

# Student Handbook

Master of Science in Nursing

[www.nursing.ksu.edu.sa](http://www.nursing.ksu.edu.sa)

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# Welcome to King Saud University and Master of Science in Nursing Program

**We are thrilled that you decided to pursue your Master of Science in Nursing (MSN) program at King Saud University. Continuing your education in a positive and supportive learning environment is a significant step forward in your academic and professional journey.**

**Our curriculum has been designed to help students delve deep into a chosen specialty, conduct research, gain advanced knowledge and skills in the field, engage in critical thinking, and enhance a professional network. It is a transformative experience for personal and professional growth and potential new career opportunities. Our faculty members are dedicated educators and experienced professionals who are committed to students' success. It is their pleasure to support you.**

**Once again, welcome to the MSN program. We look forward to witnessing your professional growth and accomplishments and ultimately celebrating your success.**

## **Nursing College Faculty**





## CANDIDATE FOR INITIAL ACCREDITATION

Effective June 9, 2022, the baccalaureate and the master's nursing programs at the College of Nursing, King Saud University, located in Riyadh, Saudi Arabia a candidate for initial accreditation by the Accreditation Commission for Education in Nursing.  
This candidacy status expires in June 2024.

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

Tel: +1 (404) 975-5000

# Purpose of the Handbook

The purpose of this handbook is to serve as a reference tool and a comprehensive guide for prospective and current students of a Master of Science in Nursing at King Saud University. It covers important information, rules, and regulations related to the program. Students have the responsibility to refer to this handbook when questions arise. In case of any change in rules and regulations, the updated handbook will be located on the University's website.

For further information about graduate studies, you can visit [the Guide for postgraduate students](#)

# King Saud University Graduate Attributes

**01** Depth of Specialized Knowledge  
(Specialist)

**02** Critical Thinking  
(Critic)

**03** Effective Communication  
(Active)

**04** Technical Skills  
(Technical)

**05** Innovation and Entrepreneurship  
(Pioneer)

**06** Leadership and Responsibility  
(Leader)

**07** Initiative and Adaptation  
(Initiator)

**08** Integrity and Professional Ethics  
(Honest)

**09** Moderation and Pride in  
national Identity  
(Patriot)

**10** Lifelong Learning  
(Ambitious)

**11** Volunteer work and  
Social Responsibility  
(Volunteer)

**12** Research  
(Research)

# Overview of the Program

## Program Mission

To prepare specialized nurses to conduct research, advance nursing practice, and lead the healthcare system through quality education and scientific research to meet national needs.

## Description of the Program

The program is based on the American Nurses Association (ANA) Standards of professional performance including ethics, culturally congruent practice, communication, collaboration, leadership, education, and evidence-based practice and research.

## Program Goals

- Supply the nursing workforce with specialized nurses to meet the individuals, families, and community needs; and deliver safe, competent, and culturally sensitive care.
- Add to the nursing knowledge through innovative scientific research
- Actively Contribute to healthcare leadership and improvement
- Collaborate with multi-disciplinary healthcare providers to achieve shared healthcare goals
- Prepare Committed life-long learners.



## **Program Learning Outcomes**

- 1. Explain various specialized concepts, theories, and frameworks.**
- 2. Integrate specialized knowledge from nursing and other disciplines in the role of nurse specialists, educators, and administrators.**
- 3. Demonstrate an understanding of the Saudi health care system in terms of policy and organizational context of health service delivery.**
- 4. Demonstrate the ability to critically appraise research evidence relevant to common health issues.**
- 5. Utilize effective communication strategies in intra- and inter-professional team collaboration to deliver comprehensive high-quality care.**
- 6. Apply specialist nursing roles to provide patient-centered for diverse populations.**
- 7. Utilize ethical principles and values to guide the clinical decision-making process.**
- 8. Advocates for the development of health-related policies and practices by community engagement and participating in employer and professional organizations.**
- 9. Collaborate with other healthcare professionals to enhance practice and patient/population health outcomes.**

## **The Program Plan and Tracks**

The MSN program can be completed in one of two tracks:

- **Courses track with a capstone research project (42 credit hours)**
- **Courses/thesis track (38 credit hours).**

The program is full-time program completed in four semesters for the courses only track and a minimum of five semesters for the courses and theses tracks.

**The students can choose one of eight specialties in the MSN program:**

- **Medical surgical nursing**
- **Primary healthcare nursing**
- **Community health nursing**
- **Psychiatric and mental health nursing**
- **Nursing management**
- **Pediatrics nursing**
- **Maternity nursing**
- **Midwifery**

## **- COMPETENCIES FOR EACH SPECIALTY**

**Each specialty is designed to equip the students with unique role-specific competencies based on specialized nursing organizations' guidelines.**

**These competencies are available in each practicum course.**

## **CURRICULUM**


**All eight specialties have four core courses (9 credit hours) studied in the first level, three functional role courses (9 credit hours), specialty courses (18 credit hours), and either two elective courses (6 credit hours) for courses track, or two courses (2 credit hours) for Thesis track.**

**Each track's courses are available in the EDUGATE.**

# ADMISSION CRITERIA

- **Saudi citizens or non-Saudi**
- **A score of at least 45 in the TOEFL-IBT test or equivalent.**
- **Applicant must hold a bachelor's degree in nursing from KSU or any university accredited by the Ministry of Education with a minimum of a "Above average" (2.75/5) GPA or equivalent, provided that applicant's GPA of the specialty courses at the bachelor's stage is at least "Very Good" (3.75/5) GPA or equivalent.**
- **Two letters of recommendation from faculty who have previously taught the student.**
- **Obtainment of professional classification from the Saudi Commission for Health Specialities.**
- **Passing the internship period.**
- **A minimum of a 1-year experience.**
- **Passing a written examination held by the department.**
- **Pay the application fees**
- **For a regular master program, the approval of the employer or the approval of the employer on full time study**

# ACADEMIC ADVISOR

- **Academic advising is a way to support the student's educational success.**
  - **Advisors provide guidance on student's study plans, academic regulations, and supportive resources available on campus.**
  - **Faculty members participate in the academic advising process under the supervision of the academic advising committee under the Vice Deanship of Graduate Studies in the College**
  - **The student can contact the academic advisor through [EDUGATE](#).**
- 

# ADDING AND DROPPING COURSES

- The student can drop or add a course at the beginning of any given semester based on the timeline determined by the Deanship of Graduate Studies using the online student portal

## **EDUGATE.**

- Students can choose from the available courses for a given semester based on their study plan.
- If the student faces any issue in adding or dropping course(s), he/she can fill up the **form** and submitted to Graduate Studies Unit in the Nursing College.
- For further guide related to electronic registration for adding and dropping courses you can visit

## **Electronic registration guide**

# STUDY SYSTEM AND EXAMS REGULATIONS


- The academic year consists of two academic semesters.
- The student must physically attend all courses' classes on campus. The faculty has the right to drop a student from the course and deny the student from entering exams if the student is absent for more than 25% of the course
- The student can graduate when completing all degree requirements with a cumulative GPA of no less than "Very Good."
- The passing grade in graduate courses shall be an average of 75% or higher (C+)
- Students can access their grades and GPA through **EDUGATE**.
- Students can order an official copy of their transcripts by requesting it from the Deanship of Admissions and Registrations.
- Calculated grades obtained by students:

Grade by percentage	Category name	Category symbol	Weight grade out of 5
100-95	Expectational	A+	5
90-94	Excellent	A	4.75
85-89	Superior	B+	4.5
80-84	Very good	B	4
75-79	Above average	C+	3.5
70-74	Good	C	3
65-69	High pass	D+	2.5
60-64	Pass	D	2
Lower than 60	Fail	F	1
-	In-progress	IP	-
-	In-complete	IC	-
-	Denial	DN	1
-	No grade-pass	NP	-
-	No grade-Fail	NF	-
-	Withdrawn	W	-
-	Exception	E	-

# THESIS TRACK

- Students in the thesis track shall work with a faculty member to assist him/her in selecting a thesis topic and preparing a research plan.
- The topics of the master's degree thesis should be rigorous and original
- After completing at least 50% of the required courses with a cumulative GPA no less than "very good," a graduate student must submit a thesis proposal to the head of the department.
- The student shall have course NUR 555 "Preparing a Research Plan" on the third level to help the student in choosing the topic of the thesis and prepare the research plan.
- The student has the right to register for the course for two semesters and extend the period upon the recommendation of the department and college councils based on the student advisor's report explaining the reasons. The student is considered to have passed the course after the final approval of the research plan.
- •The student submits his/her research proposal electronically through the [Portal of Proposed Research Plan for Graduate Studies](#)
- The department council shall appoint a supervisor, then approval from the college council, and the council of Dean-ship of Graduate Studies should be obtained.
- Mater's theses can be supervised by professors and associate professors. A faculty holding a doctorate degree for at least three years from obtaining the degree can supervise master's theses after publishing three research papers in a peer-reviewed academic journal.
- The student should obtain the Institutional Review Board from King Saud University before starting the data collection.
- The thesis should be written following these general rules:
  - Using the recent version of the Publication Manual of the American Psychological Association



- **Preparing Six chapters covering the background and introduction, literature review, methodology, results, discussion, and implications.**
  - **The student can have the thesis defense after completing all required courses in the program.**
  - **The thesis defense committee shall issue a signed report including one of the following recommendations:**
    - **Accepting thesis and recommending degree-awarding.**
    - **Accepting thesis with some amendments, but no further defense.**
    - **Requiring a rectification of deficiencies in the thesis and another defense date is set.**
    - **Not accepting the thesis.**
- 

# GRADUATE STUDIES RULES AND REGULATIONS

**Based on Unified Regulations of Graduate Studies at Saudi Universities**

- **Postponement of the student's admission into a program**

The approval is required from the departmental council, the college's dean, and the Dean of Graduate Studies for a maximum period of two semesters. The period is not counted within the time required to complete the degree requirements.

- **Postponement of the student's study**

The approval is required from the departmental council, the college's dean, and the Dean of Graduate Studies under the following conditions:

1. The student must have successfully completed at least one semester in the program or covered a substantial part of the thesis.
2. The number of the total postponement should not exceed four semesters (two years of study).
3. Requests for the postponement should be submitted at least two weeks before the semester starts.
4. The postponement period shall not be counted within the maximum time required to complete the degree requirements.

- **Drop courses for a semester**

Students can drop one or all courses of a semester based on a timeline determined by the Deanship of Graduate Studies in each academic term in accordance with the following:

1. Submitting a request to the head of the department a maximum of five weeks before the final exam
2. Getting the approval of the departmental council, the college's dean, and the Dean of Graduate Studies

- **Withdrawal**

Students can withdraw from a graduate program, but they are considered new applicants when they decide to get back in.

Students can apply for the withdrawal at the Deanship of Graduate Studies before the beginning of final exams.

The Deanship of Graduate Studies then notify the Deanship of Admission and Registration and the department within two weeks of completing the withdrawal procedure.

- **Interruption of Study**

The student is considered a dropout and the record is closed if the student:

- Does not register for the courses.
- Registers in any of the courses, but does not attend the classes of that course.

- **Termination of Registration**

- If a student gets accepted into a program but does not complete the registration within the specified registration period

- If a student fails to pass the prerequisite courses

- If a student withdraws or drops all the courses of the semester without having a valid excuse.

- If a student proves not to take study seriously or neglects his academic responsibilities.

- If the cumulative GPA drops below "Very Good" in two following semesters.

- If the student breaks the university code of ethics during coursework or thesis writing or breaks university rules or regulations.

- If the student does not complete the degree requirements within the maximum time (no more than eight semesters).

For further information related to the rules and regulations of graduate studies, you read the booklet of

**[Executive Rules at King Saud University](#)**

# Student Rights and Responsibilities

## Violations

Violation of public morals or the general rules, regulations, instructions, and decisions of the university. These are the following violations:

- **Disrupting the study, inciting its disruption, or refraining from attending lectures**
- **Disturbance of order, discipline, and proper conduct of studies at the university and all its facilities, or violating the rules followed during lectures or tests, seminars, or activities held within the university, etc.**
- **Any cheating in the test in reports, research, and training practical and fieldwork, graduation projects, and master's theses by any means, or any attempt or participation in it.**
- **Entering the student as a substitute for her/him in the exams**
- **Impersonating others in any related matters**
- **Everything that a student says or does that affects the belief of Honor or the dignity of others or violates good conduct or behavior**
- **Assault by word or deed**
- **Unlawfully accessing any confidential information**
- **Violating the Islamic and social principles and foundations of the country**
- **Forging or using documents, certificates, or official documents after it was forged, whether it was issued by the university or outside it**
- **Deliberately destroying contents or using illegal methods to get it.**
- **Carrying a firearm, or a knife**
- **Using modern technologies with the aim of harming the university**

## Penalties

One or a maximum of two of the following penalties can be applied:

- Alert
- Warning with a written pledge from the violating student.
- Assigning the student to perform some service or social work or attend training courses for a period not exceeding one month.
- Temporary deprivation for a period of one or two semesters from practicing one or more of the student activities which the student committed the violation.
- Deprivation from enjoying some university benefits.
- Modifying a student's grade in one or more courses.
- The student is considered to have failed one or more courses.
- Canceling the student's exam in all courses for that semester and considering his/her result a failure.
- Cancel the student's registration in one or more courses.
- Temporarily suspending the student from studying at the university for a period not exceeding two semesters
- Not granting graduation documents, academic certificates, or other documents obtained through forgery, fraud, or fraud.
- Final termination from the university.

## Appealing

- The student can file an appeal against the penalty decision.
- If the grievance is against the decision of the Dean of the College, the grievance shall be submitted to the Permanent Disciplinary Committee, and its decision shall be considered final.
- If the grievance is against the decision of the Standing Committee for Discipline, a special committee shall be formed to study the appeal in preparation for presenting it to the University Council to decide.

The [process of students complaints](#) is set by the university Further information related to [Protecting Students Rights](#) and [Disciplinary Regulations for Students](#) can be read

# RESOURCES

## Library

King Saud University libraries provide services through 12 libraries, 2 centrals in the university city, 4 libraries for female students, and 6 libraries for male students. The university libraries use an open shelving system for most information containers. In order to facilitate the search for and access to books, an automated system has been provided to search in. All of these [libraries](#) are available.

[Saudi Digital Library](#) allows the students to search the international database and obtain access to full-text.

## Deanship of Skills Development

The deanship aims to train students in self-learning, discovering knowledge, developing skills, and increasing their scientific and practical achievement. The deanship offers workshops and courses for graduate students. You can visit the website of the [Deanship of Skills Development](#).

## Deanship of Scientific Research

The deanship supports the publication of graduate studies. You can visit their [website](#)

جامعة  
الملك سعود  
King Saud University



COLLEGE OF NURSING

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