

# Faculty of Dentistry

## Student Guide



## University President's Welcome Note:

On behalf of the MSA family all your professors and teaching assistants I extend my sincere congratulations on your enrollment at MSA university. Here our focus is to enable you to succeed in all aspects of life which you will face after graduating. Well-equipped facilities and highly qualified staff will help sharpen your skills and boost your capabilities. Our mission is to ensure that the latest technological trends are applied to core curricula and academic facilities. We also take pride in the diversified activities at MSA university that aim to prepare you to the job market locally and internationally.

I truly believe that after graduation, your expertise will be in great demand owing to the quality of education and hands-on experience you had in MSA. I am very proud of you and confident that you are capable of the best achievements.

Prof. DR. Khairy Abd El Hamied

MSA University President



## Faculty of Dentistry Dean's Welcome Note:

I would like to welcome all our students and congratulate them for choosing MSA for their education. Since you are all distinguished students, this will impose a heavy burden on the Faculty Staff, but I assure you that you will receive the best possible education preparing you to provide the most up to date service to your patients and society.



You will also have an excellent opportunity during the five years of your study to enjoy our social, cultural and sports activities. I hope that you will all participate in the fields of your choice and enjoy the facilities that the University has to offer. I assure you that you will spend the most enjoyable and fruitful five years of your life.

I would like to mention that the university offers the post graduate program in conservative and esthetic dentistry and supervision of the thesis, in collaboration with science and engineering department Greenwich University UK.

Best of luck.

Professor/ Faten Mohamed Kamel

Dean of the Faculty of Dentistry

MSA University

## Purpose of Student Handbook

- This handbook is provided as a service to the Faculty of Dentistry, MSA University student body and contains information regarding student life and services at the Faculty and the University. This handbook is a guideline only and not a contract.
- Specific policies and procedures may be changed at any time without prior notice.
- The Student Handbook contains information regarding student rights and responsibilities, including academic integrity, a definition of plagiarism, and a clear description of the nature, extent, and availability of all student services and activities.
- The Student Handbook also includes information concerning relevant policies. This covers Admission, Academic Progress, Grading, Assessment, Supervision, Examinations, Academic Advising, Careers, Student Discipline, Academic Offences, Grievances, Appeals, Student Activities, Students' rights and responsibilities, Student Records, Privacy and Confidentiality.

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## MSA University

October University of Modern Sciences and Arts was founded in 1996 by Dr Nawal El-Degwi, a pioneer of the Egyptian private education, with the vision to provide the best of British higher education in Egypt. MSA University has been established as the natural outcome of nearly half a century of

experience in the field of education on both the local and international levels. While MSA University values its tradition, which goes back to nearly half a century, it has an eye on every new trend, with an attitude not only to react to change but also to lead it.



The 6<sup>th</sup> October City, MSA campus has been built on only 17% of the total area. Highest technological standards in every aspect of the educational process have been followed, aiming at maximum comfort and flexibility for a student body from over 30 nationalities.

The neo-classical look of the campus with its state-of-the-art facilities strongly contributes to its unique standing as an institution of educational excellence. The very careful consideration of spacious and highly advanced labs equipped according to the worldwide specifications and standards, the e-libraries, the highly equipped classrooms and lecture halls, the buildings of students' facilities, the Roman amphitheater, and the spacious green areas, enhance the atmosphere of comfort and discipline and inspire an overall feeling of integrity and loyalty to this great accomplishment.

MSA campus has open air spaces and greenery that allow students to enjoy fresh air and work in a healthy environment. The campus includes over 60 scientific laboratories, over 35 computer laboratories, 130 lecture halls, a cinema, an indoor theatre (seating 1,000 persons) and several cafeterias. In addition to the library, the campus includes several other facilities such as a dental out-patient clinic, 8 dental operation theatres, 2 large mass communication studios and 15 editing/ news/digital photo/photo processing laboratories.



Sports facilities include six football fields, two volleyball and two basketball courts. The campus is covered by a wireless network.

Building [H], also called ‘the Research Centre’, helps to enhance the learning process and enrich the knowledge of both students and staff members. The building includes 11 students’ labs (3 Pharmaceutics labs, 2 Pharmacology labs, 2 Pharmacognosy labs, 2 Physiology labs, 2 Biochemistry labs), in addition to 3 research labs, 7 dental clinics, a dental operations room, dental radiology rooms, a sterilization room, 134 dental chairs, and 31 computer labs.

Building [G] includes 24 lecture halls, 24 auditoriums, 45 staff rooms, 4 computer labs, an opera house, and a cafeteria. This building is where faculty and teaching assistants offices are located.

Building [E], includes 10 students’ labs (3 Analytical Chemistry labs, 3 Organic chemistry and Pharmaceutical Chemistry labs, 3 Microbiology labs and 1 Anatomy lab), a research lab, in addition to 8 computer labs. It also includes an animal house that hosts small experimental animals.

MSA University is best known for its academic excellence both in the Middle East and internationally, with stronger than ever quality courses and teaching staff.

### **University and faculty of Dentistry contacts**

**University contacts:** Tel.: 3837-1516  
Tel.: 3837-1523  
Fax: (+202) 3837-1543  
Hotline: 16672

**Faculty of Dentistry internal telephone numbers:**

**Faculty dean:** 1234  
**Dean’s secretary:** 3131  
**Clinics manager:** 1268  
**Quality assurance unit:** 5355

## Faculty of Dentistry



MSA's Faculty of Dentistry is offering the most forward-looking educational environment in the country, as well as a distinguished oral health care for patients. The faculty provides dental students with the most distinguished dental staff members, state-of-the-art facilities and equipment.

MSA's dental students will understand not just how to apply science to practice, but how to employ compassion in the management and treatment of human illness. The Faculty of Dentistry recognizes that oral health is an integral component of general health. We, staff members and graduates, aim to make significant contributions that will improve local, national, and global achievements in the dental field





### The faculty of Dentistry includes the following Departments:

- 1- Department of Oral Histology and Oral Pathology.
- 2- Department of Dental Prosthetics.
- 3- Department of Restorative Dentistry.
- 4- Department of Oral Surgery.
- 5- Department of Pedodontics.
- 6- Oral Medicine and Periodontology.
- 7- Supporting General Subjects.

### Faculty Clinics and Labs:

- 2- Orthodontics
- 2-Peadodontics
- 3- Oral Surgery
- 4- Operative
- 5- Endodontic
- 6- Fixed Prosthodontics.
- 7- Oral medicine and Periodontology
- 8- Removable Prosthodontics.
- 9-Oral Radiology
- 10- Post-Graduate Clinic.



## Graduation Projects:

When the students reach semester 9 they are asked to start planning for their graduation project by the end of semester 10 which will improve their ability to asses a whole case and choose the proper treatment plan , thus preparing them for facing the challenges of professional practice on their own .



## Continuous Education:

As the faculty of Dentistry is keen to upgrade and follow up its graduates in order to be always up to the market needs , Continuing education center is held under the supervision of Prof. Dr. Faten Kamel Dean of the Faculty of dentistry & Dr. Waleed Maryoud head of the center organizes periodic workshops for undergraduates, interns and Alumni.





## Social life:

- **Fundays** are held both for students and graduates where faculty members and students or alumni are participating in games in an atmosphere full of fun and enjoyment.



- **Talent shows** are also held where the student's talents are celebrated and enjoyed by faculty members and students from the whole university Such As: Dentist's Got talent competition.



- For all the scientific minds in the faculty there are **Science clubs** where students are divided into several teams and each team researches a specific scientific topic: such as DCMSA and MSA Digital Dentistry Club.



- **Convoys** are regularly held to underprivileged areas where diagnosis basic dental treatment is done to the habitants of these areas as well as awareness of dental care for children and adults while giving them a gift composed of a dental brush and tooth paste .

## Vision and Mission

### Vision

Faculty of Dentistry- October University for Modern Sciences and Arts is a leader in the field of health and center of excellence in education, scientific research and community services; locally, regionally and internationally.

### Mission

Faculty of Dentistry- October University for Modern Sciences and Arts offers educational programs for bachelor and graduate studies which contributes to the preparation of dentists with high efficiency to meet the requirements of the job market and apply ethical standards. It conducts scientific research and participates in community service.

### Core Values

- 1- Honesty
- 2- Distinction
- 3- Credibility
- 4- Innovation
- 5- Integrity
- 6- Teamwork



### الميثاق الأخلاقي لطالب كلية طب الأسنان :

- الالتزام بالقواعد و القوانين الخاصة باللوائح للحصول على حقوقه و القيام بواجباته.
- الالتزام بمواعيد المحاضرات و المعامل و العيادات و الحرص على حضور المحاضرات قبل دخول المحاضر بوقت كاف.
- التفاعل مع المحاضر داخل المحاضرة و التزام بالهدوء ، و الاحترام و الاستفسار عن الاجزاء التى تبدو غير واضحة أو غير مفهومة.
- يتعاون و يشارك فى الأنشطة المختلفة مع المعيدين.
- الاعتماد على النفس فى انجاز و اعداد الأبحاث مع الاستعانة بالمراجع الحديثة المتاحة فى موضوع البحث
- بذل قصارى الجهد و العمل على تنمية الذات للمساهمة فى بناء المجتمع و النهوض به، و مواكبة تطورات العصر.
- يسعى لتقديم المساعدة لزملائه من ذوى الاحتياجات الخاصة.
- يلتزم الطالب بنظافة و سلامة كل ما فى قاعات الدرس و العيادات و المعامل من أجهزة و مقاعد، ز خلفه.
- حضور الندوات الثقافية و المناظرات العلمية ، و الاشتراك فيها و المواظبة على قراءة الكتب الثقافية الهادفة فى التخصصات المناسبة للدراسة أو الموهبة العلمية و تنمية وصقل المواهب و المهارات الذاتية الرياضية منها و العلمي.
- يلتزم بالقواعد و اللوائح التى تحكم العمل داخل المكتبة ثم اعادة الكتب فى موعدها ، عدم وضع اى علامه على الكتب ، عدم نزع اى ورقة من الكتاب.
- يحرص على اغلاق المحمول قبل دخول المكتبة و قاعة المحاضرات ، يمتنع عن تناول اى أطعمة او مشروبات داخل المكتبة.
- احترام الاختلاف و تقبله سواء كان فى المستوى الاقتصادى أو فى الانتماء لثقافته فرعية او فى دين.
- مراعاة الاعتدال فى المظهر و الملبس – الحديث – و انتقاء موضوعات الحديث.
- احترام أعضاء الجهاز الاداري.
- يبلغ القائمين بالتدريس أو فنى المعمل عند تلف اى من الأجهزة المستخدمة.
- يحافظ على الأجهزة ، و تركها كما تم استلامها فى بداية العمل.
- يمتنع عن ادخال المشروبات أو المأكولات داخل العيادات و المعامل.
- يحافظ على الهدوء داخل العيادة و المعمل.
- يحترم توجيهات القائمين على التدريس و كذلك فنى المعمل و هيئة التمريض بالعيادات

## **Bachelor program**

a five year full time programme of study divided into two academic levels comprising 10 semesters as well as summer courses, and a clinical summer training course after the eighth semester (optional) aimed primarily at educating and training graduates for efficient dental practice in the new century.

## **Master program**

a master's degree in Conservative and esthetic dentistry. It is the first Master Program offered by any private faculty of Dentistry in Egypt, which is fully accredited in Egypt by the Supreme Council of Universities

## **Programme Aims**

This undergraduate programme is designed for students who aspire to understand, analyse, forecast and influence the dental profession at the aggregate as well as the individual level. This programme aims to:

1. Provide knowledge about the practice of dentistry and development of relevant skills for the constructive use of that knowledge in their range of activities.
2. Provide students with the tools to apply the knowledge and skills they have acquired to the solution of theoretical and applied problems in dentistry and to exercise judgment in evaluating relevant socio-economic aspects of different communities.
3. Develop an understanding of problems in the dental field, so the graduate will be able to detect drug interactions and maintain safe and infection controlled environment in their field.
4. Enable graduates to apply their transferable skills involving team work, managing and evaluating one's own learning and/or making effective use of on-going dental technology.
5. Enable graduates to communicate effectively with their patients.
6. Enable graduates to continue their professional education and significantly contribute to the wide field of dental care of their patients.
7. Allow competence in oral health care services through diagnosis of oral and dental diseases and an understanding of the relationship between general and oral disease.
8. Develop clinical understanding and competence to practice without supervision, yet the graduate will be able to realize his/her limitations and refer patients to specialist advice and care when indicated.



## Program Structure

- **Number of credits:** minimum of 211 credit hours
  - **Levels:** Two levels; 1<sup>st</sup> level representing semesters one to six and 2<sup>nd</sup> level comprising semesters seven to ten.
  - **Award:** BDS, Bachelor of Dental Surgery
- a five year, ten semester full time programme inclusive of a preliminary semester that provides instruction in basic sciences as well as intensive training in English, the language of instruction of courses, and computer skills deemed essential to introduce students to the technological Era that continually produces fresh information, and help them monitor such breakthroughs on the internet and in universities worldwide.
  - The curriculum of study are divided into two phases: the first phase includes six semesters devoted to basic general sciences necessary to prepare the dental student to comprehend human biology, basic medical sciences, and is also the Pre-Clinical phase in which the dental student is trained on models and simulators before he/she is ready for the second phase of training, which includes four semesters and is the Clinical phase. During this second phase the dental student will be able to diagnose and treat the common dental problems that he/she may encounter during his/her post-graduation years. A mandatory one year Internship in an approved University Hospital or General Hospital is required by law before a graduate is granted his license to practice dentistry.
  - The programme is divided into study units called courses. Each course has a load of 1-5 credit hours. Courses are designated at levels 1 and 2 indicating progressively more advanced studies and representing the first six semesters (level 1), and the seventh to tenth semesters (level 2). A system of requirements is used to ensure that a student taking a course has undertaken the necessary preparatory academic, preclinical and clinical work. Accurate records of student's preclinical technology and clinical work are being kept so that the amount and quality of student's work can be assessed.
  - The BDS degree is granted to students who successfully complete a minimum of 211 credit hours divided as follows:
    - 198 credit hours of Faculty requirements.
    - 9 credit hours of University requirements.
    - 4 credit hours of Elective courses.

## **Faculty Members Responsibilities:**

### **Faculty Dean**

- Responsible for the educational and administrative affairs of the Faculty and representing it on the University Board.
- The implementation of University Board decisions at Faculty level, the supervision of curriculum development, and the development of the Faculty. The Dean collects and evaluates instructors and students' feedback and through the Faculty Board agrees any actions necessary to address issues arising from feedback.
- Ensuring that students receive appropriate support and guidance to assure that they are able to meet the learning outcomes of their programme.

### **Vice Dean for Educational and Student Affairs:**

- Supervise the preparation of schedules.
- Study the needs for hiring full-time and part-time academic staff members.
- Study the needs for educational and scientific instruments and equipment.
- Care of student activities.
- Overseeing the implementation of the committees' he/she is responsible for.

### **Vice Dean for Research and Graduate Studies:**

- Overseeing the implementation of the faculty scientific research plan.
- Work to attract scientific research projects having community applications.
- Propose and organize conferences.
- Preparation of the regulatory rules for graduate studies.
- Overseeing the implementation of the committees he/she is responsible for.

### **Vice Dean for Community Service and Environmental Development:**

- Prepare and develop community service plan.
- Overseeing the implementation of community services.
- Overseeing the implementation of the committees he/she is responsible for.

### Head of Department:

- Supervise the teaching and research activities of the department.
- Oversee the scientific and administrative affairs in the department under the policy formulated by the Faculty Board in accordance with the provisions of the laws, regulations, and decisions applicable.
- Propose the distribution of lectures, tutorials, and other university responsibilities in-between the department staff members; presented and discussed at regular meetings of the department.
- Prepare proposals mandate for hiring full-time and/or part-time teaching staff for the department to be submitted to the department meetings followed by the Faculty Board.
- Follow up implementation of the decisions and the policies of the department and the faculty.
- Supervise the technicians and assistants in the department labs.
- Representing the department in the periodical meetings.
- Representing the department in the meetings of the Faculty Council. - Participate in the Faculty specialized committees altogether.
- Give lectures for his/her subject(s).
- Follow-up of department teaching staff, monitor and evaluate department teaching and lecturer assistants.
- Supervise the theoretical, practical, and oral examinations of the department subjects.
- Supervising the distribution of master's and doctoral dissertations on the staff members of the department.
- Follow-up the implementation of the research and community plans in the department.
- Do other similar work tasks as assigned to him.

## **Faculty Teaching Staff:**

Teaching staff have a key role in this aspect of the assurance of quality and standards for courses delivered. The teaching staff has the following responsibilities:

- Contributing to the preparation of the 'Programme Handbook'.
- Delivering and teaching the course according to the course outline included in the Handbook.
- Ensuring that the lectures and tutorials assigned in the schedule are delivered in the specified time all over the semester.
- Providing extra help to students whenever needed.
- Closely following-up the performance of all students and providing support and advice whenever needed.
- Coordinating the delivery of the course to include innovative learning methods.
- Reviewing the adequacy of the learning resources to support the course including teaching accommodation, laboratories and workshops, books, journals, software and equipment.
- Taking responsibility, at course level, for the implementation of the University policy on Student.
- Coordinating the preparation, monitoring, scheduling, and distribution to students of coursework assignments with accompanying assessment criteria, submission dates and return.
- Ensuring the prompt return of coursework to students.
- Coordinating the preparation of examination papers for submission to the 'Control Unit' by the published deadline date, and their checking prior to being sent to the External Examiner.
- Attending the first 15 minutes of any examination component and indicate clearly where they may be contacted for the duration of the examination.

## **The role of the National Accreditation and Audit Unit is to:**

- Follow up the academic activities including setting the academic reference standards, programme specifications, course specifications, programme report and course reports, in addition to ensuring that the learning outcomes accomplishes the Faculty vision which in turn achieves the University vision and strategic goals. Follow up the performance evaluation and quality assurance in the different Faculty academic and administrative departments. Supervise the implementations of teaching and learning strategies accredited by the Faculty.

## General rules and regulations

### Credit hours

Credits acquired by students are based on the number of courses passed from the academic load. The academic load is the number of credits registered in each semester.

Students who get a grade of F (minimum of 55%) in one course may be condoned by a maximum of 5% by the Faculty Assessment Board. Students who obtain less than 60% (but more than 55%) in more than one course may be condoned by a maximum of five marks (5%) in those courses nearest to the pass mark if those added marks allow them to pass. Students who get less than 55% in any subject fail and may not be condoned.

- The academic load is the number of registered credits each semester.
- Credits acquired by the student are based on the credits of the passed courses from the academic load.
- Repeated courses will be counted once toward the calculation of accumulated credit hours. The best achieved GPA will be used for calculating the GPA.
- The cumulative GPA calculation starts from the first semester for each student and is updated each semester till his/her graduation.
- The semester GPA of the student is the weighted average of the grade points acquired in the courses passed in that semester\*. It is calculated as follows:

$$\text{Semester GPA} = \frac{\sum (\text{No. of credit hours of each course} \times \text{corresponding GP})}{(\text{Total Registered Credits in current Semester})}$$

The number of credits used to calculate the Cumulative GPA is the number of credits registered by the student up to that date\*.

$$\text{Cumulative GPA} = \frac{\sum (\text{No. of credit hours of each course} \times \text{corresponding GP})}{\text{Total Registered Credits in all Semesters}^*}$$

\* Excluding failed courses and transferred courses from other Universities' credits

## Graduate Attributes

The programme aims at developing the graduate attributes of MSA, MSA University always aims at developing a graduate who can face all the challenges that he/she may face during future life.

The students are expected to develop the following attributes that will endow them with different skills and behaviors that will prepare them for future careers.

### **3- Scholarship and Autonomy**

**MSA University is committed to developing graduates who:**

- a. Think creatively, independently, analytically and are interested in new areas of investigation.
- b. Understand their discipline or their profession practice.
- c. Appreciate discipline and forms of professional practice beyond their own and draw connections between them.
- d. Intellectually curious, responsive to challenges, and demonstrate initiatives and resilience.

### **2. Creativity and Enterprise**

**MSA University is committed to encouraging its students to:**

- a. Recognize and create opportunities and respond effectively to unexpected situations.
- b. Generate new ideas and develop creative solutions.
- c. Communicate clearly and effectively in a range of forms with different audiences.
- d. Make use of new technologies.
- e. Seize and shape opportunities open to them after leaving the University.

### **3. Cross-cultural and International Awareness MSA is committed to introduce graduates who:**

- a. Engage effectively in groups whose members come from different backgrounds.
- b. Appreciate the importance of behaving sustainably.
- c. Move fluently between different social, cultural, and political contexts.
- d. Value the ability to communicate in more than one language.



## **Transferrals and Exemptions from Courses and Examinations**

- Exemptions from parts of the programme and examinations may be granted only by the Faculty Board to students who have followed courses of study and passed examinations elsewhere substantially equivalent to those of the MSA University programme.
- The granting of such exemption will only be made when such application is supported by documentary evidence demonstrating a high level of concurrence between the content and standard of the previous programme and those parts of the MSA University programme and examination for which exemption is applied for.
- Applications for exemption must be made in writing by the student accompanied by all relevant information and documentation to the Faculty Dean who will forward them to the Heads of the relevant departments for consideration and recommendation, and shall subsequently be considered normally no later than the first subsequent meeting of the Faculty Board.

All applications for exemption must be endorsed by the Faculty Academic Board.

### **Failure in Courses**

Students must meet the deadline for submission of all coursework components and according to the requirements outlined in the Programme Handbook.

The student is considered a failure in the following cases:

- Students who fail to attend the final examination without acceptable extenuating circumstances.
- Students who fail to achieve 60% of the marks in Faculty requirement courses or 50% of the marks in University requirement courses and elective courses.

Students who fail to attend the midterm exam will not be deprived from completing the course but will lose all the marks of that exam, unless the University President, on the Faculty Dean's recommendation, considers the extenuating circumstances acceptable and decides that the midterm exam marks are to be added to the marks of the final end of semester exam.

Summer courses will be organised, and students will be allowed to attend a maximum of 8 CH. No student will be allowed to sit for re-exam in his failed course(s) unless he/she satisfactorily fulfils the requirements of the summer course(s).

## Incomplete Courses

If a student fails to attend the end of semester exam for any emergency or exceptional circumstances, the University President, on the Dean's recommendation, may approve an incomplete grade. Follow-up examinations are to be set for such students at the end of the following semester.

## Repeat Policy

Students must pass all Faculty required courses before proceeding from the first academic level to the second. University requirements and elective courses may be carried over from level one to level two

- ◆ Students should pass any lower level courses before they may proceed to take higher level courses of the same subject.
- ◆ Students may proceed to take level two courses if they have successfully passed the prerequisite courses.
- ◆ Students who fail to pass the sixth semester of the first level after six years of study will be requested to transfer to another faculty. Second level students, however, will be allowed to repeat failed courses until they successfully fulfil their graduation requirements.
- ◆ Students who fail any course but obtain pass marks in the quizzes and midterm exam may be exempted from re-attending that course upon the Academic Advisor's recommendation and the Dean's approval.

## Academic Dishonesty and Plagiarism

4- **Academic Dishonesty:** this includes but is not limited to the following cases:

- Quoting another person's actual words, complete sentences or paragraphs, or entire piece of written work without acknowledgement of the source.
- Using another person's ideas, opinions, or theory even if it is completely paraphrased in one's own words, without acknowledgement of the source.
- Borrowing facts, statistics or other illustrative materials that are not clearly common knowledge without acknowledgement of the source.
- Copying another student's essay test answers.
- Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in full, as one's own.
- Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work

When in doubt about rules concerning plagiarism, students are urged to consult with individual faculty members, academic departments, or recognized handbooks.

5- **Fabrication:** is the use of invented information or the falsification of research or other findings. Fabrication includes but is not limited to the following examples:

- Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
- Listing sources in a bibliography that is not directly used in the academic exercise.
- Submission in a paper, lab report or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin or function of such data or evidence.
- Submitting as one's own any academic exercises prepared totally or in part by another.

- 6- **Cheating:** is an act or an attempted act of deception by which a student seeks to misrepresent that he/she has mastered information on an academic exercise that he/she has not mastered. Cheating includes but is not limited to the following examples:
- Copying from another student's test paper.
  - Allowing another student to copy from a test paper.
  - Unauthorized use of course textbook or other material such as a notebook to complete a test or other assignment
  - Collaborating on a test, quiz or other project with any other person(s) without authorization.
  - Using or possessing specifically prepared materials during a test, e.g., notes, formula lists or unauthorized notes written by the student on any material.
  - Using electronic instruments, such as cell phones, pagers, etc., to share information, when prohibited.
  - Taking a test for someone else or permitting someone else to take a test for him.
- 7- **Academic Misconduct** includes other academically dishonest acts such as tampering with grades or **taking part in obtaining or distributing any part of a test.**
- **Plagiarism:** is the inclusion of someone else's words, ideas or data as one's own. When students submit their work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate, and specific references and, if verbatim statements are included, through quotation marks as well. By placing his name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. Plagiarism covers unpublished as well as published sources.

**Action against Plagiarism;** The Faculty Assessment Board will act against any student who plagiarizes whether through negligence, foolishness or deliberate intent. Students must make sure that written material is acknowledged through the use of quotation marks, references and bibliographies. Information on the correct way of acknowledging work from other sources is available from campus learning resource centres, the English Language Support Union. All plagiarism cases are reported to the President's Office and are dealt with very severely.

## Exam Conduct Regulation:

- Students must have their MSA IDs available for inspection.
- Strict silence must be observed at all times in the examination room.
- The examination is deemed to be in progress from the time students enter the room until all the scripts have been collected. Students must not speak To or otherwise communicate with any other students throughout the examination.
- Students should avoid cheating during the examination or he/she will be Subject to misconduct act.
- A student who causes a disturbance during the examination will be required to leave the room and may be subject to misconduct act.
- Students are advised not to bring personal belongings into the examination room.
- All briefcases, bags, books, pencil cases etc. must be placed to one side of the examination room as instructed by the proctor and not left beside the desks.
- Students are advised to avoid bringing any material related to the exam.
- It is also prohibited to borrow any tools inside the exam room. Every student must bring with him the needed tools for each exam.
- The University is not responsible for providing any tool during the exam.
- Students are not allowed to visit the toilet during the exam duration, except in medical cases approved from the floor supervisor.
- Students are not allowed to enter the exam hall before the proctors covers cheating, collusion, and impersonation. Each case is assigned to an investigating panel, which consists of:

Investigating officer from the Legal Affairs Department, Member of the Examination Control Unit, and Member of the academic staff.

The panel would initially determine whether there is a prima-facie case for Investigation. If yes, it will conduct a full investigation and prepare a report with its decision of whether the student has committed an academic offence and a description of the offence committed. In arriving at its decision, the panel will invite the student(s) against whom the allegation is made to attend a hearing and may also invite the member(s) of staff who initially referred the case as well as other witnesses where applicable. The panel will scrutinize evidence submitted with the initial referral and may request or collect further evidence.

A summary of the panel deliberations will be included in the panel's report and any evidence will be attached or referred to as appropriate. The panel report is then submitted to the University Examination Offences Committee. The student will be informed of the panel decision immediately after it has been reached. The student may appeal against the panel's decision to the University Examination Offences Committee within fifteen days of being informed of the decision.

**The University President forms the University Examination Offences Committee, which consists of:**

- The University President or a nominee, The Director of the Examination Control Unit or a nominee, An Academic staff member, and Head of Legal Affair Department or a nominee.
- The University Examination Offences Committee meets at least twice per-semester (after the mid-term exam and after the end of semester exam) but before the semester assessment board.
- The Committee receives all reports from investigating panels that were held within the semester.
- The Committee ensures that panels have concluded, where an offence has been committed, an appropriate penalty and similar offences across the University received similar penalties. It also ensures that cases have been investigated fairly and in compliance with the Supreme Council of Universities guidelines and regulations.
- The committee produces a list of all students with confirmed penalties and submits it to the assessment board to note at its meeting every semester.

**Dismissal from Class:**

Students dismissed from classes for insubordination or other disciplinary reasons are not to return to class until the faculty member concerned permits it and in some cases after being referred to the Dean's office.



## General Conduct Regulations

- MSA University expects its students to be mature, honest and responsible members on campus and in their larger community. Any behaviour that infringes upon the rights, safety, property and privileges of another person or which impedes the educational process of MSA University is unacceptable.
- MSA students are expected to show their outmost respect towards their fellow students, staff members and MSA University as a whole. Any improper conduct such as physical violence, fighting, bullying and harassment of others represent behaviour that is not conducive to an educational environment, will not be tolerated. Immediate disciplinary action will be taken against violators ranging from social probation to dismissal.
- All students must carry their University ID cards and provide it to University personnel upon entrance/request. MSA University continues to recognize that its responsibility is linked with the protection of its students, faculty staff and property.
- Members of MSA community are expected to abide by Egyptian Laws, and are subject to them. If any student violates Egyptian law and/or acts in a way that damages the reputation of the institution, the violation may obligate the University to carry out appropriate disciplinary action, which may include expulsion from the University. Moreover, MSA reserves the right to review and address incidents that take place off campus in which MSA students are involved.
- Article 34C of the Egyptian Drug Law states that anyone would be penalized if convicted of possessing drugs on educational premises. It is therefore the policy of MSA to prohibit handling of drugs by students on University campus. Disciplinary action for violations would result in immediate dismissal from the University.

## General Rules and Regulations

- All students are obliged to switch their mobile phones during class time. Any student who violates this policy may be asked to leave the class immediately and will not be permitted to return until the next lecture. This will be counted as an inexcusable absence.
- All mobile phones must be switched off in the libraries and computer labs. Ringing phones and loud conversation on these premises disturb faculty and students trying to read or study.
- Students are responsible for the behaviour of their guests at all times and are held accountable should the guest cause disturbance or damages. Guests must attain a security clearance from security personnel prior to entering University premises.
- There should be a valid and acceptable reason for visiting the University. The University retains the right not to grant entrance clearance as it feels appropriate.
- It is not allowed to be in the University campus with no justified purpose after the working hours unless granted a written approval from the University.
- University staff are allowed parking space inside the University premises, while students are not permitted to park inside the University campus. Designated parking areas are allocated for students outside the University gates.
- Dress code is expected to conform to the educational setting. For example, males are prohibited from wearing shorts and slippers. The University's public image should guide their selection of dress.
- The University reserves the right to alter and amend regulations if they are found to be unsatisfactory for prevailing circumstances. Such amendments will be communicated and incorporated in the document at the University's earliest convenience.

## Student Support

MSA considers that one of its main goals is to provide a unique, friendly and pleasant atmosphere for its students. Staff members and students interact together constantly as members of one large family. Support and guidance is provided to students mainly from **the Faculty Registrar and Student Affairs**. The services include:

- Advice on solving problems and the procedures to be followed.
- Enrolment and fees payment.
- Registration procedures.
- Advice on career placement and training opportunities.
- Disability support and guidance.
- Attendance excuses.
- Appeals and complaints.
- Counselling.
- Enrolment/Graduation Certificates.
- Provide advice on any issue that concerns students' welfare other than the above.

### **Subject Advice and Educational Guidance**

Following upon MSA University's main mission to provide a well-rounded unique learning environment for its students, MSA has introduced many methods to provide academic advice and aid to all students through the following channels:

#### **Individual/Group Study**

Teaching assistants in every specialty are available to offer extra help to students. They work with students either individually or in small groups according to their individual needs.

#### **Family leaders**

Each group of students are assigned to a certain family leader at the beginning of their first semester which helps them with any difficulties with academic or social.

## **Information for Students with Disabilities**

As an educational institution and employer, MSA recognises the equal rights of individuals and groups to be free from discrimination on the basis of sex, marital status, nationality, disability, and political and religious belief. The University accepts its responsibility in relation to these rights for people who are undertaking activities as part of their study or employment with MSA.

Thus, within this context, MSA supports any student with any form of physical disability who would require special tutorial help in academic reading and writing. Students with physical disabilities are taken into consideration not only in respect to examination arrangements but also in attendance and in the marking of coursework and examination papers, provided that the student has reported it at an early stage.

## **English Language and Learning Support**

MSA is an English Language medium instruction university. Students are required to sit for an English Language Placement Exam. Students who pass the Placement Exam would be accepted in the Faculty.

Students who need additional help and who have finished all the University language requirements are urged to contact the English Language Support Unit to arrange for extra help or to attend the extra group sessions as the need may arise.

## Information and learning resources services

Learning resources and support are provided by MSA University through different channels including:

### IT Central Services

This unit controls and monitors the work of different Faculty IT Service Units. It also co-ordinates work between these units in the use of shared resources. The unit is also responsible for maintaining the IT infrastructure in the University.

### Faculty IT Services Unit

This unit is responsible for providing hardware and software packages for the faculty requirements; as well as maintenance of equipment. It is also responsible for equipping all computers with different operating system platforms, database management systems, programming languages, software development kits, and education software tools to provide suitable training for different fields of specialisation.

It is also responsible for providing support to all instructors and students in using the audio-visual aids provided by the University.

### Library Services

The university is keen to make miscellaneous possibilities for learning and teaching Available, starting from researching and lecture's halls, in order to make the supportive teaching program appropriate for its purpose and also the lecture's halls should serve the Education process.

Computerized system for students and staff makes searching for the available books in the library easier.



### **Information Resources:**

The library includes a large number of books and references for faculty of Dentistry in all departments, books and references: 423 titles, 1757 copy, Data base: 17823 book's title, 522 scientific journal

### **International database as follows:**

- 1<sup>st</sup> The international data base is called (Dentistry and oral sciences sources).
- 2<sup>nd</sup> international database called (MEDLINE complete source) that reached thousands scientific journals and the whole published article is available
- 3<sup>rd</sup> international database called (eBook Academic Collection – complete) it has been available since 2012 march.
- 4<sup>th</sup> international database called (Arab world Research source) it has been available since May 2015, Includes hundreds scientific journals and the whole published article is available.
- 5<sup>th</sup> international database called (eBook Clinical collection) it has been available since May 2015.
- 6<sup>th</sup> Egyptian knowledge bank also provided information resources in form of books and Articles from important scientific database related to dentistry career.



## **Transportation Services**

For all information regarding MSA transportation facilities, students are kindly requested to visit room B114, theoretical building.

## **Health, Safety & Welfare:**

- Students have the same health and safety responsibilities as the employees at MSA and they must take reasonable care of their own health and safety and those of other people.
- Students' actions should not put them or other people at risk. Students must follow health and safety instructions/rules and report any faults or shortcomings in health and safety arrangements to the University Security Office/Faculty student affairs office.
- All students without exception are expected to comply with all health and safety regulations operating within the University, in laboratories, workshops and other hazardous places, to acquaint themselves with these regulations. Failure to do so is a serious breach of University regulations.
- MSA provides on campus clinic with qualified practitioners (physicians) who are available for the students throughout the week. The clinic is equipped with first aid kits and medication.

## **Career Opportunities and Placement**

- MSA considers one of its main goals is to provide a unique, friendly and pleasant atmosphere for its students. Staff members and students interact together constantly as members of one large family.
- MSA is keen to provide its students with competitive programmes that aim to prepare them to compete effectively in the job market. The Career Placement Centre (CPC) is part of MSA HR department; it provides feedback on the skills required the job market in a specific programme. The office also provides feedback on points of strengths of MSA graduates and comments on areas that require improvement. This continuous effort ensures the currency of our programme and its relevancy to the needs of both national and international employers.
- The CPC provides a full range of HR activities that include recruitment, training, and internships. The CPC benefits MSA students and graduates by creating a link between them and the corporate world, providing them with a comprehensive knowledge of the market and giving them firsthand enhancing experience of what to expect in the practical life.
- The CPC organizes periodical job fairs that aim to provide students with exceptional work opportunities. The office also contacts new employers to increase the number of companies joining the fair and to improve the standard of the portfolio of companies recruiting MSA graduates.
- The Alumni Department was created for Alumni services and activities. It offers a range of benefits for MSA University graduates such as: Reunion, training sessions, employment opportunities, events, competitions, career advising, special discounts and rates. Its slogan is 'Belong, Believe, Build' and that's because the department's main objective is to make graduates feel that they belong to the University even after graduation, to believe in themselves and their capabilities and to finally build on that by developing their skills and finding the career that best suits them.
- The Alumni Department enables graduates to build their personal and professional network, empower career transitions and reconnect with fellow alumni, (to contact the department: [training@msa.eun.eg](mailto:training@msa.eun.eg)).

## The Overall Programme Curriculum

### Course Codes

SGS	Supporting General Science	ENG	English Language
HPT	Histopathology	CSD	Computer Science for Dentistry
PRS	Prosthetic Dentistry	BAD	Business Administration
RES	Restorative Dentistry	PSY	Psychology & Sociology
OSA	Oral Surgery and Anaesthesia	DEL	Dental Ethics and Legal Aspects
OMD	Oral Medicine and Diagnosis	STC	Statistics
POD	Paedodontic and Orthodontics	EET	Elementary Electronics
MPH	Medical Photography	DIN	Dental Informatics
EQM	Equipment Maintenance		

### Course Numbering

The number xyz is a three digit number where:

**X** is a digit between 1 and 5 denoting the **academic year** in which the course is delivered.

**Y** is a digit between 1 and 6 denoting the semester **within a stage** in which the course is delivered.

**Z** is an identifying digit.

### Educational Requirements

Courses representing University Requirements are as follows:

Course Code	Course Name	Lecture Hours	Lab Hours	Total Hours	Credit Hours	Contact Hours
ENG 111b	English Language 1	3	-	3	3	45
ENG 102d	English Language 2	3	-	3	3	45
CSD 101	Introduction to Computer Science	2	2	4	٣	60

### Elective Courses (only 4 credits from the following courses):

Course Code	Course Name	Lecture Hours	Practical / Tutorial Hours	Total Hours	Credit Hours	Contact Hours
ENG 201	English Language for Research	3	2	5	3	75
BAD 200	Business Administration	2	0	2	2	30
EET 200	Elementary Electronics	1	2	3	2	45
NUT 200	Nutrition	2	0	2	2	30
MPH 200	Medical Photography	2	0	2	2	30
GMS 200	General Material Science	1	2	3	2	45
PSY 200	Introduction to Psychology & Sociology	2	0	2	2	30
STC 200	Advanced Statistics	2	0	2	2	30
DIN 200	Dental Informatics	1	2	3	2	45
BLS 200	Basic Life Support	1	2	3	2	45

### Faculty Requirements

### Preclinical Stage, Lectures, Practical Sessions, Credit Hours and Contact Hours /

### Semester

Prerequisites	Code	Course Name	Lctrs	Prct	CH	Cntct Hrs
None	SGS 111	Inorganic Chemistry	2	2	3	60
None	SGS 112n	Physical Chemistry	1	0	1	15
None	SGS 113	Physics	2	2	3	60
None	SGS 114n	Zoology	1	2	2	45
None	SGS 115n	Botany	1	2	2	45
None	SGS 116n	Statistics	1	0	1	15
None	HPT 111n	Descriptive Dental Anatomy-1	1	4	3	75
None	SGS 121	Organic Chemistry	3	2	4	75
SGS 111, 112, 113	PRS 121n	Dental Materials-1	2	2	3	60
SGS 114	SGS 122n	General Histology-1	2	2	3	60
SGS 115	SGS 123n	Medical Microbiology-1	1	2	2	45
None	SGS 124n	Principles of Genetics	1	0	1	15

HPT 111n	HPT 121n	Descriptive Dental Anatomy-2	1	4	3	75
None	DEL 121n	Dental Ethics and Legal Aspects	1	0	1	15
PRS 121n	PRS 231n	Dental Materials-2	2	2	3	60
SGS 122	SGS 232n	General Histology-2	2	2	3	60
SGS 123n	SGS 233n	Medical Microbiology-2	1	2	2	45
SGS 122n	HPT 231	Oral Biology-1	2	2	3	60
SGS 114	SGS 234	General Anatomy-1	2	2	3	60
SGS 114	SGS 235	Human Physiology-1	3	2	4	75
SGS 121	SGS 236	Biochemistry-1	2	2	3	60
PRS 231n, HPT 121n	RES 241	Operative Dentistry Technology-1	1	2	2	45
PRS 231n	PRS 241	Applied Dental Materials-3	1	2	2	45
PRS 231	PRS 242	Removable Prosthetics Technology-1	1	2	2	45
HPT 231	HPT 241	Oral Biology-2	2	2	3	60
SGS 115, SGS 235	SGS 242	Pharmacology-1	1	2	2	45
SGS 234	SGS 244	General Anatomy-2	2	2	3	60
SGS 235	SGS 245	Human Physiology-2	2	2	3	60
SGS 236	SGS 246	Biochemistry-2	2	2	3	60
RES 241	RES 351	Operative Dentistry Technology-2	1	4	3	75
PRS 241n, RES 241n	PRS 351	Fixed Prosthetics Technology-1	1	4	3	75
PRS 242n	PRS 352	Removable Prosthetics Technology-2	1	4	3	75
SGS 232n-233n-245n	SGS 351	General Pathology-1	2	2	3	60
SGS 242	SGS 352	Pharmacology-2	1	2	2	45
SGS 113	OMD 351	Dental Radiology-1	1	2	2	45
RES 351	RES 361	Operative Dentistry Technology-3	1	4	3	75
PRS 351n	PRS 361	Fixed Prosthetics Technology-2	1	4	3	75
PRS 352	PRS 362	Removable Prosthetics Technology-3	1	4	3	75
SGS 351n	SGS 361	General Pathology-2	2	2	3	60
HPT 241n - SGS 351	HPT 361n	Oral Pathology-1	4	2	5	90
HPT 241n	POD 361n	Orthodontics-1	1	2	2	45
OMD 351n	OMD 361n	Dental Radiology-2	2	2	3	75
<b>Total</b>			<b>65</b>	<b>92</b>	<b>111</b>	<b>2370</b>

### Clinical Stage, Lectures, Clinical Sessions, Credit Hours and Contact Hours/Semester

Prerequisites	Code	Course Name	Lctrs	Clncl	CH	Cntct Hrs
RES 361	RES 411	Clinical Operative Dentistry-1	1	2	2	45
RES 241	RES 412	Endodontics Technology	1	2	2	45
PRS 361	PRS 411n	Clinical Fixed Prosthodontics-1	1	2	2	45
PRS 362	PRS 412n	Clinical Removable Prosthodontics-1	1	2	2	45
HPT 361	HPT 411n	Oral Pathology-2	3	2	4	75
SGS 361	SGS 411	General Medicine-1	2	2	3	60
SGS 361	SGS 412	General Surgery-1	2	2	3	60
HPT 361	OMD 411n	Oral Medicine, Diagnosis & Radiology-1	1	2	2	60
HPT 361	OSA 411a	Oral Surgery & Anaesthesia-1	2	2	3	60
RES 411	RES 421	Clinical Operative Dentistry-2	1	4	3	75
RES 412	RES 422	Endodontics Technology-2	1	2	2	45
PRS 411	PRS 421n	Clinical Fixed Prosthodontics-2	1	4	3	75
PRS 412	PRS 422n	Clinical Removable Prosthodontics-2	1	4	3	75
POD 361	POD 421n	Orthodontics-2	1	2	2	45
SGS 411	SGS 421	General Medicine-2	2	0	2	30
SGS 412	SGS 422	General Surgery-2	2	0	2	30
OMD 411a	OMD 421	Oral Medicine, Diagnosis & Radiology-2	2	2	3	60
OSA 411a	OSA 421	Oral Surgery & Anaesthesia -2	2	2	3	60
RES 421	RES 531a	Clinical Operative Dentistry-3	1	4	3	75
PRS 421	PRS 531	Clinical Fixed Prosthodontics-3	1	4	3	75
PRS 422	PRS 532a	Clinical Removable Prosthodontics-3	1	4	3	75
RES 411,	RES 532n	Clinical Endodontics-1	2	2	3	45
RES 421	POD 532a	Paedodontics-1	1	2	2	45
OMD 421, HPT 411	OMD 531n	Oral Medicine & Periodontology-3	3	2	4	75
OSA 421, HPT 411	OSA 531	Oral Surgery & Anaesthesia -3	2	2	3	60
RES 531a	RES 541a	Clinical Operative Dentistry-4	1	4	3	75
PRS 531	PRS 541n	Clinical Fixed Prosthodontics-4	1	4	3	75
PRS 532a	PRS 542n	Clinical Removable Prosthodontics-4	1	4	3	75

RES 532	RES 542n	Clinical Endodontics-2	1	2	2	60
POD 532a	POD 542n	Paedodontics-2	1	2	2	45
OMD 531a	OMD 541n	Oral Medicine & Periodontology -4	2	2	3	60
OSA 531	OSA 541a	Oral Surgery & Anaesthesia -4	3	2	4	75
		<b>Total</b>	<b>49</b>	<b>76</b>	<b>87</b>	<b>1905</b>

#### Totals

	Lctrs	Prct	CH	Cntct Hrs
<b>Preclinical Stage</b>	<b>65</b>	<b>92</b>	<b>111</b>	<b>2370</b>
<b>Clinical Stage</b>	<b>48</b>	<b>78</b>	<b>87</b>	<b>1905</b>
<b>Total</b>	<b>113</b>	<b>170</b>	<b>198</b>	<b>4275</b>

#### Abbreviations used in column titles:

Qzz	Quizzes & Course Work
Mdtrm	Midterm
Prctcl	Practical
Clncl	Clinical
Wrtn	Written

Clinical sessions are continuous throughout July and August. This practical summer training is optional.

#### The Faculty of Dentistry Grading Scheme

Letter Grade	Marks	GPA	Grade Description
A	$\geq 90\%$	4	Excellent
A-	$< 90\% - \geq 85\%$	3.67	



B+	< 85% - ≥ 80%	3.33	V. Good
B	< 80% - ≥ 75%	3	
B-	< 75% - ≥ 70%	2.67	Good
C+	< 70% - ≥ 65%	2.33	
C	< 65% - ≥ 60%	2	Pass
F	< 60%	0	Fail
University requirements and elective courses			
C-	< 60 - ≥ 56%	1.67	Pass
D+	< 56 - ≥ 53%	1.33	
D	< 53 - ≥ 50%	1	
F	< 50%	0	Fail

Achieved less than 60% of the	F	0
Deprived from attending the	F1	0
Did not attend the Exam	F2	0
Less than 30% in the Written	F3	0

## Guide to the rules and regulations for registration

1. All new students, even transferred students, have to take the **English Language placement examination**.
2. English Language courses; and computer Science courses (University Requirements) **have to take priority** in registration for all students until they pass all required courses in these two subjects.
3. Students have to register strictly **according to the curriculum map** in **early levels** before they can register in **higher levels**, i.e. semester one courses before semester two and so on.
4. Students may not register in level three courses until they have passed all level one courses, they may not register in level four courses until they have passed all level two courses and so on. (Curriculum map is published on the notice board).
5. Students may not register in any courses until they have **passed the prerequisite courses** according to the curriculum map.
6. Students whose cumulative GPA is **less than 1** can only register a total of **12 credit hours** (English Language and computer Science courses included).
7. Students whose cumulative GPA is between **1 and 2** can register no more than **15 CH**, English and Computer Science courses are included and have to **take priority in registration** until the student has passed these two subjects.
8. Students whose cumulative GPA is greater than or equal **2** can take the **normal load**.
9. Students whose cumulative GPA is over 3.67 on their graduating semester can take one

(See following curriculum map)

# Progression and Prerequisites

Credit Hrs



Sem 1	SGS 111 Inorg. Chem. 3	SGS 112 Phys.. Chem 1	SGS111b Org. Chem 4	SGS 113a Physics 3	SGS 114a Zoology 2	SGS 115a Botany 2	HPT 111 Human Dent 3	ENG 111b English Lang 3	SGS 116 Statistics 1	22	
Sem 2		PRS 121 D Materials 3	SGS 122 G Histol 3	SGS 123 Microbiol 2	SGS 124 Genetics 1	DEL 121 Ethics 3	HPT 121 Human Dent 3	ENG 102d English Lang 3	CSD100 Computer Sc 3	19	
Sem 3		PRS 231 D Materials 3	SGS 232 G Histol 3	SGS 233 Microbiol 2	HPT 231 O Biol 3	SGS 234 G Anatomy 3	SGS 235a Physiol 4	SGS 236 Biochem 3		21	
Sem 4	RES 241 Pre Oper 2	PRS 241 App Mater 2	PRS 242 Pre Prosth 2	SGS 242 Pharmacol 2	HPT 241 O Biol 3	SGS 244 G Anatomy 3	SGS 245 Physiol 3	SGS 246 Biochem 3		20	
Sem 5	RES 351 Pre Oper 3	PRS 351 Pre Crown 3	PRS 352 Pre Prosth 3	SGS 352 Pharmacol 2	HPT 361a O Patrol 5	SGS 351 G Patrol 3	ONMD 351 O Radiol 2			21	
Sem 6	RES 361 Pre Oper 3	PRS 361 Pre Crown 3	PRS 362 Pre Prosth 3	POD 361 Orthodont 2	HPT 411 O Patrol 4	SGS 361 G Patrol 3	ONMD 361a O Radiol 3			21	124
Sem 7	RES 411 Oper Dent 2	PRS 411 Cr & Br 2	PRS 412 Prosth Dent 2	RES412 Endodontics1 2	POD 421 Orthodont 2	SGS 411a G Medicine 3	SGS 412a G Surgery 3	ONMD 411 O Medicine 2	OSA 411 O Surgery 3	21	
Sem 8	RES 421 Oper Dent 3	PRS 421 Cr & Br 3	PRS 422 Prosth Dent 3	RES422 Endodont-2 2		SGS 421a G Medicine 2	SGS 422a G Surgery 2	ONMD 421 O Medicine 3	OSA 421 O Surgery 3	21	
Sem 9	RES 531a Oper Dent 3	PRS 531a Cr & Br 3	PRS 532 Prosth Dent 3	RES 532 Endodont 3	POD 532a Paedodont 2			ONMD 531 O Medicine 4	OSA 531 O Surgery 3	21	
Sem 10	RES 541a Oper Dent 3	PRS 541a Cr & Br 3	PRS 542 Prosth Dent 3	RES 542 Endodont 2	POD 542a Paedodont 2			ONMD 541 O Medicine 3	OSA 541a O Surgery 4	20	83

## Quality assurance unit:



### **Quality Unit's Vision:**

Faculty of Dentistry quality unit's vision is to become one of those national and international quality units by adopting national quality standards applied to international quality standards and having a future educational strategy plan.

### **Quality Unit's Mission:**

Conduct internal audits to meet the standards of the national authority for quality assurance and accreditation in preparation for faculty of Dentistry accreditation. By spreading the culture of quality to earn the trust of society distinguished graduates.

### **Quality Unit's Aims:**

- 1- Spreading the culture of quality education and awareness among all parties to the educational process (students – faculty members and assistants – administrators – community parties and beneficiaries).
- 2- Building skilled and effective cadres in performance evaluation and quality assurance and accreditation.
- 3- Create a self-evaluation and follow up departments.
- 4- Cooperation with counterpart units in the University as well as at the national, regional and global levels.
- 5- Embrace the values and goals that coincide with the values and objectives of the national authority for quality assurance and accreditation.

## **Covid-19 Rules and Precautions:**

### **Student Guidance Q&A:**

#### **What is COVID-19 Coronavirus?**

The new strain of coronavirus is a respiratory virus that spreads primarily through contact with an infected person through respiratory droplets generated when a person, for example, coughs or sneezes, or through droplets of saliva or discharge from the nose. The new strain of the virus is referred to as COVID-19

#### **Can COVID-19 coronavirus be caught from a person who presents no symptoms?**

According to some reports, it may possible that people infected with COVID-19 coronavirus could be infectious before showing symptoms. However, based on currently available data, the people who have symptoms are causing the majority of virus spread.

#### **Where can I find further information on the health implications and good hygiene practice?**

For information on Good Hygiene Practice, Self-isolation, Social Distancing and Mental Health Awareness please refer to the [Staying Safe](#) webpages.

#### **How does this Impact my scheduled Teaching and Assessment Activities?**

Please be assured that we will continue to maintain the quality of our teaching. However, over the coming weeks this will be delivered predominantly through hybrid learning, a week on campus and a week on E-learning..

#### **Where can I find advice and guidance on eLearning?**

Should you have any questions relating to eLearning you should contact your central eLearning coordinator or an eLearning officer in the first instance. \*

#### **I've had to self-isolate and I'm concerned about the possible impact on my studies, what should I do?**

MSA will be working hard to assess the impact of self-isolation on academic studies for students who suspect that they have contracted the coronavirus. If you believe that you have contracted the virus and this has negatively impacted your ability to study then please inform your Teaching Assistant or student affairs in the first instance for guidance.



## Safety on Campus

### 1. Face coverings

- Face coverings must be worn inside all University buildings.
- This includes in lecture theatres, laboratories, corridors and teaching rooms
- You may wish to bring your own, but additional face coverings will be available at key points across our campuses for those who don't have one
- Exceptions may apply, such as to those with personal health requirements and hidden conditions.



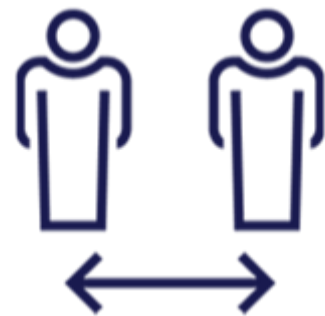
### 2. Follow hygiene procedures

- Make sure you wash your hands regularly with soap and water for 20 seconds - there will be signs directing you to the nearest handwashing stations
- Clean work and study stations before and after use - this includes mice and keyboards; cleaning equipment will be provided
- Avoid sharing equipment and stationery - including pens and pencils - with other staff and students



### 3. Maintain social distancing

- Please maintain social distancing at all times on our campuses - we are currently complying with government guidelines of maintaining a two-metre distance from people outside of our households, or a one-metre distance with extra precautions in place (face coverings, increased ventilation indoors)
- You should not be gathering in groups of more than six (unless you are in the same 'household')



### 4. Follow isolation and reporting advice

- If you feel unwell or are displaying COVID-19 symptoms, do not come on to campus
- If you or anyone in your household has COVID-19 symptoms you must self-isolate - this means staying at home if you live in private accommodation, and staying in your room if you live in halls
- If you start to feel ill or develop symptoms please notify the University using through student affairs.

