KUWAIT UNIVERSITY

COLLEGE OF DENTISTRY

UNDERGRADUATE HANDBOOK

2024/2025

The College of Dentistry, Kuwait University Student Handbook contains information for students about available services, administrative policies and procedures, academic regulations, conduct standards and regulations, and governance structure of the College of Dentistry as well as the Kuwait University. The goal in producing the Handbook is to help students take advantage of the opportunities made available at the College of Dentistry, Kuwait University.

This handbook is effective for the 2024-2025 academic year, beginning September 2024. Changes made to this handbook shall be effective as of the date on which they are formally adopted, or on the date specified in the change. All students are bound by the policies, procedures, and academic regulations contained herein.

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Minister of Education & Minister of Higher Education

&

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Acting President

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Clinical Affairs, Consultations & Training

FAWAZ AL ZOUBI
Acting Vice Dean
Research & Postgraduate Studies

KUWAIT UNIVERSITY

Kuwait University offers a profound learning experience, symbolizing the students' hope for tomorrow. Its programs are diverse and competitive, challenging minds, inducing critical thinking, and encouraging creativity through a multitude of exposures, interactions and experiences that are unique and intellectually stimulating.

The University's 17 colleges offer wide ranging programs in sciences and humanities at the undergraduate, graduate, and doctoral levels, with an internationally renowned and culturally diverse community of professors and academicians, providing the highest level of teaching, research, and scholarship.

Under a challenging institutional scientific environment, the students undergo an intense learning process, seeking advanced knowledge and personal fulfillment through wide choices and opportunities for improvement and self-development. Facilitating this process are the institutional exceptional resources, E-Systems, and state-of-the-art technologies, providing a world class educational exposure necessary for strengthening the students' scholastic foundations, as well as their educational, personal, and social development as refined, cultured, and knowledgeable human beings.

The student's entry at Kuwait University is thus a crucial journey of self-enrichment and self-discovery, of research and scholarship, of competence and excellence, indeed a lifelong learning experience, which they will proudly carry to their community and to the wider world as they step out of the portals of Kuwait University, with their formal degrees, opening amazing new vistas for growth, recognition, and laurels.

THE HEALTH SCIENCES CENTER

Kuwait University Health Sciences Center (KU HSC) was established in 1982 with the objective to expand medical education in Kuwait and to create a community of health care professionals, with high international standards. The Health Sciences Center consist of the Colleges of Medicine, Allied Health Sciences, Pharmacy, Dentistry and Public Health.

The Center includes common facilities such as The Health Sciences Center Library, The Health Sciences Computer Center, Research Core Facility and The Kuwait Animal Resources Center.

The Vice-President for Health Sciences Center has the overall responsibility for the oversight and development of the Center.

COLLEGE OF DENTISTRY

The College of Dentistry was established by Amiri proclamation on May 28, 1996. It is a rapidly expanding institution entrusted with the development of the undergraduate curriculum, the initiation of research projects, the establishment of postgraduate specialties and research programs. It is totally committed to providing quality dental education for the benefit of the nation. The commitment of the faculty, staff and alumni has helped ensure the continuing quality and prestige of the college from its inception in 1998.

The Dental Program offered by the College of Dentistry is a seven-year program. The students complete four years of a pre-professional program and a basic medical science program common to the Colleges of Medicine and Dentistry leading to a Bachelor of Medical Science degree (B.Med.Sc.). After this they complete three years of clinical studies (including three Summer Semesters) in the College of Dentistry before they are awarded their dental degree – Doctor of Dental Medicine (DMD). The language of instruction at the College of Dentistry is English.

ACADEMIC STAFF OF COLLEGE OF DENTISTRY

BIOCLINICAL SCIENCES

Associate Professor & Acting Chairman	Maribasappa Karched	BSc, MSc, MBtech, PhD
Associate Professor	Arjuna Ellepola	BDS, PhD
Assistant Professor	Syed Saad bin Qasim	BDS, MSc, PhD, MFDS RCPS

DEVELOPMENTAL & PREVENTIVE SCIENCES

Professor & Acting Chairperson	Muawia A. Qudeimat	BDS, MDentSci, FRCD(C)
Associate Professor	Abrar Al Anezi	BDM, MFDS, MS Diplomate ABPD
Associate Professor	Rashed H. Al Azemi	DDS, MDS, Diplomate ABO
Associate Professor	Asma Al Yahya ,	BDM, MSc, Diplomate ABPD
Associate Professor	Manal Abu Al Melh	BDM, MSc, Diplomate ABO
Associate Professor	Mona Al Sane	BChD, MSc, Diplomate ABPD
Associate Professor	Jagan Kumar Baskaradoss	BDS, MPH, MJDFRCS, Cert. DPH, Diplomate ABDPH
Associate Professor	Athbi Al Qareer	BDM, DMedSc, Diplomate ABO
Assistant Professor	Eman Behbehani	BDM, MFDS, DScD, Diplomate ABDPH

Assistant Professor	Mariam AlKheder	BMedSc, BDM, MS, Diplomate ABPD
Assistant Professor	Fatemah Husain	BMedSc, BDM, MS, RCDC(F), Diplomate ABO

DIAGNOSTIC SCIENCES

Associate Professor & Acting Chairman	Mohammad Ali	BA, DDS, Diplomate ABOMP
Assistant Professor	Hussain Dashti	DDS, Diplomate ABOMP
Assistant Professor	Mariam Baghdady	BDS, MSc, FRCD(C), Diplomate ABOMR, PhD

SURGICAL SCIENCES

Associate Professor & Acting Chairman	Adel Al Asfour	BDS, BA, Diplomate ABOMS
Associate Professor	Areej Al Khabbaz	BDS, MS, Diplomate ABP
Assistant Professor	Mohammad Kamal	MD, DMD, PhD, FEBOMFS
Assistant Professor	Muneerah Al Sabt	BMS, BDM, MS, Diplomate ABP
Assistant Professor	Mohammad Qali	DDS, MS, FRCDC Diplomate ABP Diplomate ABO
Assistant Professor	Mohammed Hayati	MChD/BChD, MFD (RCSI) , MS Diplomate ABP

RESTORATIVE SCIENCES

Professor & Acting Chairman	Qasem Al Omari	BDS, MS, FDSRCSI, Diplomate ABOD
Professor	Ridwaan Omar	BSc, BDS, MSc, FRACDS, FDSRCSEd
Associate Professor	Mirza Rustum Baig	BDS, MDS, FDSRCSEd, FDSRCPS, MRD, MFDS, Grad Cert H. Educ.
Associate Professor	Yacoub Al Tarakemah	DDS, MSc, Diplomate ABP
Assistant Professor	Bader Ahamed	DDS, MSD, FACP
Assistant Professor	Jaber Akbar	BA, DDS, MSOB, FRCDC
Assistant Professor	Hadi Faras	BMedSc , BDM, MSD, CertEd, Diplomate ABE
Assistant Professor	Saleh Ashkanani	DDS, MDSc, Diplomate ABE
Assistant Professor	Kawther Ali	BDM, BMedSc, MS, FRCDC, CertEd, Diplomate ABP
Assistant Professor	Naela Alboloushi	BMedSc, BDM, DScD Diplomate ABE
Assistant Professor	Esra Alsarraf	BMedSc, BDM, MS, FACP, FRCDC Diplomate ABP

GENERAL DENTAL PRACTICE

Associate Professor & Acting Chairperson	Dena Ali	DDS, CAGD, MA, Diplomate ABGD
Associate Professor	Mai E Khalaf	BA, DMD, MA, Diplomate ABGD
Associate Professor	Fawaz Al Zoubi	BDM, MA, EdD, FAGD, FAAID
Assistant Professor	Qoot Al Khubaizi	BSc, BChD, MFDRCSI, MS, Diplomate ABGD
Assistant Professor	Ahmad Al Sahli	DDS, MA, Diplomate ABGD
Assistant Professor	Aqdar Akbar	BMedSc, BDM, MS, Diplomate ABGD
Assistant Professor	Mohammad Sabti	BMedSc, BDM, MS, Diplomate ABGD
Assistant Professor	Yacoub Al Abwah	DDS, MS, Diplomate ABGD
Assistant Professor	Isra'a Al Farhan	BMedSc, BDM, MS, Diplomate ABGD
Assistant Professor	Nour Al Shawaf	BMedSc, BDM, MS, MFDRCSI, ADCFP Diplomate ABGD
Assistant Professor	Hanadi Al Enezi	BMedSc, BDM, MS, EdD Diplomate ABGD
Assistant Professor	Asma Al Dousari	BMedSc, BDM, MS, Diplomate ABGD
Assistant Professor	Dalal Hasan	BMedSc, BDM, MA, MFDRCSI, Diplomate ABGD

Assistant Professor	Afnan Faridoun	BDS, MFDRCSI, MS, ADEA-ADCF Diplomate ABGD
Assistant Professor	Fatema Alkazemi	BDM, MA, FAGD, Diplomate ABGD
Assistant Professor	Alya Sarkhouah	BDM, MA, MFDRCSI Diplomate ABGD
Assistant Professor	Naemah Alkhars	BDM, MS, PhD Diplomate ABGD

SCHOLARSHIP HOLDERS

DEPARTMENT OF DEVELOPMENTAL & PREVENTIVE SCIENCES

Noor Al Lanqawi
Fatemah Al Maqate
Raghad Behbehani

DEPARTMENT OF RESTORATIVE SCIENCES

Abdul Aziz Mallik
Munira Al Rashed
Shorouq Houtari
Reem Al Fadhli
Sara Al Zamel
Sarah Al Mesbah

DEPARTMENT OF GENERAL DENTAL PRACTICE

Halima Al Haid

DEPARTMENT OF SURGICAL SCIENCES

Mohammad Safar
Ahmed Al Ali
Ali Akbar
Abdullah Alawadhi
Abdulrahman Mirza

DEPARTMENT OF DIAGNOSTIC SCIENCES

Nasser Al Khanderi
Menther Abdulrahim

TEACHING SUPPORT STAFF

CLINICAL INSTRUCTOR

Dolly Sunil Thomas	BDS, MDS

COURSE ASSISTANTS

Akkamahadevi Varad	BSc, MSc
Elizabeth Neena Augustine	BDS, Cert. BMI
Lovely James	BSc, MSc
Preethi John	BSc, MSc
Raji Anooj	BDS, MSc
Reena Thomas	BDS
Shameema Rauf	BDS
Shija Mol Ronson	BDS
Shiney T. Abraham	Diploma in Nursing
Suja Boban	Diploma in Nursing
Swapna Philip	BDS, MSc

RESEARCH STAFF

Nupur Sharma	BSc, MSc, PhD
Sreeja Saji Chandran	BSc, MSc
Krishna Girija Santhosh	B Tech.
Febine Ann Mathew	BSc, MSc
Priya Hasila Tharayil	BSc, MSc
Suma Sudhakaran	BSc, MSc, B.Ed

HISTORY OF THE COLLEGE OF DENTISTRY

The College of Dentistry is a relatively newly established college at Kuwait University, established by an Amiri Decree in 1996, which paved the way for requisite groundwork for setting up an internationally compatible Dentistry facility and program. The College is committed to providing leading professionals and experts in oral health in Kuwait through teaching, training, research, and clinical practice. The mission of the College is to promote oral and general health in Kuwait through education, research and cooperation with other professional health institutions and authorities, as well as the community at large. The strong dedication of the faculty, staff and alumni has helped ensure the continuing quality and prestige of the college from its inception in 1998. The College is endowed with an international community of academic staff, whose broad experiences enhance the learning experiences of our students.

The College of Dentistry is affiliated to the Health Sciences Center (HSC), Kuwait University. The administration offices, lecture theaters, laboratories etc., are situated in the New HSC building, Jabriya. Lectures and seminars are held in well-equipped lecture theaters and seminar rooms. The College is equipped with eight teaching and research laboratories housing sophisticated scientific instruments, available to academic staff and students for research and teaching. The College has a state-of-the-art clinic within the Jabriya campus. The Kuwait University Dental Center (KUDC) provides an ideal environment for clinical teaching and is equipped with 72 individual dental units, spread across two main clinics (North and South Clinics), where the students provide Comprehensive Dental Care to their patients. Furthermore, there are a total of 10 dental units functioning as staff clinics, admission and emergency clinics and surgery clinics.

The College of Dentistry comprises six departments namely, Bio-clinical Sciences, Development & Preventive Sciences, Diagnostic Sciences, Restorative Sciences, Surgical Sciences & General Dental Practice. The Pre-professional and Preclinical Programs are conducted in the HSC and the College of Medicine. The College of Dentistry coordinates all the courses for the dental clinical educational program. The College in collaboration with the College of Medicine has moved into a system-based case-triggered integrated curriculum since the academic year 2006-2007 (2005 intake into the University).

In addition to the professional services provided by the clinical academic staff serving at the Kuwait University Dental Clinic, various outreach programs are organized to serve the community and expand the student's professional activities. Conferences, seminars, and workshops are organized and conducted by the college for the dental community in Kuwait.

MISSION OF THE COLLEGE OF DENTISTRY

The mission of the college is to be a regional center of excellence committed to dental education, research, and clinical practice. The College of Dentistry is dedicated to educating dental graduate students in a progressive learning environment, conducting research in oral health, and serving oral health professionals and the community as a source of knowledge and expertise.

GOALS OF THE COLLEGE OF DENTISTRY

INSTITUITIONAL GOALS

- Prepare dentists with the necessary knowledge and skills, through an educational program that is specific to their needs for improving the oral health of their patients
- Continually develop and evaluate the undergraduate, graduate, and postgraduate curricula and implement changes to ensure that they are responsive to current needs and future trends of the profession.
- Encourage the coordination of College of Dentistry programs with related programs in other University departments.
- Provide a responsive educational environment characterized by positive interpersonal relationships among faculty, students, patients, and staff.
- Ensure the integration of social, ethical, and humanitarian components in teaching programs. Contribute to advances in oral healthcare through research, and to encourage such collaboration at national and international levels.
- Enhance the reputation of the College of Dentistry and the University through academic excellence and the maintenance of high ethical and clinical standards.

EDUCATIONAL GOALS

- Maintain academic performance standards and student evaluation systems which ensure the competence of graduating students to fulfill their roles as ethical and competent practitioners.
- Provide academic programs which encourage maximum performance by all students.
- Encourage undergraduate students to take a questioning, scientific, and self-critical approach to patient care through active learning of the principles and skills that underpin competency, and to foster in them the intellectual skills required for future personal and professional development.
- Continually develop and evaluate the undergraduate curricula and implement changes to ensure that they are responsive to current and future needs of the profession.
- Integrate and expand problem solving and foster critical thinking within the curricula.
- Develop and maintain responsible continuing education programs as the needs of the public and the professions demand.
- Educate the required numbers of scientists and educators to meet the manpower needs of the College of Dentistry and other oral healthcare educational institutions in Kuwait.
- Provide teaching faculty for the continuing educational programs that are run for registered dental practitioners, by organizations recognized for this purpose.
- Meet Kuwait's needs for qualified oral healthcare providers.

RESEARCH GOALS

- Identify and conduct oral healthcare research that is relevant to the needs of Kuwait and its people.
- Measure the levels of oral healthcare problems that affect the population, and to recommend best evidence-based solutions for their management.
- Contribute significantly to the body of basic and applied knowledge related to oral health.
- Promote participation in collaborative research activities at national and international levels.

- Foster an early introduction of the research ethic into undergraduate students through direct involvement in community-based research projects.
- Provide opportunities for undergraduate and graduate students to have research experience.
- Enhance the provincial, regional, national, and international stature of the College of Dentistry as a leader in research and in the education of investigators through the accomplishment of the above goals.

COMMUNITY SERVICE

- Provide quality care through faculty clinics and outreach programs to patients of all backgrounds.
- Serve as a resource for knowledge, expertise and treatment to the community and the dental profession.
- Participate in professional and community organizations to have an influence on future trends in health care.
- Establish relationships with government health care institutions, professional associations and other community groups which will expedite the practical and effective delivery of oral health care to society

COLLEGE OF DENTISTRY ADMINISTRATION

The Dean of the College of Dentistry is the head of the academic and administrative structure of the College assisted by the Vice Deans.

The Vice Dean for Academic and Student Affairs is responsible for the educational programs, curriculum, and teaching activities of the faculty, as well as all academic matters pertaining to students.

The Vice Dean for Clinical Affairs, Consultations and Training is responsible for directing the faculty clinical training and continuing education in addition to clinical staff and building maintenance.

The Vice Dean for Research and Postgraduate Studies is responsible for all matters pertaining to faculty research including administration, service and evaluation and planning. The VDR is also responsible for all matters pertaining to postgraduate studies in the faculty.

Additional administrative staff assists the Dean and the Vice Deans in maintaining the administrative services including the administration manager, the administrative secretaries, the academic staff manager, the public relations section, the finance and purchasing manager and other support personnel.

UNDERGRADUATE PROGRAMS

UNDERGRADUATE DEGREES OFFERED

The undergraduate degrees offered by the College of Medicine are:

Bachelor of Medical Sciences (B. Med. Sc.)
Students who successfully complete the Phase I & II (Pre-professional & Preclinical) programs are awarded the degree of Bachelor of Medical Sciences (B. Med. Sc.).

The undergraduate degrees offered by the College of Dentistry are:

Doctor of Dental Medicine (DMD)
Students who successfully complete the Phase III (Clinical) program are awarded the degree of Doctor of Dental Medicine (DMD).

ADMISSION REGULATIONS FOR BACHELOR OF MEDICAL SCIENCES PROGRAM

Admission Requirements to the College of Dentistry

1. High school students who hold secondary school certificate (Science major), or its equivalent, with a minimum percentage of 85% in the high school marks.
2. Priority of admission will be given to applicants who have the highest equivalent Grade Point Average of the secondary school percentage, and the results of aptitude tests as follows:

    - High school grades - 75%
    - Result of English language aptitude test - 15%
    - Result of Mathematics aptitude test - 10%

3. To be able to be promoted to the second year, the student must pass all the subjects of the first year, during the first and second semesters after joining the University and must achieve the required minimum GPA of 2.00 points out of 4.00 points.

Admission Regulations for B. Med. Sc. Program

The maximum number of students, including non-Kuwaitis, admitted to the College of Dentistry will be as follows:
Total students: 50

Transfer Regulations to the College of Dentistry 2023-2024

General Rules:

1. The number of available student seats for admission to the College of Dentistry is defined annually with the approval of both the College Council and KU Council. In case the number of admitted students exceed the defined number of available student seats, then transfer to the College will not be allowed for this academic year. In all cases, student transfer depends on the approval of the College council based on the capacity of the College each year, which is determined based on the number of new and continuing

students and the number of the academic staff and seconded staff. The college is not obligated to allow the transfer annually.

2. Priority for transfer will be given to the students from the Colleges of Medicine and Pharmacy.

3. Students transferred to the Colleges of Medicine and Dentistry from other colleges at Kuwait University are not entitled to transfer again between the Colleges of Medicine and Dentistry, as Kuwait University students are entitled to transfer to another college only once, according to Article 21 of the "Courses System Regulations". Ministerial Resolution No. 2-2015.

4. There will be no transfer to the clinical years (Years 5, 6, and 7) from the Colleges of Kuwait University or from other Universities.

Transfer of HSC, Kuwait University students from the Colleges of Medicine and Pharmacy at the end of the first year.

1. The student must pass all the prescribed academic courses for the first year, taught by the College of Medicine.

2. The student must have a current minimum GPA of 3.80/4.00. Priority will be given to Kuwaiti students who satisfy the transfer regulations.

3. Students from the College of Pharmacy are only eligible to transfer after the first year.

4. The Dean of Admission and Registration will make the announcement for transfer, following the announcement of the results for the first year and promotion of the students to the second year, specifying the number of available student seats, the first and the last day to receive the applications and the required documents.

5. The transfer application along with the required documents shall be submitted to the Dean of Admission and Registration within the period specified in the announcement. Any application submitted before or after the specified dates shall not be considered.

Transfer regulation applicable to Kuwait University Students in other Colleges

1. In case the College Council has decided to allow the transfer for the currently registered Kuwait University students, then the Dean of Admission and Registration will make the announcement for transfer, following the announcement of the results for the first year and promotion of the students to the second year, specifying the number of available student seats, the first and the last day to receive the applications and the required documents.

2. The transfer application shall be submitted to the Dean of Admission and Registration within the period specified in the announcement. Any applications without the required documents will not be considered. Also, any application submitted before or after the specified dates shall not be considered.

3. The student must have a current minimum GPA of 3.80/4.00 and priority will be given to Kuwaiti Students who satisfy the transfer regulations.

4. Students must have passed 38 credit hours in the following science courses:
    a. Chemistry courses (110 & 111) + 114.
    b. Physics courses (121 & 125) + (122 & 127).
    c. Biology courses (101 or 103).
    d. Mathematics or Statistics (except Finite Mathematics 115).
    e. 10 credit hours in English courses or (6 credit hours in English courses + minimum 4 credit hours of Science Courses taught in English such as Biology or Chemistry (except Mathematics, Statistics and Computer).
    f. 6 credit hours of university elective courses.

5. Student must pass the English proficiency examination with 70% of marks to be eligible for transfer. The exam will be administered by the Health Sciences Centre (English Department) during the month of September.

6. Students are admitted to the third semester of the College's academic program

Transfer of students between the Colleges of Dentistry and Medicine in Year 3 and Year 4

The regulations mentioned below are applicable to the current Medical/ Dental students who were admitted to Kuwait University from 2019 onwards.

1. Transfer is allowed at the beginning of the 3rd and 4th year.

2. Transfer applications shall be submitted to the Vice Dean of Academic and Students Affairs of the concerned College at the end of the 2nd/ 3rd year.

3. The student must have a current minimum GPA of 3.00/4.00 and priority will be given to those who have the highest GPA and to Kuwaiti students.

4. Students must have passed all assessments and final examinations of the Phase II program with a grade of at least “B-”.

5. A joint committee of the College of Medicine and the College of Dentistry will scrutinize the applications and decide on the eligibility to compete for the transfer, considering the available seats in both Colleges.

STRUCTURE OF THE DENTAL PROGRAM

STRUCTURE OF THE DENTAL PROGRAM

The Curriculum is divided into three phases, i.e., Phase I, II and III. The Phase I consists of the first two semesters of the pre-professional program (Health Sciences Centre common year). The Phase II consists of 3 years (2^{nd}, 3^{rd} and 4^{th}year). Dental students follow the same Phase I and II programs as the medical students and are awarded the B. Med. Sc. degree at the end of the Phase II Program.

The Phase II Curriculum is planned on a system-based student-centered principle, emphasizing the need for self-learning and student motivation. The system courses covered in Phase II are Blood, Musculoskeletal, Endocrinology, Cardiovascular, Respiratory, Nervous, Renal, Digestive and Reproduction & Breast. In addition to the systems, there will be a Foundation course at the beginning of Phase II to cover essential basic science topics, which may not be covered as part of system courses. Students also have electives and Evidence-Based Medicine (EBM) classes during Phase II. Small group teaching, PBL sessions, clinical skills laboratory sessions and early clinical exposure are salient features of the new curriculum.

After the successful completion of Phase II, students will proceed to the Phase III. The Phase III program will comprise of three clinical years, namely a full seven-year program for the B. Med. Sc. and DMD degrees.

PHASE I CURRICULUM

PHASE I CURRICULUM

1. The Phase I curriculum consists of three components:

   - ***The General University Requirements***: is to provide students with a broad background of education, making them aware of their society, welfare, religion, and heritage.
   - ***The English Language and Study Skills Course:*** is to equip students for effective communication and study skills necessary to undertake the preclinical and clinical programs.
   - ***The Science Course:*** provides foundation in science necessary for students to proceed to preclinical and clinical programs.

2. Students must attend and pass all courses prescribed by the Health Sciences Centre.

3. A candidate shall be considered to have satisfactorily completed the Phase I (Semester 1 and 2 of Year 1) if he/she has successfully achieved 30 credit hours in the courses specified by the College of Medicine and obtained a grade point average of not less than 2.00. This is a prerequisite for admission to the Phase II program.

4. No candidate is allowed to carry an "F" grade into the Phase II program.

5. The required grade point average for admission to the Phase II program shall be computed only from the prescribed courses of the Phase I program.

COURSE REQUIREMENTS - PHASE I CURRICULUM

First Semester *(First Semester of year One)*		
Course No.	**Course**	**Credit Hours**
14 88 181	English 181	5
14 40 140	Chemistry for Health Sciences	3
14 00 141	Biophysics	3
14 10 101	Introduction to Computers	1
	Elective	3

Second Semester *(Second Semester of year One)*		
Course No.	**Course**	**Credit Hours**
14 88 182	English 182	5
14 20 143	Biology for Health Sciences	4
14 10 144	Biostatistics and Basic Epidemiology	3
	Elective	3
Total C.H.		**30**

COURSE DESCRIPTIONS

1. ENGLISH LANGUAGE

The Program comprises three compulsory courses based on an integrated skills approach to language learning, including listening, reading, speaking, writing and study skills. The objective of the program is to equip the students with the necessary language and study skills to complete their academic and professional studies.

i. HSC English 181 (Year One, Semester One)

HSC English 181 provides students with skills in composition, listening, and reading. Writing reflects thought processes, the cognitive skills of sequencing, generalizing, synthesizing, and making inferences and judgments about information, and these are incorporated into the writing program. Writing simple and extended definitions establishes the concept of the topic sentence. Students learn to analyze how supporting material relates directly to the topic sentence and to create unity within the paragraph. Reading and listening, especially to extract information, are integral parts of the course. Academic and scientific/medical vocabulary is developed through reading and listening.

Prerequisite: Admission to the Pre professional Program

ii. HSC English 182 (Year One, Semester Two)

HSC English 182 builds on skills learned in HSC English 181 and is designed to provide students with skills in composition, listening, and reading. Paragraph organization is reviewed by means of writing paraphrases and summaries and writing five-paragraph essays further develops skills. The skills of sequencing, generalizing, synthesizing, and making inferences and judgments about information are continued at a higher level. The course includes the broad scientific rhetorical functions of process, definition, and comparison and contrast. Reading and listening, to extract information, are integral parts of the course. Academic and

scientific/medical English vocabulary is developed through reading and listening to authentic health sciences articles and lectures.
Prerequisite: HSC English 181

iii. English 183 (Year Two, Semester One (considered part of Phase II))

English 183 develops skills in composition, listening, and reading. Essay organization is reviewed by means of writing five-paragraph essays. The course includes the broad scientific rhetorical function of cause and effect. Students are introduced to research skills and are instructed in abstract, bibliography, and reference writing in order to produce a short paper. Reading and listening to extract information are integral parts of the course. Academic and scientific/medical English vocabulary is developed through reading and listening to authentic health sciences articles and lectures. Students give oral presentations to develop research and presentation skills.
Prerequisite: HSC English 182 and admission to relevant faculty

2. BIOPHYSICS

The objectives are to provide the students with a good understanding of basic biophysics and its relevance to the health sciences.

3. CHEMISTRY

The course objective is to educate and train students with an adequate background in basic chemical principles of health sciences and provides understanding of fundamental organic and inorganic components of the human body. With this knowledge, students will be able to advance into Biochemistry and Molecular Biology, Clinical Chemistry and Pharmaceutical Chemistry as a health science profession.

4. INTRODUCTION TO COMPUTERS

Upon completion of this course the students should be able to:

- Manage information on the computer in a systematic, hierarchically organized collection of units, such as files and folders.
- Develop and demonstrate competence in using applications such as word processing, spreadsheets, and power point.
- Access and use the World Wide Web for professional purposes.
- Follow established guidelines regarding electronic communication using email.
- Select and use electronic resources and medical databases available in the network-based resources.
- Use SPSS to manage, manipulate, display, and perform descriptive analysis of a small and simple data set.

5. BIOLOGY

It will cover some of the basic aspects of cell biology and its relevance to human health. With the knowledge gained through this course, the students should be able to advance into further understanding of basic Biomedical Sciences like Biochemistry, Molecular Biology, Microbiology and Physiology, and appreciate the role of cell biology in human health.

6. BIOSTATISTICS AND BASIC EPIDEMIOLOGY

The objective of the course is to provide health sciences students with the bio statistical quantitative measurement technique required to analyze and interpret health data. It provides examples which are relevant to health and reflect real life situations. Emphasis is placed on bringing students to appreciate the relevance and role of biostatistics in health sciences. It also focuses on concepts, limitations and assumptions underlying bio statistical methods.

ATTENDANCE/ PROMOTION POLICIES FOR PHASE I PROGRAM – YEAR I

ABSENCE POLICY

1. Chemistry for Health Sciences, Biophysics, Biology for Health sciences, Biostatistics and Basic Epidemiology and Introduction to Computers in Medicine courses:
   After 10% of absences - First warning
   After 15% of absences - Final warning
   After 20% of absences - Failure
   Missing 20% unexcused hours of class will result in "F" grade
2. English Courses 181/182
   After 8 hours of absences - First warning
   After 12 hours of absences - Final warning
   After 16 hours of absences – Failure
   Missing 16 hours of unexcused hours will result in "F" grade
3. Elective Courses
   After 3 hours of absences - First warning
   After 6 hours of absences - Final warning
   After 9 hours of absences - Failure
   - F/A students are not eligible to take the final exams
   - Medical excuses are to be taken to the Student Affairs Office within three days of return to the class
   - Missing more than 6 hours of class due to medical illnesses will be further investigated.
   - Missing class on the date of a graded assignment will not be accepted.

PHASE I ASSESSMENT AND EXAMINATION REGULATIONS

Satisfactory attendance of classes and progress in performance are prerequisites for admittance to all examinations.

Excused Absences:

a) Excuse from appearing for the assessment/examination will be granted by the Vice President only for the following reasons:
    1. Admission of the student to a government hospital as an inpatient.
    2. Death of a first-degree family member (father, mother, grandfather, grandmother, and siblings) of the student.
    3. Other extenuating circumstances approved by the Dean/ Vice Dean Academic.

b) A substitute assessment/ examination shall be given to a student who has approved excuse for missing assessments and will take the actual grade.

c) A mark of zero shall be given for any assessment which is missed without proper excuse.
   Students who are unable to appear for an assessment/exam for reasons stated above should inform the Vice Dean Academic, of his/ her reason for missing the assessment/ exam within two working days.

Promotion to the Second semester of Year 1

1. The student must pass all the courses in the first semester to proceed to the second semester. The students who fail the final examination in one or two courses, at the end of the first semester will be given a re-sit examination within two weeks. The maximum grade awarded for a passing student in this re-sit examination will be "C". Students who pass the re-sit examination(s) will be promoted to the second semester. Those students who failed more than two subjects will not be given a re-sit examination. Students who fail in elective courses will not be given re-sit exams and they will not be promoted to the second semester.

2. Students will not be allowed to carry an "F" with them and all those students who have an unredeemed "F" grade in any of the first course should withdraw from the program, since the courses are not repeated.

Re-sit Examinations

a) Students who absent themselves from the final examination without prior permission of the Dean/ Vice Dean Academic Affairs will not be allowed to appear in the resit examination.
b) Students gaining a grade of F, D, D+, C- in the course grade shall be permitted to take a resit examination for that course. The course grade will then be limited to a maximum score of 73% (C). Students who gain a passing grade after the resit examination(s) will be promoted to the second semester.
c) In taking a resit examination, the student agrees that the score awarded for the resit examination will replace the score awarded for the final examination in the calculation of the course grade, even if the resit score is lower than the score obtained in the final examination.

Promotion to the Second Year:

Only those students who have passed all courses and have scored an overall GPA of 2.00 or more at the end of the first year will be promoted to the second year.

Regulations on failing and low GPA students:

Those students who are unable to proceed to the second semester due to their failures in the first semester and those unable to get promoted to the second year due to inadequate/low GPA or failures in the second semester courses can withdraw from the first-year courses and apply as new students to any other colleges except HSC colleges. Such students must consult the Office of the Dean of Admissions and Registrations to complete the admission formalities.

PHASE II CURRICULUM

PHASE II CURRICULUM

Background

Phase II Curriculum comprises Foundation blocks I & II, 10 system blocks and one elective course offered over a period of three years (6 semesters). A five-credit hour English course (English 183) will be offered during the first semester of year 2. The curriculum is designed to provide student learning in integrated basic and clinical sciences using a variety of methods including a series of problem-based learning (PBL) cases, self-learning, didactic lectures, tutorial and laboratory exercise and hospital visits aimed at stimulating active learning.

Themes of Curriculum

The Curriculum has been built on 4 themes:

- Integrated Basic and Clinical Sciences (IBCS)
- Clinical Competence (CC)
- Professional Development (PD)
- Public Health (PH)

Competencies

The features of the Phase II curriculum include an emphasis on self-learning, and an early introduction of students to clinical skills. Each system in the current curriculum has clearly stated goals for the following behavioral changes:

- Knowledge
- Skills
- Attitude

COURSE REQUIREMENTS PHASE II

Third Semester (*First Semester of Year Two***)**		
Course No.	**Course**	**Credit Hours**
05 88 183	English	5
05 50 303	Foundation Block I	11

Fourth Semester *(Second Semester of Year Two)*		
Course No.	**Course**	**Credit Hours**
05 50 304	Foundation Block II	11
05 50 306	Infection & Immunology	5

Fifth Semester *(First Semester of Year Three)*		
Course No.	**Course**	**Credit Hours**
05 70 402	Blood	5
05 80 309	Musculoskeletal System	8
05 80 308	Endocrinology System	8

Sixth Semester *(Second Semester of Year Three)*		
Course No.	**Course**	**Credit Hours**
05 80 306	Cardiovascular System	8
05 80 307	Respiratory System	8

Seventh Semester *(First Semester of Year Four)*		
Course No.	**Course**	**Credit Hours**
05 30 312	Nervous System	8
05 80 404	Renal System	6
05 00 406	Elective	2

Eighth Semester (*Second Semester of Year Four***)**		
Course No.	**Course**	**Credit Hours**
05 75 311	Digestive System	8
05 80 403	Reproduction & Breast	6

The grand total credit hours for the Bachelor of Medical Sciences (B. Med. Sc.) Program is 129, comprising 30 C.H. of Phase I and 99 C.H. of Phase II program.

COURSE DESCRIPTIONS OF MODULES OF PHASE II

During Phase II there is integrated study of ten organ system modules plus an elective and a Foundation Block.
Each organ-system module is 5-9 weeks long with a module examination at its end. The modules are planned in a logical sequence either based on the more important pathological conditions or as an anatomical sequence. Either way, the course of study covers the most important problems related to the respective organ-system. Below follows a very brief summary for each module:

1. ***Foundation Block I:*** In this module the students are introduced to basic important concepts and information in the Basic Medical Science subjects; anatomy, physiology, biochemistry, social demographic, and health information (SDHI), medical statistics & epidemiology. In addition, students also get 5 CH of English. The knowledge in these subjects prepare students for system-based learning later in Year 3 and Phase III.

2. ***Foundation Block II:*** The students are introduced to additional basic important concepts and information in the Basic Medical Science subjects; microbiology, pathology, pharmacology, and psychology. The knowledge in these subjects prepare students for system-based learning later in Year 3 and Phase III.

3. ***Infection and Immunology***: In this module the major emphasis is on the basics of microbiology and immunology covering the important topics of infectious disease, such as travel, medicine, sexually transmitted infections and immunodeficiency.

4. ***Blood:*** The important concepts of haematology are introduced and illustrated with sequential conditions of the red cell, white cell, and platelets. Importantly, the diseases covered have special relevance to commonly encountered conditions in Kuwait.

5. ***Cardiovascular:*** This module covers the important conditions of the heart, arteries and venous system and includes study of the lymphatic system.

Common to all organ systems, a problem-based learning case is chosen for each week to illustrate some of the topics for study during that week.

6. ***Respiratory:*** The weeks of study are related to the anatomical divisions of the functional respiratory system and during the weeks of integrated study important issues such as prevention and education related to important diseases are introduced and discussed.

7. ***Endocrinology:*** The major endocrine disorders are considered from a pathophysiological view and related to specific organ related pathologies and clinical features. The PBL cases selected have been used to illustrate the far reaching and diverse effects of endocrine disease.

8. ***Musculoskeletal:*** In this module, the important anatomical areas are used to illustrate musculoskeletal disorders including those which most commonly affect residents of Kuwait.

9. ***Nervous:*** The weeks are logically divided between study of the central and peripheral nervous systems and their related functions with the more important disorders most commonly met.

10. ***Renal:*** The role of the kidney in human morbidity and normal homeostasis is presented in an integrated and sequential way with PBL cases to illustrate the major themes for weekly study.

11. ***Digestive*****:** The digestive system is presented in a logical sequence from mouth to anus with the more important disorders presented and discussed in manageable weeks of study. Importantly, and continuing through all the organ systems, there are clinical skills sessions which support the study of the gastrointestinal system.

12. ***Reproduction & Breast:*** The weeks of study are related to the anatomical divisions of the functional male and female genital system plus 1 week of on Breast tissue. Important anatomical structures are discussed in relation to function and disease in an integrated sequential way with PBL cases to illustrate the major themes for weekly study.

PHASE II ASSESSMENT

Principles

Strategies have been based on the following principles:

1. To allow continuous summative and formative examinations
2. To encourage students to learn actively
3. To allow student promotion to the next level
4. To enable early identification of those students who are deemed likely to fail from the program
5. To provide remediation for weak students

General Description

The assessment includes an End of Module Examination for the Foundation blocks and for each system module, and three final examinations (End of year examinations) at the end of each year (Year 2, 3 and 4). Phase II 2nd year final examination at the end of the 2nd year includes three modules (Foundation Blocks I & II and Infection and Immunology module), Phase II 3rd Year final examination at the end of the 3rd year includes five modules (Blood, Musculoskeletal, Endocrinology, CVS, and Respiratory modules). The Phase II 4th Year final examination at the end of the 4th year includes the remaining 4 system modules (Nervous System, Renal, Digestive and Reproductive & Breast module) and the elective. The Phase II 4th Year final examination will be a comprehensive examination, which includes all system modules of Phase II (both year 3 and 4). The end-of-year final examinations are scheduled at the end of the academic year. External Examiners will be present for the final examinations at the end of the Phase II years 3 and 4. Post hoc Hofstee standard setting is determined for all assessments and the scores may be adjusted, if recommended after thorough review by the Phase II examination Committee.

Phase II: Year 2

1. This includes English 183, Foundation Block I, Foundation Block II and Infection and Immunology module, to be delivered over a period of two semesters (1 year).
2. Year 2 will start at the beginning of September and conclude during June each year.

Phase II: Year 3

1. This includes 5 system modules (Blood, Musculoskeletal, Endocrinology, Cardiovascular and Respiratory), to be delivered over a period of two semesters (1 year).
2. Year 3 will start at the beginning of September and conclude during June each year.

Phase II: Year 4

1. This includes 4 system modules (Nervous System, Renal, Reproductive & Breast module and Digestive), and a 4week Elective course.
2. Year 4 will start at the beginning of September and conclude at the end of June each year.
3. Successful completion of the Phase II program will allow students eligible to continue into the Phase III Curriculum. Passing of all the courses prescribed by the Faculty of Medicine is mandatory for promotion to the following year/graduation.

GRADING SCALE OF COLLEGE OF MEDICINE (Year 2 - 7)

(Applicable from academic year 2018-19)

F	**<60**
C	**60-64**
C+	**65-69**
B-	**70-74**
B	**75-79**
B+	**80-84**
A-	**85-89**
A	**90+**

Every system will be assessed separately according to the following regulations:

Themes

Assessment shall be aligned with the curricula outcomes and weekly learning objectives. 70% of the assessment will cover knowledge-based themes and the rest 30% will cover the remaining themes (CC, PD and PH).

PHASE II EXAMINATION REGULATIONS

I. Phase II: Year 2 – Assessments and Final Examination

1. Assessments (End of Module Assessment)

i. Foundation blocks will have a total of four assessments (two each, in each semester).
ii. The Infection and Immunology module will have an end of module assessment at the end of the module.
iii. The combined in-course assessments will contribute 40% to the final mark for Year 2.
iv. MCQ will be used as an assessment format in the proportion as decided by the Examination Committee, giving a fair weightage to the themes covered.
v. There will be a make-up assessment for those candidates who have an excused absence granted by the Dean/Vice-Dean (Academic) according to College of Medicine regulations. *(Ref. Attendance Policy of College of Dentistry, 3(a) on Page 80)*
vi. Make-up assessment shall be given to a student when he/she is fit, but not later than the resumption of study (first week of the following module) using a format similar to the regular assessment.
vii. Students shall be awarded their actual grades in a make-up assessment.

2. Final Examination (End of Year Examination)

A. English 183

i. English 183 final examinations will be conducted and graded by the English Language Unit independently according to the University grading scale.

ii. Students who fail the English 183 examinations will be given a re-sit examination at the beginning of the second semester.
iii. Those students who fail the re-sit examination at the beginning of the second semester will be allowed to continue in the program and will be given another re-sit examination along with the end of year final examinations of Year 2.
iv. Those students who fail the second re-sit examination will have to repeat English 183 course and examinations.
v. Students who fail to successfully complete the requirements of the English 183 at the end of the repeat year will be dismissed from the College of Medicine.

B. Foundation blocks and I & I module

i. The pass mark shall be 60%.
ii. At the end of year 2 there will be a summative final examination, which will contribute 60% to the final mark.
iii. MCQs and EMQs will be used as a format in the proportion as decided by the Phase II Examination Committee; giving a fair weightage to the themes covered.
iv. There will not be any make-up examination following the final examination. However, those candidates who have an excused absence can appear in the re-sit examination held in August/September and shall get their actual grade.
v. Any student repeating Year 2 of the Phase II program, who subsequently fails the final examination, shall be allowed to appear for a re-sit examination in August/September, but if he/she fails in this re-sit examination, he/she shall be dismissed from the Undergraduate Medical Program of the College of Medicine.

II. Phase II: Year 3 and 4 – Assessments and Final Examination

1. Assessments (End of Module Assessment)

i. Each system will be assessed separately during the last week of each system.
ii. The combined assessments will contribute 40-45% to the Final Mark.

iii. MCQs/EMQs will be used as an assessment format in the proportion as decided by the Examination Committee, giving a fair weightage to the themes covered.
iv. There will be a make-up assessment for those candidates who have an excused absence granted by the Dean/Vice-Dean (Academic) according to College of Medicine regulations. *(Ref. Attendance Policy of College of Dentistry, 3(a) Page 80)*
v. Make-up assessment shall be given to a student when he/she is fit, but not later than the resumption of study (first week of the following system) using the format similar to the regular assessment.
vi. Students shall be awarded their actual grades in a make-up assessment.

2. Final Examination (End of Year Examination)

i. The Final examination will contribute 60% to the Final Mark.
ii. The OSCE (Objective Structured Clinical Examination) and OSPE (Objective Structured Practical Examination) examinations will cover clinical and laboratory skills.
iii. OSCE is a compulsory component of the curriculum, and the student must pass this component before being eligible to appear for the final examination.
iv. OSCE will be given during the second semester of the year.
v. MCQs and EMQs will be used as a format, giving a fair weightage to the themes covered.
vi. There will not be any make-up examination following the final examination. However, those candidates who have an excused absence can appear in the re-sit examination held in August/September and shall get their actual grade. But if he/she fails the re-sit examination, he/she will repeat the year or be dismissed from the College, as appropriate.
vii. Any student repeating the $3^{rd}/4^{th}$ year of Phase II program and fails in the June final examinations shall be allowed to appear for the re-sit examination in August/September, but if he/she fails the re-sit examination, he/she will be dismissed from the Undergraduate Medical Program of the College of Medicine.

viii. Any student repeating the Phase II, year 4 (student intake of 2009 onwards) and who fails the repeat year re-sit examination in August/September, will be given a third year to complete the requirements of the B.Med.Sc. Program. If he/she fails in the third June final examinations, he/she will be given a re-sit examination in the following August/September, which will be his/her final chance to pass the B.Med.Sc. Program. If he/she passes in the third June final examinations or August/September re-sit examination, he/she will be awarded the degree of B.Med.Sc. but will not be admitted to the clinical year program (Phase III program – 5th year). If he/she fails the third August/September re-sit examination, he/she will be dismissed from the College of Medicine. (Ref. HSC bylaw item No.13).

III. Re-sit Examinations

i. Re-sit examination will be given only for the final examination.
ii. A candidate who obtains a final grade <60% will be allowed to take a re-sit examination.
iii. Any student who fails in the re-sit examination will be allowed to repeat the year only once. If he/she fails the re-sit examination at the end of the repeat year, he/she shall be dismissed from the Undergraduate Medical Program of the College of Medicine.
iv. The format of the re-sit examination will be similar to that of the final examination.
v. The final grade for the re-sit examination (both excused absence and re-sit due to failure) will be computed in the same format as that of the final examination grade, including the end of module course assessment grades.
vi. The re-sit examination will be conducted during August/ September.
vii. The maximum final grade given to a passing student in the re-sit examination is 'C' (60% marks). However, the student taking a re-sit exam due to an excused absence will be awarded the actual grade.

IV. External Examiners

i. External examiners will be invited to evaluate the process of final examination.

ii. An oral examination in the presence of the external examiner will be given to those students who are borderline failures by 3% marks (i.e., scoring 57% -59%) and to those candidates considered for distinction (A-grade and above) for possible promotion to the next grade. No oral examination will be given as part of the re-sit examination.

V. Phase II Examination Committees

There are two examination committees, one oversees year 2 Phase II examinations and the other oversees the years 3 & 4 Phase II examinations.

Phase II Examination Committees are appointed by the Dean's executive committee.

The Phase II Examination Committees will:

i. Be responsible for End of Module assessment and the final examination.
ii. Collect questions from various systems coordinators according to the guidelines and examination blueprint.
iii. Review the questions before the examination.
iv. Prepare question papers and send it to the Vice-Dean Academic for conducting the examination.
v. Review the questions based on item analysis after the examination and give feedback to the Vice-Dean Academic and to the System Coordinators.

PROMOTION / GRADUATION REGULATIONS

1. All rules and regulations of the College of Medicine governing examinations and promotion of medical students shall apply equally to the dental students.
2. Approved programs of study shall be those prescribed by the College of Medicine. A candidate shall not be held to have pursued an approved program unless his/ her studies are certified as satisfactory by the College of Medicine. Passing of all courses prescribed by the College of Medicine is mandatory for student promotion to the following year/graduation.
3. To qualify for graduation with the B.Med.Sc. Degree, a candidate must have pursued approved courses for not less than four years and have satisfied the examiners. Except by special permission of the College of Medicine, these four years shall be those four following a candidate's admission to the Kuwait University.
4. No candidate shall be allowed to repeat any year of the B.Med.Sc. Phase II program more than once. Students who fail two academic years in Phase II Program (year 2, 3 and 4) are not allowed to proceed to the clinical program. However, year 4 students of 2009 admission onwards will be allowed to repeat the 4th year twice but will not be admitted to the clinical program and have to leave the College of Medicine.
5. Any candidate granted one year's leave of absence from the B.Med.Sc. Phase II program by the College of Medicine shall lose the right to repeat that year of the program should they fail on their return.
6. Any candidate who is absent for one year from the B.Med.Sc. Phase II program or who does not attend the end of course assessments and the final examination of any one year shall, on his/her return be treated as a repeat student as well as lose the right to repeat any subsequent year of the program which he/she might fail after his/her return, except the 4th year students of 2009 intake onwards.
7. Students who are prevented from appearing for the final examination for any reason will be awarded an ‘F’ grade and will forfeit their right to have a re-sit examination. Students who are prevented from appearing for the final examinations will repeat the year. If they are already repeaters, they will be dismissed from the College of Medicine.
8. Only students who have fulfilled the requirement and have been awarded the degree of Bachelor of Medical Sciences (B.Med.Sc.) shall be eligible to

proceed to the clinical dental program starting from the 5th year of the dental curriculum, commencing in the Summer Semester after the year 4 final examination.

9. If a student fails the year 4 Final Examination, he/she will be eligible to register for the mandatory Summer Semester with the proviso that they will pass the re-sit year 4 examination in August/September of the same year. Failing the re-sit examination means repeating year 4 of study in the Faculty of Medicine and then repeating the mandatory Summer Semester the following year even if it was satisfactorily completed the previous year.

CLINICAL PROGRAM (PHASE III)

CLINICAL DENTISTRY PROGRAM (PHASE III)

The Phase III program consists of 3 years (6 semesters and 3 summer semesters). This program has both didactic and clinical components. The clinical simulation portion is designed to provide knowledge of the techniques and handling characteristics of materials used in the clinic and to allow students to develop the knowledge and skills necessary for comprehensive patient care. Students perform a series of structured patient-care simulation exercises on mannequins, and these clinical simulation sessions run parallel to actual clinical sessions. The clinical sessions are designed to familiarize the student with the oral environment through patient examinations and non-invasive treatment whenever possible. During the first part of the clinical educational program emphasis is placed on oral diagnosis, and students become familiar with the computerized record-keeping system. During their clinical education the students are exposed to patients with various needs of increasing difficulty, and all clinical education occurs in a comprehensive dental care (CDC) clinic. Community rotations are an integral component of the clinical education and are designed to familiarize students with the prevailing oral health care system in Kuwait. An Elective Study Project is also scheduled from the second clinical year under the direction and supervision of a mentor from the College of Dentistry or the dental community.

COURSE REQUIREMENTS - DENTAL CLINICAL PROGRAM (PHASE III)

Fifth year Summer Semester		
Course No.	**Course**	**Credit Hours**
12 00 500	Basic Oral Sciences I	6

Ninth Semester *(First Semester of Year Five)*		
Course No.	**Course**	**Credit Hours**
12 00 503	Basic Oral Sciences II	6
12 00 505	Introduction to Cariology	4
12 00 506	Introduction to Periodontology	3
12 00 507	Introduction to Clinical Dentistry	5
12 00 501	Comprehensive Dental Care Clinic I	3

Tenth Semester *(Second Semester of Year Five)*		
Course No.	**Course**	**Credit Hours**
12 20 521	Pediatric Dentistry I	2
12 20 522	Orthodontics I	2
12 20 526	Dental Public Health I	1
12 30 531	Oral and Maxillofacial Radiology I	2
12 40 548	Preclinical Operative Dentistry	2
12 40 547	Prosthodontics I (Complete Denture)	2
12 40 542	Prosthodontics II (Removable Partial Denture)	2
12 40 543	Endodontics I	2
12 50 551	Periodontology I	2
12 50 552	Oral and Maxillofacial Surgery I	1
12 00 502	Comprehensive Dental Care Clinic II	3

Sixth year Summer Semester				
Course No.			**Course**	**Credit hours**
12	00	600	Comprehensive Dental Care Clinic (Summer Course)	6

Eleventh Semester *(First Semester of Year Six)*				
Course No.			**Course**	**Credit Hours**
12	20	628	Pediatric Dentistry II	1
12	20	629	Orthodontics II	2
12	30	634	Medical Problems in Dentistry	2
12	40	644	Advanced Operative Dentistry	1
12	40	645	Prosthodontics III (Fixed Partial Denture)	3
12	40	646	Endodontics II	2
12	50	655	Periodontology II	2
12	50	656	Oral and Maxillofacial Surgery II	1
12	00	601	Comprehensive Dental Care Clinic III (includes Community Rotation)	6

Twelfth Semester *(Second Semester of Year Six)*				
Course No.			**Course**	**Credit Hours**
12	20	621	Pediatric Dentistry III	2
12	20	622	Dental Public Health II	2
12	20	624	Orthodontics III	2
12	40	643	Clinical Operative and Esthetic Dentistry	2
12	30	632	Oral Medicine and Clinical Oral Pathology I	2
12	40	641	Prosthodontics IV (Clinical)	2
12	50	651	Periodontology III	2
12	50	652	Oral and Maxillofacial Surgery III	2
12	00	606	Dental Traumatology	1
12	00	603	Comprehensive Dental Care Clinic IV (includes Community Rotation)	7

Seventh Year Summer Semester				
Course No.			**Course**	**Credit Hours**
12	00	700	Comprehensive Dental Care Clinic (Summer Course)	6

Thirteenth Semester *(First Semester of Year Seven)*				
Course No.			**Course**	**Credit Hours**
12	20	721	Pediatric Dentistry IV	1
12	20	722	Dental Public Health III	1
12	20	723	Orthodontics IV	1
12	30	731	Oral and Maxillofacial Radiology II	2
12	30	732	Oral Medicine & Clinical Oral Pathology II	1
12	40	741	Prosthodontics V (Clinical)	1
12	50	751	Periodontology IV	1
12	50	752	Oral and Maxillofacial Surgery IV	1
12	00	701	Comprehensive Dental Care Clinic V (includes Community Rotation)	8

Fourteenth Semester (*Second Semester of year Seven)*				
Course No.			**Course**	**Credit Hours**
12	00	705	Research Project	2
12	00	706	Comprehensive Dental Care Clinic VI (includes Community Rotation)	12

The grand total C.H. for the BMedSc, DMD Program is (30+99+135) 264 credits.

FIRST CLINICAL YEAR

COURSE DESCRIPTIONS

1. **BASIC ORAL SCIENCES I - 500 (Summer Semester)**
   This is the first of the Basic Oral Science Module conducted in the 4th Year Summer. Basic Oral Sciences I module comprises Head and Neck Anatomy, Dental Anatomy and Function and Science of Dental materials.

2. **BASIC ORAL SCIENCES II - 503 (First Semester Year Five)**
   This is a continuation of the Basic Oral Sciences I Module conducted in the 4th Year Summer. Basic Oral Sciences II module comprises Oral Microbiology, Oral Pathology and Oral Radiology.
   Basic Oral Sciences I and II modules introduce the student to basic sciences relevant to dentistry, which will provide them with a comprehensive foundation for their subsequent clinical dentistry modules.

3. **INTRODUCTION TO CARIOLOGY - 505 (First Semester Year Five)**
   This course provides the students with the basic science foundation of cariology, to prepare for what will be taught later by clinical disciplines. It will introduce the students to the basic concepts of dental caries as a disease, pathology of dental caries, dental caries, and the oral environment (the oral micro flora and biofilms on teeth), the role of saliva in health and disease, re-demineralization, detection and diagnosis of carious lesions (visual, tactile and radiological diagnosis) and non-operative treatment of caries.

4. **INTRODUCTION TO PERIODONTOLOGY - 506 (First Semester Year Five)**
   The main objective of this course is to provide the student with introductory didactic knowledge and practical/clinical skills necessary to commence initial patient assessment in the comprehensive dental care clinic. The course comes prior to the start of the clinical training of the students, and therefore aims to facilitate and guide the student through the first contact with patients. The course also aims to enable the student to understand and apply the basic scientific principles into clinical practice.

5. **INTRODUCTION TO CLINICAL DENTISTRY - 507 (First Semester Year Five)**

   This is a multidisciplinary introductory module into the simulation and clinical environment. This module includes basic pre-requisite knowledge for any student who will practice in either simulation or clinical environment, including rules and regulations, infection control, operatory unit and chair, sterilization, and instrumentation. The module also introduces foundation skills in handling equipment such as dental handpieces and basic dental restorative materials. Students will be able to assist senior students in the clinic to obtain an excellent appreciation of preclinical learning and its application.

6. **COMPREHENSIVE DENTAL HEALTHCARE I, II, III, IV, V, VI (501, 502, 601, 603, 701, & 706) & SUMMER COURSE (600 & 700)**

   These courses will comprise three major components:

   a. Clinical Practice (patient treatment, practical element)
   b. Clinical Conferencing (briefing and debriefing before and after the clinical sessions, didactic element)
   c. Clinical Seminars - weekly (didactic element)

   Community Rotation sessions are included in the sixth and seventh year. These courses will continue throughout the entire clinical program.

7. **PEDIATRIC DENTISTRY I – 521 (Second Semester Year Five)**

   This course is to introduce students to the practice of dentistry for the child patient. This course instills in students the recognition that the child is not a miniature adult but an individual with unique anatomical, physiological, medical, dental, and emotional characteristics. Simulated patientcare on pediatric mannequins allows students to develop all clinical and technical skills necessary for comprehensive dental care for children.

8. **ORTHODONTICS I – 522 (Second Semester Year Five)**

   The course reviews the growth and remodeling processes of the craniofacial complex, emphasizing how these processes can affect the occlusion. In addition, the course discusses why growth at certain sites can be influenced by external stimuli, why orthodontic appliances can cause differential eruption, and how orthodontic forces can produce controlled tooth movements. In addition to formal lectures, the course includes practical seminars to evaluate diagnostic casts and perform cephalometric analyses.

9. **DENTAL PUBLIC HEALTH I – 526 (Second Semester Year Five)**
   This course covers the role of oral hygiene, fluoride, and sealants in the prevention of oral disease, with special emphasis on the advantages and disadvantages of different fluoride delivery systems. The basic principles of primary health care and health promotion are reviewed and will be taught in the context of an oral health care system, along with theories of behavioral changes.

10. **ORAL & MAXILLOFACIAL RADIOLOGY I – 531 (Second Semester Year Five)**
    The goal of the course is to introduce the student to the basics of radiographic interpretation and in establishing differential diagnosis in the orofacial region. It will concentrate in teaching the students the basic radiological appearance of caries, periodontal, periapical disease, and trauma signs. The students will also learn about developmental disturbances, regressive changes and how to write radiology reports and to localize objects in the jaws.

11. **PRECLINICAL OPERATIVE DENTISTRY - 548 (Second Semester Year Five)**
    The course is designed to provide pre-clinical dental students with the basic knowledge, skills and attitude required to commence clinical work in operative dentistry. This course builds on the Introduction to Cariology course. Practical consists of exercises in the restoration of prepared cavities on ivorine and extracted teeth with tooth colored restorative materials and amalgam.

12. **PROSTHODONTICS I (COMPLETE DENTURE) - 547 (Second Semester Year Five)**
    This course is a series of didactic lectures and simulated practical exercises to introduce the student to the clinical procedures of Complete Denture Prosthodontics.

13. **PROSTHODONTICS II (REMOVABLE PARTIAL DENTURE) - 542 (Second Semester Year Five)**
    The course in Removable Prosthodontics provides a review of the principles and practice of the restoration of partially edentulous patients with removable artificial replacements. Principles of diagnosis, treatment planning, oral biomechanics and prosthetic design are stressed, consistent with contemporary approaches to preservation of the residual oral structures.

14. ENDODONTICS I – 543 (Second Semester Year Five)

This course provides a review of the etiology, prevention, diagnosis, and treatment of diseases of the dental pulp and periapical tissues. Principles of contemporary concepts of instrumentation and obturation of root canals are described and reviewed in detail. The learning sessions include lectures, demonstrations, and hands-on instruction in all clinical procedures relevant to the practice of endodontic therapy in a general dental practice. Students engage in simulated patient care on extracted human teeth and dental mannequins to develop psychomotor skills and knowledge of the working properties of commonly used materials.

15. PERIODONTOLOGY I – 551 (Second Semester Year Five)

This course is divided into two parts that will be run concurrently: The first part consists of a series of lectures and the second part is the practical course consisting of a combination of practical lectures, demonstrations, and exercises. The practical sessions will be conducted in the preclinical laboratory and the clinic following an interactive format in which subjects lectured on during the first part of each session will be practiced on phantom heads or fellow students in the same session.

16. ORAL & MAXILLOFACIAL SURGERY I - 552 (Second Semester Year Five)

The course provides the student with the basic knowledge of oral and maxillofacial surgical principles. The theoretical background of local anesthesia and its clinical practice are essential components of the course. This course also instructs the student to perform conventional tooth extraction along with the principles of patient evaluation.

SECOND CLINICAL YEAR

COURSE DESCRIPTIONS

1. **PEDIATRIC DENTISTRY II – 628 (First Semester Year Six)**
   This course provides students with the theoretical knowledge of the somatic and mental development of the child patient as they relate to management of children in the dental clinic. The course also educates the students on the proper documentation required for medico-legal purposes in pediatric dentistry. The role of general health and the nutritional and dietary status of children in the etiology of common pediatric oral and dental diseases are addressed. The course provides adequate information on contemporary and evidence-based preventive methodologies in pediatric dentistry, and includes clinical sessions that will develop the students' clinical competencies

2. **ORTHODONTICS II – 629 (First Semester Year Six)**
   The course reviews basic principles for timing of orthodontic treatment as well as the rationale for use of different types of orthodontic treatment modalities. In addition to formal lectures, the course includes practical seminars devoted to case analysis.

3. **MEDICAL PROBLEMS IN DENTISTRY – 634 (First Semester Year Six)**
   The course focuses on the dental management of patients with systemic diseases and the oral manifestations of these diseases. In addition, it provides the student with basic knowledge of human systems and diseases, and their medical management.

4. **ADVANCED OPERATIVE DENTISTRY - 644 (First Semester Year Six)**
   This course is designed to prepare clinical dental students to restore badly broken-down teeth as well as manage discolored anterior teeth by bleaching, micro-abrasion, and laminate veneers. The pathology and clinical presentation of advanced carious lesion will be described, and the management of the deep carious lesion outlined. The various causes and management of tooth discoloration will be described. The practical exercises will be on simulation of the clinical procedures in the restoration of complex cavities with metallic and tooth-colored intra-coronal restorations.

5. **PROSTHODONTICS III (FIXED PARTIAL DENTURE) - 645 (First Semester Year Six)**

   This course is a series of didactic lectures and simulated practical exercises to introduce the students to the clinical procedures of fixed prosthodontics patient care. Didactic classes cover the basic procedures of fixed prosthodontics with practical exercises on mannequins to enable the student to experience all the simulated procedures prior to actual direct patient care.

6. **ENDODONTICS II - 646 (First Semester Year Six)**

   This course is a continuation to the course 543 Endodontics I. It provides a review of the etiology, prevention, diagnosis, and treatment of diseases of the dental pulp and periapical tissues. Principles of contemporary concepts of biomechanical instrumentation and obturation of root canals are described and reviewed in detail. The practical sessions in this part of the course familiarize the student with the use of nickel titanium endodontic files and the use of rotary instruments. The learning sessions include lectures, demonstrations, and hands-on instruction in all clinical procedures relevant to the practice of endodontic therapy in a general dental practice. Students engage in simulated patient care on extracted human teeth and dental mannequins to develop psychomotor skills and knowledge of the instruments used and working properties of commonly used materials.

7. **PERIODONTOLOGY II - 655 (First Semester Year Six)**

   The course will review the microbiology, host–parasite interactions and the pathogenesis of periodontal diseases. Different forms of periodontal diseases, chronic and aggressive periodontitis, necrotizing periodontitis, periodontal abscess, and periodontal manifestation of systemic diseases will be described. The importance of risk factors in the etiology of periodontal diseases will be emphasized. Periodontal disease as a risk for systemic disease will be reviewed.

8. **ORAL & MAXILLOFACIAL SURGERY II – 656 (First Semester Year Six)**

   This course is focused on teaching students indications and contraindications of dento-alveolar surgery especially impacted teeth. The students will be given opportunity to perform minor oral surgical operations together with their teachers. Lectures on surgical anatomy, impacted teeth, sedation, post-operative management, complications, surgical management of oral pathologic lesions such as cysts and benign tumors, odontogenic infections and endodontic surgery will be given.

9. **PEDIATRIC DENTISTRY III - 621 (Second Semester Year Six)**

   This course focuses on the genetic basis, developmental parameters, clinical presentation, and management of dento-facial anomalies in children. The course provides didactic and clinical diagnosis and management of oral and soft-tissue lesions in children.

10. **DENTAL PUBLIC HEALTH II (PREVENTIVE DENTISTRY) – 622 (Second Semester Year Six)**

    This part of the course covers basic principles in nutrition, concentrating on the relationship between diet and oral health, and includes the practice of individual diet counseling. This course relates to Pediatric Dentistry, Cariology, Periodontology, Oral Surgery and Prosthodontics.

11. **ORTHODONTICS III - 624 (Second Semester Year Six)**

    This course provides an introduction to clinical skills needed for orthodontic treatment. The necessity of acquiring orthodontic records and informed consent before starting comprehensive orthodontic treatment is highlighted. Clinical skills for fixing, adjusting, and removing orthodontic appliances are introduced theoretically and practically. The different orthodontic appliance systems and types of orthodontic tooth movements are reviewed. The course will include lectures and practical sessions for maximum hands-on experience.

12. **CLINICAL OPERATIVE & ESTHETIC DENTISTRY – 643 (Second Semester Year Six)**

    This course will cover advanced topics in Operative and Esthetic Dentistry that were not covered in the previous Operative Dentistry courses. The goal of this course is to encourage critical thinking in the evaluation of various operative and esthetic problems and integrating basic operative dental knowledge with clinical practice. Specifically, this course will prepare clinical dental students to diagnose and manage disease (caries), as well as esthetic problems, in a minimally invasive manner. How to conservatively treat discoloration of teeth, mild malalignment, diastema closure, developmental defects and fluorosis will be covered in this course. The use of fluoride-releasing materials in caries prevention will also be discussed, as will the diagnosis and management of deep caries and other treatments, such as posterior partial coverage restorations.

13. **ORAL MEDICINE & CLINICAL ORAL PATHOLOGY I – 632 (Second Semester Year Six)**

    Oral Medicine involves the diagnosis and non-surgical management of organic diseases and functional disorders of the orofacial structures and includes screening for oral malignancy, the management of premalignant lesions and the diagnosis and management of orofacial pain. The oral health care of HIV positive and other patients with systemic illness is undertaken in collaboration with other members of the Dental and Medical teams. It is, therefore, a liaison specialty, which involves close contact with other medical and dental specialties. The course provides a basis for understanding how medical and surgical conditions influence oral health and oral health care and the hazards associated with operative intervention for these patients.

14. **PROSTHODONTICS IV (Clinical) - 641 (Second Semester Year Six)**

    The course consists of lectures and practical sessions in prosthodontics, with emphasis on fixed prostheses, but with some overlap with removable prostheses. The course seeks to bring together the knowledge that students gained in previous preclinical courses in fixed and removable prosthodontics, thereby adding to their understanding of diagnosis, planning and the procedures for treating partial edentulism using appropriate clinical techniques.

15. **PERIODONTOLOGY III - 651 (Second Semester Year Six)**

    The course consists of two parts - one part is based on a series of lectures with approximately one lecture each week, and one part includes a practical course with demonstrations and exercising various simple periodontal surgical techniques. The course will focus on the rationale for periodontal surgery in the overall treatment of periodontal diseases and the general indications for periodontal surgery. Various surgical techniques as well as regenerative therapy will be described and commented on. The practical sessions will focus on simple surgical techniques which a general practitioner may master. Suturing techniques, placement and removal of periodontal dressings and postoperative routines will be described and practiced.

16. **ORAL & MAXILLOFACIAL SURGERY III - 652 (Second Semester Year Six)**

    This course provides an introduction to the principles of treatment of hard and soft tissue injuries in the oral and maxillofacial region. The principles of diagnosis and treatment of diseases of the maxillary sinus are covered. An overview of management of irradiated patients is given. Minor pre-prosthetic surgery and an introduction to implant surgery are also introduced to the student in this course. In

the clinic, students are further trained in dento-alveolar surgery especially impacted teeth. The students will be given special sessions for extractions and opportunity to assist in minor oral surgical procedures.

17. DENTAL TRAUMATOLOGY – 606 (Second Semester Year Six)

This course introduces the student to the important clinical subject of injuries to the teeth and tissues following trauma. This module will cover trauma in the society, assessment of the injured patient and knowledge on oral tissue response to trauma. The student should be competent and skilled to perform examination of injured patient and be able to use the interactive Dental Trauma Guide program in examination, classification and diagnosis of oral injuries, treatment of permanent teeth, treatment of primary teeth, treatment of oral soft tissue injuries, bone tissue injuries, complications, and their management. Other topics include Special considerations on treatment of the growing patient, prevention, treatment planning and sequencing.

THIRD CLINICAL YEAR

COURSE DESCRIPTIONS

1. **PEDIATRIC DENTISTRY IV - 721 (First Semester Year Seven)**
   This course focuses on clinical presentation and the dental management of disabled children. The course will provide the opportunity for the students to be involved in the clinical management of disabled and hospital-based child patients requiring oral and dental management. Students will be required to provide comprehensive dental care to both normal and disabled children in a normal dental setting including the use of minor sedation techniques. The course will also provide students with the practical knowledge for the preparation of pediatric dental cases.

2. **DENTAL PUBLIC HEALTH III – 722 (First Semester Year Seven)**
   The course aims to provide information on tools to plan, implement and report an empirical study. It also provides information on planning and implementation of oral health programs in conjunction with the community or other health professionals.

3. **ORTHODONTICS IV – 723 (First Semester Year Seven)**
   This course provides an introduction to advanced issues in clinical orthodontics. Diagnosis and management of cases with ectopic eruption, ankyloses, impaction, and agenesis of single or multiple teeth will be reviewed. Multidisciplinary approach to orthodontic treatment combined with oral surgery, periodontics, and prosthodontics will be reviewed. The course will consist of lectures and clinical case reports. There will be an assessment examination at the end of the course.

4. **ORAL & MAXILLOFACIAL RADIOLOGY II - 731 (First Semester Year Seven)**
   The goal of this course is to prepare the student for the full responsibility of radiographic imaging in a general dental practice, including the assurance that every exposed radiograph is relevant to and has the quality required for the diagnostic problem or clinical evaluation at hand and that every image is produced using the lowest possible radiation dose. A second goal is to give the students a basic knowledge of the radiological characteristics of the common pathological lesions of the jaws and in establishing differential diagnosis for these lesions.

5. **ORAL MEDICINE & CLINICAL ORAL PATHOLOGY II – 732 (First Semester Year Seven)**

   These lectures are designed to provide basic information on a variety of topics related to temporomandibular disorders (TMD) and orofacial pain. The course will also include topics on medical problems encountered in dentistry. The scientific principles in forensic dentistry that form the basis of craniofacial identification will be also included. Methods of diagnosis of head and neck pain will be discussed, with emphasis on the pathophysiology of orofacial pain and its interdisciplinary management. The treatment modalities of TMD will also be briefly discussed, but the emphasis will be mostly on formulating differential diagnosis.

6. **PROSTHODONTICS V Clinical - 741 (First Semester Year Seven)**

   The course consists of lectures on advanced prosthodontics, including removable, fixed, and implant prostheses. The course seeks to bring together the learning that students achieved in previous distinct courses in fixed and removable prosthodontics, thereby improving their understanding about diagnosis, planning and the procedures for treating partial and complete edentulism using more advanced techniques.

7. **PERIODONTOLOGY IV - 751 (First Semester Year Seven)**

   The course consists of lectures and seminars. The seminars will be prepared by students, and each seminar will be after a lecture on the same subject presented by a staff member. The course will review the relationship between occlusion and periodontal disease. It will specifically deal with inter-disciplinary issues like endodontic and orthodontic aspects of periodontics as well as Periodontology and Implant dentistry. The course will also focus on the scientific basis for periodontal therapy and how periodontal therapy may be integrated as a part of general dental practice.

8. **ORAL & MAXILLOFACIAL SURGERY IV – 752 (First Semester Year Seven)**

   An overview of advanced oral and maxillofacial surgical procedures is given. This includes an introduction to orthognathic surgery, management of malignant tumors of the jaws, management of salivary gland diseases, and surgical reconstruction of defects of the jaws. Basic and advanced dental implant surgery and principles of management of temporomandibular joint dysfunction are covered. The students will be divided into groups for problem-based tasks which involve literature reviewing and discussion. In the clinic students are further trained in dentoalveolar surgery such as extractions and take part in surgical extractions of impacted teeth.

9. **RESEARCH PROJECT – 705 (Second Semester Year Seven)**
   Each student is required to conduct an independent elective project in some field of dentistry. Each student chooses a supervisor and a topic for this project, which may be a short clinical study, an in vitro study, an epidemiological study, a special clinical project related to a new procedure, or a comprehensive literature review paper.

ADMISSION TO THE SUMMER COURSE PRECEDING THE 5th YEAR

After completion of the Phase II curriculum at the College of Medicine, the dental students will attend a mandatory Summer Course comprising of the Basic Oral Sciences I module and appear for its end of module examination. If a student fails, the BMedSc examination he/she will still have to take the summer course but will need to pass the BMedSc re-sit in August/September. If the student fails the BMedSc re-sit, the student will have to once again follow and complete all the requirements of the Phase II curriculum of the College of Medicine and thereafter, attend the summer course again (irrespective of already having passed the course) before proceeding to the fifth year of the Phase III curriculum at the College of Dentistry.

Students who withdraw or suspend their studies after the BMedSc degree, must join the Phase III Curriculum of the College of Dentistry the following year. Students who fail to join the Phase III program the following year will be dismissed from the College of Dentistry.

PHASE III ASSESSMENT
Phase III (Year 5, 6 & 7 of the Clinical Program)

1 Assessment of Didactic Component

1. Continuous evaluation shall take place during each semester.
2. 40% to 50% of total marks shall be awarded through continuous evaluation (in-course assessments, practical assessments, seminars, etc.) and 50 - 60% shall be awarded in the final examination.

3. An end-of-course assessment is conducted for each semester. If the course runs for two semesters, then there will be two end-of-course assessments, one at the end of each semester.
4. For two semester courses, the end-of-course assessments in the first semester comprises the mid-year examination and the end-of-course assessments in the second semester comprises the final examination.
5. For the two semester courses, each course mark will make up for the final total. The students' grades for the final examination are calculated based on the overall marks of the two courses.
6. In the May examination, an external examiner will be invited to conduct viva-voce for all subjects in the final examination depending on the format of the course. An oral examination in the presence of the external examiner will be given to those students who are at the borderline for possible promotion to the next grade. No oral examination will be given as part of the re-sit examination.
7. The final grades of the students for the final examination maybe upgraded based on the performance in the viva-voce.
8. An overall average of sixty percent or better is required in order to be eligible to proceed to the next clinical year.
9. In the case of a re-sit examination, the marks obtained in the in-course assessments will be carried over.

2. Assessment of Clinical Component

1. The clinical component will comprise of Comprehensive Dental Care in-course assessment and the end-of-course assessment.
2. Students are expected to complete their specified clinical competency tests before the end-of-course assessments failing which results will be withheld until satisfactory completion.
3. There shall be an end-of-course assessment at the end of the 10^{th} and 12^{th} semesters.
4. Each end-of-course assessment shall consist of 2 parts, namely
   a) Adult Dentistry
   b) Pediatric Dentistry
5. The grades at the end of the 10^{th} and 12^{th} semesters shall be based on
   a) Assessment of competency (predominantly psychomotor skill) in clinical procedures or completed patients specified by various disciplines viz. Operative Dentistry, Fixed Prosthodontics, Removable Prosthodontics,

Endodontics, Periodontics, Oral Surgery and Pedodontics with Orthodontics; each of these disciplines shall make equal contributions to the final score in this category.

b) Daily assessment of clinical behavior by the mentor in each group practice at the CDC clinic.

c) OSCE (Objective Structured Clinical Examination) covering all CDC clinical disciplines.

d) Case Presentation Seminars of which each student shall present one.

3. Comprehensive Dental Care Assessment Criteria

3.1. Seminars

1. Each student will be expected to prepare an assigned clinical topic for presentation at a seminar.
2. The write-up for the seminar shall be scored by the seminar instructor and the course director, and the presentation graded by all faculty members present.

3.2 Case Presentations

1. Students shall present, at a seminar, cases under their care both at the treatment planning stage and after completion of the treatment.
2. The marks obtained shall be based on scores awarded by the mentors (50%), and other faculty members (50%).

3.3 Competency

1. Students will be expected to take a competency test in each of the clinical disciplines, after acquiring the stipulated clinical experience.
2. Assessment of competency may take place during any clinical session during the academic year. The course director/mentor together with the head of the clinical discipline shall make the necessary arrangements for the conduct of the test.

3.4 Clinical Behavior

Punctuality, observation of infection control procedures, rapport with patients, relationship with professional colleagues and auxiliary staff, ethics and technical skill shall all be taken into consideration in scoring students for behavior. This takes place for each clinical session.

3.5 Finished Cases

1. Apart from the minimum clinical experience in each clinical discipline, students shall be required to complete treatment for a specified number of patients during each academic session.

2. Students who complete more than the specified number of patients (additional work/finished cases) shall get bonus marks.
3. In awarding the marks, the mentors shall categorize the cases presented into simple, moderate, and complex and the cases scored accordingly.

4. Board of Examiners

1. The College has adopted the system of external examiners who are expected to participate in final examinations, as well as in other faculty activities, e.g., teaching, seminars, or joint research, as appropriate.
2. The Board of Examiners will decide on the final grading of each student, taking into consideration his/her performance in all subjects.
3. Depending upon a student's performance in the various subjects, the Board of Examiners may decide on a re-sit examination, repetition of the year, or eventual dismissal from the College.
4. After the visit, the external examiners submit reports to the Dean on the standard and conduct of the examinations and other relevant issues.

Phase III (Year 7 of the Clinical Program)

The assessment will be at the end of the of the 14th semester

The in-course assessment will account for 40% of the final grade, while the end-of-course assessment will account for the remaining 60%.

1. The in-course assessment will comprise:
    1. Assessment of two finished cases (one adult and the other a pediatric patient).
    2. Assessment of clinical behavior by the mentor in each group practice at the CDC clinic.
    3. Case Presentation Seminar
    4. Additional work/ finished case
2. End-of-course assessment will comprise:
    a) OSCE covering all CDC clinical disciplines
    b) Viva voce examination based on the finished case
    c) Oral examination based on a short (unseen) case

Assessment of modules offered following B. Med. Sc. degree and in the first semester of the 5th year

The modules offered following B. Med. Sc. degree and in the first semester of the 5th year are listed below:

Basic Oral Sciences I (Module following B Med. Sc. Degree - Summer Semester preceding the first semester of the 5th year)
Basic Oral Sciences II
Introduction to Cariology
Introduction to Periodontology
Introduction to Clinical Dentistry

There will be an end of module examination at the end of each of these modules. Examination may consist of MCQ, EMQ and OSPE/OSCE components.
There will be a re-sit examination at the end of the first semester of the 5th year for the students who fail in any of the above modules.
Each subject within the Basic Oral Sciences I module (Summer Semester) will have to be individually passed.
Students who fail or receive an "F" grade in any of the above modules or discontinues any of the above modules, will have to repeat and appear for the examinations in all the five listed modules.

PHASE III EXAMINATION REGULATIONS

1.1 Mid-year/Final Examination

1. The pass mark will be 60%.
2. Excuse from appearing for the assessment/examination will be granted by the Dean/Vice-Dean. *(Ref. Attendance Policy of College of Dentistry, 3(a)Page 80)*
3. There will not be any re-sit examination following the midyear/ final examination for candidates who do not have an excused absence.
4. However, those candidates who have an excused absence will appear in the re-sit examination. If such a student fails the re-sit exam, he/she will repeat the year/ be dismissed from the College of Dentistry, as appropriate.
5. Those who fail in the re-sit examination will be allowed to repeat the year only once.

6. The final grade in this re-sit examination will be computed in the same format as that of the final examination grade, including the in-course assessment grades.
7. The maximum final grade given to a passing student in the re-sit examination is ‘C’ (60% marks). However, the student taking a re-sit exam due to an excused absence will be awarded the actual grade.
8. When assessing the GPA, the evaluation of a student shall be based on the courses which he/she successfully passed according to the required standards. For courses in which he/she fails, he /she shall be required to repeat the course.
9. A student is not allowed to repeat a course he/she studied previously and obtained a grade of "C" or above.
10. When assessing the GPA of the courses the student repeated, the new grade will be considered.
11. The value of the scores in all the courses in which he/she succeeds or fails shall be counted in his/her grading.
12. If a student is prevented from appearing for the exam or is absent from an exam without excuse, he/she gets an ‘F’ grade.

1.2 Assessments for the Clinical Component

1. There is a system of continuous evaluation followed by final examination. The final grades are determined by the continuous assessment and the final examination.
2. A student who has failed the clinical examination will not be promoted to the following year. A clear pass in the clinical examination is mandatory for the promotion of the student. The theory marks cannot compensate for the shortage of marks in clinical examination.
3. The candidate must achieve a minimum of a pass grade in both theory and in the clinical examinations.
4. There shall be in-course assessments carried out throughout the program for each course. The grades obtained in each assessment shall be considered in determining the final marks.
5. The grades at the end-of-year (10^{th} and 12^{th} semesters) examinations shall be based on the performance in the competency tests due that year, assessment of clinical behavior, and OSCE.

1.3 Final year Examination (year 7)

1. Students must complete all the competency tests of all clinical disciplines and submit three fully documented adult and three pediatric finished cases as a CDC competency to be eligible to sit for the Final Examination.
2. Students who do not complete the prescribed competency tests must do so (in addition to the stipulated extra requirements) in the subsequent Summer Semester/ Fall Semester to be eligible to sit for the Final Examination at the end of the Fall Semester of that year. The final grade will be without a penalty of a maximum 'C' grade.
3. Students who have passed the competency tests but have not yet met all the clinical requirements are eligible to sit the Final Examination in May with the proviso that they will complete their requirements in the subsequent Summer Semester. The final grade will be without a penalty of a maximum 'C' grade.
4. The grades in the final examination which takes place during the 14^{th} semester shall be based on the assessment of two finished cases (one adult and the other a pediatric patient), viva voce examination based on the finished case, oral examination based on a short (unseen) case and OSCE.
5. To successfully pass the CDC course, the student is required to pass the in-course assessment and all the individual components of the final examination (OSCE, Adult Short Case and Pediatric and Adult Viva Voce). The passing criteria of each component of the final CDC examination:
    a) The pass mark for the final CDC examination will be 60%.
    b) OSCE: students must pass minimum of six stations individually with an average final score of 60% or higher in the final OSCE grade.
    c) Adult Short Case: A minimum score of 60%
    d) Pediatric and Adult Viva Voce: A minimum score of 60% in both adult and pediatric viva voce individually.

PROMOTION / GRADUATION REGULATIONS

1. Students who fail in any clinical subject in the June final examination of year 5 & 6 shall re-sit the examination in August of the same year. If the student fails the re-sit examination in any of the subjects, he/she shall repeat the entire year attending all courses, assessments, and examinations.
2. Students who fail in June of the repeat year shall re-sit the examination in August of the same year.
3. 7th year CDC Course Examination Re-sit Regulations:
    a) In the case of failure of no more than one of the three components of the CDC course final examination, a re-sit will be arranged in the first week of the Fall semester of the incoming academic year. In the case of failure of the re-sit examination the student will have to repeat the whole academic year.
    b) In the case of failure of two or more of the three components of the CDC course final examination the student will be required to repeat the whole academic year.
    c) Students who fail the re-sit examination and repeat the whole year shall be required to undertake additional clinical training as assigned by each discipline individually and to take a re-sit examination in the following May/June, provided the student fulfils the clinical requirements prescribed by the disciplines.
4. Students who have completed and passed the Elective Research course in the seventh year shall be exempted from doing another Elective during any CDC extension period that may be required. The grade of the elective shall be carried forward.
5. Students who have completed all the requirements according to the Phase III Clinical Program shall be awarded the degree of Doctor of Dental Medicine (DMD).
6. The University shall not grant a degree to any student whose average is less than 2 points.

ACADEMIC POLICIES & REGULATIONS

ACADEMIC POLICIES AND REGULATIONS

THE CREDIT HOUR (C.H.)

The Credit Hour is basically a criterion for specifying the study load which a student must take each semester and which he/she must carry over several semesters for the purpose of being awarded a degree. The credit hour system regulations only apply to the first three semesters of the B. Med. Sc. program, that is, to the premedical curriculum. The preclinical and clinical curricula have their own special regulations.

The academic department which offers a particular course specifies the number of credit hours that the course is worth. The credit hour rating of a course is usually estimated based on one hour of theoretical study (i.e., a lecture) or at least two hours of applied study (e.g., a chemistry laboratory session) being equal to 1 C.H. All courses must extend throughout a complete semester.

ABSENCE POLICY

The Health Sciences Center and College of Dentistry attendance policies are applicable to all dental students admitted to the College of Dentistry.

- Medical excuses are to be taken to the Student Affairs Office within **three days** of return to classes.
- Missing more than 6 hours of class due to medical illnesses will be further investigated.
- Missing class on the date of a graded assignment will not be accepted.

ATTENDANCE POLICIES OF THE COLLEGE OF DENTISTRY

1. **Regulations on absences from Lectures/ Practical sessions /Tutorials**
    a. Students must regularly attend all lectures, scientific and applied lessons that are taught.
    b. A student who misses **10%** of the class attendance in any course or module will be issued a first warning in accordance with the faculty regulations.

c. A student who misses **15%** of the class attendance in any course or module will be issued the final warning in accordance with the faculty regulations.
d. If a student is absent for a justified reason approved by the faculty relevant committee, his/her absence is not calculated in the absence noted above provided it does not exceed 10%.
e. A re-sit examination is permitted for a student who misses an exam with a justified reason, approved by the relevant faculty committee.
f. A student who misses more than **20%** of the lectures/ practical sessions/ tutorials, without a justified reason according to the rules applied in HSC faculties, will not be allowed to appear for the final examinations and he/she shall be given an 'F' grade for that course or module.

2. Regulations on absences from PBLs & Clinical Skills

a. Attendance is mandatory. Excuses will be granted by the Dean/Vice-Dean (Academic) only.
b. Students who are absent from these sessions without excuse will not be allowed to appear for the end of module assessment and will be awarded an "F" grade for that module.
c. Students who are prevented from appearing in the end-of-module assessments in two or more modules will not be allowed to proceed to the subsequent modules.

3. Regulations on absences from Assessments / Examinations

a. **Excused Absences:**
Excuse from appearing for the assessment/examination will be granted by the Dean/Vice-Dean only for the following reasons *(same applies in the College of Medicine)*:

    a. Admission of the student to the Government hospital as an inpatient.
    b. Death of a first-degree family member (father, mother, grandfather, grandmother, and siblings) of the student.
    c. Other extenuating circumstances approved by the Dean/Vice-Dean based on the recommendation of the Coordinators Committee/ Examination Committee.

b. Students who are unable to appear for the assessment for reasons stated above should inform the Vice-Dean for Academic & Student Affairs Office of their reason for missing the assessment within two working days.
c. A substitute in-course assessment/ re-sit exam shall be given to a student who has a valid reason for missing assessments/exam and will take the actual grade.
d. Students who absent themselves from the assessment/exam in any subject(s), without proper excuse of the Dean/Vice-Dean will not be allowed to appear for the re-sit examination in that subject(s) and shall be given a mark of zero (grade F).
e. Students who are prevented from appearing for the end of module assessment/final examination for any reason will be awarded an 'F' grade and will forfeit their right to have a re-sit examination.

4. Guidelines Governing Student Absences from Clinics

a. Attendance of clinical sessions is mandatory.
b. Daily attendance of each student during clinical sessions is strictly monitored.
c. If a student has any absence (excused/ unexcused), this should be made up during the study week, unless recommended otherwise by the CDC Director and approved by the Vice-Dean (Academic).

CHEATING DURING EXAMINATIONS/ASSESSMENTS

1. A student found guilty of cheating during any form of evaluation procedure will be awarded a grade "F" for that course.
2. In certain circumstances, a student found guilty of cheating may in addition be forbidden to register for any course during the next semester. *(In the case of a dental student, this means, essentially, that he/she loses a full academic session of two semesters).*
3. If a student is found guilty of cheating on a second occasion, he/she shall be expelled from the University and this action shall be recorded on his/her file.

GENERAL INFORMATION

DEMEANOR OF DENTAL STUDENTS

All dental students are expected to observe the standard professional guidelines. When in the clinics all dental students are expected to strictly adhere to the College's Clinical Manual guidelines.

RESPECT

- Respect privacy and dignity.
- Knock and wait for a response before entering areas.
- Discuss confidential or sensitive information about patients only with those having a valid need to know and do so privately, never in public places.

PROFESSIONALISM

- Present a positive image.
- Wear name badge or name tag so that name is always clearly visible.
- Limit eating, drinking, and smoking to designate areas. Eating/drinking in classrooms/ lecture halls is strictly prohibited. Students found doing this will be asked to leave the room immediately and will be marked absent.
- Avoid personal conversations with colleagues when providing patient care.
- Make no inappropriate or negative comments about patients, co-workers, or physicians.

PROFESSIONAL MISCONDUCT IN CLINICS

Mutual respect among all those who are involved in clinical activities is expected. Any reported clinical misconduct should be managed by the mentor. The CDC director should be kept informed of all outcomes. If there is no resolution of the matter, it will be further investigated by a committee appointed by the Dean. The committee will be chaired by the Vice Dean of Academic & Student Affairs and the Vice Dean for Research and Postgraduate Studies will be a member of this committee. Recommendations of this committee will be forwarded to the Faculty Council for further action.

DRESS CODE IN LABORATORIES AND CLINIC

The students must follow the dress code instructed to them in the laboratory and the clinic.

DRESS CODE IN THE LABORATORIES:

- White lab coat is mandatory.
- Dishdasha and short ladies' skirts are forbidden in the Simulation lab.
- Students should wear close top flat bottomed shoes. High heels and sandals are forbidden.
- Female students wearing hijab should tie it up properly and those not wearing a hijab should tie up their hair.
- Students should work with gloves, facemasks, and their goggles on.

DRESS CODE IN THE CLINIC:

- Students must wear the clinical uniforms provided to them in the clinic.
- Students must wear white covered rubber or leather sole clinical shoes or sportswear.
- Students must wear a mask as part of the normal clinical dress.
- Female students with long hair must tie up or cover long hair and keep it properly tucked beneath the uniform
- All beard and moustache should be covered with facemask.
- Clinical uniforms and coats should not be worn outside the clinic premises.

PRE-CLINICAL SIMULATION & PROSTHODONTICS LAB GUIDELINES

- The simulation unit and the table area assigned to each student is their own responsibility and these should be cleaned after every lab session.
- Shared areas like the sink, trimming room etc. are the responsibility of every student of the class and should be kept clean at the end of the practical session.
- Wax melting procedure should be strictly performed in the prosthodontics lab.
- All personal belongings should be kept in the lockers provided.
- Food and drinks are strictly prohibited in the labs.
- Students should replace any lost or broken instruments by the end of the semester. Failure to do so will result in with-holding of the grades or drop down of grades.

- It is strictly forbidden to leave any natural teeth in the labs. Extra extracted teeth should be handed over to the teaching assistants.
- Handle the X-ray films judiciously. Only specific number of films will be issued per lab session and unused films should be handed over to the teaching assistants.

Note: Failure to abide to the above guidelines can subject to dismissal of the student from the particular lab session.

INFORMATION ON DENTAL KITS AVAILABLE TO STUDENTS

The cassettes and other necessary items required for the practical sessions for each course will be provided to all students by the Course coordinator and the Course assistant. The students are responsible for the safe keeping of these instruments and cassettes till they are returned at the end of the semester, or the academic year as instructed to them by the respective Course coordinators for each course. Students are also provided with lockers in the Simulation lab to keep their belongings.

GUIDELINES FOR USE OF ONLINE SOCIAL NETWORKS FOR DENTAL STUDENTS

Online social networks such as Facebook, Twitter, Myspace, LinkedIn etc. have taken on increasing importance in both personal and professional life. All rules and regulations of the Faculty of Medicine pertaining to the guidelines for use of online social networks shall apply equally to the dental students

STUDENT AFFAIRS DEPARTMENT

Student Affairs Department of the Faculty is headed by the Vice Dean for Academic and Student Affairs with the support of Administrative Coordinators. This body deals with all the administrative affairs pertaining to the students welfare in the Faculty.

STUDENT ADVISORY COMMITTEE

This committee looks after the special needs of the students referred to it by the Vice-Dean (Academic)/student advisors.

ACADEMIC ADVISOR

Each student shall have an academic advisor who shall be a member of the College of Medicine/ Dentistry. The advisor shall meet his/ her students at prescribed times throughout the academic year and at any other times as requested by the students or as deemed necessary by the advisor. The advisor shall also acquaint himself/ herself with all administrative, educational, and personal matters pertaining to the students to be in a position to encourage, explain, advise, guide and warn his/her students, as appropriate, on any problem which they may encounter during their career at the University.

KUWAIT DENTAL STUDENTS' SOCIETY (KDSS)

The Kuwait Dental Students Society promotes the extracurricular activities of the students and provides support for the progress and achievement of all their dentistry related studies and activities.

HEALTH SCIENCES CENTRE LIBRARY (HSCL)

INTRODUCTION

The Health Sciences Center Library (HSCL) provides its patrons the most up-to-date electronic resources, user-friendly services, and the latest medical information. The HSCL Administration aims to facilitate information flow in support of education, research, patient care and to provide biomedical information services to health professionals and students throughout Kuwait and the Gulf region. The HSC virtual library, along with its e-resources, are updated on a regular basis.

Library patrons are always welcome to use the Literature Search, Reference, and Circulation Sections. They are also provided with Inter-Library Loan service (when resources are unavailable at the HSCL), as well as the remote-access service (which allows library resources to be accessed from office or home). The library offers a pleasant space for study in which librarians are always available for any inquiries or assistance.

WORKING HOURS

Academic Semester

Sunday – Thursday	8:00 a.m. - 9:00 p.m.

Semester Break

Sunday – Thursday	8:00 a.m. - 2:00 p.m.
	4:00 p.m. - 9:00 p.m.

Holy Month of Ramadan

Sunday – Thursday	9:00 a.m. - 1:30 p.m.
	8:00 p.m. - 12:00 a.m.

RESOURCES

1. **Periodicals:** The HSC Library subscribes to more than 1776 Electronic journals that are accessible from the library homepage and from VDiscovery HCLA Portal.

2. **Reference Collection:** The reference collection contains encyclopedias, dictionaries, directories, and indexes to provide quick, concise answers. This collection is located adjacent to the reference desk and is available for in-house use.

3. **Books:** The HSC Library has more than 30278 book volumes. Books are arranged by call number and are located at the circulation display area (First floor of the new HSC building).

4. **Reserve Collection:** The reserve collection is located adjacent to the circulation desk. It includes both, items designated by the faculty for their course usage, as well as, highly used core texts, which require limited circulation.

5. **Audiovisuals:** HSC library has an audiovisual collection which includes slides, CD-ROMS and other media. Original audiovisual materials are restricted to in-house use (Third floor of the new HSC building).

6. **Databases:** A wide range of databases such as, Ovid, Access, BMJ, CINAHL Plus, MD Consult, PsycINFO, DynaMed, Cochrane Library, Clinical Pharmacology, Analytical Abstracts, ISI Web of Knowledge, Science Direct, JAMAevidence etc. All these databases are accessible from any workstations at Health Sciences Center.

7. **Digital Collection:** A collection of electronic books, CD-ROMS, audio CD's and video's accessible either by LAN or VPN are available.

8. **HSC Publications:** HSCL Administration has created a database with all the publications of HSC staff before and after its inception. Those who wish to add their publications can submit the print format of the publication to the Automation and Literature Search Department in the Library.

9. **Kuwait Health File:** It is a major project created by HSCL Administration. It attempts to include all publications related to health problems in Kuwait in the field of Medicine and Allied Health Sciences contributed by the residents of Kuwait. Kuwait Health File contains fields for journal articles, books, book chapters, conference proceedings and reports. Those who wish to add their publications can submit the print format of the publication to the Automation and Literature Search Department in the Library.

10. **Dissertations & Theses:** HSCL Administration has maintained a Database of Dissertations and Thesis of Health Sciences Center staff and students. Print copies are located in HSCL Administration as a special collection. Dissertations and Theses are cataloged and can be identified through Library Online Catalog.

11. The Health Sciences Center Library homepage can be accessed using the following URL:
http://horizon.hsc.edu.kw/library

LIBRARY SERVICES

The Health Sciences Center Library Administration offers a variety of services that facilitate the effective use of information resources on campus and at remote sites.

1. Circulation

- Implement library policies on HSCL members.
- Register for borrowing privileges.
- Assist patrons in using library catalog.
- Place course materials on reserve.

2. Reference and Information

- Answer reference queries.
- Assist in the use of library resources.
- Perform citation verification for bibliographies.
- Perform mediated literature search.
- Instruct patrons on database selection and use.

3. **Library Instruction**
    - Library orientations and tours are arranged and tailored to individual or group.
    - Formal sessions scheduled by the library for searching local databases and Internet resources.
    - Formal sessions arranged by faculty for HSC classes.

4. **Electronic Current Awareness**
    - Set up a personal profile with a number of services to receive regular updates on new publications.
    - Table of contents (TOC) alerting for new issues of specific journals.

5. **Interlibrary Loan**
    - Obtain materials (books and articles) not available in the HSC Library.
    - Check library catalogue and GCC Union List prior to requesting materials from a commercial supplier.
    - The expected turnaround time for a journal article is 48 hours and 2 weeks for books.

6. **Photocopying**
    - Self-service photocopying is available.
    - Photocopying is permissible only for the materials held in the library.
    - Photocopy requests are usually completed within one working day.

CIRCULATION POLICY

HSC Faculty, Staff and Students need the following to obtain library membership:

HSC Staff	Copy of University ID & Civil ID	1 Photograph
Student	Copy of University ID & Civil ID	2 Photographs
Ministry of Health Professional	Copy of Work Center ID & Civil ID	1 Photograph + KD 40/-
Private Health Professional	Copy of Work Center ID & Civil ID	1 Photograph + KD 80/-

Borrowing Privileges

The Health Sciences Center Library Administration resources are available to HSC faculty, staff, students, Kuwait University members and health professionals in Kuwait.

Loan Period

Loan period varies depending on the Borrower Category and items being borrowed.

	HSC Faculty	**HSC Staff**	**HSC Students**	**Post-Graduate Students / Clinical Tutors**	**Others**
Books	10 books for one month	5 books for one month	5 books for two weeks	5 books for one month	3 books for one month
Reserve Books	1 book for two hours				none
Journals	3 issues for two hours	none			

Reference materials, microfilms, computer software, CDs and laser discs are restricted to in-house use

Renewals

- Items must be renewed in person. Facility to renew by telephone / email is restricted to HSC faculty
- Items renewed twice must remain in the library for two weeks prior to the next check-out
- Items placed on hold are not subject to renewal
- Items are subject to be recalled after 10 days

Borrowing privileges will be suspended for overdue materials or unpaid fines.

Fines:

Item	Fine
Book	250 Fils/day
Reserve Book	250 Fils/2-hours delay & KD 1/day
Audiovisual Materials	250 Fils/day

Interlibrary Loan

- Requester must provide complete and accurate citations on the request form
- Requester signature is required on the request form
- HSC faculty are entitled to 20 articles per academic year from commercial document suppliers.
- Students are eligible to obtain interlibrary loan for a fee.

Literature Search

- HSC Faculty is entitled to mediated literature search free of charge.
- Other HSC members, Clinical tutors and Students are entitled to conduct free literature search and are charged for print out.
- Non-HSC members are entitled to conduct literature search for a fee.

TECHNICAL SUPPORT ADMINISTRATION (TSA)

The Health Sciences Computer Center (HSCC) maintains state-of-the-art facilities to keep its professionals well connected, knowledgeable and aware of advances in science and technology. Established in 1987, its objectives are directed towards the active automation of the activities and operations of the Health Sciences Center and fulfilling the teaching and research computerization requirements of HSC affiliated faculties, library and other centers.

The strategic plan is to establish a well-organized, efficient, advanced and reliable computer center to maintain and promote the overall mission and objective of the Health Sciences Center for professional excellence.

TECHNICAL SUPPORT

The computer center provides professional assistance to correct and fix the technical problems, whether it is software or hardware, to all the HSC staff and students. Maintaining daily performance of user's computer system is a major part of TSA Help Desk.

PC LABS AND SPECIAL EQUIPMENTS ROOM

The Technical Support Administration currently runs nine main PC labs, one special equipment lab and one Printing Area (TSA Reception Lobby). The labs are always updated with the latest hardware and software. In the special equipment lab, faculty members and students can accomplish specific tasks like document scanning, color printing and image processing. There is a total of 222 PC's in all the labs, 15 Scanners and 5 network printers.

The following software is installed on each of the PC's:

- Windows Enterprise (Operating system)
- Microsoft Office 365(Word, Excel, PowerPoint, Access)
- SPSS (Statistical Package)
- EndNote
- Adobe Acrobat Reader
- Java Software
- RealPlayer
- Adobe Acrobat Professional & Adobe Photoshop Extended

All PCs are connected to the HSC Network and the Internet.
All printing jobs are centralized and redirected to the TSA Reception Lobby / Printing Area.

HSC OFFICIAL WEBSITE (http://www.hsc.edu.kw/)

TSA has designed and published an official web site for the Health Sciences Center. The web site offers information related to the various HSC faculties and departments, including access to email for both staff and students, a directory service as well as other links and services.
HSC website also includes important links to the online HSC library and E-Learning resources. Reserving classrooms and computer labs can also be done online.

TRAINING

TSA offers training courses to all Health Sciences Center staff and students. The training takes place in the premises of the Computer Center PC labs. Courses are offered throughout the year free of charge to all staff and students.

Training courses available are:

- Windows Operating System
- Microsoft Word (Word Processor)
- Microsoft PowerPoint (Presentation)
- Microsoft Excel (Spreadsheet and Charting)
- Microsoft SharePoint
- Microsoft Outlook (E-mail and Collaboration)
- Microsoft Lync.
- SPSS (Statistical Package)
- Adobe Photoshop (Photo design)

APPLICATION DEVELOPMENT

In-house application development is available in the Technical Support Administration. Applications are developed using the latest versions of database engines (Oracle, Microsoft SQL server, Microsoft Access and File maker Pro) integrated to the web pages and to a reliable security feature to produce a highly accessible, secure and user-friendly packages for the end user.

EXAMS SCORING

TSA facilitates the HSC faculties in evaluating student's exam scoring of MCQ through Optical Mark Reader and providing computerized scoring with results analysis.

PC WORKSHOP

Center offers in-house maintenance for all PC's and printers. The workshop provides network cables and installation of new network points. It also maintains consumables for printers, like toners and drums.

NETWORK AND SERVERS

The Health Sciences Computer Center has put great efforts in providing the best IT services to the staff and students of HSC. The KU Wi-Fi Service provides the most efficient and maximum connectivity environment in the Health Science Center. Combined with the latest servers' technologies the TSA is presenting secured, high speed, and low fault tolerant network and internet connection. It has a Server environment that consists of Email Servers, Web Servers and Application Servers, Data storage Servers, Antivirus Servers, Databases, E-Learning Servers and Security Servers. The center also provides wireless network connections for easy public access to internet. It also provides VPN services, E-mail Configuration and communication facilities via the Lync2010 software.

OTHER TSA FACILITIES

In house poster printing facility is available for Seminars, Poster Day, and Conference for the HSC staff.

TSA provides scheduling system for HSC teaching rooms that allow staff and students to view the complete semester teaching schedule for different courses across HSC classrooms.

TSA provides full internet service to all staff and students throughout the HSC. The internet services are both wired and wireless internet connections.

E-Learning

TSA provides E-Learning resources that allows the teachers to interact with students online. These resources allow a common place for students to go for many classroom resources provided by lecturers. Lecturers can post:

- Label: - Enables text and multimedia to be inserted into the course page in between links to other resources and activities. Labels are very versatile and can help to improve the appearance of a course if used thoughtfully it helps also to view announcement to students.
- Assignments: - Enables teacher to communicate tasks, collect work and provide grades and feedback fast and online for students, Students can submit any digital content (files) for assignments also when reviewing assignments, teachers can leave feedback comments and upload files, such as marked-up student submissions etc.
- Book: - Enables a teacher to create a multi-page resource in a book-like format, with chapters and subchapters. Books can contain media files as well as text and are useful for displaying lengthy passages of information, which can be broken down into sections.
- File: - Enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise, students will be prompted to download it.
- Quiz: - Enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical. The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set. Each attempt is marked automatically, except for essay questions, and the grade is recorded in the gradebook. The teacher can choose when and if hints, feedback, and correct answers are shown to students.
- Lessons: - Enables a teacher to deliver content and/or practice activities in interesting and flexible ways. A teacher can use the lesson to create a linear set of content pages or instructional activities that offer a variety of paths or options for the learner. In either case, teachers can choose to increase engagement and ensure understanding by including a variety of questions, such as multiple choice, matching and short answer. Depending on the student's choice of answer and how the teacher develops the lesson, students may progress to the next page, be taken back to a previous page

or redirected down a different path entirely, a lesson may be graded, with the grade recorded in the gradebook.

- Choice: - Enables a teacher to ask a single question and offer a selection of possible responses. Choice results may be published after students have answered, after a certain date, or not at all. Results may be published with student names or anonymously.
- Survey: - provides several verified survey instruments that have been found useful in assessing and stimulating learning in online environments. A teacher can use these to gather data from their students that will help them learn about their class and reflect on their own teaching.
- Self-Enrollment: - Enables teacher to set a self-enrollment method with a key or without at all for student to enroll themself in the course.

MEDICAL PHOTOGRAPHY AND ILLUSTRATION UNIT

The Photography and Illustration Unit provides a wide variety of facilities for all academic staff of the Health Sciences Center.

These facilities include:

- Making original or duplicating color, black /white and color printing from X-rays, pathological specimens and from original photographs for teaching and research purposes.
- To photograph the patients for teaching and publication.
- Preparation of digital slides and digital printing from all kinds of original document and from 35mm slides and x-rays.
- Video recording of special occasions, conferences, seminars, experiments, patients, and graduation ceremonies.
- Provides poster titles and complete posters for "Annual Poster Conference" since the 1st Poster Conference held in 1996.
- Provides "Scanning Facility" to all HSC staff to scan slides, documents, and X-rays since 2005. More than 100 different types of documents are scanned daily.

CENTRE FOR RESEARCH SUPPORT AND CONFERENCES (CRC)

The main idea of the Centre is to support research and conferences and thereby to support the academic staff and researchers offering assistance in designing the research protocols, data processing and consultations related to statistics and training. Besides this, it also operates as the main provider of logistic support for various departments to administer seminars and conferences and other activities which benefit the medical society. The Centre concentrates on the needs of the College of Medicine, but activity may extend to include the entire Health Science Centre. The Centre also facilitates communication with the Public in appropriate ways via the Public Relation Unit in the College of Medicine. Further information on the Centre's programs and activities can be accessed through the Health Sciences Centre (HSC) website: http://www.hsc.edu.kw/crc.

RESEARCH CORE FACILITY (RCF)

The RCF at HSC houses most-modern and state-of-the-art equipment required for cutting edge research in health sciences, and suitably qualified manpower; all of which are generously supported by the Research Sector (RS) at the Office of Vice President for Research, Kuwait University.

The RCF equipment is operated by qualified and trained staff. All human and material resources are oriented to achieve the highest quality of scientific research output, as well as to provide services for the community (in terms of teaching and training) in the field of human health. Invariably, the cost of instruments, concerning individual research proposals, prove a stumbling block in project approval. The administrators at the four Faculties of HSC have extended state-of-the-art equipment to the health-related research community through the creation of centralized laboratories that house sophisticated and ultra-sensitive instruments and equipment to accomplish high quality research. The RCF thus marks the culmination of HSC's relentless efforts in spatial adjustments, equipment acquisition and technical empowerment to offer best of the facilities, resources and services to increasingly complex and specialized demands for macro/micro-analysis and in-depth studies, particularly in the fields of Proteomics, Genomics and other areas of Molecular and Cell Biology. The details of all the equipment available at RCF can be accessed by logging on to the website: http://www.hsc.edu.kw/rcf.

COLLEGE COMMITTEES

1. **CURRICULUM COMMITTEE**
2. **CLINICAL AND RELATED AFFAIRS COMMITTEE**
3. **PURCHASING COMMITTEE**
4. **SCHOLARSHIP AND POSTGRADUATE COMMITTEE**
5. **RESEARCH AND ETHICAL CLEARANCE COMMITTEE**
6. **APPOINTMENTS COMMITTEE (Department and College Committees)**
7. **PROMOTION AND REVIEW COMMITTEE (Department and College Committees)**
8. **ACCREDITATION COMMITTEE**
9. **EXAMINATION AND STUDENTS' PERFORMANCE COMMITTEE**
10. **COLLEGE SCHOLARSHIP CANDIDATES' SELECTION COMMITTEE**
11. **CHAIRMAN SEARCH AND REVIEW COMMITTEE**

COLLEGE ALMANAC: 2024– 2025

DAY & DATE	DESCRIPTION
Sunday 15th September 2024	**BEGINNING OF 1ST SEMESTER**
Sunday 12th January - Thursday 30th January 2025	**MID SEMESTER BREAK**
Sunday 2nd February 2025	**BEGINNING OF 2nd SEMESTER**
Thursday 29th May 2025	**END OF 2nd SEMESTER**
Sunday 15th June 2025	**BEGINNING OF SUMMER SEMESTER**

The dates are tentative.

DISCLAIMER

Although every effort has been made to ensure that this handbook contains correct information and is free from errors, College of Dentistry will not accept responsibility for any errors or omissions contained therein. The matters covered by this publication are subject to change from time to time and no guarantee can be given that changes will not be made after the date of publication.

Students are strongly advised to consult with the appropriate University authorities, the Dean, the Vice Dean for Academic and Student Affairs, the Vice Dean for Research and Postgraduate Studies or the Vice Dean for Clinical affairs, Consultations and Training, College of Dentistry, for clarification of any issues or regulations stated in this Handbook.