



جامعة الملك سعود بن عبدالعزيز للعلوم الصحية  
King Saud bin Abdulaziz University for Health Sciences

**OFFICE OF THE DEAN**  
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**MEMORANDUM**

Ref.: CON-J/DEA/2023/228

**Date :** 19 December 2023(G)  
6 Jamada El Thaniah 1445(H)

**To :** **Prof. Youssef Al Eissa**  
Vice President, Educational Affairs  
King Saud bin Abdulaziz university for Health Sciences

**From :** **Dr. Hend Alnajjar** *Hend*  
Dean, College of Nursing - Jeddah

**Subject:** Updated DPP Deferment of Internship training - College of Nursing

In reference to the CON Unified Program Curriculum committee, meeting resolution conducted on 06 December 2023, regarding the above-mentioned subject, may we seek your kind approval for the revision of the attached CON Deferment of Internship training DPP.

Thank you for your usual support to the College of Nursing.

Kind regards.

cc: Dr. Moudi Al Bargawi, Dean, CON-R  
Dr. Aziza Al Shehab, Dean, CON-A



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## DEPARTMENTAL POLICIES & PROCEDURES

Department Name: **COLLEGES OF NURSING, KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES**

Region: **CENTRAL, WESTERN AND EASTERN REGION**

Subject: **DEFERMENT OF INTERNSHIP TRAINING**

Original Date: **MARCH 2016**

Revised Date: **DECEMBER 2023**

Reference: **DPP-319652-015-012**

Replacement: This DPP replaces APP CON 027: Deferment of Internship Training and supersedes all of its contents.

Applicable: **This policy is applicable to all KSAU-HS CON Interns.**

### 1. PURPOSE

To outline policies, procedures, and processes governing the nursing internship training deferment.

### 2. DEFINITIONS

- 2.1 **CON:** is an acronym for the College of Nursing, one of the colleges in KSAU-HS, which offers a Bachelor of Science in Nursing with a goal of providing graduate students to be distinctive members of the healthcare workforce.
- 2.2 **CON-IU:** is an acronym for College of Nursing - Internship Unit.
- 2.3 **KSAU-HS:** is an acronym for King Saud bin Abdulaziz University for Health Sciences.
- 2.4 **DAR:** is an acronym for Deanship of Admissions and Registration. Represents the gateway to entering the university, introducing its faculties, academic system, regulations and controls, educating students about registration methods, examination systems, vacations and their dates, preparing general records and results according to the rates achieved by male and female students, issuing graduate documents, issuing cards and academic calendar, and supervising everything relates to graduation ceremonies.
- 2.5 **KSA:** is an acronym for Kingdom of Saudi Arabia.
- 2.6 **Nursing Internship Program:** a total of 52 weeks of mandatory clinical training following successful completion of the BSN credit hours. It is a requirement of the Ministry of Education to award the degree of Bachelor of Science in Nursing and the Saudi Commission for Health Specialties to grant professional registration.

- 2.7 **Nurse Intern:** is a graduate from CON who has successfully completed the credit hours of the BSN program and enrolled in internship training.
- 2.8 **Deferment of training:** postponement of the start of internship training beyond the stipulated starting date by the university, or postponement of training after a timely start.
- 2.9 **Clinical Rotation:** is a specific time that is assigned to each nursing component of the internship program, namely 12 weeks of medical nursing, 12 weeks of surgical nursing, 4 weeks of maternity nursing, and 4 weeks of pediatric nursing (which comprises phase I of the program), and 16 weeks employment linked placement (that comprises phase II of the Internship Program).

### 3. POLICY STATEMENTS

- 3.1 By the end of each academic semester, the CON-IU will receive the ratified name list of CON students who have successfully completed the curriculum credit hours and are eligible to start internship training.
- 3.2 The internship training shall commence twice per academic year according to the KSAU-HS academic calendar.
- 3.3 Deferment of any duration up to three months can be reviewed and decided upon by the concerned Associate/Assistant Dean of Clinical Affairs.
- 3.4 All deferment of training requests that cover a period of more than three (3) months will require an approval from the College Council.
- 3.5 As a general rule, granted deferment by the College Council shall not exceed one (1) year in total. However, in rare and exceptional situations, when the College Council members are satisfied with the nature of the evidence supporting the intern's request, they may exercise discretion and approve deferment for a maximum period of up to two years.
- 3.6 If an intern requests deferment of her training for a period of more than one (1) month, the concerned college will formally notify DAR to withhold payment of the stipend for the same period of deferment.
- 3.7 Whenever deferment is granted the following conditions will apply according to the duration of deferment:
- 3.7.1 If deferment time covers a period of **six (6) months or less and is filed before** commencement of training, the intern will commence her training without any further requirements.
  - 3.7.2 If deferment time covers a period of **six (6) months or less and is filed after** commencement of training, the previous training time will be acknowledged upon recommencement of training provided that a total time of absence from any clinical rotation is not exceeding 25% of the rotation time. If deferment exceeds 25% of a rotation time, the entire rotation will be repeated.
  - 3.7.3 If deferment time covers a period of **more than six (6) months but less than one year and is filed before or after** the commencement of training, the intern must repeat the entire internship training right from the beginning.

- 3.7.4 If deferment time covers **one (1)-year period or more but less than two (2) years and is filed before or after** commencement of training, the intern must write and pass the final written and clinical examination of Nursing Care of Adult Patients I&II courses, prior to commencement of training. In such case, class attendance is not required for Nursing Care of Adult Patients I&II courses. The Intern has two attempts to take and pass the exam within six months. If the intern failed the exam, 3.9 will be applied.
- 3.7.5 The intern is not deemed to have deferred her internship unless she obtains official evidence from the Dean of the college, and the official notification is sent to her e-mail from the Dean's Office or his authorized representative.
- 3.8 All types of deferment need a formal communication for recommencement
- 3.9 Deferral should not exceed two consecutive years. Student will be referred to DAR for further actions if the deferral was more than two consecutive years with no valid excuse accepted by the College Council.

#### 4. PROCEDURES

- 4.1 Interns will submit intern's leave Application Form to file deferment requests. Along with it, the intern must attach a cover memorandum explaining the reasons of deferment along with supporting documents.
- 4.2 Routinely, assistant/ associate Dean, clinical affairs or the chairperson of CON-IU will perform counseling to all interns who are requesting deferment to ensure their understanding of the potential consequences of prolonged deferment.
- 4.3 Deferment applications will be submitted to CON-IU at least four (4) weeks prior to the desired starting date of deferment.
- 4.4 The CON-IU shall review the deferment request and decide upon it according to this policy.
- 4.5 The Associate/Assistant Dean, of clinical affairs, will present all deferment requests that cover a period of more than three (3) months to the college council along with the evidence supporting the intern's request.
- 4.6 Whenever the deferment is filed after the commencement of training for a period exceeding one month, The Deanship of Admission and Registration at KSAU-HS will be notified in order to hold/release the stipend of the Nurse Intern.
- 4.7 CON-IU will communicate the decision regarding the deferment request to the concerned intern and, when applicable, to the concerned clinical area.
- 4.8 CON-IU will coordinate with the Head of the Nursing Department at CON whenever theoretical and clinical examinations are required prior to the recommencement of training after deferment.

## 5. RESPONSIBILITY

It is the responsibility of CON Interns, Dean, Deanship of Admission and Registration, CON-Clinical Affairs, Head of Nursing Department, CON-IU and staff involved with interns from the clinical placement sites to ensure effective implementation of this DPP.

## 6. RELATED REFERENCES

- 6.1 Development and Quality Management Affairs (2022). Academic Bylaws: Study and Examinations Bylaws
- 6.2 Nurse Internship field specification

## 7. APPENDICES

Appendix I - Intern's Leave Application Form

## 8. RECOMMENDATIONS

### RECOMMENDED BY:



**Dr. Moudi Albargawi**  
Dean, CON-Riyadh  
Date: 14 December 2023



**Dr. Hend Almajjar**  
Dean, CON-Jeddah  
Date: 18 Dec 2023



**Dr. Aziza Alshehab**  
Dean, CON-Al Ahsa  
Date:

## 9. APPROVAL

### APPROVED BY:



**Prof. Youssef Al Eissa**  
Vice President, Educational Affairs  
King Saud Bin Abdulaziz University for Health Sciences



## INTERN LEAVE REQUEST FORM

### Section I - To be completed by the Intern

Name of Intern : ..... Badge No. : ..... Date of Request : .....  
Contact No. : ..... E-mail : .....  
Rotation : ..... Unit : .....  
Start Date of Leave : ..... End Date of Leave : .....

REASON FOR LEAVE	SUPPORTING DOCUMENTS REQUIRED
<input type="checkbox"/> <b>Sick Leave</b>	Medical Report
<input type="checkbox"/> <b>Maternity Leave</b>	
<input type="checkbox"/> <b>Annual Leave</b>	Rotation Plan
<input type="checkbox"/> <b>Compassionate Leave</b>	Death Certificate
<input type="checkbox"/> <b>Educational Leave</b>	Registration Form
<input type="checkbox"/> <b>Sick Call :</b> <input type="radio"/> 1st <input type="radio"/> 2nd <input type="radio"/> 3rd	Forwarded Email of Notice to the Unit
<input type="checkbox"/> <b>Deferment of Training</b>	Formal Written Request from Intern
<input type="checkbox"/> <b>Other</b> .....	Formal Written Request from Intern

Intern's Signature

Date

### Section II - For College of Nursing Use Only

#### REVIEW:

Type of Leave :  **Authorized**  **Not Authorized**  **Clarification Required**

#### APPROVAL:

**Request Approved**  **Request Denied**  **Request referred to College Council** (more than 6 months)

#### Reason for Denial:

.....  
.....  
.....

Assistant/Associate Dean, Clinical Affairs  
(Name & Signature)

Date