

# Alumni Manual

## MBBS program



### Program mission:

Providing a supportive educational environment to graduate competent physicians able to conduct scientific research, serve the community, and promote health.

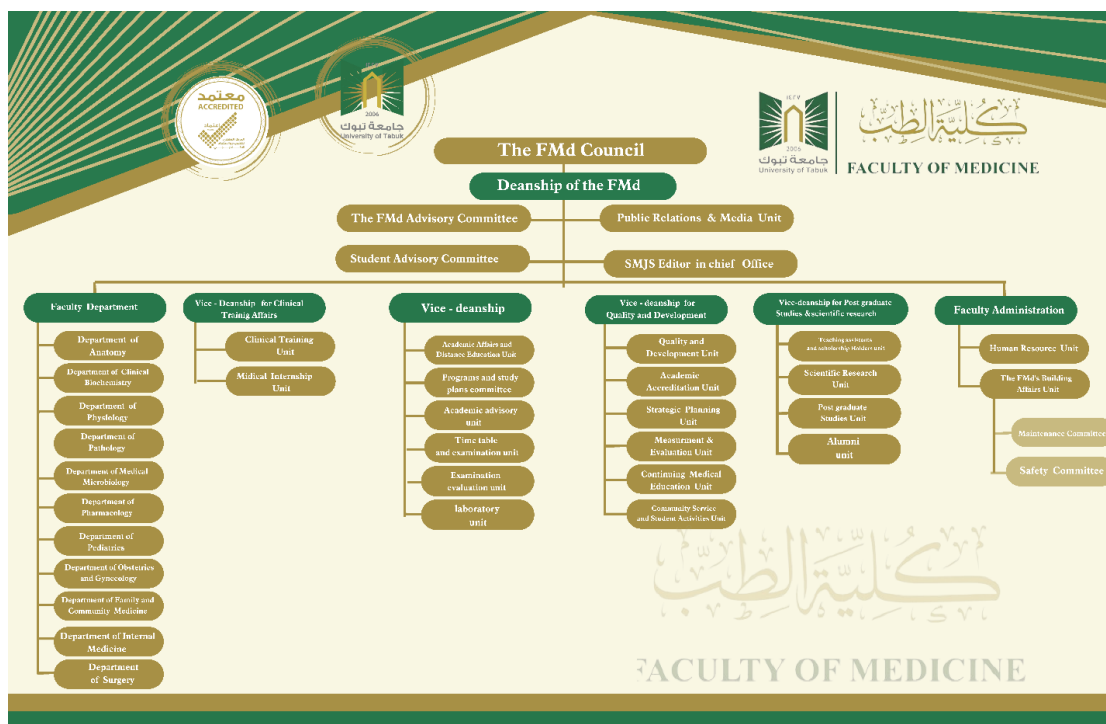
### Program goals:

1. To graduate distinguished competent physicians.
2. To equip the graduates with the skills needed to conduct scientific research.
3. To contribute to community health promotion and effectively participate in sustainable community partnership.
4. To develop a supportive educational environment that meets the needs of beneficiaries.

### **Alignment of MBBS program graduate attributes with the general framework of the UT institutional learning outcomes and graduate attributes.**

*Table 3-1-1.2: Alignment of MBBS program graduate attributes with the general framework of the UT institutional learning outcomes and graduate attributes*

	ILO	UT (institutional) GAs	MBBS Program GAs
<b>Institutional learning</b>	<b>ILO1</b>	1. Competent Graduate	1. <i>Competent physician (knowledgeable, critical thinker, researcher, and skilful).</i>
	<b>ILO2</b>	2. Technologically Adept	2. <i>Technologically proficient.</i>
	<b>ILO3 &amp; ILO4</b>	3. Brilliant communicator	3. <i>Collaborator &amp; Communicator (team player).</i>
	<b>ILO5 &amp; ILO6</b>	4. Culturally and Religiously Enlightened and Aware	4. <i>Culturally and religiously insightful.</i>
	<b>ILO7 &amp; ILO8</b>	5. Responsible Citizen	5. <i>Community health advocate (health promoter and disease preventer).</i>
	<b>ILO9 &amp; ILO10</b>	6. Professional candidate	6. <i>Professional (leader and life-longer Learner).</i>



## Vision:

That this unit be the link between the faculty and its graduates.

## Mission:

Providing and facilitating all possible services for graduates with high efficiency and in a manner consistent with the mission of the faculty of Medicine.

## Unit objectives:

The Alumni Unit is to the Vice Deanship of Academic Affairs at the faculty of Medicine .This unit is aims primarily to provide all services and facilities to the graduates of the faculty and also aims to strengthen the links between them and their faculty.

1- Strengthening the bonds and links between the graduates with their college and building bridges of trust between them.

2- Creating an integrated database for all college graduates, in cooperation with the Vice Deanship for Development, in addition to its affiliated centers and institutions, and updating it continuously.

3- Continuous communication between the college and its graduates on the one hand, and the graduates among themselves on the other hand, in support of the spirit of cooperation and continuous productivity in the name of the College of Medicine.

- 4- Take advantage of the various means of communication to communicate with male and female graduates of the college in order to enhance the graduate's affiliation with his college.
- 5- Standing on the obstacles facing the graduate and making sure to avoid them in the pre-graduation stage in cooperation with the rest of the college units, whether inside the agency, such as the Academic Advising Unit, or outside it, such as the Excellence Unit.
- 6- Cooperation between the college and its graduates in the field of various research, in order to contribute to the advancement of research services in all disciplines, in cooperation with the research unit of the college.
- 7- Creating periodic questionnaires on the performance of graduates and sharing them with the various departments and agencies of the college, if needed.
- 8- To hold a periodic introductory meeting on this unit to support and enhance the spirit of communication between the college and its graduates.
- 9- Inviting college graduates with administrative and leadership positions to review their enriching experiences and invest them in a way that ensures maximum benefit from the college in line with the new university system.
- 10- Activating community participation between the college and the employers in which the graduates work, in cooperation with the Community Service Unit

#### **Unit Head Duties:**

- Laying down policies and plans that would achieve the unit's objectives.
- Approving the internal rules of the unit and changing them if necessary, based on the changes.
- Representing the unit in meetings related to graduates inside and outside the college.
- Continuous communication with the Alumni Center at the university and supervising the preparation of the new forms by the unit

#### **Duties of unit members:**

- Preparing the unit's forms and having them approved by an agency
- Assisting in the preparation of the database and direct communication with alumni
  - Communicate with employers in Saudi and foreign universities to create training and work for graduates
  - Communicating with the leaders of the college graduates, coordinating meetings between them and the college leaders, and surveying their opinions, which include a

list of problems, obstacles, and improvement programs that are compatible with the labor market.

- Working on the establishment of periodic questionnaires related to measuring the problems that they may face to improve the outputs of the college and to know more
- Preparing a brochure for the unit in both Arabic and English and updating it continuously.
- . Assist in preparing the annual report of the unit

#### Activity plan of unit :

Activity	Time line
Prepare unit forms	beginning of the year
Determine the initiatives and courses	beginning of the year
Sending survey to students to determine their needs	beginning of the year
Communicate with relevant institutions to know the needs of the labor market and their impression of university graduates	beginning of the year
Holding an open meeting between alumni and students	beginning of the year
Holding an annual alumni meeting	end of the year
Contribute in graduation ceremony of students	end of the year
Honoring the best graduate student	end of the year

#### Interactive unit activities:


- 1- Create a website for the unit through the faculty website. [Alumni unit](#)
- 2- Creating an interactive group in the WhatsApp program that includes alumni representatives to activate continuous communication between the college and its alumni.
- 3- Create an email for the unit. **alumni.medicine@ut.edu.sa**
- 4- Create a list of the unit's activities and initiatives.
- 5- organize the Annual internship and medical specialties forum (3 days program )



## Fourth Internship and Medical Specialties Forum ملتقى التخصصات الطبية الرابع

- ◆ HOW TO MAKE THE MOST OUT OF YOUR INTERNSHIP
- ◆ SMLE REGISTRATION AND PREPARATION
- ◆ CHOOSING YOUR MEDICAL SPECIALITY
- ◆ WHAT AFTER GRADUATION

 **1 DAY** 5 FEB SATURDAY  
(8:00 AM - 3:30 PM)

 **2 DAY** 6 FEB SUNDAY  
(9:45 AM - 2:30 PM)

 **3 DAY** 7 FEB MONDAY  
(9:45 AM - 2:30 PM)

Satisfaction survey:

By several methods:

:a . Direct method

- [alumni satisfaction survey.](#)

- [Alumni tracking survey.](#)

#### **:B . Indirect method**

- Communicate with the employers.

- [Employer satisfaction survey.](#)

### **Graduates list:**

	<a href="#">Graduates</a>
1	<a href="#">graduate class 2012</a>
2	<a href="#">Batch of graduates and graduates of 2013</a>
3	<a href="#">Batch of graduates and graduates of 2014</a>
4	<a href="#">2015 alumni class</a>
5	<a href="#">Batch of graduates and graduates 2016</a>
6	<a href="#">Batch of graduates and graduates of 2017</a>
7	<a href="#">Class of graduates and graduates of 2018</a>
8	<a href="#">Batch of graduates and graduates of 2019</a>
9	<a href="#">Batch of graduates and graduates 2020</a>
10	<a href="#">Batch of graduates and graduates 2021</a>

### **[Alumni employee database](#) .**

### **The Faculty of Medicine Excellence Award**

The "Faculty of Medicine Excellence Award " was launched in 2019 to be a framework towards establishing and spreading the culture of excellence and concept of quality in higher education. It is the award to celebrate the passion, commitment, innovation, and achievements that our foremost medical educators, researchers and scholars bring to their diverse roles in medical education.

#### **Objectives of the Excellence Award**

- (1) Achieving excellence in the performance of the staff of the Faculty of Medicine to improve the academic and administrative work in the light of quality standards.
- (2) To encourage positive competition among the staff of the Faculty of Medicine to achieve creativity and excellence in various academic fields.
- (3) Encourage academic departments and administrative units to compete in the application of quality standards in various aspects of their work.
- (4) Appreciating the distinguished staff members, highlighting their achievements, and their efforts.

- (5) Encouraging students to bring excellence, creativity and innovation to their academic achievements.

### Field of the Award:

#### 1-Distinguished Intern Award

Requirement and Criteria for the distinguished Intern Award:

- (١) The candidate's intern must be in the internship year.
- (٢) Have good conduct and behavior.
- (٣) Has completed 75% of his rotation.
- (٤) Attach a brief CV (not more than three pages) summarizing his achievements during the internship, including a list of scientific papers published or accepted for publication, a list of participation in scientific conferences, as well as a list of certificates of appreciation and awards of excellence obtained.
- (٥) Attach a certified copy of his score in Saudi License Exam (SLE) organized by the Saudi Commission for Health Specialties.
- (٦) Attach a certified copy of the letter of acceptance to the postgraduate (residency) program by the Saudi Commission for Health Specialties or any other health organization.
- (٧) Attach two letters of recommendation from two consultants who previously supervised the intern.
- (٨) Attach a certified copy of the Internship Logbook.

#### 2-Distinguished Resident Physician Excellence Award

Requirement and Criteria for the Distinguished Resident Physician Excellence Award:

- (1) Candidate must be a graduate of the Faculty of Medicine Tabuk University
- (2) Has spent at least two years in a Residency Program inside Saudi Arabia or abroad.
- (3) Attach a certified copy of his bachelor's degree and internship certificates.



- (4) Attach a letter of recommendation from his Residency Program Director.
- (5) Attach a brief CV (not more than three pages) summarizing his achievements, including a list of scientific papers published or accepted for publication, a list of participation in scientific conferences, as well as a list of certificates of appreciation and awards of excellence obtained.
- (6) Attach a certified copy of his score (s) in his Specialty Program Examinations from the Saudi Commission for Health Specialties.