



Batterjee Medical College
For Science and Technology

THE STUDENT AFFAIRS GUIDE

The Students Affairs Guide

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Students Affairs Guide

Introduction

The Students Affairs aims to serve the student from the college enrollment until graduation. It seeks to provide non-academic services for college life such as welfare service in all psychological, social, and academic aspects. It reinforces students skills and contributes to building the social responsibility sense among the students and it offers services for special needs students and students with learning disabilities. Hostel services, international students services, and alumni services are also offered.

The Students Affairs includes the following:

- 1-Student Welfare Unit
- 2-Student Development Unit
- 3-Social Responsibility Unit
- 4-Alumni Unit
- 5-Hostel Unit
- 6-International Students Unit


1. Student Welfare Unit

The Student Welfare Unit is established to enhance the quality experience of students by providing guidance and support. In addition to acknowledging, student's differences through having a diversified and inclusive campus as well as equitable opportunities for its students to improve their welfare. The unit believes that diversity encompasses the awareness and celebration of the many identities that make up our campus, including – but not limited to – race, ethnicity, culture, and disability/disabilities. Through BMC policy and procedures, Student Welfare is aiming to provide inclusive, equitable and non-discriminative campus for all the students.

Services available:

1- Student Counseling

Psychological Counseling: The Student Welfare unit provides individual counseling services to all BMC students regarding variety of issues including but not limited to: anxiety, depression, stress, relationship conflicts, loss and grief, bullying, marital problems, substance use, and life decisions. If the student is likely to need access to more sessions, the counsellor will



discuss their options. The psychological counsellor will listen without judgement, offer new perspectives and work with students on strategies that are individualized.

Social Counseling: The Student Welfare unit provides social counseling to assist students who face financial or behavioral difficulties and help provide solutions that meet their needs. The social counselor will meet with students individually to assess the problem and its effect on their academic achievement, document the case and provide the student with necessary referrals for authorized parties upon student's approval.

Academic Counseling: The Student Welfare unit provides individual counseling for students who present academic concerns. Professional Counselors provide services to help students to deal with issues including but not limited to: test anxiety, academic stress, learning difficulties, learning strategies, developing study skills, time management, and teamwork skills.

Group Counseling: BMC Counseling Unit provides group counseling services to students in which individuals share similar concerns to promote emotional, behavioral, psychological, and social development. The service may include psycho-educational groups, structured groups, and focus groups.


2- Diversity, Equity, and Inclusion

At Batterjee Medical College (BMC), we acknowledge, respect and celebrate our difference through having a diversified and inclusive campus as well as equitable opportunities for its students to improve their welfare. We believe that diversity encompasses the awareness and celebration of the many identities that make up our campus, including – but not limited to – race, ethnicity, culture, and disability/disabilities. Through BMC policy and procedures, Student Affairs is aiming to provide inclusive, equitable and non-discriminative campus for all the students.

Learning Disability Services

The welfare unit supports the mission of academic learning disabilities awareness & support, which focuses on exploring managing and resolving academic learning concerns. It provides a professional and confidential setting for academic learning, psychological, social, and developmental support of all BMC (Batterjee Medical College) students who are diagnosed with learning disabilities as they pursue their academic goals and explore personal growth.

Special Need and Disability Services:



Batterjee Medical College is committed to providing equal access to educational opportunities for persons with disabilities. BMC recognizes that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from college educational programs, services and activities, and to have equal education opportunities. Applicants for admission and students requesting reasonable accommodations for a disability should contact Disability Services at the student welfare office.

Services offered by the Unit:

- Referrals for necessary tests and assessments for learning disabilities
- Assistive technology on blackboard through Ally Tools
- Furniture modifications for special needs students
- Reduced distraction environment for tests, exams, and quizzes
- Physical access—every effort is made to reduce barriers to classrooms and other facilities.

Students with accessibility concerns should contact Disability Services as soon as they become aware of the need for specific type of accommodation.

Student Rights and Responsibility

BMC is committed in promoting a culture of awareness for the student body; As a member of BMC, students are expected to behave with diligence and professionalism and comply with the highest standards of honesty, integrity, and fairness; as well as the shared values of responsibilities.

Student Rights

- Students have the right to a suitable educational environment and all possible educational facilities.
- -Students have the right to study according to an academic plan that includes the curricula and necessary requirements for graduation, which must be provided by the responsible department or through the available online service.
- Students have the right to be informed about the schedule before the beginning of the academic year.
- Students have the right to be informed about their weak performance during the semester.
- Students have the right to receive the academic plan from faculty members. This plan should include details description of teaching and assessment methods as well as their policies.
- Students have the right to meet their faculty members during their assigned office hours.
- Students have the right to receive their final exam schedule enough time in advance.
- Students have the right to repeat any missed exam if they get approved excuse from the college.

- Students have the right to be treated with respect and dignity. They must not be threatened, hurt, humiliated or insulted verbally or physically.
- Students have the right to modify any incorrect information in their previously-submitted data provided that they submit the right formal documents as evidence.
- Students have the right to obtain the College ID as an identity document to carry everywhere inside the college during study hours.
- Students have the right to the confidentiality and safety of their files inside the college. Accessing any of the file contents must be after a written authorization form by the student. Exceptions must be approved by the Vice Dean of Student Affairs.
- Students have the right to hold their study based on BMC holding policy and procedures.
- Students have the right to use the college facilities such as the library.
- Students have the right to receive student's services such as academic advising and student counseling during their study period.
- Students have the right to register for extracurricular activities sponsored by the college whether they are sports, cultural or social ones unless student receives any disciplinary action.
- Students have the right to receive graduation documents after satisfying the graduation requirements.
- Students have the right to use their belongings such as their cars, bags, mobiles, laptops or pockets freely without being searched unless these belongings are used illegally in the college.
- Students have the right to be informed about any disciplinary actions taken against them.
- Students have the right to file Grievance about any issue that may arise to the respective authorities in the college in accordance with the rules and regulations followed by the Student Rights office.
- Students have the right to appeal against any decision taken against them within a period that doesn't exceed two weeks after informing them about the decision.

Student Responsibilities:

- Student should adhere to the rules and regulations of the college, whether rules, guidelines, advertisements and others.
- Student should not be absent from lectures except with reasonable excuses according to the college attendance regulations.
- Student should commit to the traditions and the customs of society that emerge from Islamic rules to avoid legal punishment.
- Student should adhere to Exam Policies that assure quietness and prevent cheating, impersonating, and the entry of materials or devices prohibited in the test.

- Student should not attempt to disrupt the study or to incite to that or refrain from attending classes, lectures and university activities that are required in the regulations.
- Student should respect the faculty members and the college employees along with avoiding word/ action insulting.
- Student should commit to the integrity of scientific research with reference to its original sources.
- Student should carry the college identification card while on campus, and especially during exam time or when being served.
- Student should update the college with correct data and report when there is any change.
- Student should surf the college website and e-mail regularly during the academic study.
- Student should abide by the college uniform according to each major, and female students should adhere to cover their hair and wear Abaya during their entry and exit from the college.
- All students should not imitate the behavior of the opposite sex.
- Student should be a good representative for the college in the scientific forums inside and outside the Kingdom to be its ambassador and should not provide false information to the media or others.
- Student should pay the financial amounts determined by the college before the start of each semester, whether the value of scientific or students' services or tuition fees or fines or otherwise.
- Student should maintain the college facilities, equipment, materials and borrowed books. Student should return borrowed books back on due dates without any damage.
- Student should not organize nor participate in any associations inside or outside Batterjee Medical College without prior permission from the concerned authorities.
- Student should avoid distributing flyers or wall papers without prior authorization from the College Student Affairs.
- Student should not collect money or signatures without prior authorization from the College Student Affairs.
- Student should not damage the reputation of the college through the means of social communication, nor should they use the social media in a way that is not appropriate to the college nor create accounts in the name of the college without taking the college approval.
- Student should not change nor modify any of the college authenticated documents or having them illegally.
- Student is not allowed to carry any kind of weapons within the college.
- Student is not allowed to smoke inside the college premises.
- Student should commit to the fulfillment of the punishment in case of violation of the rules and regulations of the college.

- Female student using college means of transportation should Keep calm, follow the safety instructions by the bus driver, and avoid problems with the rest of the passengers; in case of any suggestions or complaints, they're to be presented to the concerned authorities (Student Affairs).

Students Rights Committee

A committee that is formed by the dean under the presidency of the students affairs vice dean along with membership of faculty members. The committee meets periodically according to interest of work as it aims to receive and investigate students complaints and grievance and make decisions during the assigned period.

Committee Goals:

The committee aims to peruse the following goals:


- Investigating students complaints and grievance and working to acknowledge the rights in each complaint.
- Committing the principle of justice and equality as an essential pillar in building an ideal community inside the college.
- Developing the culture of justice, fair, and human rights among students.
- Spreading awareness among students of their college's rights and ways to attain them under the college regulations.

Principles of submitting complaints and grievance:

- The process of submitting complaints and grievance is free at the college.
- Unidentified grievance and those that are raised on behalf of others will not be considered.
- If a grievance was found to be incorrect, it will be rejected and stopped at any time.
- If a complaints or a grievance was found forged, no decision will be made and it may lead to referring the student to investigation from the college and respectively to the disciplinary committee to take action.
- The student should solve the problem first through (the students academic consoler, the program head, or the students affairs vice dean)
- The student should be committed with the submission period of the complaints or grievance which is during 10 days from the date of the issue.

Rejecting complaints and grievance

- The committee has the right to refer the complaint or grievance to the competent authority after the approval of the dean.
- The committee has the right to reject any complaint or grievance if the required procedures weren't followed and if not enopgh evidence was provided to prove the issue occurred. The



rejection decision will be final and a grievance can not be raised after the rejection approval from the dean.

Student Code of Conduct

Batterjee Medical College for Science and Technology aims to provide a suitable environment for students to pursue their academic studies. BMC also aspires to guide its students to the best psychological and social behavior and assist them to modify their negative behavior when dealing with others. Therefore, the college has developed a list of penalties to govern students' conduct.

Article (1):

The following terms shall indicate the meaning provided below:

1. College: BMC (Batterjee Medical College for Science and Technology)
2. Students: All enrolled students regardless of their academic level and nationality
3. Committee: Students Disciplinary Committee under the umbrella of Student Affairs
4. Violation: anything that violates the rules and regulations of the college
5. Punishment: any disciplinary punishment stated in this list.

Article (2):

These regulations are meant to:

1. Control the behavior of male and female students in college or in any of its facilities.
2. Refine and reform students with bad conduct by means of educational methods available at the college.
3. State the disciplinary actions adopted by the college in case a student fails to abide to the college's rules and regulation.

Article (3):

All male and female students at BMC are subject to the rules and regulations stated in this list.

Article (4):

Student Affairs shall execute the rules and regulations of this list.

Article (5):

The penalties provided in this list exclude any violation done by any the student outside the as long as it does not affect the college and its systems. Such violation shall be the responsibility of the public authorities in Saudi Arabia unless directed by the concerned party to the college.

Article (6):

The college shall constitute a two-year Students Disciplinary Committee as per the instructions

of the Dean of the College and headed by the Vice Dean for Student Affairs. The roles of this committee include the following:

1. Deciding on student disciplinary matters.
2. Applying the students' conduct code.
3. Following-up investigations and disciplinary actions with students.
4. Conducting investigations in issues referred to the committee to determine a suitable penalty.
5. Addressing relevant authorities within or outside the college, following-up, receiving the results and viewing them.
6. Supervising the implementation of decisions issued in the investigations.
7. Filing the cases along with the decisions taken regarding them in a special register and keeping an attachment of these decisions in the student's record.
8. Choosing the suitable penalty that matches with the student's violation.

Article (7):

The Committee meets when needed by a call from its head. Decisions shall be taken by an absolute majority. In case of equality, the decision shall be taken by the head.

Article (8):

The Committee shall proceed with disciplinary actions set forth in the student conduct code by interrogating the violator and checking the information he/ she gave. The Committee has the right to summon any other party involved in the case to hear their words.

Article (9):


Violation to the provisions of Sharia done by the student inside the college or in any of its various facilities shall require disciplinary actions including:

1. Actions or words that affect the Islamic Ethics.
2. Actions or words that violate honor, dignity, modesty, good conduct and public morals.
3. Actions that contradict the characteristics of a knowledge seeker, such as imitating the opposite sex.

Article (10):

Violations of the college regulations and instructions shall require disciplinary actions. Such violations include:

1. Direct or indirect unethical behaviors in lectures, training sessions, activity programs inside the college, in the hostel, in means of transportation, or in any of the college facilities.
2. Deliberate forgery, alteration, or misuse of the college documents and official papers.
3. Students replacing one another in exams.
4. Cheating or attempts of cheating in exams, plagiarism, attempts photocopying the exam paper, and violating the exam regulations.
5. Deliberate damaging, changing or attempts of damaging college facilities, equipment, laboratories, offices, furniture in the dorm, walls by writing on them, or any other property.

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6. The misuse of computer equipment through:
 - Unauthorized photocopy of programs, records or data related to the college or its staff and faculty.
 - Any attempt to penetrate security, damaging accounts or preventing another user from accessing computing resources.
 7. Smoking within the premises of the college and failure to maintain the cleanliness of the college and its facilities.
 8. Not wearing the uniform agreed upon for students in each program.

Article (11):

Violations of the college regulations and instructions or assault on any person inside the college shall require disciplinary actions. Such violations include:

1. Physical or verbal assault on the college faculty and staff or the employees of companies and institutions that invest in the college or any assault on their money or property by means of stealing or damaging.
2. Damaging the college reputation inside or outside its campus via social media.
3. Misuse of mobile devices equipped with cameras at the college or the hostel.
4. Possessing, in the campus or hostel, devices, movies or pictures that violate the Islamic Ethics.
5. Holding firearms or white weapons or Keeping flammable materials inside the college or its facilities.

Organizing of committees or conferences, associations, bulletins or magazines and distributing their contents, raising funds or signatures without an approval from the concerned parties in the college, or giving misleading information or news to newspapers, magazines or other media.

Article (12):

The disciplinary actions for the violations of Student Code of Conduct may include:

1. Warning (verbal and/or written) and signing a written pledge.
2. Warning letter to the student to inform his/her guardian (as the committee may deem necessary).
3. Exemption of some of the college activities such as trips, visits and leadership roles for no more than two semesters.
4. Assign student to perform specific tasks in community service with specific number of hours, attend counseling workshops, or conduct additional academic tasks.
5. Deprive the student from attending the exam in one or more courses in one semester.
6. Canceling the student exam in the subject in which the violation has occurred.
7. Canceling the student exam in one or more courses and failing him/her.
8. Academic Suspension for a two weeks period
9. Academic Suspension for one semester or for two respective semesters.

10. Warning of expulsion.

Article (13):

The disciplinary actions that the Committee may recommend:

1. Suspension from college for two weeks.
2. Suspension from college for one semester.
3. Suspension from college for two semesters.
4. Expulsion from college.

Article (14):

If a student is found to be cheating in an exam, or in a graduation project, or plagiarized or attempted to cheat, or cheat in the research papers conducted under the name of the college, the following disciplinary actions are expected:

1. Failing the student in the subject he/ she was cheating.
2. Canceling the student's result in the subject(s) he/ she was caught cheating and is considered failed in that subject(s).
3. Depriving the student of registering in the next semester.
4. Expulsion from college.

Article (15):

In the case of smoking inside the college or any of its facilities or not wearing the uniform agreed upon, or if the female students do not adhere to the religious veil when entering or leaving the college, the following disciplinary actions are expected:

1. Verbal warning.
2. Written warning and informing the student's parents.
3. A recommendation of Suspension is raised to the college council for one semester if the behavior is repeated.

Article (16):


In the case of suspending the student from attending classes and activities at the college for a specific duration, student ID card will be taken and student might be prohibited from entering the college campus during the penalty period.

Article (17):

The college has the right to ask the student to pay for any damages that he/she has caused of facilities or devices including the cost of repair and installation.

Article (18):

The disciplinary actions in the above articles should commensurate with the degree of violation,



the precedents and the circumstances must be taken into consideration and the Committee has the right not to account the penalty period within the student duration of study.

Article (19):

The penalty shall be implemented only after having an investigation with the student (and keeping a written record of it). The student's right to speak and defend himself/ herself shall be lost if he/ she does not attend the investigation, unless he/she has a valid excuse. The penalty then shall be pronounced in absentia, and the student may file a complaint about it within 10 working days of the notification.

Article (20):

The student shall not be exempted from punishment on the ground that he/she is not aware of the rules and regulations of the college. Student Affairs Office should announce the provisions of the Students code of conduct.

Article (21):

The Dean of the College may direct the decision of the disciplinary committee to the grievance committee to study the case and make the final decision.

Article (22):

The College council shall have the right to decide on the cases for which no provision has been made in this document.

Dress Code

The rules and regulations below represent a unified system of guiding rules for the approved dress code for students, and they are as follows:

You must present your BMC ID card daily when entering and leaving the college campus.

Wear a long and loose white lab coat; Tight coats are prohibited.

Closed shoes should be worn at all times; sandals, slippers or any kind of shoes that exposes the foot is prohibited.

Avoid excessive makeup/cosmetics.

Placing facial piercings are prohibited.

Hair must be tied up. Students are expected to avoid open hair inside the college facilities.

Wear the scrub's color assigned to the program.

Colors assigned to each program

Occupational Therapy	Preparatory year	Health administration	Radiology	Nursing	Respiratory Therapy	Physical Therapy	Pharmacy	Dentistry	Medicine
Dark Grey	Light blue	Black	Burgundy	White	Dark Green	Grey	Teal	Olive Green	Dark Blue

Violation of these rules and regulations entails actions by Student Affairs that may lead to decisions issued by the Disciplinary Committee and banning entry to the college.

2. Student Development Unit

The Student Development Unit at BMC Provides a chance for students to participate in various events and activities and aims to enhance the growth and development of all students both inside and outside the classroom. It offers activities that aim to make the outside-of-class experience an important part of the overall educational process.

The unit encourages students to be active members of society by engaging them in several types of activities and events. It offers a variety of social, cultural, leadership, educational, and recreational activities including community services activities, workshops, fieldtrips, student clubs' activities, sports activities, awareness campaigns and lectures presented by significant professionals who share their experiences to inspire students.

Programs Offered by the Unit:

- Community service including educational/awareness events held inside & outside the college.
- Lectures and workshops in all fields.
- Various student clubs.
- Scientific, cultural, and recreational trips and visits.
- Sports activities.

The unit aims to:

- Engage students in work related to social responsibility.
- Familiarize students with social issues in their community.
- Help students develop skills that they can use in their professional lives.
- Provide opportunities for students to develop positive relationships with community members



and organizations.

- Develop self-esteem, communication skills, personal effectiveness, personal identity, spiritual growth and moral development.

Students Clubs:

The unit works on launching and conducting various students clubs in campus that offer variety of cultural, social, leadership, educational, and fun activities that help shape students experiences and skills and assist in discovering their interests and building valuable relationships with peers who share similar interests and passion. In addition, the unit welcomes opening and creating new clubs suggested by students after the approval of the student's affairs deanship.

Current Clubs:

1. Art Club

The Art Club is created for students interested in any kind of art. It emphasizes the importance of art in our community and encourages the development of creativity by working and collaborating as a team to create masterpieces which could be related or unrelated to medical field.

2. English Club

The English Club aims at cultivating English literacy skills and creating a space for students to demonstrate and practice their linguistic knowledge. The English Club provides tutoring service for students who need literacy enrichment to scaffold their learning experiences and support their academic success.

3. Influencer Club

The Influencers club stands by the idea of speech, motivation, and inspiration by students for students. The most effective way to share an experience and receive it is when it's shared by students to students.

4. Islamic Youth Club

The Islamic Youth Club aims to provide a platform where students get inspiration from the Quran and Sunnah for their daily life.



5. Nazaha Club

The main objective of Nazaha club is to promote integrity and transparency and fight all forms of corruption in the administrative and financial domains.


6. Pharmacy Club

The Pharmacy Club aims to educate pharmacy students scientifically, intellectually and culturally, so they can compete peers in their role and responsibilities by creating a pharmacist who is creative in profession, influential in community, and aware of the pharmacy career.

7. Volunteering Club

The Volunteering Club motivates students of medical specialties to participate and volunteer in various medical and non-medical campaigns to inculcate the value of giving and volunteering.

8. Alforsan Club



Alforsan Club is an opportunity to exchange expertise, create a sustainable community of learners in which knowledge is learned and practiced successfully, and contribute to the intellectual and practical growth of previous and current Alforsan members. The goal of the Alforsan Club is to serve the BMC community. The expertise, skills, knowledge, and experiences of former Alforsan members are invaluable sources of inspiration and creativity and their achievements symbolize years of dedication and hard work. Likewise, Alforsan's current students strive and are actively engaged in developing their expertise and knowledge to grow as students and future healthcare providers. While providing adequate monitoring and coordination, this Club is established to create new opportunities for intellectual growth and practical development, not only to Alforsan's former and current members, but also the general BMC students' community

9. Women empowerment Club


The Women empowerment Club intends to enhance women empowerment. It addresses the issues women still face to this day because of their gender and also encourages women inside and outside BMC through various activities.

10. Medical Student Association

The Medical Student Association represents and advocates for the medical students, and is centered around their interests, needs and concerns. The club aims to assist and guide the students throughout their studies at the college, thereby acting as a tool to aid in every student's academic and non-academic development.

11. MUN Club

Model United Nations, also known as Model UN or MUN, is an educational simulation in which students can learn about diplomacy, international relations and the United Nations. At an MUN conference, students work as representatives of



various countries, organizations, or designations, coming together to solve global issues with other delegates. MUN inculcates participant's research, speaking, debating, and writing skills, in addition to critical thinking, teamwork and leadership abilities.

12. Ambassador Club

The ambassador club aims to cultivate students leaders who will share BMC life and experience with the prospects and the community. The club aims to publish a weekly Reel, showing students life inside campus, creating bi-weekly students engaging / interactive video, and presenting the college in all events and activities.

13. Podcast Club

The goal of the club is to prepare medical students for the next level in their ride in the medical field by offering them the information they need in all majors. The club also aims is to make study time more fun and valuable by making this podcast a strong preference for the student to study plus; to know more and be ready for the next challenge in their future.


14. Social Responsibility Club

The club aims at promoting the value of community service while providing authentic volunteering experiences through which students demonstrate their knowledge of social responsibility in practical ways. The club facilitates distinguished volunteering campaigns and community service initiatives through which students practice their planning, management, and execution skills and demonstrate their understanding of community service while collaborating with various profit, non-profit, and public institutions to serve the community in creative ways.

15. Sports Club

The Sports club provides an environment for students where they can engage in physical activities and build friendships from different programs. Students can come together and share their devotion and skills for various types of sports. In addition, BMC provides the students with the space for training, building up skills, and preparing the BMC teams for external and internal competitions.

16. Toastmaster Club



Toastmasters club is dedicated to the development of public speaking and leadership abilities of students, especially with the fact that leadership and speaking skills are one of the most important skills to acquire in the healthcare field.

18-Medical Tecnology Club

The Medical Technology Club is the best place to develop your knowledge, meet people who are experts and help you think in an innovative way.


Vision: To bring together the medical and technological fields and prepare our students to become distinguished doctors in the future.

3- Social Responsibility Unit

The Social Responsibility Unit supports the vision of promoting a culture of social responsibility and community service through authentic learning experiences that invent in constructing students' identity as advocates and leaders of strategically planned social responsibility initiatives. One of the major services provided to students is *Student Financial Support & Consultations*. Through this branch of social responsibility, BMC provides scholarships, financial aids, and financial consultation services.

Student Financial Support & Consultations

BMC is contributing to community services through creating equal educational opportunities and accommodating students' special circumstances. The college offered scholarships are Alforsan, Ehsan, Abnna's Alshuhada'a, Excellency, Tamkeen, and Iqraa. The provided financial aids include Maslak, Tomooh, and Alinmaa. In addition, financial consultation services provide support to students with special circumstances. This specific service is dedicated for students who are struggling to cover college costs and want to know about the funding they may be eligible to apply for, have queries about statutory funding, want information about scholarships and other funding schemes.



For details of offered scholarships and aids, please contact Ms. Laila Saadi and Mr. Mohammed Jawhary. For students who need financial consultations due to special circumstances, please contact Dr. Nouf Alshreif. Further details are included in the Social Responsibility Profile.

4- Alumni professional development Unit

The BMC Graduate Office was set up to maintain the relationship between the College and its graduates. And to provide BMC graduates with all the resources they need and assist them to draw their career paths. The Unit offers a wide range of services, including employment, career development and labour market integration services.

Services offered by Alumni Unit:

Job Search and Job Board

Alumni Unit helps students find good jobs Alumni also provides jobs through its graduate program and cooperation agreements with different organizations.

Career and Professional Development

Alumni Career Unit aims to guide BMC students and graduates on their career planning and employment preparation. It creates and maintains a link with BMC College graduates and engages them in various workshops and seminars by Chief Executive professionals in their respective fields. The Alumni Unit signed a Memorandum of understanding with more than 20 several organizations in the last 3 years to provide job opportunities, professional development sessions, and workshops.


Training and Professional Consulting

The BMC Alumni Unit offers students professional advice and support in write and create their graduates' resumés professionally, it also prepares students for jobs interviews. The unit also offers individual or group consulting services sessions on various topics. Batterjee Medical College is also working to promote communication and comprehensive support between graduates across (My Connect Alumni platform) such as posting jobs' offers, providing periodic seminars and online training courses, the ability to contact programs' head for any advice, colleagues reunion, and BMC's events announcements .

5- International Students Unit:

Battarjee Medical College established the international student's unit under the administration of the deanship of student's affairs, as an entity that takes care of international students' welfare and their affairs.

The unit works to take care of non-Saudi students who are studying in campus from different countries in the world and it is responsible for taking care of them as well as following up with all their affairs during their stay in the college from day one until their graduation. Additionally,



the unit is keen to sustain appropriate environment for the students to provides them with appropriate accommodation and helps them to adopt with the local community and with the environmental study. It is also organizing an orientation program about the college in general and about Jeddah city specifically.

Our Goals:

Create stimulating environment for international students and enhance them to join the college from all countries.

Develop the international students' sense of belonging toward the college during their studies.

Sponsor international students in all aspects in university life to ensure continuation of their studies in campus and to obtain college learning outcomes and the reputations of the graduates.

Provide the international students introductory and advisory sessions in all aspects.

Enhancing social interaction between international students and national students and developing a fruitful social relationship between them.

Encouraging students to enrol in social participation and in voluntary activities inside and outside the college. Also, to support their various talents in ways to enhance their personalities and their contribution in all events.

International Students Unit Service

Create an integrated database related to the international students that includes their nationalities, marital status, field of specialization, their parents, residential address and contact numbers.

Communicate with competences to secure housing service for the international students, follow up on its good provision as well as comply with student satisfaction with it, and to make sure that international students adhere to university housing rules and their application.

Contribute to the international student's induction week in order to acquaint them with matters that concern them during their study period at the college.

Overcome difficulties faced by international students regarding to the support services that provided to them.

Coordination with various centres in the college to issue visas and Iqama issuance, exit and entry producers, final exit and medical insurance.

Provide health care and counselling for the international students via communication with all competence's units in the college.

Offer various programs for international students to introduce college's regulations and related services as well as Jeddah city laws and regulation.

Provide them with local emergency numbers, hospitals and important locations.

Stages of issuing residency for the new student

A medical examination (to be in an accredited medical center) and the result of the medical examination is sent to the passport office through the system

Medical insurance (under the jurisdiction of personnel affairs)

Payment of entry visa fees (2000) riyals with the border number

The fee for issuing residence is (650) riyals with the border number

Paying the financial consideration fees (from 4720 riyals to 4900 riyals) with the border number

Paperwork for passports including (residence issuance form + original passport)

Government Relations Review

Stages of residency renewal for the student

Valid medical insurance

Payment of fees for the financial compensation (4720 riyals to 4900 riyals) to be paid annually

Payment of residency renewal fees (500) riyals to be paid annually

Pay traffic fines, if any

A paper transaction sent to the Passports (Iqama Renewal Form + Original Passport + Original Iqama)

Renewal procedures shall take place within a sufficient period of (60) days prior to the expiry of the residence permit

Government Relations Review



Stages of issuing exit and return to the student

An email with approval from the Student Affairs Department

Email approval from the residence

Paying a fee of (200) riyals for a period of 60 days, and when exceeding that, 100 riyals will be paid for each month.

Pay traffic fines, if any

Iqama validity shall not be less than 6 months

The validity of the passport is not less than 6 months

Government Relations Review

Stages of issuing the final exit of the student

An email with approval from the Student Affairs Department

Email approval from the residence

Pay traffic fines, if any

There is no vehicle on the identification number

Government Relations Review

Stages of passport renewal for the student



The original of the new passport

Original old passport

A transaction is sent to the Passports Office, and the application is attached (information transfer form + original passport + original residence permit)

Government Relations Review

Contact Numbers:

International Students affairs:

MS. Aliaa Najdi

Aliaa.najdi@bmc.edu.sa

+966 126561111

Ext: 1025

Human Resources Department:

Mr. Hassan Al Hfthi

+966 126561111

Ext: 1805

University Housing Officer:

Ms. Manar Khan

Manar.Khan@bmc.edu.sa

+966 12651111 Ext : 1029


Library:

At Batterjee Medical College, the Medical Library is a crucial resource for both male and female students, providing a wealth of knowledge and supporting scientific research across all programs offered at the college. The library features a carefully curated collection of printed books and references, catering to the diverse needs of students studying various medical specialties

Library Services

- **Borrowing Books**

The book borrowing service, which includes reference books, is available for students at the library. To request this service, students must present their ID card. Each student is allowed



to borrow only one book, and the borrowing period is one week from the date of borrowing. The borrower is responsible for returning the book in the same condition as received and compensating for any damage or loss according to the library's policies and regulations

- **Digital Library**

To achieve our vision of providing easy access to information sources and specialized books and references in medical sciences, we are offering free subscription to the digital library for all students. The Saudi Digital Library (SDL) is a valuable resource for students in the medical sciences and other disciplines, offering a wide range of electronic resources that can support their academic and research needs. These resources include thousands of e-books, journals, databases, and multimedia materials, covering various fields of study. To make accessing the Saudi Digital Library even easier, it is now available through Blackboard. Simply log in using your college email and password, and you'll find the Saudi Digital Library access in the library resources menu

- **Online Search Catalog**

Our library offers an online search catalog that provides easy search in our physical collection by subject, author, book title, or keyword, and provides information on the availability and location of books in the library. This service is available on our library app, and can be accessed from anywhere, whether you're on or off-campus. Additionally, you can also access the online search catalog through the library resources menu on Blackboard.

- **Library App**

Our library app is your gateway to our library services on your mobile device. The application allows you to reserve study rooms, book meetings with Professors, search the library catalog, access our digital library, and much more. Download the app today from [Library App](#) and start exploring all the features it has to offer

- **Computer Lab**

The computer lab is on the second floor of the library and available for student use. The lab is equipped with desktop computers that can be utilized for research, assignments, and accessing the digital library

- **Academic Support**

As a central resource for academic support, the library offers a means for students to communicate freely with their professors. Students can exchange ideas, information, and perspectives with their instructors to enhance their learning experience. The library provides a telephone service that students can use to contact their professors and other communication tools to support teaching and facilitate academic success.

- **Wi-Fi:**

Free wireless internet access is available at all our library locations. To access the Wi-Fi, simply stop by the reference desk and request the password from our staff

Rules and Regulations

We kindly request that all students maintain complete silence while inside the library, to ensure a quiet environment for study and research. In addition, food and drinks are not permitted inside the library. Please do not move chairs around inside the library, as they are set up for optimal learning and research. Lastly, smoking is prohibited inside the library to maintain a safe and healthy environment for all visitors

Library Hours:

The library is open every day of the year, except for Fridays, Saturdays, and national holidays. Operating hours are from 8:00 am to 4:30 pm, Sunday through Thursday.

6- Student Hostel:

As the student is the main axis in the education system, Batterjee Medical College for Science & Technology has established a new modern hostel based on a high standard to create suitable circumstances for studying and harvesting success in a high-quality academic environment. The hostel was designed specifically to keep up with the increasing number of students and college staff on both the national and international levels. The hostels are located in North Obhur on the college campus.

Hostels Description:

The hostels consist of two buildings (E-Block and H-Block):

- E-Block consists of single rooms with separate bathrooms. Kitchens and laundry room are shared with the residents on the 5th floor.
- H-Block consists of studios and apartments. The studio includes a room, a small kitchenette, and a bathroom. The apartment consists of 4 rooms, a living room, a shared kitchenette, and 3 bathrooms. H-Block distinctive feature is that the applicant has the choice of either rent the accommodation single or shared. Laundry room is shared with the residents on the ground floor.

Features of the Hostel:

- Furnished with modern and high standard furniture.

- Highly specialized and qualified hostel officers.
- Security guards are placed outside the hostels' main gates to ensure the safety and security.
- Security cameras to ensure the safety and security internally.
- Availability of first aid box which is essential for basic health care.
- Transportation is provided from and to the hostels, from and to hospitals assigned for the students for training, and it is also provided for scientific and entertainment trips.
- Weekly trips organized for the residents for shopping and buying their daily essentials.
- Availability of laundry room that has several high quality washers and dryers.
- Availability of commute room with TV installed for residents to gather and entertain together.
- Outdoor greenery area suitable for relaxation.
- Special room for prayer and reading the Holy Qur'an.
- Availability of qualified team for maintenance tasks.
- Availability of housekeepers to maintain a clean and organized environment.

Requirements for Registering in the Hostel:

1. Fill Hostel Application Form.
2. 2 recent personal photos.
3. Receipt of full payment, (3000) non-refundable reservation fees.
4. Copy of the personal Identification Card (original required for matching).
5. Copy of the family Identification Card (original required for matching).
6. Copy of Iqama for non-Saudi (original required for matching).
7. Copy of the applicant's passport for non-Saudi.
8. Copy of the applicant's guardian passport for non-Saudi.

Hostel Fees:

Accommodation Fees			
E-Block		Annual fee	Semester fee
1	Accommodation Single room	15,000	9,000
H-Block		Annual fee	Semester fee
2	Accommodation Single studio	26,000	15,600
3	Accommodation Shared studio	14,000	8,400
4	Accommodation Single room apartment	22,000	13,200
5	Accommodation Shared room apartment	12,000	7,200

7- BMC Research Unit

The Unit aims to encourage competent students to consolidate the culture of scientific research and promote its values. It also aims to motivate students to innovate, develop, and use scientific research to address local and international social issues in all fields of medical sciences.

Services offered by Research Unit:

Scientific Research Committee

The scientific research committee is a specialized committee to encourage the scientific research environment among students and prepare the scientific research plan at the College level, supervising its implementation and preparing the budget for the unit.

Research Ethical Committee

The Ethical Committee has been established to develop and follow up the implementation of ethical and biomedical research standards to preserve the rights of individuals and communities, the dignity of human subjects, appropriate use of human tissue and animal welfare in line with Islamic law and the customs of the Kingdom of Saudi Arabia. The Committee aims to preserve the rights of all living creatures and prepare the regulations of scientific research ethics, review, and revise them according to international scientific developments.

Research Workshops and conferences

The research unit at BMC plays a crucial role in providing support to students in their research endeavors. One of the key services offered by the research unit is the provision of research workshop support, aimed at assisting students in writing and creating their research papers.

In addition to this, the research unit also offers support in statistical analysis, recognizing its importance in conducting rigorous and valid research. By providing guidance and resources on statistical analysis techniques, the unit aims to enhance students' understanding and application of data analysis methods.

Furthermore, the primary focus of the research unit is to promote communication and comprehensive support between students and faculty members. This ensures that students receive guidance from experienced researchers who can provide valuable insights and feedback throughout their research journey.

Overall, through its various services and initiatives, the research unit strives to empower students with the necessary tools and knowledge to excel in their academic pursuits and contribute meaningfully to their respective fields of study.

Health Services

The college clinic offers primary healthcare for female and male students and staff emergency cases. Dental services are offered through dental clinics. The clinics are equipped with all necessary first aid equipment and tools under the supervision of a full time certified doctor. All cases are handled immediately and urgently.

Clinic Services:

- Diagnosis, treatment, and prescription of medication for minor acute illness .
- First-aid treatment for indoor injuries and referral to hospitals when necessary
- Administering over the counter medications
- Support for students suffering from chronic illnesses
- Participation in various health education initiatives
- Participation in sports activities

Clinic working hours:

From Sunday to Thursday : from 08:00 a.m – 05:00 p.m

Clinic Location:

Ground floor, male section, beside the Registration Office.

Important contact numbers:

Name	Position	Email	Extinction
Dr. Ikhlas Sindi	Vice Dean of Female section	Ikhlas.sindi@bmc.edu.sa	1113
Ms. Lamees Abduh	Preparatory Secretary	lamees.abduh@bmc.edu.sa	1020
Ms. Aliaa Najdi	Student counselor	Aliaa.Najdi@bmc.edu.sa	1025
Ms. Maha Malibari	Students Activities Coordinator	Maha.malibari@bmc.edu.sa	1021
Ms. Barah Arab	Student activities and Events	baraah.arab@bmc.edu.sa	1051

	Coordinator		
Ms. Manar Algarni	Psychological Counselor	Manar.algrni@bmc.edu.sa	1052
Mr. Abdulrahman Shalabi	Students Counselor	Abdulrahman.shalabi@bmc.edu.sa	1010
Ms. Rana Yahya	Hostel Manager	Accomodation2.jed@bmc.edu.sa	1029
Dr. Waheed Attas	ER Clinic Doctor	er2.jed@bmc.edu.sa	1999



P.O. Box 6231 Jeddah 21442 - North Obhour
Kingdom of Saudi Arabia



9200 33923
info@bmc.edu.sa
www.bmc.edu.sa

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