



# **Unaizah College of Medicine and applied medical sciences dress code policy**

## **UCM-DCP**

Purpose	Regulate dress codes and professional attire for personnel, staff and students; and set forth a framework of enforcement and application of such regulations.
Scope	Dress codes and professional attire of: personnel, staff and students at UCM.
Definitions	As described in the attached statement.
Policy statement	As attached.
Authorizing governance	The general presidency of scholarly research and Ifta, Fatwa No. 8863, 6908, 6544 and 3079. Qassim University Disciplinary Guidelines. College Council decision No. on
Supporting guidelines	Resalat Alhejaab (booklet written by the late Unaizah clerk Mohammad Bin Othimeen (Professor of Islamic Law)
Responsibility of implementation	-Vice dean of academic affairs. -Vice dean of female students affairs.
Status	New
Related policies	-Deanship of admission and registration's policies. -Qassim university's Student's guide
Date effective	May 29th, 2017
Expiration	May 29th, 2018
Owner	The Dean's office
Author	Dr. Fahad Alhajjaj.
Reviewer	Dr. Abdullah Alnafeesah. Dr. Ashwaq Aleid.
Approved by	Dean of UCM: Prof. Saleh Aldamigh.
Content enquiries	The Dean's office

## Article 1

### Governance

#### Section A: Introduction.

- 1.1. The Unaizah College of medicine and applied medical sciences has an interest in its representation by personnel, staff and students; attire is part of its representation by all parties engaged in educational, medical, recreational and religious activities.
- 1.2. Although UCM is a Muslim college that follows the Kingdom of Saudi Arabia's constitution; the college retains its right in interpretation and implementation of all general governance policies.
- 1.3. The college council has delegated all of its governance capacity concerning dress codes to UCM-DCP; it is therefore the University's Council capacity to appeal, amend or modify UCM-DCP based decisions.
- 1.4. The Unaizah College of medicine and applied medical sciences' dress code policy aims to regulate all dress codes at UCM campus as well as contracting hospitals and other healthcare facilities to the extent that is limited by original employment and academic status.
- 1.5. The Unaizah College of medicine and applied medical sciences' dress code policy is the reference governing policy to all dress codes at UCM. Any other roles or regulation departmental or otherwise, before or after the approval's date of UCM-DCP are invalid unless issued as a direct extension of UCM-DCP and authorized by the college council with no conflict with UCM-DCP; if a conflict does in fact exist between said regulation and UCM-DCP, UCM-DCP overrules.

#### Section B: Application.

- 1.6. UCM-DCP is applied to all its employees including educators and instructors as well as students of all programs and levels including internships and preparatory programs.
- 1.7. Monitoring of application and enforcement of the policy is as follows:

Subject(s)	Monitoring	Enforcement
Dean	College Council	College Council
Vice dean of female student's affairs	-A female chairperson authorized by the College Council.	College Council
Vice and associate deans	-Dean. -Vice dean of female student's affairs (for female staff).	College Council

Chairpersons of departments	-Vice dean of clinical affairs (for male staff). -Vice dean of female student's affairs (for female staff).	
Non educational staff	-Chief of administration (male staff). -Assigned senior female administrator (for female staff).	Dean
Educational staff	-Vice dean of clinical affairs -Chairpersons of departments	Dean
Preparatory program students	-preparatory program educators. -Vice dean of academic affairs. -Vice dean of female student's affairs.	-Vice dean of academic affairs. -Vice dean of female student's affairs. -Deanship of educational services.
Students enrolled in UCM programs	-Dean. -Educators. -Exam proctors. -Vice and associate deans. -Chairpersons of departments. -Students' affairs staff.	-Vice dean of academic affairs. -Vice dean of female student's affairs.

- 1.8. If the monitoring party is composed of multiple personnel, the most senior UCM employee of which assumes the primary role and may elect to delegate his or her authority to another party from the group.

## Article 2

### Students' dress code

#### Section A: Introduction.

Students at UCM are expected to adhere to professional attire at all times including hospital based educational activities. Failure to comply with the dress code will result in disciplinary actions as outlined in Article 5 subject to the discretion of the authorities in charge of UCM-DCP policy enforcement as outlined in article 1.

#### Section B: Male students.

##### Paragraph A: University preparatory year.

- 2.1. The Saudi national outfit is the dress code for male students in preparatory year.
- 2.2. Headgear are optional as long as the students' hair is of professional appearance that is acceptable to the enforcement party.
- 2.3. Cloaks of all types are not permitted on UCM campus.
- 2.4. Footwear shall be worn at all times and it should have a professional appearance.
- 2.5. Necklaces, piercings, non-medical contact lenses and tattoos are not allowed in UCM campus and if they are permanently installed, they shall be covered appropriately.

##### Paragraph B: Professional programs.

- 2.6. Medical scrubs with the appropriate color shall be worn at all times; the approved colors of UCM programs are:

Program	Color of scrubs
Preparatory year II	Green
MD program (MD 1, MD 2)	Green
MD program (MD 3, MD 4)	Light blue
FMD program	Turquoise
BSc-EMS program	Dark red
BSc-RT program	Dark blue

- 2.7. Students of all programs shall wear lab coats with UCM or QU symbol on their upper pocket during clinical, simulation and laboratory hours. The lab coat shall be lower than the knee front buttoned with long sleeves. It shall not be tight as to restrict equipment or patient handling.
- 2.8. Students of the following programs shall wear specific lab coats in sessions not outlined in 2.7:

Program	Type of lab coat
MD program	Above knee consultation lab coat
FMD	Above knee consultation lab coat

- 2.9. Socks and shoes shall be worn at all times.

## Section C: Female students.

### Paragraph A: Preparatory years.

- 2.10. Students shall wear wide long non-transparent skirts that has no cuts; the skirt should not be a skinny skirt and it should not be descriptive of body parts underneath it.
- 2.11. Skirts shall be black in color with no decorations or embroidery of any kind.
- 2.12. Blouses should be overlapping above the waistline with the skirt of minimum five centimeters the blouses has to have long non-transparent sleeves.
- 2.13. Headgear including complete non-transparent face cover shall be worn in open areas where males may have a direct or indirect line of sight.
- 2.14. Socks and shoes shall be worn at all times and they should cover the entire foot.
- 2.15. Abaya is not allowed in educational venues.
- 2.16. Hand jewelry and light make up are allowed unless direct or indirect male line of sight is expected; if exposure is expected then hand jewelry should be kept to minimum and makeup should not be used.
- 2.17. Abaya of appropriate appearance (entirely black with no embroidery) as well as a cover of the head and the entire face should be worn during entry and exit from the female buildings.
- 2.18. Full dresses of any kind are not allowed in the campus including but not limited to JALLABIAH.

### Paragraph B: Professional programs.

- 2.19. Students shall wear wide long non-transparent skirts with blouses overlapping above the waist line.
- 2.20. Medical scrub shirts with the appropriate color may be worn as long as they meet the following two conditions: they overlap the skirt for a minimum length of 5 centimeters; and they are one size bigger than the appropriate size of the students' body. The approved colors of UCM programs are:

Program	Color of scrubs
MD program (MD 1, MD 2)	Green
MD program (MD 3, MD 4)	Light blue
FMD program	Turquoise
BSc-EMS program	Dark red
BSc-RT program	Dark blue

- 2.21. Students of all programs shall wear lab coats with UCM or QU symbol on their upper pocket during clinical, simulation and laboratory hours. The lab coat shall be lower than the knee front buttoned with long sleeves. It shall not be tight as to restrict equipment or patient handling.
- 2.22. All female students are permitted to wear full length lab coats; students of the following programs are mandated to wear lab coats in sessions not outlined in 2.7:

Program	Type of lab coat
MD program	Full length lab coat
FMD	Full length lab coat

- 2.23. Students not wearing lab coats shall wear a long sleeve undergarment that extends beyond the wrist joint.
- 2.24. Footwear shall cover the entire foot.
- 2.25. Abaya of appropriate appearance (entirely black with no embroidery) as well as a cover of the head and the entire face should be worn during entry and exit from the female buildings.
- 2.26. Full dresses of any kind are not allowed in the campus including but not limited to JALLABIAH.

## **Article 3**

### **Educational staff's dress code**

#### **Section A: Introduction.**

Educational staff at UCM are expected to adhere to professional attire at all times including hospital based educational activities. Failure to comply with the dress code will result in disciplinary actions as outlined in Article 4 subject to the discretion of the authorities in charge of UCM-DCP policy enforcement as outlined in article 1.

#### **Section B: Male educators.**

- 3.1. Male educators may elect to wear the national Saudi outfit; they may also elect to wear scrubs only, scrubs and lab coats or professional suits.
- 3.2. Footwear of appropriate appearance is mandated.

#### **Section C: Female educators.**

- 4.1. Female educators may elect to wear wide non transparent long skirts of any color with blouses of their choosing but a lab coat with UCM or QU logo is mandated in clinical and laboratory sessions.
- 4.2. Abbaya of appropriate appearance (entirely black with no embroidery) as well as a cover of the head and the entire face should be worn during entry and exit from the female buildings.
- 4.3. Footwear of appropriate appearance is mandated.
- 4.4. Hand jewelry and light makeup is permitted if the staff is not expected to be seen by males; if exposure is expected then hand jewelry should be kept to minimum and makeup should not be used.
- 4.5. Full dresses of any kind are not allowed in the campus including but not limited to JALLABIAH.



## **Article 4**

### **Educational staff's dress code**

#### **Section A: Introduction.**

Non-educational staff at UCM are expected to adhere to professional attire at all times including hospital based educational activities. Failure to comply with the dress code will result in disciplinary actions as outlined in Article 4 subject to the discretion of the authorities in charge of UCM-DCP policy enforcement as outlined in article 1.

#### **Section B: Male administrators.**

- 5.1. Male administrators should wear the Saudi outfit including the headgear.
- 5.2. Footwear of appropriate appearance is mandated.

#### **Section C: Female administrators.**

- 6.1. Administration staff shall wear wide long non-transparent skirts that has no cuts; the skirt should not be a skinny skirt and it should not be descriptive of body parts underneath it.
- 6.2. Skirts shall be dark in color with no decorations or embroidery of any kind.
- 6.3. Blouses should be overlapping above the waistline with the skirt of minimum five centimeters the blouses has to be longer than mid arm.
- 6.4. Headgear including complete non-transparent face cover shall be worn in open areas where males may have a direct or indirect line of sight.
- 6.5. Socks and shoes shall be worn at all times.
- 6.6. Hand jewelry and light make up are allowed unless direct or indirect male line of sight is expected; if exposure is expected then hand jewelry should be kept to minimum and makeup should not be used.
- 6.7. Abaya of appropriate appearance (entirely black with no embroidery) as well as a cover of the head and the entire face should be worn during entry and exit from the female buildings.
- 6.8. Footwear shall cover the entire foot.
- 6.9. Full dresses of any kind are not allowed in the campus including but not limited to JALLABIAH.

## Article 5

### Violations and penalties

#### Section A: Introduction.

##### Paragraph A: Rationale.

Although UCM assumes all of her staff and students to be law abiding and in good standing with UCM-DCP; the following is an outline of penalties in case a violation is observed or reported.

##### Paragraph A: Enforcement mandates.

- 5.1. The monitoring party is obligated to observe the full application of UCM-DCP in all applicable circumstances.
- 5.2. The monitoring party may elect to do random searches, inspections and observations.
- 5.3. The monitoring party shall announce its decision by any means it see fits; announcements may contain photographs or physical specimens of confiscated or violating items. The violator has no right of anonymity in UCM-DCP.
- 5.4. Decisions of the monitoring party are final once announced publically.

#### Section B: Students.

- 5.5. Violations of UCM-DCP may be divided into three types:
  - 5.5.1. Minor violation.
  - 5.5.2. Major violation.
  - 5.5.3. Critical violation.

The monitoring party is the sole decision maker to a specific violation in which category it falls. The monitoring party is encouraged though to announce the categorization of violations as it sees them.

- 5.6. Penalties are as follows:

Type of violation	Frequency	Penalty options
Minor	First violation	-Verbal warning. -Expulsion of the student from an activity he is attempting to attend while processing the violation whether it be an assessment, educational or otherwise.

Minor	Second violation	-Written warning letter not to be submitted to the dean's office. -confiscation of items in violation of UCM-DCP.
Minor	Third violation	-written warning letter to be submitted to the dean's office. -Increase of minimum attendance to 85%. -Disciplinary failure in one of the year's courses.
Major	First violation	-written warning letter to be submitted to the dean's office. -Increase of minimum attendance to 85%. -Disciplinary failure in one of the year's courses.
Major	Second violation	-Disciplinary failure in three of the year's courses. -Cancelation of all courses in the same semester.
Major	Third violation	-Cancelation of all courses in the same semester. -Cancelation of all courses in the current year.
Critical	First violation	-Cancelation of all courses in the current year. -Expulsion from the university.
Critical	further violations	-Expulsion from the university.

### Section C: Employees.

Due to the heterogeneity of this group the specifics of penalties are left to the enforcement party within the limits of contract terms, national laws of employment and QU regulations.