



Suez Canal University
FACULTY OF DENTISTRY
STUDENT HANDBOOK
[2016-2017]

Policies printed in this handbook should be cross-referenced with the electronic version on the University's website. All policies are subject to improvement and revision at any time. Any changes to policies will become effective after they are published on University's website. While every effort is made to provide accurate and current information, the Suez Canal University Faculty of Dentistry reserves the right to change without notice, statements concerning rules, policies, curriculum or other matters.

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SECTION A

Dean's Message

Welcome to Suez Canal University Faculty of Dentistry. Our Faculty is the first dental school established in the Suez Canal region. It is my sincere wish that I would be able to give the best that the college expects of me, but I know I cannot achieve our aspirations without the sincere commitment and cooperation of every single individual in the College. I am appealing to everyone to work as a team and have his/her share to achieve our common goals and aspirations for the great glory our College deserves.

By the grace of Allah, in anticipation of the continuous support of the University Administration, we will look for innovative methods to be able to give the highest standard of quality education and research and to provide the best dental health care for the citizens of Suez Canal region. We will produce a society of the future national leaders who will continue the task of advancing the system of oral health in the country.

At Suez Canal University Faculty of Dentistry, we are planning to create an academic environment in which dental education, research and patient oral health care occur concurrently and each one updates and advances the other. It is our obligation to put science into dental practice in an innovative conduct.

I hope you take a good time to browse our booklet to find out some information that might help you.

This official student handbook has been compiled to inform students about institutional policies as well as to acquaint them with the services and resources offered to them during teaching and training at the College of Dentistry.

SECTION B

Program Overview

The Supreme Council of Higher Education issued its approval on 1996 for the establishment of the Faculty of Dentistry, based on the recommendation of the Suez Canal University Board (SCU). This is the first dental college in the Eastern region of Egypt. Faculty of Dentistry admitted its first group of dental students in academic year 1996/1997 at the old SCU campus in Ismailia.

Suez Canal University Faculty of Dentistry (SCU FOD) collaborates with other Egyptian Dental Colleges in exchange of knowledge and expertise to upgrade dental education in the country. The college is committed to apply quality control procedures in all of its academic and service sectors. Faculty of Dentistry is committed to setting the highest standards in dental education and serving as a national model for innovation and continuous improvement in dental student education.

The principal goal of our program is to produce competent general dental practitioners. At SCU FOD the general dentist is a primary oral health care provider who is able to independently and collaboratively practice evidence-based, patient-centred comprehensive dentistry. Furthermore, the general dentist must be able to demonstrate problem-solving and critical thinking skills, professional and ethical behaviour as well as exhibit effective communication and interpersonal skills. General dental practitioners must have the ability to evaluate and utilize emerging technologies and continuing professional development opportunities to effectively address current and future issues in oral health care of the society.

The SCU FOD has the following departments:

1. Oral Biology
2. Oral Pathology
3. Dental Materials
4. Oral Radiology
5. Restorative Dentistry
6. Crowns & Bridges
7. Endodontics
8. Prosthodontics
9. Oral & Maxillofacial Surgery
10. Orthodontics
11. Pedodontics
12. Oral Medicine

SCU is awarding the degree of Bachelor in Dental Surgery (BDS) upon the request of FOD after the student successfully passes all his graduation requirements.

Graduation Requirements:

1. Passing all the courses of the teaching plan.

SECTION C

VISION and MISSION

Vision

Faculty of Dentistry Suez Canal University aims to achieve a top position among the faculties of dentistry and in the field of scientific competition through its educational programs and research activities and community services.

Mission

The Faculty of Dentistry Suez Canal University is committed to provide excellent services for teaching and learning and community service to undergraduates and postgraduates to be qualified academically and skillfully and to become able to meet the needs of the community and to carry out scientific research in the areas of oral and dental health.

Admission Criteria:

- § A student must be a holder of the general secondary school certificate (12th grade), or an equivalent certification.
- § A student must be a recent graduate of the general secondary school (a graduate of the same year of admission).
- § A student must be directed to the Faculty of Dentistry via the Tanseek office.
- § A student must not have been previously suspended or dismissed from SCU or any other university.

SECTION E

ACADEMIC CALENDAR

Each academic year consists of 36 weeks, which starts from September till June. Those 36 weeks include two weeks as a mid-year break scheduled according to the instructions of the Ministry of Higher Education as well as the periods for teaching, training and examinations.

SECTION F

ACADEMIC POLICIES

§ Teaching plan

The main thrust of the SCU FOD BDS program is to provide opportunity for the student to acquire scientific knowledge and clinical skills needed for general dental practice. It strives to encourage the highest standards of professional conduct and to promote dedication to continuous, life-long learning. Emphasis is placed on student's commitment to high ethical and moral values, an understanding of human behaviour, the ability to communicate and appreciation of the national health priorities.

SCU FOD curriculum extends over five academic years in addition to one compulsory year of internship. By the end of the program, students acquire the essential knowledge, concepts, attitudes and skills required for successful practice of dentistry.

The first year is devoted to the study of English Language, Dental Terminology, Human Rights, Quality sciences, General anatomy, General Histology, General Physiology and Biochemistry; The biomedical sciences provide foundational knowledge in anatomy, physiology, biochemistry, pathology, microbiology and pharmacology: taught by SCU Faculty of Medicine. Behavioural science topics provide applied knowledge in the areas of interpersonal communication, human behaviour and ethics. The clinical sciences develop the students' diagnostic, therapeutic and clinical skills. The timing and sequence of courses are designed to help you develop requisite knowledge, attitude and skills you will need as a general dental practitioner. Each department will provide the students with its course specifications, including intended learning outcomes (ILOs), distribution of marks, etc....)

The teaching plan is as follows:

First Year

No.	Course Name	Theoretical/week	Practical/week	Teaching Units	Total Marks
1	General anatomy	2	2	4	100
2	General Histology	1	2	3	100
3	General Physiology	3	2	5	100
4	Biochemistry	2	2	4	100
5	English & Dental terminology	2	0	2	100
6	Human Rights	1	0	1	0
7	Quality Sciences	1	0	1	0
8	Computer Sciences	1	2	3	0
Total		12	8	20	500
Mark distribution					
Course Name	Continuous evaluation	Final Written	Practical	Oral	Total
General anatomy	10	60	20	10	100
General Histology	10	60	20	10	100
General Physiology	10	60	20	10	100
Biochemistry	10	60	20	10	100
English & Dental terminology	20	80	0	0	100
Human Rights	0	20	0	0	0
Quality Sciences	0	20	0	0	0
Computer Sciences	0	50	0	0	0
Total					500

Second Year

No.	Course Name	Theoretical/week	Practical/week	Teaching Units	Total Marks
1	Microbiology	1	2	3	100
2	Pharmacology	2	2	4	100
3	General Pathology	2	2	4	100
4	Dental anatomy	2	3	5	150
5	Dental Materials	2	2	4	150
6	First Aid	1	1	2	0
7	Infection Control	1	1	2	0
Total		11	13	24	600
Mark distribution					
Course Name	Continuous evaluation	Final Written	Practical	Oral	Total
Microbiology	10	60	20	10	100
Pharmacology	10	60	20	10	100
General Pathology	10	60	20	10	100
Dental anatomy	20	75	40	15	150
Dental Materials	20	75	40*	15	150
First Aid	0	40	0	0	0
Infection Control	0	40	0	0	0
Total					600

**In Dental Materials: if no practical exam, its marks will be added to the final written exam to be out of 115*

Third Year

No.	Course Name	Theoretical/week	Practical/week	Teaching Units	Total Marks
1	Technology of Operative Dentistry	1	4	5	150
2	Technology of Prosthodontics	1	4	5	150
3	Technology of Crowns& Bridges	1	4	5	150
4	Oral Biology	2	2	4	150
5	Internal Medicine, Dermatology	2	1	3	100
6	General Surgery	2	1	3	100
Total		9	16	25	800
Mark distribution					
Course Name	Continuous evaluation	Final Written	Practical	Oral	Total
Technology of Operative Dentistry	20	75	40	15	150
Technology of Prosthodontics	20	75	40	15	150
Technology of Crown & Bridge	20	75	40	15	150
Oral Biology	20	75	40	15	150
Internal Medicine, Dermatology	10	60*	20	10	100
General Surgery, ENT Ophthalmology	10	60**	20	10	100
Total					900

** 20 marks will be assigned for Dermatology and its exam is only written*

*** 10 marks will be assigned for ENT and 10 marks for Ophthalmology and their exams are only written*

Fourth Year

No.	Course Name	Theoretical/week	Practical/week	Teaching Units	Total Marks
1	Oral Diagnosis	1	2	3	100
2	Oral Pathology	2	2	4	150
3	Oral Radiology	1	2	3	150
4	Oral Surgery & Local Anaesthesia	1	2	3	100
5	Operative Dentistry	1	3	4	150
6	Prosthodontics	1	3	4	150
7	Crowns & Bridges	1	3	4	150
8	Endodontics	1	3	4	150
Total		9	20	29	1100

Mark distribution

Course Name	Continuous evaluation	Final Written	Practical	Oral	Total
Oral Diagnosis	20	50	20	10	100
Oral Pathology	20	75	40	15	150
Oral Radiology	20	75	40	15	150
Oral Surgery & Local Anaesthesia	15	50	20	15	100
Operative Dentistry	20	75	40	15	150
Prosthodontics	20	75	40	15	150
Crowns & Bridges	20	75	40	15	150
Endodontics	20	75	40	15	150
Total					1100

Fifth Year

No.	Course Name	Theoretical/week	Practical/week	Teaching Units	Total Marks
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1	Oral Medicine	2	2	4	100
2	Periodontics	2	2	4	100
3	Pedodontics & Oral Health	2	2	4	150
4	Orthodontics	2	2	4	150
5	Oral & Maxillofacial Surgery and General Anaesthesia	2	3	5	200
6	Operative Dentistry	1	4	5	150
7	Prosthodontics	1	4	5	150
8	Crowns & Bridges	1	4	5	150
9	Endodontics	1	3	4	150
Total		14	26	40	1300
Mark distribution					
Course Name	Continuous evaluation	Final Written	Practical	Oral	Total
Oral Medicine	20	50	20	10	100
Periodontics	10	60	20	10	100
Pedodontics & Oral Health	10	60	20	10	100
Orthodontics	20	75	40	15	150
Oral & Maxillofacial Surgery and General Anaesthesia	30	100	55	15	200
Operative Dentistry	20	75	40	15	150
Prosthodontics	20	75	40	15	150
Crowns & Bridges	20	75	40	15	150
Endodontics	20	75	40	15	150
Total					1300

Internship year

It is obligatory for all the graduates to undergo rotational 12-month internship clinical training program. The internship program aims to improve the clinical skills of newly graduated students, providing them with

higher clinical exposure and opportunity to interact with diverse patient populations. Interns are assessed at the end of each rotation using pre-designed evaluation forms.

General Rules

1. Students get promoted to the higher year after successfully passing all the courses of the academic year.
2. Courses of First Aid, Infection Control and Human Rights are not added to the final grade, but it is mandatory to pass all of them before graduation.
3. If the absence rate reaches 25% per month, the student receives a warning letter.
4. If student attendance is less than 75%, as determined by the Council of Higher Education, (attendance includes lectures, practical sessions and practical/clinical requirements). The student is barred from continuing the course and will be denied entrance to the final examination. Such a student is denied the entry of that course.
5. If the absence rate exceeds 25%, the student will be barred from final examinations and he/she has to repeat the course (he/she won't be eligible for a reassessment examination).
6. If a student fails in one or two courses only, he/she is allowed to sit for a reassessment examination in September but his/her marks of continuous evaluations of the first attempt won't be added to his/her final grade.
7. If a student fails the reassessment examination, he/she will not be promoted to the higher year and he/she will repeat only the courses that he/she couldn't pass.
8. If a student was absent at the final examinations due to a valid excuse, he/she will be granted a reassessment examination and he/she will keep his/her records for continuous evaluation.
9. Passing the ICDL or an equivalent certificate is mandatory for graduation as it is considered as a graduation requirement of the university.

Examination rules:

1. To pass a subject, a student MUST achieve at least 40% of the marks of the final written examination, even if the student passes the final oral and practical examinations.
2. A student is considered to have passed the course if he/she scored 60% or more of the total marks of the course (provided that the student scores 40% or more in the written examination). In First Aid, Infection Control and Human Rights courses, a student is considered to have passed the course if he/she scored 50% or more of the total marks in these courses.
3. A student is promoted to the higher year with one of the following grades:

Grade	Percentage %
Excellent	85% or more of the total marks
Very Good	75%-<85% of the total marks
Good	65%-<75% of the total marks

Pass	60%- <65% of the total marks
Weak	Less than 60% of the total marks
Very Weak	Less than 50% of the final written examination and none of the marks of the final oral and practical examinations will be counted.

4. A student who passes the reassessment examination will be granted a grade of 64% (Pass) regardless of his/her actual grade.

5. Courses of First Aid, Infection Control, Human Rights and Quality Science are pass or fail type of courses. If a student scores 50% or higher, he/she passes the course. If a student scores less than 50%, he/she fail that course but he can be promoted to the higher academic year.

Methods of evaluation:

1. Continuous evaluation (times and modality are conducted according to the policy of each department).
2. Final written examination (times are determined by the college administration).
3. Final practical examination (times and modality are conducted according to the policy of each department).
4. Final oral examination (times and modality are conducted according to the policy of each department).

Student Conduct during Examination

- Ø Students should bring their current ID Card.
- Ø Students are not allowed to talk to each other once the examination begins.
- Ø Electronic gadgets, including cell phones (even if they are turned off), cameras, USB devices etc. are not allowed in the examination room.
- Ø Bags, books and papers are not allowed in the examination room.
- Ø Specific instructions about the conduct of examination will be provided by the course coordinator before the examination.

Cheating/trying to cheat in the examination is considered an act of academic dishonesty. These acts of dishonesty include, but are not limited to, the following:

- Ø Using or referring to notes, books, cell phones, other devices or other sources of concealed information during an examination.
- Ø Copying another student's answers or allowing another student to copy one's answers in an examination.
- Ø Removing pages from the answer booklet.
- Ø Acting as substitute for another student or utilizing someone else as a substitute during an examination.
- Ø Forgery of another student's signature on the attendance sheet.

These acts are held as serious offenses and shall be reported by the invigilators as a written complaint to the disciplinary committee of SCU FOD and disciplinary action will be taken as per SCU rules and regulations.

“Cheating in examination or attempting to cheat, or violating instructions, and examination regulations shall render the student liable to punishment in accordance with the Student Disciplinary By-Laws as issued by the University Council.”

Appeal of course grades

Grade grievances should initially be brought to the course coordinator for clarification. If the student is not satisfied, he/she may appeal to the Department Chairman. In cases where the grievance cannot be resolved at the department level, the student may submit a formal appeal in writing to the Dean. The Dean may ask the Vice Dean for academic & students affairs to further study and resolve the complaint. **He reports back to the Dean. Grade grievance for final grade will go through student affairs department then forwarded to the Dean who will forward it to the examination control.**

SECTION G

LECTURE ROOM CONDUCT

All students have the right to learn without interference from others. Faculty has the authority to protect this right by creating and maintaining an environment that is conducive to learning.

- Students should be in the lecture rooms/labs/clinics on time.
- Behaviour such as talking during explanation or demonstration, sleeping, using offensive language, creating distractions or disturbances, reading non-class-related material, being late for the class, or failing to turn off a cell phone and moving about the lecture room is, considered as misconduct.
- Leaving the lecture room prior to the end of lecture without permission is considered a disruption to the learning process.

SECTION H

ETHICAL & PROFESSIONAL CONDUCT

Academic Code of Conduct

§ Abide by the rules, regulations, policies and procedures of the Faculty of Dentistry.

- § Act ethically and honestly in the preparation and submission of assignments.
- § Participate and support the activities that promote the health and well-being of the public.
- § Attend meetings, as requested by advisors and /or other faculty.
- § Consult with their advisors whenever instances of conflict occur to determine the most appropriate method of resolution.
- § All disputes within the lecture rooms, laboratories or clinics should be resolved politely.
- § **Students are strongly forbidden to photocopy more than 20 pages of any original textbook in the library.**

Violations of the Ethical Code include, but are not limited to, the following acts:

- Ø Indiscriminate use of gestures, or abusive words directed towards a student, member of staff or authorized visitor to the University or the College.
- Ø Smoking within the college buildings.
- Ø Repeated failure to adhere to assignment or examination schedule.
- Ø Forgery or unauthorized use of College documents, records and student identification cards.
- Ø Trying to cause physical harm to fellow students, damage to the University furniture, equipment or the buildings.
- Ø Entering or facilitating the entrance of firearms, weapons and explosives into the university campus.
- Ø Repeated inexcusable absences from classes or clinical activities.
- Ø Patient care activities without approval and supervision by faculty within/outside SCU FOD.

Students should note that violations will be treated seriously.

SECTION I

PATIENT RIGHTS

Students should be aware of the patients' rights to enable them to deliver high quality oral health care.

Every patient has the right to:

1. Receive treatment that meets national and international standards.
2. Receive information necessary for informed consent prior to the start of any procedure and/or treatment.
3. Receive dental care in a safe and secure environment including X-ray radiation protection.
4. Expect adherence to infection control protocol in all clinical and laboratory procedures.
5. Be treated respectfully and courteously by faculty, staff and students.
6. Receive a thorough assessment of his/her oral health status, and a comprehensive treatment plan with treatment options.

7. Total confidentiality of all his/her data.
8. Receive information about his/her oral condition in a language the patient understands.
9. Know the approximate timeline for treatment to be completed.
10. Be referred to relevant oral and medical care professionals whenever needed.
11. Appropriate oral health education and post treatment instructions.
12. Request for report of his/her dental condition as per college regulations.
13. Submit complaints or suggestions about the care and service provided by SCU FOD.
14. Be informed of the medical and dental consequences if he/she decides to discontinue treatment.
15. Emergency treatment during clinic hours (after clinic hours, emergency care is available through your local hospital).

CONTACT INFORMATION**Postal Address of the College**

Suez Canal University, College of Dentistry
New University Ismailia, Egypt
P.O. Box 41522
Email: president_office@suez.edu.eg
Website: www.scuegypt.edu_eg

Dean

Prof. Abadi Elkady
dean@dent.suez.edu.eg

Vice Dean for Environmental Affairs

Prof. Mohamed Sherif Salah Farag
vd.env@dent.suez.edu.eg

Vice Dean for Post-Graduate Studies & Researches

Prof. Wael Selem Amer
vd.pgs@dent.suez.edu.eg

Vice Dean for Academic & Students Affairs

Prof. Wael Elmalky
vd.stud@dent.suez.edu.eg

Chairman, Department of Oral Biology

Prof. Abadi Elkady
dean@dent.suez.edu.eg

Chairman, Department of Oral Pathology

Prof. Magda Mohamed Hasan
oral.pathology@dent.suez.edu.eg

Chairman, Department of Dental Materials

Prof. Wael Selem Amer
vd.pgs@dent.suez.edu.eg

Chairman, Department of Oral Radiology

Assistant Prof. Gihan Eldesoky
oral@dent.suez.edu.eg

Chairman, Department of Restorative Dentistry

Prof. Wael Elmalky
vd.stud@dent.suez.edu.eg

Chairman, Department of Crowns & Bridges

Prof. Mosaad Elgabarony

fixed@dent.suez.edu.eg

Chairman, Department of Endodontics

Assistant Prof. Dalia Fayaad

endo@dent.suez.edu.eg

Chairman, Department of Prosthodontics

Prof. Sayed Elmasry

removable@dent.suez.edu.eg

Chairman, Department of Oral & Maxillofacial Surgery

Prof. Iman Elsharawy

surgery@dent.suez.edu.eg

Chairman, Department of Orthodontics

Prof. Abadi Elkadi

dean@dent.suez.edu.eg

Chairman, Department of Pedodontics

Assistant Prof. Ghada Elbaz

pedo@dent.suez.edu.eg

Chairman, Department of Oral Medicine

Assistant Prof. Hany Kamel Shalaby

medicine@dent.suez.edu.eg

Administrative Director

Mrs. Hewayda Ahmed

Manager, Dean's Office

Mrs. Shaymaa

Administration of Student affairs

Mr. Mohamed Saad

Administration of Student care

Mrs. Rabab Imam