plan, and his general evaluation should not be less than (Satisfactory) and also has completed the compulsory practical year (Honor Degree) successfully.

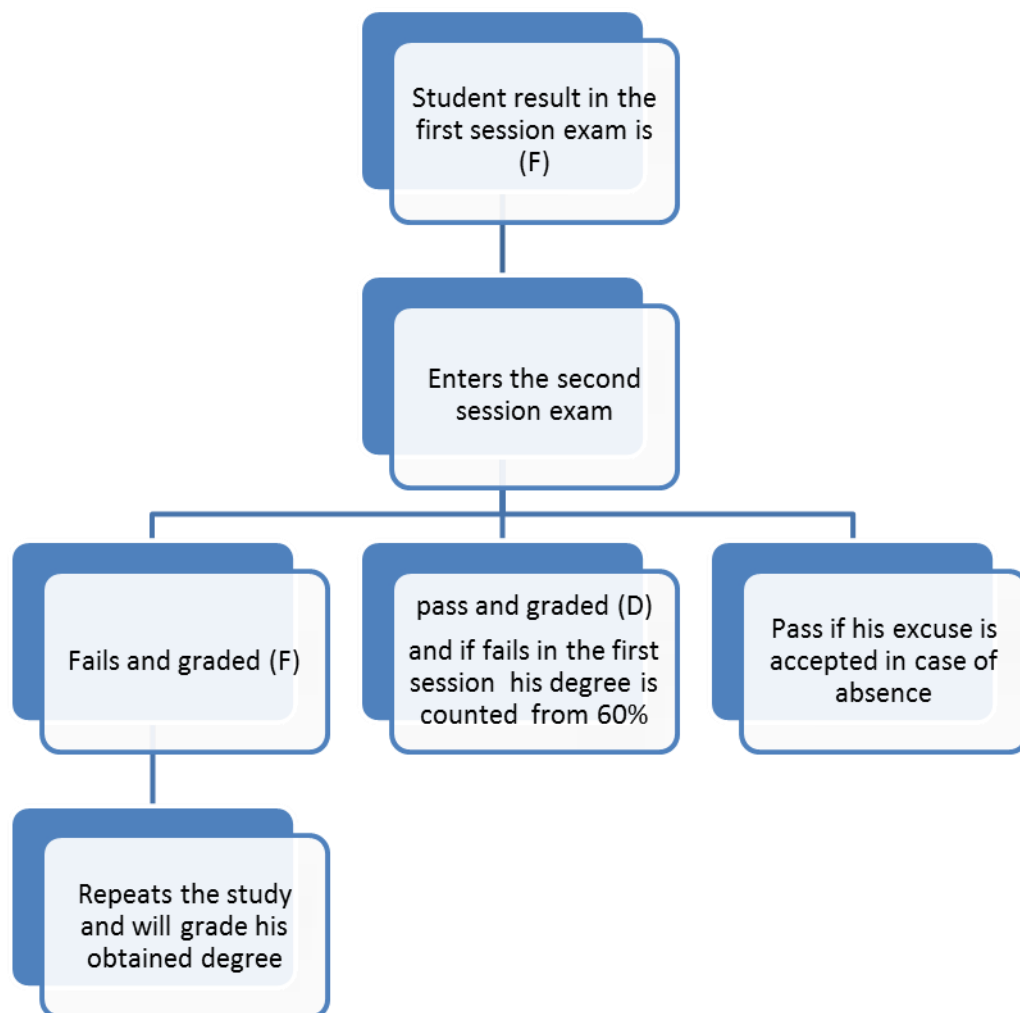
Dismissal from University:

Basing on article (20) from the list of rules and regulations for study and examinations, the student should be dismissed from the university in these conditions:

1. If he did not succeed in the two academic years in the second and third level.
2. If he failed three times in all the levels, and the university council has the right upon the recommendation of the faculty council to grant one last

chance in order to raise his cumulative average and complete his graduation requirements.

Failure in first session exam



Examinations, Evaluations and Cumulative Average:

They include the articles (11),(12),(22-30) from the list of rules and regulations for study and examinations:

1. In each semester a final examination for the second level (first session) will be held, and another final examination for third level before the end of the academic year.
2. For the fourth, fifth and the sixth level the final examinations will be held at the end of the semester.
3. The faculty council is allowed upon the recommendation of the concerned department council to include the final exams for any syllabus,

practical and oral examinations and determine the degrees allotted for that from final exam degrees.

4. The faculty council designate marks for year works not less than 30% of the final mark.
5. Marks for year works and constant evaluation will be estimated by oral exams, written exams, practical exams, clinical, research or types of other activities or all of the mentioned or some of them.
6. The students who fails in the first session for any syllabus of the faculty`s requirements will be graded (IP) and allowed to sit for another exam, and in case he succeeded he will grade (D). If he failed he will grade (F) and is obliged to repeat the study, and if he passed then he will grade his obtained degree.
7. The student who is absent from the final exam for a course or a part of it (written, oral, practical, has the right) will be regarded a failure in that course, and the academic committee in extreme necessity to accept his emergent excuse and allow him to sit for next exam, and in that case he will be granted the grade hr has achieved after the examination.
8. Faculty of medicine has approved to hold a progress test and an exit exam

Percentage %	Grade in Arabic	Grade in English	Grade Code	Estimation from 5
100 - 95	ممتاز مرتفع	Exceptional	A+	5.0
95 - 90	ممتاز	Excellent	A	4.75
90 - 85	جيد جدا مرتفع	Superior	B+	4.5
85 - 80	جيد جدا	Very good	B	4.0
80 - 75	جيد مرتفع	Above average	C+	3.5
75 - 70	جيد	Good	C	3.0
70 - 65	مقبول مرتفع	High Pass	D+	2.5
65 - 60	مقبول	Pass	D	2.0
Less than 60	راسب	Fail	F	1.0
	غير مكتمل	In-Progress	IP	-
	محروم	Denial	DN	1.0
	منسحب بعذر	Withdrew	W	-

Failure in first session exam

The yearly evaluation is calculated in each level of study:

- The final degree of the cumulative average for a graduate student is as follows:
(Excellent) if the cumulative average not less than 4.50 – 5.00
(Very Good) if the cumulative average is 3.75 – less than 4.50
(Good) if the cumulative average from 2.75 – less than 3.75
(Satisfactory) if the cumulative average is 2.00 – less than 2.75
- First degree honor is awarded if the student's cumulative average in the bachelor degree is (Excellent), and the second degree is awarded if the student cumulative average is (very good).

Conditions to obtain the first and second degree honor :

- The student should not have failed in any examination in this university or others.
- The student should complete the entire graduation requirements in the maximum required time .
- The student should have studied in the university not less than 60% of the graduation requirements.
- The student should not have been subjected to ant disciplinary punishment.

The compulsory practical year:

- The students who have passed the final examination for the bachelor degree should spend a compulsory practical year (honor degree) its duration is twelve months and the faculty council decides the beginning. It includes practical periods in the different specifications in human medicine.
- At the end of each period of practice the doctor will be evaluated by the concerned department. If he did not achieve a satisfactory report then he is obliged to repeat the practice period or part of it, and that is upon the recommendation of the concerned department council and its approval from the dean.
- At the successful termination of the compulsory practical year, the doctor will be awarded a certificate showing his periods of practice in each specification approved by the Dean of the faculty of Medicine.

The transference:

The student can transfer from another faculty in the same university or another acknowledged university through the website of Deanship of Admission and Registration on the following link:

http://admission.kau.edu.sa/Default.aspx?Site_ID=210&Lng=AR

Instructions for the Electronic Exams

- The electronic exams are held in the computer laboratories in building no. (1) and building no.(7) (second floor). Student should be available at these buildings at the time of the exams and to distributed commonly in the labs.
- Each student should be wearing their university Identification.
- In case that the computer is switched off, you can log in by using the laboratory user and password on the desktop.
- If you are having an electronic exam, click on the icon written (E-Exam) on the desktop.
- If you are having a question mark exam click on the icon written (M-Exam) on the desktop.
- Insert your student number and password for ODUS in the required fields and check you don't keep spaces in between.
- Teachers should warn the students, that in case of appearance for any technical fault or windows during the exam, to inform technical support.
- To confirm the student not to press (End) icon unless he/she is finished.
- Make sure to close all the system properly after finishing the exam.

Rules and regulations of University violations

The faculty of medicine at King AbdulAziz University is proud of her student whom considered elite of the Saudi Students. And proud of them representing it in all the regional, local, nevertheless international incidents. The 7th conference for medical students of the Gulf cooperation council was the example, as the student has actively participated and proved their high ability in preparing and achieving for such major events and showed an impressive image.

Students of Faculty of Medicine in King AbdulAziz University are considered role models among all the faculties of the universities, as they are pledged to our religious principles. Maintaining the values and traditions of the society of the holy and adhering to the appropriate rules and behaviour in the university, armed with their beneficent knowledge.

All students are committed to attend all lectures and lessons (practical and clinical) maintaining the safety of the facilities and utilities and demonstrate a high standard of ethical and professional behaviour with their colleagues and professors in faculty and university and make respectful and friendly relationships in between them.

In exams student should abide the rules and regulations which includes punctuality, non-cheating and quietness.

Considering the student`s appearance, they wear the appropriate attire consistent with the university policy.

In the University Hospital they preserve the practical and educational regulations, and treating the patients and hospital staff respectfully.

Because we are human beings, we occasionally forget, due to that we realized that some of the students do not comply with the informed instructions. For males some of them wear tight cloths and wander inside the hospital halls wearing the scrub without white coats , lengthening hair inappropriately and not putting ID badgets.

Also few female students wear tight trousers, short lab coats and overcolorfull head scarfs. Therefore we would like to promote and spread these ethical and professional behaviours, students should be aware that any violations will be treated seriously and will be assigned to penalties and punishments upon the rules and regulations of the University.

Violations that requires referral to the Student Disiplinary Committee:

- Any action or expression or appearance that offenses honesty and dignity is considered a violation.
- Not committing to wear the uniform .
- Not to commit to the organizational rules for study and practice in university hospital.
- Cheating in the examinations which follows cheating in reports and study projects.
- Committing disorders in exam process.

Special Instruction for student (Male):

- Student should wear the uniform scrub suit and a white coat approved by the faculty, failure to comply with the school dress code policy may result in disciplinary action.
- Students in the basic level are not allowed to access university hospital, except within the study schedule.
- No smoking inside KAU utilities.

The organizational structure for the academic buildings in Faculty of Medicine-male section:

Building no.	Building name and Departments	
1	Administration: <ul style="list-style-type: none"> • Dean`s office • Vice Dean for Basic Sciences • Vice Dean for Graduate studies and Research • Vice Dean for Quality and Development • Academic Affairs Unit • Administration of Self-Source programs. 	<ul style="list-style-type: none"> • Administrative Manager • Human Resources • Administrative Affairs • Communications • Financial affairs • Warehouses
2	Study Classes	
3	Student activities building	
4	Auditorium	
5	Pharmacy	
6	Pharmacy	
7	Department of Biochemistry-Department of Microbiology- Department of Pharmacology- Department of Parasitology	
8	Department of Anatomy Department of Pathology Department of Psychology	
9	Research Centres Compound	
10	Different Departments <ul style="list-style-type: none"> • Department of Surgery • Department of Internal Medicine • Department of Obstetrics and Gynaecology • Department of Paediatrics • Department of Haematology • Department of Orthopaedics • Department of Anaesthesia • Department of Otolaryngology • Department of ophthalmology • Department pf Urology • Radiology 	
11	Faculty of Dentistry	
12	Faculty of Dentistry	
13	Medical Library	
14	Main Auditorium - Cafeteria	

Special Instruction for student (Females):

- Student should wear the uniform scrub suit and a white coat approved by the faculty, failure to comply with the school dress code policy may result in disciplinary action.
- To wear a decent head scarf, avoiding the garish colours.
- Students in the basic level are not allowed to access to university hospital, except within the study schedule.

Organizational Structure for Faculty of Medicine (Female Section):

Administration of Academic Affairs

One of the main pillars of the faculty, and the first interface that receives the students at the beginning of dealing with the college, end the process of their admission in the college, answers their questions about the system of study and the various departments of the faculty and admission requirements.

The administration handles its responsibilities according to the instructions of the Deanship and the Vice Deans.

Tasks and Responsibilities:

1. Implementation and follow-up decisions for exams and results.
2. Implement the guiding programme for new students and coordinate with the related departments.
3. Coordinating with Deanship of Arts and Humanities and Deanship of Admission and Registration to register the courses required by the University.
4. Coordinating with the Deanship of Admission and Registration and Deanship of Students Affairs, to reduce all the difficulties that face the student during studying at KAU.
5. Receive and follow-up the medical reports.
6. Preparing statistics of the number of student in the faculty.
7. Follow-up process of graduating students.
8. Preparation of letters for students who want training during the summer vacation.
9. Nominate the pioneers of the Students Committee.
10. Supervising the students' activities in the Faculty.

Student Support Unit

Vision :

Enabling our students to achieve supreme success, have self-fulfilment and become pioneers in their professions.

Mission :

Helping students to achieve their academic goals and overcome their personal problems through the development of their skills and supporting them on both emotional and educational aspects.

Goals :

The aim of Student Support Unit is to support students who have special or emergency situations, especially those with special needs, academic defaulters, or talented students, so they can face their challenges and varying educational potentials, by enabling them to understand their own personalities, discover their capabilities and solve their own problems.

Tasks of the Unit:

1. To guide the students and contribute in proposing the appropriate solutions for their issues and obstacles whether it was (psychological, social, educational, financial) .
2. To follow up the educational level of students and provide appropriate guidance for them in order to elevate their standard and identify the causes of their defaulter and reach propose the appropriate solutions.
3. To work on discovering talented and brilliant students and provide them what is necessary to enhance their abilities and innovations.
4. Caring about cases that needs financial assistance from student`s funding .
5. To follow with students to check the progress of overcoming their obstacles.
6. To guide and encourage students to involve in activities in their leisure time.

7. To provide a Hot-line and an e-mail to enable students to contact the unit and explain their problems and needs.

Location:

Male Section:

Building (1), Ground Floor, Ext. no. 20288

Email: med.ssum@kau.edu.sa

Female Section:

Building (4), Ground Floor, Ext. no. 73858

Email: med.ssum@kau.edu.sa

Talent and Creativity Support Unit

About the Unit:

It was established to develop the skills of creative and talented student and support them emotionally and financially.

Vision:

That the faculty of Medicine in King Abdul Aziz University leads the efforts of sponsoring and developing the talented and creative cadres in the whole Kingdom.

Mission:

Attract, support, and develop the skills of the talented and creative medical students in every field, in order to employ their talents and energies in the service of their country.

Goals:

- 1) Discover the talented and creative students in the faculty of Medicine.
- 2) Provide the necessary support for the development of skills and abilities.
- 3) Raise the level of awareness about talents and creativity in the university and the community.
- 4) Graduation of talented and creative medical cadres, to contribute in the development of the Kingdom.

Methods for achieving the goals:

1. Establish a unit which aim to support creative and talented medical students.
2. Providing financial and technical support for talented and creative medical students.
3. Facilitate various grants to refine talents and creativity.
4. Providing multiple awards for distinguished talented and creative students.
5. Supporting research and scientific studies.
6. Overcoming the difficulties facing the talented students and their families, so that it won't preclude the development of their abilities and talents.
7. Assisting to invest inventions and innovations.
8. Introducing the activities of the unit in the field of talent and creativity by means of specialized media and publishing.

Location:

Male Section- Building no. (9), Second floor, Office no.(911)

Ext. no. 20742

Email: med.tcs@kau.edu.sa

Student Activities

There a variety services and programs conducted by the Faculty of Medicine, represented in the following four committees:

Islamic Awareness committee:

It cares about raising the Islamic awareness, Islamic law and Islamic culture assuring to deliver it with accuracy and innovation to the students. Also to focus on presenting a genuine and distinguished education in the Islamic awareness and Islamic Law.

Cultural and Technical Committee:

Considered a centre for raising the cultural level, it aims to enhance the cultural skills among the students and adopt the distinctive and artistic talents, through organizing cultural and artistic contests, cultural lectures and workshops in the faculty.

Sport Committee:

Aims to provide all types of sports with high quality ,inside the sports utilities, through organizing periodic sports and entertaining activities, and to obtains physical fitness for students and strengthens the social ties within the college. Moreover, it provides a large group of sports programs held inside and outside the university, which includes the league of faculties for football, basketball, and volley ball in addition to tennis and billiard.

Social Committee:

A normal human bein is naturally social, as a result of that the committee contributes in guiding the students for social integration with the inside community of the university and the outside community surrounded by the university.

Students` Committees:

The faculty includes a number of different and variable committees that differ within the classes.

For further information contact with the leaders of the classes.

Student Services

The students can benefit from the services available in the library which include:

Catalog:

The library catalog is considered the key to the entire library, as you can search by name, subject or type, it can also be available in your personal laptops or your cellphones through the bellow link of Deanship of library Affairs.

<http://library.kau.edu.sa>

The borrowing system:

This service allows the students to borrow the books from the library by getting a library membership as follows:

- Filling the membership form electronically.
- Bringing the University ID and study schedule when borrowing.

(a) Materials not allowed to be borrowed outside the library:

Dictionaries; Encyclopaedias, governmental and international corporations prints, Journals including newspapers, magazines; Special Collections: original and copied manuscripts, rare books.

(b) Number of books allowed to be borrowed and time duration :

Category	Maximum for number of books	Maximum for duration
Regular Students	6 books	15 days
Post Graduate Students	10 books	30 days

E-Services :

It provides free electronic services to students including:

1. **Internet:** A wireless internet is provided for students in all library floors , and can used for research purposes.
2. **Digital Library:** it is a digital information sources provide in the library website , http://library.kau.edu.sa/Default.aspx?Site_ID=212&Lng=AR

through the Saudi Digital Library (SDL) which includes scientific journals, e-books and university thesis. To train on using the digital library requires filling the form (Training form for training on using digital library form) followed by coordination with the authorized personnel.

3. Articles from the British library: The Library offers articles from the British Library for the non-availability of full text within by filling a special form.

Information Literacy Program:

Since 1430H the programme aims to provides its activities in order to spread out the informatics culture for the benefiteres of the library , through providing the following group of activities :

- Guiding program
- Library friends club
- Digital Library workshops
- Annual informatics forum
- Information literacy program
- Info Express pamphlets.
- Participating in the university events and activities

3. Labs of the information network:

These laboratories are prepared to include the latest and largest number of devices supplied with the latest programs and connected to each other by a fibrotic, which facilitates the internet speed connection. Currently a group of additional labs are established to make the maximum benefit, in addition to provide printing services for students regarding the disclosure of grades, ticket reduction, statements, ect. Also to provide the technical support including programs and technical consultancy.

4. Sports Club:

The faculty established the First Medical Club for female students and a Health Forum for female students.

The club contains: body building hall (gymnastic), court for (basketball, volley ball, hand ball, badminton, table tennis, billiard, sauna bath, showers and changing rooms.

The sports club works to organize sports activities, formation of sport teams and establishment of sport competitions, festivals, and concerts. Moreover, it seeks for the development of its activity and plans through the participation of employees, faculty members of the college and students actively in sport activities.

5. Nursery (Childhood Centre):

Vision: A practical, research and training centre that leads the world by our children... pioneers of the future.

Mission: The Childhood Centre offers educational services for children in their first six years. It also offers emotional and educational support to the kids' parents through periodical and direct contact and through qualifying courses that help them deal with their children. These services are offered by a specialized team of highly qualified nursery teachers under the supervision of an academic committee from the Department of Childhood Studies. One of the Childhood Centre's aspirations is to merge children with simple and average needs with normal children in an appropriate healthy environment under the supervision of a specialist from the Childhood Studies Department; in addition to offering comprehensive services to the child in a normal class environment.

6. Emergency Unit: The Faculty of Medicine in Female section has established an Emergency Unit related to the Department of Health Services, it provides first aid to all faculty employees and nursery children.

7. Cafeterias and Stationary in Female Section in Faculty of Medicine:

- Paninos
- Movenpick
- Pizza Inn
- Mochatchino
- Khawarizm Stationary
- Abu-Znadah Stationary

University Hospital

About the Hospital:

King Abdulaziz University Hospital began its operation in the late 1396H – 1976 with a total capacity of 36 beds and increased gradually until they reached a number of 291 beds at the end of 1416 H. After that the hospital transferred to the new location in the Medical Center where the number of beds reached 671 by the end of 1427 H, considering that the total capacity for the hospital is 878 beds.

The Medical Departments are:

- Emergency
- General Practice
- Specialized Clinics

They include: Internal Medicine (Gastroenterology -Endocrinology -Cardiology Respiratory/Pulmonology -Geriatric Medicine -Neurology -Psychiatry -Oncology Rheumatology -Nephrology)

Paediatrics (Genetic Diseases, asthma, renal failure, nervous system, tumours, endocrine. Rheumatology).

Surgery (General Surgery- Heart Surgery-plastic surgery-paediatric surgery-neurosurgery- Vascular surgery -Orthopaedic Surgery) .

Obstetrics and Gynaecology (infertility-tumours-family planning)

Otorhinolaryngology (head, neck)

Urology (orthopaedics- dentistry- patient education)

Pain

Laboratory Services:

The hospital has many advanced technologies; it provides these lab services in the following departments:

Biochemistry- Viruses-Immunity- Tissues and Cells- Blood- Blood Bank-Molecular Biology-Microbiology- Genome Unit

Diagnostic Radiology:

It contains all types of diagnostic radiology which includes general X-Ray- & color radiation – Ultrasound- Magnetic Resonance Imaging- Nuclear Medicine – Nanoraphy

Supporting Departments:

- Radiology
- Pharmacy
- Blood Bank
- Incentive Care
- Anaesthesia
- Physical Therapy
- Orthotics& Prosthetics
- Sleep Medicine & Research Center
- Laboratory
- Dietary & Nutrition
- Nursing

Internal Departments:

- Internal Medicine
- Obsterics & Genacology
- Otorhinolaryngology
- Emergency
- Day Care
- Surgery
- Orthopedic Surgery
- Urology Surgery
- Family Medicine
- Operating Room
- Pediatrics
- Ophthalmology
- Heamatology
- General Practice
- Home Health Care

8. Private Medical Center

9. Operating Rooms

10. Day Care Units with total amount of 97 beds

- Daily Admission Unit
- Lithotripsy Unit
- Kidney Dialysis
- Endoscopy Unit
- Home Health Care

11. Medical Records Unit

12. Social Services

13. Nursing & Hospital Administration

14. Security

15. Education & Practice (CPR)

16. Support Services

17. Information Technologies (includes web system)

18. Pharmacy(Internal & External)

19. Maintenance(Medical & General)

20. Cafeteria (Only for Hospital Staff)

Important Contact Numbers

Dean of Faculty of Medicine office	22074
Head of Dean`s office	22064
Vice Dean for Basic Medical Sciences Office	20070 – 20071 – 20072
Vice Dean for Clinical Medical Sciences office	18292 – 18282
Vice Dean of Faculty of Medicine	72167-72837
Academic Affairs (Males)	20065
Student`s Support Unit (Males)	22214
Student`s Support Unit (Females)	73858
Academic Affairs (Females)	23057

Done by the Praises of Allah

