

# Republic of Yemen

## Ministry of Higher Education & Scientific Research

### 21 SEPTEMBER UNIVERSITY of MEDICALS & APPLIED SCIENCES



## Faculty of Medicine

### Bachelor Program of Medicine and Surgery

## Course Specification of Obstetrics & Gynecology Block II

### Block Code. (A21P523)

### (4<sup>th</sup> Course)

2023



T4: This Template is Developed and Approved by CAQA-Yemen, 2023

| Prepared by:      | Reviewed by:         | Head of department    | Quality Unit:            | Dean of Medicine Faculty | Center of Development and Quality Assurance Dean |
|-------------------|----------------------|-----------------------|--------------------------|--------------------------|--|
| Dr. Amal AL-asoli | Dr. Salwa Al-Ghomeri | Dr. Muneerah Al-fayik | Dr. Fadhl Shujaa Al-deen | Dr. Salwa Al-Ghomeri     |  |

## I. General Information:

|     |  |   |                      |                      |                         |          |
|-----|--|---|----------------------|----------------------|-------------------------|----------|
| 1.  | Course Title:                                    | <b>Obstetrics &amp; Gynecology Block II</b><br><b>(4<sup>th</sup> Course)</b> |                      |                      |                         |          |
| 2.  | Block Code:                                      | A21P523   |                      |                      |                         |          |
| 3.  | Credit Hours:                                    | Credit Hours  | Theory Contact Hours |                      | Practical Contact Hours |          |
|     |  |   | Lecture              | Tutorial/<br>Seminar | Lab                     | Clinical |
|     |  | 3   | 2                    | --                   |                         | 3        |
| 4.  | Level/ Semester at which this Course is offered: | 5 <sup>th</sup> Level / 2 <sup>nd</sup> Semester                              |                      |                      |                         |          |
| 5.  | Pre –Requisite (if any):                         | Obstetrics & Gynecology Block II - (3 <sup>rd</sup> Course)                   |                      |                      |                         |          |
| 6.  | Co –Requisite (if any):                          | None  |                      |                      |                         |          |
| 7.  | Program (s) in which the Course is Offered:      | Bachelor of Medicine and surgery  |                      |                      |                         |          |
| 8.  | Language of Teaching the Course:                 | English   |                      |                      |                         |          |
| 9.  | Location of Teaching the Course:                 | Faculty of Medicine   |                      |                      |                         |          |
| 10. | Prepared by:                                     | <b>DR. Amal AL-asoli</b>  |                      |                      |                         |          |
| 11. | Date and Number of Approval by Council:          |   |                      |                      |                         |          |

## II. Course Description:

This course will **provide to students** with knowledge and skills on Obstetric and **covers** topics in gynecology involves menopause and post reproductive health, genitourinary problems, urogynaecology and pelvic floor problem, benign conditions of the ovary and pelvis and Benign conditions of the uterus, cervix and endometrium. Also **focuses** on the gynecology disease.

|                   |                      |                       |                          |                          |  |
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| III. Course Intended Learning Outcomes (CILOs) :<br>Upon successful completion of the course, students will be able to: |   | Referenced PILOs            |    |  |
|---|---|-----------------------------|----|--|
| <b>A. Knowledge and Understanding:</b>  |   | <b>*I, P<br/>or<br/>M/A</b> |    |  |
| a1  | Recognize the normal human growth and development of the female sexual organs and pelvis.   | M                           | A1 | Describe the general and basic sciences related to human body structure and functions with emphasis on normal and abnormal conditions.   |
| a2  | Identify the etiology, pathogenesis, clinical manifestation, diagnosis differential diagnosis and complication of different gynecology diseases.                                | M                           | A3 | Explain the pathological and pathogenesis changes in various diseases, and their etiological triggers including genetic, developmental, infectious, metabolic, endocrinal, autoimmune, neoplastic, traumatic, degenerative and occupational factors. |
| <b>B. Intellectual Skills:</b>  |   |                             |    |  |
| b1  | Distinguish between physiological and pathological performance of body cells.   | M                           | B1 | Compare between normal and abnormal conditions and predict the appropriate treatment or intervention.  |
| b2  | Analyze data obtained from gynecological history, physical examination and clinical investigations to reach a final diagnosis and plan the management of gynecological disease. | M                           | B2 | Analyze and interpret the finding from history, clinical examination and investigations to propose a diagnosis and develop a shared management plan for common acute, chronic and urgent physical  |

|                   |                      |                       |                          |                          |  |
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|  |   |   |    |   |
|--|---|---|----|---|
|  |   |   |    | and mental health presentations.  |
| <b>C. Professional and Practical Skills.</b> |   |   |    |   |
| c1   | Perform patient centered gynecological history taking, examination and investigations in all gynecological conditions.                                    | A | C1 | Perform complete clinical examination and precise investigations to reach the final diagnosis.  |
| c2   | demonstrate the uses of different instruments used in Obstetrics & Gynecology   | A | C3 | Carry out routine medical procedure and demonstrate the ability of using common medical tools required for diagnosis and management with highly qualified competency. |
| <b>D. Transferable Skills:</b>               |   |   |    |   |
| d1   | Communicate clearly and effectively with patients, their families, health care professionals and the community through verbal, written or digital methods | A | D1 | Communicate with professionals, patients, their families and the community through verbal, written and other non-verbal means.  |
| d2   | Act independently or collaboratively as a member of teamwork and communicate effectively with others.   | A | D2 | Work individually or in a team and develop lifelong learning using up to date technology that help in understanding the diseases and its control and prevention.      |

\* I= Introduced, P=Practiced or M/A= Mastered/Advanced

**(A) Alignment of Course Intended Learning Outcomes (Knowledge and Understanding) to Teaching Strategies and Assessment Methods:**

| Course Intended Learning Outcomes |   | Teaching Strategies  | Assessment Strategies   |
|-----------------------------------|---|--|---|
| a1                                | Recognize the normal human growth and development of the female sexual organs and | <ul style="list-style-type: none"> <li>▪ Interactive lectures</li> <li>▪ Discussion</li> <li>▪ Office hours</li> </ul> | <ul style="list-style-type: none"> <li>▪ Quizzes</li> <li>▪ Final written exam</li> </ul> |

|                   |                      |                       |                          |                          |  |
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|    |  |   |  |
|----|--|---|--|
|    | pelvis.  | <ul style="list-style-type: none"> <li>Self-learning</li> </ul>   |  |
| a2 | Identify the etiology, pathogenesis, clinical manifestation, diagnosis differential diagnosis and complication of different gynecology diseases. | <ul style="list-style-type: none"> <li>Interactive lectures</li> <li>Discussion</li> <li>Case studies</li> <li>Office hours</li> <li>Self-learning</li> </ul> | <ul style="list-style-type: none"> <li>Quizzes</li> <li>Final written exam</li> <li>Final clinical exam</li> </ul> |

**(B) Alignment of Course Intended Learning Outcomes (Intellectual Skills) to Teaching Strategies and Assessment Methods:**

| Course Intended Learning Outcomes |   | Teaching Strategies  | Assessment Strategies  |
|-----------------------------------|---|--|--|
| b1                                | Distinguish between physiological and pathological performance of body cells.   | <ul style="list-style-type: none"> <li>Interactive lectures</li> <li>Seminars</li> <li>Discussion</li> <li>Case studies</li> </ul> | <ul style="list-style-type: none"> <li>Quizzes</li> <li>Final written exam or OSCE</li> <li>Final clinical exam</li> </ul> |
| b2                                | Analyze data obtained from gynecological history, physical examination and clinical investigations to reach a final diagnosis and plan the management of gynecological disease. | <ul style="list-style-type: none"> <li>Interactive lectures</li> <li>Seminars</li> <li>Discussion</li> <li>Case studies</li> </ul> | <ul style="list-style-type: none"> <li>Quizzes</li> <li>Final written exam or OSCE</li> <li>Final clinical exam</li> </ul> |

**(C) Alignment of Course Intended Learning Outcomes (Professional and Practical Skills) to Teaching Strategies and Assessment Methods:**

| Course Intended Learning Outcomes |  | Teaching Strategies  | Assessment Strategies   |
|-----------------------------------|--|--|---|
| c1                                | Perform patient centered gynecological history taking, examination and investigations in all gynecological conditions. | <ul style="list-style-type: none"> <li>Training</li> <li>Case studies</li> </ul> | <ul style="list-style-type: none"> <li>Final clinical exam</li> <li>OSCE</li> </ul> |
| c2                                | demonstrate the uses of different instruments used in Obstetrics & Gynecology  | <ul style="list-style-type: none"> <li>Training</li> <li>Case studies</li> </ul> | <ul style="list-style-type: none"> <li>Final clinical exam</li> <li>OSCE</li> </ul> |

**(D) Alignment of Course Intended Learning Outcomes (Transferable Skills) to Teaching Strategies and Assessment Methods:**

|                   |                      |                       |                          |                          |  |
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| Course Intended Learning Outcomes |   | Teaching Strategies   | Assessment Strategies   |
|-----------------------------------|---|---|---|
| d1                                | Communicate clearly and effectively with patients, their families, health care professionals and the community through verbal, written or digital methods | <ul style="list-style-type: none"> <li>▪ Seminars</li> <li>▪ Discussion</li> <li>▪ Case studies</li> <li>▪ Self-learning</li> </ul> | <ul style="list-style-type: none"> <li>▪ Oral discussion</li> <li>▪ Homework</li> <li>▪ Teamwork</li> </ul> |
| d2                                | Act independently or collaboratively as a member of teamwork and communicate effectively with others.   | <ul style="list-style-type: none"> <li>▪ Seminars</li> <li>▪ Discussion</li> <li>▪ Case studies</li> <li>▪ Self-learning</li> </ul> | <ul style="list-style-type: none"> <li>▪ Oral discussion</li> <li>▪ Homework</li> <li>▪ Teamwork</li> </ul> |

#### IV. Course Contents:

##### A. Theoretical Aspect:

| No. | Units/Topics List                                 | Sub Topics List  | Number of Weeks   | Contact Hours | Learning Outcomes (CILOs) |
|-----|---|--|-------------------|---------------|---------------------------|
| 1   | <b>The menopause and post reproductive health</b> | <ul style="list-style-type: none"> <li>- Definitions</li> <li>- Physiological menopause</li> <li>- Non-physiological menopause</li> <li>- Postmenopausal reproductive health</li> <li>- Assessment of the menopausal woman</li> <li>- Hormonal replacement therapy</li> </ul>                              | 3 <sup>rd</sup> W | 4             | a1,a2,b1, b2,d1,d2        |
| 2   | <b>Genitourinary problems</b>                     | <ul style="list-style-type: none"> <li>- Introduction</li> <li>- Taking a sexual history</li> <li>- Testing for STIs and associated conditions</li> <li>- Human immunodeficiency virus</li> <li>- Conclusion</li> </ul>  |                   | 4             | a1,a2,b1, b2,d1,d2        |
| 3   | <b>Urogynaecology and pelvic floor problems</b>   | <ul style="list-style-type: none"> <li>- Urinary symptom terminology</li> <li>- Relevant functional anatomy</li> <li>- Clinical assessment of incontinence</li> <li>- Treatment for incontinence</li> <li>- Prolapse Clinical assessment of prolapse</li> <li>- prolapse Treatment for prolapse</li> </ul> |                   | 6             | a1,a2,b1, b2,d1,d2        |
| 5   | <b>Benign conditions of the ovary and</b>         | <ul style="list-style-type: none"> <li>- Benign diseases of the ovary</li> <li>- Endometriosis Chronic pelvic pain</li> </ul>  | 4 <sup>th</sup> W | 8             | a1,a2,b1, b2,d1,d2        |

|                   |                      |                       |                          |                          |  |
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|   |  |   |                   |    |                       |
|---|--|---|-------------------|----|-----------------------|
|   | pelvis   |   |                   |    |                       |
| 6                                       | <b>Benign conditions of the uterus, cervix and endometrium</b> | - Benign cervical surface lesions<br>- Benign endometrial lesions<br>- Benign lesions of the myometrium |                   | 6  | a1,a2,b1,<br>b2,d1,d2 |
| 7                                       | <b>Final Theoretical Exam</b>                                  |   | 5 <sup>th</sup> W | 2  | a1,a2,b1,<br>b2       |
| Number of Weeks /and Units Per Semester |  |   | <b>3W</b>         | 32 |                       |

▪ B. Case Studies and Practical Aspect: Clinical Training

| No.                                     | Tasks/ Experiments   | Number of Weeks   | Contact Hours | Learning Outcomes (CIOs) |
|---|--|-------------------|---------------|--------------------------|
| 1                                       | <b>The menopause and post reproductive health</b>              | 3 <sup>rd</sup> W | 6             | a2,b1,b2,c1,c2           |
| 2                                       | <b>Genitourinary problems</b>                                  |                   | 9             | a2,b1,b2,c1,c2           |
| 3                                       | <b>Urogynaecology and pelvic floor problems</b>                |                   | 9             | a2,b1,b2,c1,c2           |
| 4                                       | <b>Benign conditions of the ovary and pelvis</b>               | 4 <sup>th</sup> W | 9             | a2,b1,b2,c1,c2           |
| 5                                       | <b>Benign conditions of the uterus, cervix and endometrium</b> |                   | 9             | a2,b1,b2,c1,c2           |
| 6                                       | <b>Final Clinical Exam</b>                                     | 5 <sup>th</sup> W | 3             | a2,b1,b2,c1,c2           |
| Number of Weeks /and Units Per Semester |  | <b>3W</b>         | <b>45</b>     |                          |

**V. Teaching Strategies of the Course:**

Lectures  
Training  
Case studies  
Discussion  
Self-Learning

|                   |                      |                       |                          |                          |  |
|-------------------|----------------------|-----------------------|--------------------------|--------------------------|--|
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## VI. Assessment Methods of the Course:

Quizzes  
Final Theoretical Exam  
Final clinical exam  
Oral discussion  
Homework  
Teamwork  
OSCE

## VIII. Schedule of Assessment Tasks for Students During the Semester:

| No.          | Assessment Method              | Week Due          | Mark       | Proportion of Final Assessment | Aligned Course Learning Outcomes |
|--------------|--------------------------------|-------------------|------------|--------------------------------|----------------------------------|
| 1            | Quizzes & Homework             | 3 <sup>rd</sup> W | 10         | 10%                            | a1,a2,<br>b1,b2,d1, d2           |
| 2            | Teamwork & Oral Discussion     | 4 <sup>th</sup> W | 10         | 10%                            | d1, d2                           |
| 3            | Final clinical exam            | 5 <sup>th</sup> W | 30         | 30%                            | a2,b1, b2, c1, c2                |
| 4            | Final Theoretical Exam or OSCE |                   | 50         | 50%                            | a1,a2,<br>b1,b2,c1,c2            |
| <b>Total</b> |                                |                   | <b>100</b> | <b>100%</b>                    |                                  |

## IX. Learning Resources:

### 1- Required Textbook(s):

- 1- Ashley S. Roman , Lauren Nathan , Neri Laufer,2017, Current Diagnosis & Treatment Obstetrics & Gynecology, 12th Edition.
- 2-Hacker, Moore, GAMB ,2020, Essentials Of Obstetrics and Gynecology 14 Edition, W B Saunders.

### 2- Essential References:

- 1- Louise C Kenny and Jenny E Myers , 2017 , International Standard Book Obstetric,Edition20,Taylor & Francis Group, LLC.
- 2- Sally Collins, Sabaratnam Arulkumaran , Kevin Hayes , Simon Jackson , Lawrence

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Impey,2013, *Oxford Handbook of Obstetrics & Gynecology*, 12th Edition.

### 3- Electronic Materials and Web Sites etc.:

#### Websites:

1- <http://www.taylorandfrancis.com>.

## X. Course Policies: (Based on the Uniform Students' By law (2007))

|   |  |
|---|--|
| 1 | <b>Class Attendance:</b><br>Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.  |
| 2 | <b>Tardiness:</b><br>A student will be considered late if he/she is not in class after 10 minutes of the start time of class.  |
| 3 | <b>Exam Attendance/Punctuality:</b><br>No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.  |
| 4 | <b>Assignments &amp; Projects:</b><br>Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the mark allocated for the same.   |
| 5 | <b>Cheating:</b><br>Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.  |
| 6 | <b>Forgery and Impersonation:</b><br>Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply. |
| 7 | <b>Other policies:</b><br>The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.                                     |

|                   |                      |                       |                          |                          |  |
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## Faculty of Medicine

### Bachelor Program of Medicine and Surgery

## Course Plan (Syllabus) of Obstetrics & Gynecology Block II

### Block Code. (A21P523)

### (4<sup>th</sup> Course)

| I. Information about Faculty Member Responsible for the Course: |        |              |     |     |     |     |     |
|---|--------|--------------|-----|-----|-----|-----|-----|
| Name of Faculty Member:   |        | Office Hours |     |     |     |     |     |
| Location & Telephone No.:                                       | -----  |              |     |     |     |     |     |
| E-mail:   | --@--- | SAT          | SUN | MON | TUE | WED | THU |

2023

|                   |                      |                       |                          |                          |  |
|-------------------|----------------------|-----------------------|--------------------------|--------------------------|--|
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## II. Course Identification and General Information:

|  |  |                      |                  |                         |          |
|--|--|----------------------|------------------|-------------------------|----------|
| Course Title:                                    | <b>Obstetrics &amp; Gynecology Block II<br/>(4th Course)</b> |                      |                  |                         |          |
| Block Code:                                      | A21P523  |                      |                  |                         |          |
| Credit Hours:                                    | Credit Hours   | Theory Contact Hours |                  | Practical Contact Hours | Clinical |
|  |  | Lecture              | Tutorial/Seminar | Lab                     |          |
|  | 3  | 2                    | --               | 3                       |          |
| Level/ Semester at which this Course is offered: | 5th Level / 2nd Semester                                     |                      |                  |                         |          |
| Pre –Requisite (if any):                         | Obstetrics & Gynecology Block II - (3rd Course)              |                      |                  |                         |          |
| Co –Requisite (if any):                          | None   |                      |                  |                         |          |
| Program (s) in which the Course is Offered:      | Bachelor of Medicine and surgery                             |                      |                  |                         |          |
| Language of Teaching the Course:                 | English  |                      |                  |                         |          |
| Location of Teaching the Course:                 | Faculty of Medicine  |                      |                  |                         |          |
| Prepared by:                                     | DR. Amal AL-asoli  |                      |                  |                         |          |
| 11   | Date and Number of Approval by Council:                      |                      |                  |                         |          |

## III. Course Description:

This course will provide to students with knowledge and skills on Obstetric and covers topics in gynecology involves menopause and post reproductive health, genitourinary problems,

|                   |                      |                       |                          |                          |  |
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urogynaecology and pelvic floor problem, benign conditions of the ovary and pelvis and Benign conditions of the uterus, cervix and endometrium. Also focuses on the gynecology disease.

#### IV. Course Intended Learning Outcomes (CILOs) :

Upon successful completion of the Course, student will be able to:

#### IV. Course Contents:

##### A. Theoretical Aspect:

| No. | Units/Topics List                                       | Sub Topics List   | Number of Weeks   | Contact Hours |
|-----|---|---|-------------------|---------------|
| 1   | The menopause and post reproductive health              | <ul style="list-style-type: none"> <li>Definitions</li> <li>Physiological menopause</li> <li>Non-physiological menopause</li> <li>Postmenopausal reproductive health</li> <li>Assessment of the menopausal woman</li> <li>Hormonal replacement therapy</li> </ul>                     | 3 <sup>rd</sup> W | 4             |
| 2   | Genitourinary problems                                  | <ul style="list-style-type: none"> <li>Introduction</li> <li>Taking a sexual history</li> <li>Testing for STIs and associated conditions</li> <li>Human immunodeficiency virus Conclusion</li> </ul>  |                   | 4             |
| 3   | Urogynaecology and pelvic floor problems                | <ul style="list-style-type: none"> <li>Urinary symptom terminology</li> <li>Relevant functional anatomy</li> <li>Clinical assessment of incontinence</li> <li>Treatment for incontinence</li> <li>Prolapse Clinical assessment of prolapse</li> <li>Treatment for prolapse</li> </ul> |                   | 6             |
| 5   | Benign conditions of the ovary and pelvis               | <ul style="list-style-type: none"> <li>Benign diseases of the ovary</li> <li>Endometriosis Chronic pelvic pain</li> </ul>   | 4 <sup>th</sup> W | 8             |
| 6   | Benign conditions of the uterus, cervix and endometrium | <ul style="list-style-type: none"> <li>Benign cervical surface lesions</li> <li>Benign endometrial lesions</li> <li>Benign lesions of the myometrium</li> </ul>   |                   | 6             |
| 7   | <b>Final Theoretical Exam</b>                           |   | 5 <sup>th</sup> W | 2             |

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|   |    |    |
|---|----|----|
| Number of Weeks /and Units Per Semester | 3W | 32 |
|---|----|----|

| <b>B. Case Studies and Practical Aspect: Clinical Training</b> |   |                   |               |
|--|---|-------------------|---------------|
| No.  | Tasks/ Experiments                                      | Number of Weeks   | Contact Hours |
| 1  | The menopause and post reproductive health              | 3 <sup>rd</sup> W | 6             |
| 2  | Genitourinary problems                                  |                   | 9             |
| 3  | Urogynaecology and pelvic floor problems                |                   | 9             |
| 4  | Benign conditions of the ovary and pelvis               | 4 <sup>th</sup> W | 9             |
| 5  | Benign conditions of the uterus, cervix and endometrium |                   | 9             |
| 6  | Final Clinical Exam                                     | 5 <sup>th</sup> W | 3             |
| Number of Weeks /and Units Per Semester                        |   | 3 W               | 45            |

### V. Teaching Strategies of the Course:

Lectures  
Training  
Case studies  
Discussion  
Self-Learning

### VI. Assessment Methods of the Course:

Quizzes  
Final Theoretical Exam  
Final clinical exam  
Oral discussion  
Homework  
Teamwork  
OSCE

|                   |                      |                       |                          |                          |  |
|-------------------|----------------------|-----------------------|--------------------------|--------------------------|--|
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| VIII. Schedule of Assessment Tasks for Students During the Semester: |                                |                   |      |                                |
|--|--------------------------------|-------------------|------|--------------------------------|
| No.  | Assessment Method              | Week Due          | Mark | Proportion of Final Assessment |
| 1  | Quizzes & Homework             | 3 <sup>rd</sup> W | 10   | 10%                            |
| 2  | Teamwork & Oral Desiccation    | 4 <sup>th</sup> W | 10   | 10%                            |
| 3  | Final clinical exam            | 5 <sup>th</sup> W | 30   | 30%                            |
| 4  | Final Theoretical Exam or OSCE |                   | 50   | 50%                            |
| Total  |                                |                   | 100  | 100%                           |

| IX. Learning Resources:  |  |
|--|--|
| <b>1- Required Textbook(s):</b>  |  |
| 1- Ashley S. Roman , Lauren Nathan , Neri Laufer,2017, Current Diagnosis & Treatment Obstetrics & Gynecology, 12th Edition.  |  |
| 2-Hacker, Moore, GAMB ,2020, Essentials Of Obstetrics and Gynecology 14 Edition, W B Saunders.   |  |
| <b>2- Essential References:</b>  |  |
| 1- Louise C Kenny and Jenny E Myers , 2017 , International Standard Book Obstetric,Edition20,Taylor & Francis Group, LLC.  |  |
| 2- Sally Collins, Sabaratnam Arulkumaran , Kevin Hayes , Simon Jackson , Lawrence Impey,2013, <i>Oxford Handbook of Obstetrics &amp; Gynecology, 12th Edition.</i> |  |
| <b>3- Electronic Materials and Web Sites etc.:</b>   |  |
| <b>Websites:</b>   |  |
| 3- <a href="http://www.taylorandfrancis.com">http://www.taylorandfrancis.com</a> .   |  |

| XI. Course Policies: (Based on the Uniform Students' Bylaw (2007)) |   |
|--|---|
| 1  | <b>Class Attendance:</b><br>Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes. |

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|-------------------|----------------------|-----------------------|--------------------------|--------------------------|--|
| Prepared by:      | Reviewed by:         | Head of department    | Quality Unit:            | Dean of Medicine Faculty | Center of Development and Quality Assurance Dean |
| Dr. Amal AL-asoli | Dr. Salwa Al-Ghomeri | Dr. Muneerah Al-fayik | Dr. Fadhl Shujaa Al-deen | Dr. Salwa Al-Ghomeri     |  |

|   |  |
|---|--|
| 2 | <b>Tardiness:</b><br>A student will be considered late if he/she is not in class after 10 minutes of the start time of class.  |
| 3 | <b>Exam Attendance/Punctuality:</b><br>No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.  |
| 4 | <b>Assignments &amp; Projects:</b><br>Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the mark allocated for the same.   |
| 5 | <b>Cheating:</b><br>Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.  |
| 6 | <b>Forgery and Impersonation:</b><br>Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply. |
| 7 | <b>Other policies:</b><br>The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.                                     |

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