

# STUDENT HANDBOOK

## College of Pharmacy

### Doctor of Pharmacy

(PharmD) Program

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## 1.1 MESSAGE FROM THE DEAN

Dear students, Welcome to the College of Pharmacy at Jazan University. It is my pleasure to introduce our college's student handbook for the year 2019-2020. The main purpose of Student Handbook is to welcome new students to the College and to provide College's policies, resources, program for staff members as well as for students.

The College strongly believes that each of you will have much to contribute to our community and life in Jazan. We expect that you will get the most benefits as the College represents a knowledge gaining place with much to offer you, including outstanding staff members as well as an excellent curriculum. Our college is involved in conducting Doctor of Pharmacy (Pharm. D) program to prepare competent clinical pharmacists for the future.

The primary mission of the program is to impart high quality pharmaceutical education for building up competent and skilled professionals and producing highly significant scientific research in pharmaceutical fields and effectively participate in community services and development both in Jazan Province as well as in the Kingdom.

The College of Pharmacy promotes an environment of mutual respect and collaboration with high Islamic ethical standards. I am extremely thankful to President of Jazan University, His Excellency Dr. Mar'ei bin Hussein Al-Qahtani for his unlimited support and encouragement.

**Dr. Abdulkarim M. Meraya**  
Dean, College of Pharmacy

## 1.2 PROGRAM ADMINISTRATION



**Dr. Abdulkarim M. Meraya**  
Dean, College of Pharmacy



**Dr. Osama Madkhali**  
Vice Dean - Development



**Dr. Asim Najmi**  
Vice Dean - Academic Affairs



**Dr. Marwa Qadri**  
Vice Dean - Female

## 1.3 COLLEGE HISTORY

The College of Pharmacy was established by His Highness's auspicious Royal Decree no 5150/MB. Dated 3/7/1429 AH to be among a group of colleges of Pharmacy in the Kingdom. These colleges provide the Pharm.D program to educate and train students in the discipline of Pharmacy where in the students enrol and graduate as pharmacists holding Pharm.D degree and render their services to their homeland.

## 1.4 MISSION, GOALS & GRADUATE ATTRIBUTES

### Mission of the Program

**The mission of PharmD program is to prepare skilled pharmacy professionals having the abilities to conduct research and effectively participate in community activities.**

### Program Goals

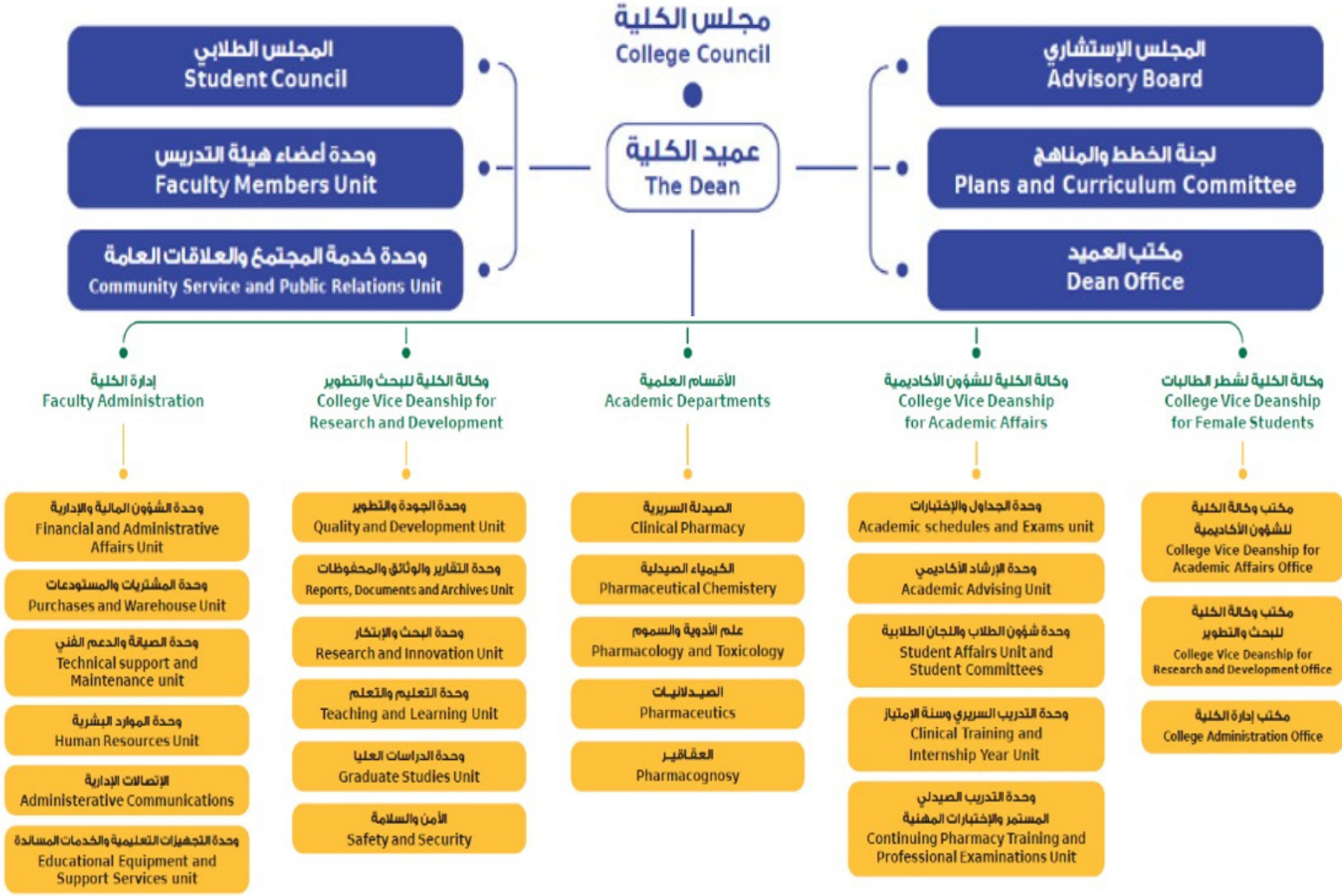
- 1. Establish student-centered learning and academic environment**
- 2. Develop an effective practice of pharmacy**
- 3. Participate in program-related community services**
- 4. Enhance scientific research skills**
- 5. Practice patient-centered approach in providing comprehensive medication management**
- 6. Promote ethical practices with honesty, trust, and respect with patients and other healthcare professionals**

### Graduate Attributes

**The graduates of our Pharm. D. program are expected to have the following attributes:**

- 1. Patient-centered pharmacy practitioner**
- 2. Ethical pharmacy professional**
- 3. Scholar practitioner**
- 4. Effective communicator**
- 5. Health and wellness educator**
- 6. Life-long learner**

## 2. ORGANIZATION



### 3. ABOUT DOCTOR OF PHARMACY (PHARM D) PROGRAM

The Doctor of Pharmacy (PharmD) program at the College of Pharmacy, Jazan University is committed to provide a distinguished undergraduate educational experience that prepares Doctor of Pharmacy (PharmD) students to become ethically competent pharmacists with a responsibility towards the community and aspiring for higher studies and specialization.

The PharmD program provides students and other stakeholders with detailed information on the program specifications. This includes study plan, credit-hour requirements, and college requirements together with details of the courses to be taken each semester (Program Specification). The PharmD curriculum includes a six-year undergraduate degree program and applies an interdisciplinary thematic approach, integrating biomedical and clinical sciences with communication skills, and clinical training at hospitals and other primary healthcare facilities. The program policies of the College of Pharmacy, Jazan University are aimed at providing patient-focused pharmacy education and professional development. This starts from the planning of the program and individual courses, implementation and periodic evaluation to ensure that best practices are being followed. This promotes consistency between the program learning outcomes, teaching and learning strategies and the methods of assessment.

#### 2.1 TEACHING AND LEARNING STRATEGIES

The learning environment is structured to provide appropriate facilities with flexibility in time, place, and style of learning according to national and international standards. The PharmD program is created as an integrated curriculum according to the National Qualification Framework for Higher Education in the Kingdom of Saudi Arabia. The following are the key principles of the teaching and learning strategies of our Pharm. D program-

- **Student-centered teaching and learning** where the curriculum addresses the learning needs of the students along with feedback.
- **Pharmacy-focused teaching and learning** which prepares the students to be skilled in professional practice
- **Value-based education** where students are responsible and are committed to be a life-long learner.

The PharmD program promotes a culture that enhances teamwork, collaboration, critical thinking, analytical thinking, scientific inquiry, lifelong learning, time management, and service delivery. These elements are embraced by our PharmD students and are recognized as important pillars to contribute to effective care delivery in pharmacy practice. In addition, students should consider that the assessments at various phases of the program are designed to recognize their achievements and development rather than to achieve superficial learning. The assessments are constructive and monitor the development of key attributes and qualities rather than reward short-term superficial learning.

## 2.2 STUDENT ADMISSION AND SUPPORT

A copy of the University regulations regarding admission requirements for the program is available on the University website.

### 2.2.1 ADMISSION REQUIREMENTS

**The candidates seeking admission in the Pharm.D. program should fulfil certain criteria set by Jazan University in general and College of Pharmacy in specific. The criteria are as follows:**

- The University counsel along with college counsel fist decide the number of students to be admitted in coming academic year.
- The applicant must be a Saudi national.
- The applicant should hold High School Scientific Certificate or any other equivalent certificate with at least 90% marks in mainly science subjects (Physics, Chemistry, Biology, English).
- The applicant must apply for admission in the program within five years from the receipt of Secondary School Certificate, until unless exceptional exemption by the counsel for convincing circumstances.
- The applicant should qualify admission test, interview or review processes conducted by university or college.
- Any other requirement set by university or college of pharmacy should also be fulfilled.
- The candidate must qualify the general entrance exam examination for the health colleges.
- The applicant should pass the medical examination to prove their medical fitness cording to the criteria set by university.
- The applicants should demonstrate good conduct and behavior.

- That the applicant has not been dismissed from any of the colleges or universities of the Kingdom on disciplinary grounds; his acceptance will be nullified if it would become apparent later on.
- The applicant already registered in other program of Jazan university or any other university will not be eligible for admission in Pharm. D. program. If such information revealed after registration, the same will be cancelled by The Deanship of Admission and Registration, Jazan University. However, the university administration may exempt from such cancelation, if the students is able to provide convincing reason.
- The rate of admission is as follows:
  - **60% of the high school degree.**
  - **15% of the degree of the capacity test.**
  - **25% of the degree of the exam.**

Students are admitted to the trade fair after passing the personal interview and according to the available seats in the college.

## REQUIREMENTS FOR TRANSFER

**Students already perusing Pharm.D. course form other college/university of the Kingdom of Saudi Arabia may seek transfer to College of Pharmacy Jazan University. The following requirements must be fulfilled:**

- The applicant must submit the approval of transfer issued by his/her current college/university administration.
- The transfer will be taken only from recognized college/institution.
- The student has not been dismissed from the college on disciplinary grounds.
- The applicant's cumulative average of GPA should not less than 3.00 out of 5.00.
- The applicant's file will be reviewed by College Counsel, whose recommendation will be final for consideration.
- The transfer procedures shall be completed within the period specified in the approved academic calendar.
- The number of units required for the transfer of students at Jazan University must not be less than (60%) of the total number of units required to obtain a bachelor's degree from the University.

The applicants fulfilling all the requirements are admitted in the program, the number depends on the number available seats identified on the basis of the college capacity. In 2019, "**Student Guide**", was published, which is a comprehensive guide for all students admitted to various programs run under Jazan University. The booklet intended to serve as a guide for students helpful to understand the regulations. The guide contains important information related to academic activities, student related activities and services, rights and duties of the students. It clearly describes the mechanisms of admission for male and female students. It also explains the of transfer from other universities or colleges running PharmD program.

[https://www.jazanu.edu.sa/Administrations/vpacademic/documents/student\\_guide.pdf](https://www.jazanu.edu.sa/Administrations/vpacademic/documents/student_guide.pdf)

## 2.2.2 GUIDANCE AND ORIENTATION PROGRAMS FOR NEW STUDENTS

As the new students joining the program are coming from school level to the university level (higher education level), therefore, they required to properly understand the difference between two levels of study and their responsibilities and duties associated with this transition. Consequently, the guidance and orientation program for new students is being conducted by the faculty at the beginning of each academic session. The program may be considered as awareness sessions which consists of a welcome ceremony for new students in addition to presentation of the general introduction of the college of pharmacy and basic information about the Pharm.D. program. A brief discussion about the teaching and learning activities in the college of pharmacy along with the rules, regulations and duties for the good conduct in the college are presented to the new students. The event is started with the welcome lecture from Dean of the College, and all the, Heads of Departments and teaching staffs, members of the units and committees are generally present during the program.

The program provides orientation for new students to the academic environment. Beside the '**Student Guide**', the '**Procedural Manual for Study Plans and Programs**' and the '**Guide to Colleges and Specialties**'. The Vice Presidency of Academic Affairs possesses several units and committees for the orientation of new studen

- The Academic Advising Unit offers "The Academic Advising Package for the first week", to the newly registered students (<http://centers.jazanu.edu.sa/aau/Pages/Guidingbagforfirstweek.aspx>). It contains mainly four documents, including, File 1: Profile; File 2: The electronic portal of the university; File 3: A form prepared for the student and File 4: Evaluation Form. The Academic Advising Unit in the College is responsible for the implementation of these activities.
- The College web site also display information regarding academic activities and environment in the college. It explains about laboratories, class rooms, library facilities, and staff members. The Blackboard platform offers excellent method of approaching students in terms of online lecturing, conducting quizzes and other assignments.



### 2.2.3 STUDENT COUNSELING SERVICES (ACADEMIC, CAREER, PSYCHOLOGICAL AND SOCIAL)

The **Academic Advising Unit (AAU)** of the college is responsible for the management of academic counselling of the students of each level under the supervision of Vice Dean of Academic Affairs. The Academic Unit is consisting of a Head of the Unit and few members, who are responsible to record and maintain the performance of each and every student on regular basis and assign the students to teaching faculties for guidance and counselling. Students can easily trace their Academic advisor through the University website (<http://centers.jazanu.edu.sa/aau/Pages/supervisorsNames.aspx>). The process of student counselling in the college of pharmacy is undertaken through following steps:

- The Academic Advising Unit of the college of pharmacy maintains a longitudinal database of the student profile and academic performance and monitor from one semester to another.
- Every semester, a limited number of students (usually 5-10) are assigned to each teaching staffs, who conducts regular meeting with the students on personal basis as a group or individually.
- At the beginning of each academic session, the AAU prepares a list of students with poor academic performance (GPA less than 3).
- The list is submitted to the respective academic advisors, who initiate remediation process through meeting each student, try to find the reasons and providing necessary counselling to overcome academic, social or psychological difficulties faced by the students, if any.
- The academic advisors have to submit a report to the AAU at every week on the number theoretical and practical sessions missed by their students; in addition to that, the academic advisors also notify the students and trying to find the reasons and finally submit the report to the AAU for further action.
- The academic advisors prepare a study plan for all irregular students and arrange a meeting with them for clarification and discussions regarding further conduct.
- Apart from counseling to improve the academic achievement, the academic advisors also provide career counselling, mainly to graduating students, which may be helpful to find better jobs or pursue further studies.
- Every teaching faculty of the college of pharmacy has display office hours, during that time he/she will be available to clear the doubts related to theory and practical contents of his/her subjects.

## 2.2.4 STUDENT SUPPORT:

**The following practices are adapted to identify the low achievers and assist them improve their performance:**

- o The Academic Advising Unit maintains the records and monitors the academic performance of each student in the program.
- o The low achievers (generally the students with GPA less than 3) are identified and the lists are sent to respective academic advisors.
- o The academic advisors review the performance of each students under his/her supervision and contact them and arrange meeting to discuss and identify the possible reasons for students' deficiencies.
- o The students and academic advisors on a plan to improve the performance of the students that includes, suggestions extra efforts to follow the course activities, approach links for specific topics to improve the understanding of the subject.
- o Students are advised to utilize the office hours of the concern teachers have further explanation of the contents they face difficulty in.
- o Hold revision group session for both theory and practical classes.
- o Conduct extra tests before midterm and final examination to monitor the preparation of students and find the topics which need further improvement.
- o The attendance of the students in theory as well as practical classes are also monitored, which should be not less than 75% as per the university regulation.
- o Report on all undertaken efforts and activities is submitted to academic advising unit which helps to provide further assistance, if needed.
- o Confidentiality of the students' personal and academic information should be maintained by the academic advisor and AAU.

**The program has provision to provide academic, psychological and personal assistance to the students who developed temporary medical conditions. The case will be evaluated, and necessary support are provided on case-by-case basis. The following common provisions are provided:**

- o The university has provision give excuse in the attendance on basis of medical conditions.
- o Special parking is available for the vehicles belonging to disabled person.
- o Required support during regular classes and special assistance in the laboratory are provided.
- o Extended time of testing, as per requirement.
- o Lift service are available in the college building.

- Student Affairs Unit in the college of pharmacy are keen to support the talented students to show their capabilities in the academic and extracurricular activities.
- Students in the program are offered a variety of extracurricular activities in different areas to develop their abilities and skills, and the program takes appropriate actions to support and motivate their participation. The college conduct annual program to recognize extracurricular activities of the talented students, tournaments are organized in different sports at university level.
- The college of pharmacy has "Balsam Club" which a student forum to participate in a variety of activities. The club is organized by students under the supervision assigned faculty member. In this forum, the students with extraordinary capabilities can display
- their creative talents through a number of activities. Through community participation programs, the Balsam Club organizes health camps and workshops at the public places which help to enhance the health awareness among the common people. The club also volunteered the Continuous Professional Development (CPD) for students, teaching staffs and health professionals.
- The university has established the "Jazan University Excellence Award" (<http://deanships.jazanu.edu.sa/dev/jue2nd/Pages/Default.aspx>). One of the aims of this award is to encourage students for academic achievement, creativity, and participation in the services of the university and society; to recognize and reward outstanding students. Usually, the students with excellent performance are identified and supported for local and national academic competitions, generally they are the first choice to represent the College and the University at national forum (gifted students).

## 3. CURRICULUM

### 3.1 ACADEMIC TERMS

- **Semester:** Study period no less than 15 weeks excluding registration and final exams periods.
- **Summer Semester:** Study period no more than 8 weeks excluding registration and final exam periods. Course time is doubled during summer semester.
- **Academic Level:** Study level as per approved study plan.
- **Study Plan:** Mandatory, elective, and free courses required for graduation in a specific specialty.
- **Course:** Subject matter in certain academic level of a study plan in a program with a course name, code, number, description, and specifications kept in course file in academic department for regular follow up, evaluation, and improvement. Course may have pre-requisite or co-requisite.
- **Academic Unit:** Weekly theoretical lecture, clinical study no less than 50 minutes, or field work no less than 100 minutes.
- **Academic Warning:** Notice issued to a student in response to a GPA lower than the minimum required score as per regulations.
- **Course Work Marks:** Marks awarded for student work, exams, research, and learning activities during a semester.
- **Final Exam:** Exam held at the end of a semester.
- **Final Exam Marks:** Marks awarded to a student in the final exam.
- **Final Mark:** Sum of course work marks and final exam marks for each course out of 100.
- **Grade:** Description of percentage of final mark of a course.
- **Incomplete:** Temporary grade for students who could not sit for the final exam, referred to as (IC).
- **In Progress:** Temporary grade for students whose study requires more than one semester, referred to as (IP).
- **Semester Grade:** Total points scored by student divided by all units studied in a given semester. Points are calculated by product of course units and grade in each course.
- **Grade Point Average (GPA):** Total points scored by student in all studied courses in passed levels divided by the total units of studied courses.
- **General Grade:** Description of student learning level during study.
- **Credit Hours:** Points describing expected learning load required to pass a learning unit or course as part of program units.
- **Contact Hours:** Total theoretical and practical classes hours that a student takes to gain skills required in the course objectives.

## 3.2 CURRICULUM STRUCTURE

### NEW :

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required	3	6	3
	Elective			
College Requirements	Required			
	Elective			
Program Requirements	Required	64	166	81
	Elective			
Capstone Course/Project				
Field Experience/ Internship		8	32	16
Others				
<b>Total</b>		<b>75</b>	<b>75</b>	<b>204</b>

### OLD :

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required	6	12	7.04
	Elective			
College Requirements	Required			
	Elective			
Program Requirements	Required	69	167	81.20
	Elective			
Capstone Course/Project				
Field Experience/ Internship		10	30	11.76
Others				
<b>Total</b>		<b>85</b>	<b>85</b>	<b>209</b>

### 3.3 PROGRAM STUDY PLAN

## New Plan

Level	CourseCode	Course Title	Required or Elective	Pre-Requisite Courses	CreditHours	Type of requirements (Institution, College or Department)
Level1	ENG 181	English Language for Health Specialties 1	Required	–	4	Program
	101 ISLM	Islamic Culture 1	Required	–	2	University
	102 ARA	Arabic Writing	Required	–	2	
Level2	105 PHYS	Physics for Health Specialities	Required	ENG-181	4	Program
	ENG 182	English Language for Health Specializations 2	Required	ENG-181	4	
Level3	105 CHEM	Chemistry for Health Specialities	Required	ENG-181	4	Program
	105 BIO	Biology for Health Specialities	Required	ENG-181	4	
	ENG 182	English Language for Health Specializations 3	Required	ENG-182	4	
Level4	221 PHC	Pharmaceutical Chemistry-1	Required	First Year	2+1= 3	Program
	231 PHL	Anatomy & Physiology – I	Required		3+1= 4	
	242 PHCL	Medical and Pharmaceutical Terminology	Required		2	
	102 ISLM	Islamic Culture 2	Required		2	University
Level5	HLT-201	Biochemistry	Required		2	Program
	232 PHL	Anatomy & Physiology – II	Required	231 PHL	3+1= 4	
	211 PHT	Pharmaceutical Calculation and Mathematics	Required		2+1= 3	
	212 PHT	Microbiology – I	Required		2+1= 3	
Level6	213 PHT	Pharmaceutics – I	Required		2+1= 3	Program
	222 PHC	Pharmaceutical Analysis	Required	211 PHT	2+1= 3	
	224 PHCL	Introduction to Pharmacy and health care system	Required		2	
	233 PHL	Biochemistry - II	Required	HLT-201	2+1=3	
	243 PHCL	Pharmacy Practice Skills - I (Communication Skills & Professionalism)	Required	–	1	
Level7	312 PHT	Pharmaceutics – II	Required	213 PHT	2+1= 3	Program
	313 PHT	Immunology	Required	–	2+1= 3	
	344 PHCL	Pathology and Histology	Required	–	2	
	323 PHC	Drug Discovery & Development	Required	–	1	
	361 PHG	Natural Products & Dietary Supplements I	Required	–	2+1= 3	

Level	CourseCode	Course Title	Required or Elective	Pre-Requisite Courses	CreditHours	Type of requirements (Institution, College or Department)
Level8	331 PHL	Pharmacology – I	Required	231 & 232 PHL	2+1 = 3	Program
	341 PHCL	Pharmacy Practice Skills-II(Drug Information- I & Health Informatics)	Required	–	1	
	311 PHT	Microbiology – II	Required	212 PHT	2+1 = 3	
	321 PHC	Pharmaceutical Chemistry – II	Required	221 PHC	2+1 = 3	
	362 PHG	Natural Products & Dietary Supplements II	Required	361 PHG	2	
Level9	342 PHCL	Basic Life Support /First Aid	Required	–	2	Program
	332 PHL	Pharmacology – II	Required	331 PHL	2+1 = 3	
	343 PHCL	Pharmacy Practice Skills - III(Patient Assessment & General Therapeutics)	Required	–	1	
	345 PHCL	IPPE (Community Pharmacy)	Required	–	3	
	314 PHT	Pharmaceutics – III	Required	213 PHT	2+1 = 3	
	322 PHC	Pharmaceutical Chemistry -III	Required	321 PHC	2+1 = 3	
Level10	411 PHT	Biopharmaceutics & Pharmacokinetics	Required	–	2+1 = 3	Program
	431 PHL	Molecular Biology & Pharmacogenomics	Required	–	2	
	432 PHL	Pharmacology – III	Required	331 PHL	2+1 = 3	
	441 PHCL	Biostatistics & Research Design	Required	–	3	
	443 PHCL	Pharmacy Practice Skills-IV(Drug Information II & Literature Evaluation)	Required	–	1	
Level11	434 PHL	Molecular Pharmacology	Required	–	2	Program
	442 PHCL	Pathophysiology & Pharmacotherapy – I	Required	344PHCL332 PHL	4	
	421 PHC	Pharmaceutical Chemistry -IV	Required	321 PHC	2	
	412 PHT	Pharmaceutics-IV	Required	–	2+1 = 3	
	446 PHCL	Pharmacy Regulation & Ethics	Required	–	1	
Level12	433 PHL	Pharmacology – IV	Required	331 PHL	2	Program
	444 PHCL	Pathophysiology & Pharmacotherapy – II	Required	344 PHCL432 PHL	4	
	445 PHCL	Pharmacy Practice Skills- V(Therapeutic Drug Monitoring)	Required	–	1	
	413 PHT	Pharmaceutical Biotechnology	Required	–	2+1 = 3	
	447 PHCL	IPPE (Institutional Pharmacy)	Required	–	3	

Level	CourseCode	Course Title	Required or Elective	Pre-Requisite Courses	CreditHours	Type of requirements (Institution, College or Department)
Level13	531 PHL	Pharmacology- V	Required	331 PHL	3	Program
	541 PHCL	Self-Care Pharmacotherapy	Required	-	2	
	542 PHCL	Pharmacy Practice Skills - VI(MTM, Community pharmacy skills)	Required	-	1	
	543 PHCL	Pharmacy Practice Management	Required	-	2	
	544 PHCL	Pathophysiology & Pharmacotherapy-III	Required	344PHCL433 PHL	4	
Level14	547 PHCL	Public Health & Social Pharmacy	Required	-	2	Program
	545 PHCL	Pharmacoepidemiology & Medication Safety	Required	-	2	
	546 PHCL	Pharmacy Research Project	Required	-	1	
	548 PHCL	Pharmacy Practice Skills - VII(Intoxication & Poisoning Management Skills)	Required	-	1	
	549 PHCL	Pharmacotherapy of Special Populations	Required	-	2+1 = 3	
Level15	532 PHL	Toxicology & drug abuse	Required	-	2	Program
	550 PHCL	Clinical Nutrition	Required	412 PHT	2	
	551 PHCL	Pathophysiology & Pharmacotherapy-IV	Required	344PHCL531 PHL	4	
	552 PHCL	Pharmacoeconomics & Outcome Research	Required	-	2	
	553 PHCL	Seminars in Pharmacy	Required	-	1	
Level16	651 PHCL	APPE-1Advanced Community pharmacy	Required	Courses of all previous semesters	4	Program
	652 PHCL	APPE-2Advanced Hospital Pharmacy	Required		4	
	653 PHCL	APPE-3Ambulatory care	Required		4	
Level17	654 PHCL	APPE-4Inpatient General Medicine-1	Required		4	Program
	655 PHCL	APPE-5Inpatient General Medicine-2	Required		4	
	656 PHCL	APPE-6 (Elective-1)	Elective		4	
Level18	657 PHCL	APPE-7 (Elective-2)	Elective		4	Program
	658 PHCL	APPE-8Research Practice Experience	Required		4	

# Old Plan

Level	CourseCode	Course Title	Requiredor Elective	Pre- RequisiteCourses	CreditHours	Type of requirements(Institution, College or Department)
Level1	101 ARAB	Arabic Language Skills	Required	–	2	University
	101 COMP	Introduction to Computer	Required	–	3	Program
	102 PRE	Medical Biology I	Required	–	3	
	108 PRE	Medical Chemistry I	Required	–	3	
	161 PRE	Medical Physics I	Required	–	3	
	163 PRE	English Language I	Required	–	3	
Level2	101 ISLM	Islamic Culture I	Required	–	2	University
	105 PRE	Study Skills	Required	–	1	Program
	106 PRE	Medical Biology II	Required	102 PRE	4	
	109 PRE	Medical Chemistry II	Required	108 PRE	3	
	162 PRE	Medical Physics II	Required	161 PRE	3	
	164 PRE	English Language II	Required	163 PRE	3	
Level3	211 PHT	Introduction to Pharmacy Profession	Required	–	1	Program
	221 PHC	Pharmaceutical Organic Chemistry	Required	109 PRE	3	
	231 PHL	Human Physiology - I	Required	106 PRE	2	
	232 PHL	Biochemistry – I	Required	106 PRE	3	
	233 PHL	Anatomy & Histology	Required	106 PRE	3	
	201 MATH	Mathematics	Required	–	2	
	203 ENGP	Basic English Communication Skills	Required	164 PRE	1	
	102 ISLM	Islamic culture II	Required	–	2	University
Level4	212 PHT	Pharmaceutical Microbiology	Required	–	4	Program
	213 PHT	Pharmaceutics – I	Required	–	3	
	222 PHC	Pharmaceutical Analytical Chemistry	Required	–	3	
	234 PHL	Human Physiology – II	Required	231 PHL	3	
	235 PHL	Biochemistry – II	Required	232 PHL	3	
	251 PHCL	First Aid	Required	–	1	
	103 ISLM	Islamic culture III	Required	–	2	University

Level 5	311 PHT	Immunology	Required	–	3	Program	
	312 PHT	Pharmaceutics – II	Required	213 PHT	3		
	321 PHC	Medicinal Chemistry – I	Required	–	2		
	322 PHC	English for Pharmacy – I	Required	–	1		
	331 PHL	Pharmacology – I	Required	234PHL	3		
	361 PHG	Pharmacognosy – I	Required	–	3		
	102 ARAB	Arabic writing	Required	–	2		University
	104 ISLM	Islamic culture – IV	Required	–	2		University
Level 6	313 PHT	Pharmaceutics – III	Required	312 PHT	3	Program	
	323 PHC	Drug Discovery and Development	Required	–	1		
	324 PHC	Medicinal Chemistry – II	Required	321 PHC	3		
	325 PHC	English for Pharmacy – II	Required	–	1		
	332 PHL	Pharmacology – II	Required	331 PHL	3		
	351 PHCL	Clinical Skills for Pharmacist	Required	–	2		
	341 PHCL	Pathophysiology – I	Required	–	3		
	362 PHG	Pharmacognosy – II	Required	361 PHG	3		
Level 7	411 PHT	Basic Pharmacokinetics	Required	–	3	Program	
	412 PHT	Pharmaceutics – IV	Required	313PHT	2		
	413 PHT	Biostatistics	Required	–	2		
	421 PHC	Research Paper Writing	Required	–	1		
	431 PHL	Pharmacology – III	Required	332 PHL	3		
	441 PHCL	Pathophysiology – II	Required	341 PHCL	3		
	442 PHCL	Pharmacotherapy – I	Required	–	3		
	451 PHCL	Pharmacy Practice	Required	–	2		
Level 8	422 PHC	Medicinal Chemistry – III	Required	324 PHC	3	Program	
	423 PHC	Advanced English for Pharmacy	Required	–	1		
	432 PHL	Pharmacology – IV	Required	431PHL	2		
	433 PHL	Drug Abuse	Required	–	1		
	434 PHL	Molecular Biology	Required	–	3		
	443 PHCL	Pharmacotherapy – II	Required	442 PHCL	3		

Level 9	531 PHL	Toxicology	Required	-	3	Program
	541 PHCL	Pharmaceutics –care -1	Required	-	2	
	551 PHCL	Pharmacy regulaton & ethics	Required	-	2	
	542 PHCL	Pharmacotherapy III	Required	443 PHCL	3	
	552 PHCL	Introduction to drug & poisoning info	Required	-	2	
	553 PHCL	Pharmacoepidemiology	Required	-	2	
	554 PHCL	Clinical Case Studies& Seminar – I	Required	-	1	
	563 PHG	Pharmaceutical Biotechnology	Required	434 PHC	3	
Level 10	532 PHL	Molecular Pharmacology	Required	-	3	Program
	533 PHL	Pharmacogenomics	Required	-	2	
	543 PHCL	Pharmaceutical Care-II	Required	541 PHCL	2	
	555 PHCL	Clinical Nutrition	Required	-	2	
	544 PHCL	Pharmacotherapy-IV	Required	542 PHCL	3	
	556 PHCL	Evidence Based Therapy	Required	-	2	
	557 PHCL	Pharmacoeconomics	Required	-	2	
	558 PHCL	Clinical Case Study & Seminar-II	Required	-	1	
Level 11	650 PHCL	APPE-1 Hospital Pharmacy	Required	Courses of all previous semesters	3	Program
	651 PHCL	APPE-2 (Community pharmaceutical care practice)	Required		3	
	652 PHCL	APPE-3 (Pharmaceutical care skills)	Required		3	
	653 PHCL	APPE-4 (Ambulatory pharmaceutical care)	Required		3	
	654 PHCL	APPE-5 (General medicine)	Required		3	
Level 12	655 PHCL	APPE-6 (Elective-1)	Elective	Courses of all previous semesters	3	Program
	655 PHCL	APPE-7 (Elective-2)	Elective		3	
	655 PHCL	APPE-8 (Elective-3)	Elective		3	
	655 PHCL	APPE-9 (Elective-4)	Elective		3	
	655 PHCL	APPE-10 (Elective-5)	Elective		3	

## 3. CURRICULUM

### 3.1 ACADEMIC TERMS

- **Semester:** Study period no less than 15 weeks excluding registration and final exams periods.
- **Summer Semester:** Study period no more than 8 weeks excluding registration and final exam periods. Course time is doubled during summer semester.
- **Academic Level:** Study level as per approved study plan.
- **Study Plan:** Mandatory, elective, and free courses required for graduation in a specific specialty.
- **Course:** Subject matter in certain academic level of a study plan in a program with a course name, code, number, description, and specifications kept in course file in academic department for regular follow up, evaluation, and improvement. Course may have pre-requisite or co-requisite.
- **Academic Unit:** Weekly theoretical lecture, clinical study no less than 50 minutes, or field work no less than 100 minutes.
- **Academic Warning:** Notice issued to a student in response to a GPA lower than the minimum required score as per regulations.
- **Course Work Marks:** Marks awarded for student work, exams, research, and learning activities during a semester.
- **Final Exam:** Exam held at the end of a semester.
- **Final Exam Marks:** Marks awarded to a student in the final exam.
- **Final Mark:** Sum of course work marks and final exam marks for each course out of 100.
- **Grade:** Description of percentage of final mark of a course.
- **Incomplete:** Temporary grade for students who could not sit for the final exam, referred to as (IC).
- **In Progress:** Temporary grade for students whose study requires more than one semester, referred to as (IP).
- **Semester Grade:** Total points scored by student divided by all units studied in a given semester. Points are calculated by product of course units and grade in each course.
- **Grade Point Average (GPA):** Total points scored by student in all studied courses in passed levels divided by the total units of studied courses.
- **General Grade:** Description of student learning level during study.
- **Credit Hours:** Points describing expected learning load required to pass a learning unit or course as part of program units.
- **Contact Hours:** Total theoretical and practical classes hours that a student takes to gain skills required in the course objectives.

### 3. ATTENDANCE

The program expects every student to attend all scheduled lectures, laboratory sessions and internship rotations, except in the event of illness, emergency, or approved College sponsored activity. While enrolled in the PharmD curriculum, students are expected to follow the University attendance policy. Failure to abide with the attendance policy will not only affect the students' academic performance but the student may also be barred from appearing in the final College examinations.

#### **Regular student :**

A regular student is required to attend lectures and laboratory sessions within the limit determined by the University Council (75 percent of the lectures and laboratory sessions assigned for each course).

#### **Banned /Denied student :**

If student's attendance is less than the limit determined by the University Council (75 percent of the lectures and laboratory sessions assigned for each course), the student will be barred from continuing the course and will be denied entrance to the respective final examination and is considered to have failed that course and is given the grade (DN) in the course.

The College Council or whatever bodies it delegates its authority to, may exempt a denied student from the provisions of attendance and allow him/her to take the examination, provided that the student presents an acceptable excuse to the council. The University Council determines the percentage of attendance, which must not be less than 75 percent of the lectures and laboratory sessions specified for the course.

#### **Absent student without excuse :**

Students, who are absent from the final exam, will be given a zero grade for that examination. Her/his grade in the course will be calculated on the basis of the class work score he/she obtained over the semester.

#### **Absent student with excuse :**

If a student fails to attend a final examination in any course but offers a compelling excuse, the College Council may choose to accept her/his excuse and allow him/her to take a make-up examination. The make-up examination must be taken prior to the end of the following semester. In such cases, the course grade will be given to the student after the make-up examination.

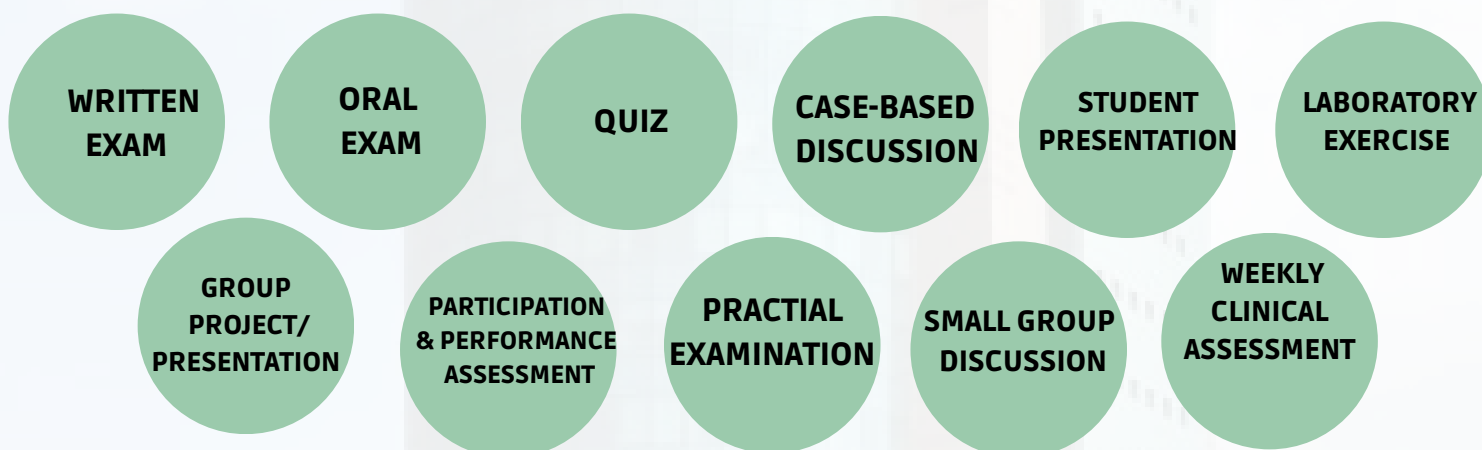
**Regular class attendance is a student obligation, and a student is responsible for all work, including tests, written work, and clinical obligations including those missed during excused absences.**

**Completing missed curriculum material is the responsibility of the student**

## 5. EXAMS AND GRADING

Examinations are essential to assess the knowledge of the students. They help us to know about the achievement of the learning outcomes. Therefore, it is crucial to conduct examinations professionally, ethically, and in a stress-free environment. The objective of the exam policy is to ensure students and teaching staff have sufficient awareness of the examinations, the procedures for conducting examinations, and its grading.

All formally designated assessments and examinations are required of all students registered in the course. Students should refer to the course specification for the grading policy specific to each course. Students may be evaluated using a variety of integrated assessments including but not limited to:



## GRADING IN FINAL EXAMS

PercentageGrade	SignificanceGrade	Code	GPA (out of 5.0)
95 – 100	Exceptional	A+	5.00
90 – 94	Excellent	A	4.75
85 – 89	Superior	B+	4.50
80 – 84	Very Good	B	4.0
75 – 79	Above Average	C+	3.50
70 – 74	Good	C	3
65 – 69	High Pass	D+	2.50
60 – 64	Pass	D	2
Less than 60	Fail	F	1.00

## 6. INTERNSHIP

The PharmD internship is an organized exposure to appropriate methods of collecting and applying clinical information concerning the effects of drugs, the identification and management of drug-related problems and application of the acquired knowledge in the promotion of rational drug therapy under the supervision of well qualified and experienced preceptors. It provides supervised clinical experiences which will give the intern numerous opportunities to gain more practical knowledge and to gain an appreciation and understanding of the concept of pharmaceutical care.

The College of Pharmacy at Jazan University provides an experiential learning environment which will assist our intern to become confident, caring and ethical pharmacy practitioners with the ability to think critically and apply their knowledge and skills in the best interest of their patients, regarding individualized pharmacotherapeutic planning, intervention and outcome evaluation. The College of Pharmacy is dedicated to the education and development of students into pharmacists who employ critical thinking skills and evidenced based knowledge in caring for their patients.

The internship helps students to strengthen their foundation of knowledge, attitudes, skills and behaviors that are necessary for the practice of pharmacy throughout their careers.

## GOALS

- To provide adequate, and appropriate experiential knowledge to help interns to utilize the relevant resources necessary to provide direct pharmaceutical patient care centered on individualization of therapeutic evaluation and care planning.
- To develop professionalism and interpersonal skills as a member of health care team, necessary for the provision of optimal patient care and pharmacy services.
- Prepare PharmD students in an academic health center to be exemplary professionals who enable progress in healthcare by incorporating advances into practice and serve as medication experts.

## 7. RESEARCH

The PharmD program of the College of Pharmacy at Jazan University requires compulsory completion of a research rotation during their internship. The intern is obliged to complete a research project and does not receive the certificate of completion of internship training unless he successfully completes the research requirement.

Students will learn to critically read scientific literature, design studies, and analyze data. The research rotation culminates in a "**hands on**" research experience for each student, resulting in a written paper and formal poster presentation at Research Day.

In addition, students are also encouraged to participate in their research area of interest under the guidance of a research supervisor and has the opportunity to present their research through the Future Scientist program organized by Jazan University.

The Scientific Research Unit of the College of Pharmacy, Jazan University, thrives to enhance the scientific quality of research proposals and promote ethical practice. Before submission to funding agencies or initiation of internally supported research, the Unit reviews and evaluates the scientific and technical merits of all research proposals planned by undergraduate students, interns, and faculty of the college, and collaborating faculty who have a significant role in the study.

## 8. PROFESSIONALISM IN PRACTICE

The PharmD program encourages practitioners, administrators, faculty members, preceptors, and pharmacy students to contemplate and to incorporate into their practices the guiding principles set forth in the Code of Ethics for Pharmacists and the following 10 characteristics of a professional: (adapted from ASHP Statement on Professionalism)

- 1. Knowledge and skills of the profession**
- 2. Commitment to self-improvement of skills and knowledge**
- 3. Service orientation**
- 4. Pride in and service to the profession**
- 5. Covenantal relationship with the patient**
- 6. Creativity and innovation**
- 7. Conscience and trustworthiness**
- 8. Accountability for his or her work**
- 9. Ethically sound decision-making**
- 10. Leadership**

## 9. FACILITIES AT THE COLLEGE FOR PHARMD PROGRAM

**In order to provide the encouraging scientific learning environment and to achieve the highest quality of standards, we have the following facilities in place:**

- Classrooms for male and female are equipped with various means of advanced visual equipment and designated to increase comprehension and understanding.
- Student labs are suitable for both male and female in addition to four labs devoted for male.
- Also, two computer labs are equipped with computer systems and internet facilities.
- College library for faculty members and students contains more than 250 books.
- Animal house
- Restrooms in male and female sections.
- Electronic display screens to view College's events in male and female sections.
- The college has provided desktop computers to all administrative staff and laptops for all faculty members

## 10. LIBRARY

### 10.1 CENTRAL LIBRARY

The Deanship of Library Affairs provides different knowledge materials to the university members: students, teaching staff. Besides, the library serves its society and participate in local, national and international manifestations, especially those related to information and books exhibitions. Deanship of Library Affairs announced working hours in two shifts (morning and evening) -

<http://deanships.jazanu.edu.sa/lib/Pages/dawamon.aspx>.

The library includes two floors with 400m2 area. The first floor includes the list of Arab and foreign groups and a section for Information Services, Periodicals Section, Auto Index Unit, Free Reading Booths, Magazine Reading Tables. The service is supervised by a number of specialized staff in the field of libraries and information, especially lending services and reading guidance. The library will provide a self-seconding service which will allow the beneficiary to lend books through the device automatically without consulting the loan officer.



The library includes security gate technology which does not allow the passage of any books from the library only after being erased from the loaning device. The second floor is dedicated to the building of the Deanship of Library Affairs, the staff of the Deanship and a section for technical procedures in the library and the audio-visual library.

The library currently contains more than thirty thousand different scientific materials between books, periodicals, newspapers, e-book tapes, cassette tapes, atlases and Arabic references. The library also applies the Horizon Information System, a specialized system for computerizing the work of libraries and information centres in order to automate all works and functions of the library, which will enable the library, God willing, to provide a distinctive library service that satisfies most of the library visitors, students of science, knowledge and culture.

## 10.2 COLLEGE LIBRARY

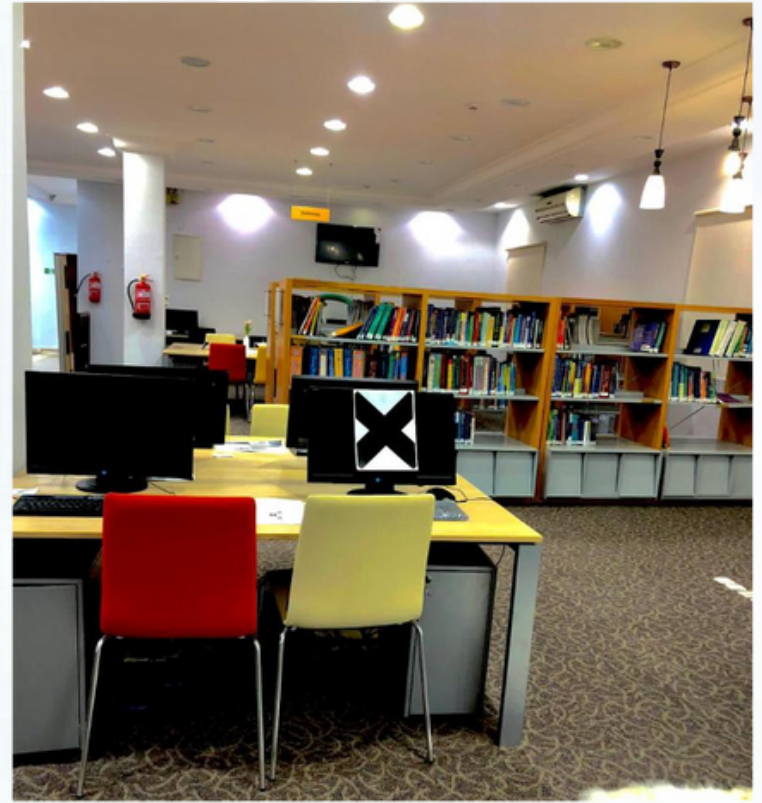
The Library is considered the main foundation upon which the educational process is based, since it is regarded as the key source of information for faculties, researchers and students.

Both male and female sections have separate libraries for students and staff members.

Books, periodicals, computerized disks and other materials are selected primarily for their support of the campus instructional programs, as well as for their enhancement of personal growth and intellectual maturity, in a lightly conducive education environment.



## MALE - LIBRARY



Through the university website, the students and faculty have access to a number of on-line periodical indices, electronic books, full text Journals and magazines placed at the central library. The website also includes all recently acquired books, and useful library forms.

## LIST OF AVAILABLE BOOKS IN MALE SECTION AT THE COLLEGE LIBRARY

S. No	Shelf No	Name of the Book	Subject	Author's Name	Edition	Qty
1.	27	Transforming Growth Factor in Cancer Therapy	Oncology	Sonia B. Jakowlew	Vol - 2	2
2.		Skin Cancer after Organ transplantation		Steven T. Rosen	-	2
3.		Cancer staging Handbook		AJCC	7th	2
4.		Metastasis of Breast Cancer		R. E. Mansal	-	1
5.		Lung Cancer		Apar Kishor Ganti	-	2
6.		Breast Pathology - Diagnosis by Needle core biopsy		Paul Peter Rosen	2nd	2
7.		Myeloma Therapy - Pursuing the Plasma cell		Sagar Lonial	1st	3
8.	28	Clinical Laboratory Hematology	Hematology & Oncology	Shirlyn B. Mckensie	2nd	3
9.		Concise Manual of Hematology & Oncology		M. Andreeff & B. Koziner	-	2
10.	31	Nelson Textbook of Pediatrics	Pediatrics	Kliegman & Behrman	19th	2
11.		Nelson Textbook of Pediatrics		Kliegman & Behrman	18th	2
12.		Pediatrics & Child Health: The Core		Stephen Ludwig	-	2
13.		100 + Clinical Cases in Pediatrics		R. Arwind	3rd	2
14.		Childhood Psychiatric Disorders		Savita Malhotra	2nd	1
15.	32	Merritt's Neurology	Neurology	Lewis P Rowland	11th	3
16.		Harrison's Neurology in Clinical Medicine		Stephen L. Hauser	3rd	2
17.		Integrated Neuroscience – A Clinical Problem-solving Approach		Elliott M. Marcus	-	1
18.		Surgical Treatment of Parkinson's Disease & other movement disorders		Daniel Tarsy	-	1
19.		The Dynamic Brain		M. Ding & D. Glanzman	-	5
20.		Restorative therapies in Parkinson's Disease		Brundin & Olanow	-	3

S. No	Shelf No	Name of the Book	Subject	Author's Name	Edition	Qty
1.	21	Goldfrank's - Toxicological Emergencies	Toxicology	Hoffman	10th	3
2.		Poisoning & Drug Overdose		Kent R. Olson	2nd	1
3.		Toxicity Assessment Alternatives		Harry Salem	-	2
4.		Fundamental Toxicology		John H Duffus	-	2
5.		Drug Abuse Prevention		Richard W. Wilson	3rd	1
6.	22	Physical Agents in Rehabilitation	First Aid	Michelle H. Cameron	3rd	1
7.		First Responder		J. David. Bergeron	8th	2
8.		First Aid		Ala'a Aqil Khadder	-	3
9.	22	Travel Medicine – Tales behind the science	Medicine	Annelies Wilder Smith	-	2
10.		Davidson's Principles & Practice of Medicine		Brain R. Walker	21st	1
11.		Davidson's Principles & Practice of Medicine		Brain R. Walker	22nd	2
12.		Current Medical Diagnosis & Treatment		Maxine A. Papadakis	54th	2
13.		Photo Atlas of Medication Administration		Pamela Lynn	3rd	2
14.	23	Foye's Principles of Medicinal Chemistry	Chemistry	Thomas L Lemke	Intl	2
15.		The organic chemistry of Medicinal Agents		Adam Renslo	-	3
16.	24	Harper's Illustrated Biochemistry	Biochemistry	Victor W. Rodwell	30th	1
17.		Marks' - Basic Medical Biochemistry - A Clinical Approach		Michael Lieberman	3rd	1
18.		Biochemistry - Lippincott's Illustrated Reviews		Denise R. Ferrier	6th	2
19.	26	Cardiopulmonary Imaging	Diagnostics	Ella A. Kazerooni	-	3
20.		Functional MRI - Basic Principles & Clinical Applications		Scott H. Faro	-	3
21.		Radiology & Imaging of Colon		A. H. Chapman	-	2
22.		Principles of Cardiac & Vascular Computed Tomography		Stuart J. Hutchison	-	2
23.		Atlas of Diagnostic Endoscopy		Mohammed Ibrullah	-	2
24.		Electrogastrography - Principles & Applications		J.Z Chen & McCallum	-	1
25.		Supportive Care in Radiotherapy		Sara Faithfull & Mary Wells	-	2
26.		Ultrasound Board Review		Michael M. Abiri	-	2
27.		Nuclear Medicine - Practical Physics, Artifacts & Pitfalls		Daniel A. Pryma	-	2
28.		Clinical Electrocardiography - A Simplified Approach		Ary L. Goldberger	7th	1
29.		Signal Transduction in Cardiovascular system		Ashok K. Srivastava	-	1
30.		Temporomandibular Joint Imaging		Rahul Srivastava	-	2

## LIST OF AVAILABLE BOOKS IN FEMALE SECTION AT THE COLLEGE LIBRARY PLEASE CLICK ON THE LINK - [FEMALE SECTION- LIST OF BOOKS](#)

The library also has computer stations with access to the Saudi Digital Library and the Jazan University online catalogue system can be used to search for library materials in Arabic and English languages.

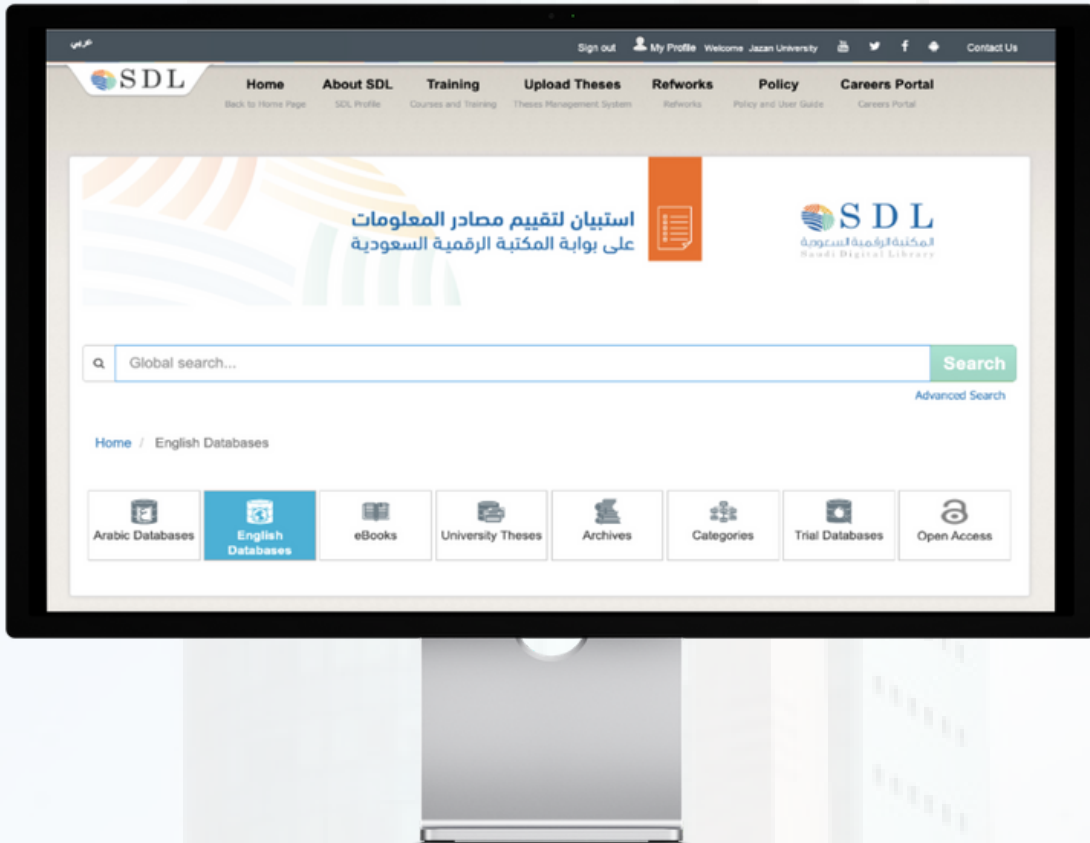
Saudi Digital Library, is the largest academic gathering of information sources in the Arab world, with more than (310.000) scientific reference, covering all academic disciplines, and the continuous updating of the content in this; thus, achieving huge accumulation cognitive in the long run. Library has contracted with more than 300 global publishers. The library won the award for the Arab Federation for Libraries and Information 'know' for outstanding projects in the Arab world in 2010.

The library provides to all Saudi universities under one umbrella, through which to negotiate with publishers on various legal issues and financial, in this significant savings of money and efforts, through the bloc urges one umbrella, through which you can get more benefits and rights to publishers.

It also provides a digital environment for various Saudi universities, and research organizations in common with it, and in this environment of the benefits and advantages cannot hand one to play, or to reach him, and these advantages:

- One central management, manages this huge content, and constantly updated.
- Common share for the benefit of, any University would benefit other universities that are now available to the other, in any scientific field.
- Enhance the status of universities when evaluating, for Academic Accreditation, and through sources rich, modern, and publish the best Global Publishers.
- Bridging the gap between Saudi universities, where emerging universities can get the same service you get major Saudi universities.
- Training course and user guides are also provided by the Saudi Digital Library through their website for all users. These can be found by accessing this link - <https://sdl.edu.sa/training/E-Training.aspx>

# General Library Regulations



- Consumption of food and drinks is not permitted in the Library.
- Silence must be observed strictly in the Library.
- Reservation of seats is not permitted. Books and other articles left for any Length of time on chairs and tables may be removed by the library staff.
- Users must conduct themselves properly in the Library.
- The Library staff on duty has the right to request a user to leave the premises if he is found to be violating any of the Library rules.
- The Library will not accept responsibility for the loss or misplacement of personal belongings.

## 11. EXTRACURRICULAR ACTIVITIES

### STUDENT CLUB

The Pharmacy Student Club was approved and announced as an official club under the umbrella of the Faculty of Pharmacy at Jazan University on Thursday, 13th October 2018 (02/02/1440 Hijri). The purpose of establishment of the Pharmacy Club was engage, encourage and motivate the students to organize educational activities not only for the benefit of students but also towards improving community service responsibility of the College of Pharmacy. The staff responsible for supervision of the Pharmacy Club supervises and guides the students in organizing various programs and visually evaluates their performance during the activities



## 12. STUDENT RIGHTS AND DUTIES

### 12.1. STUDENT RIGHTS

**Student Rights According to rules and regulations, the student is entitled to:**

- Amicable learning environment and quality education in view of Jazan University vision 2020.
- University ID card to use on and outside campus.
- Graduation Certificate.
- Care, safety, social security, and health care.
- Use of facilities and services including accommodation, library, activities centre, restaurants, and parking.
- Security and privacy of information and academic record.
- Access to academic and administrative departments.
- Free thinking within Islamic teachings and traditions.
- Academic counselling with professional academic adviser.
- Information of study plans, curricula, and time tables.
- Easy access to course registration and learning resources.
- Clear exam regulations, time tables, and model answers.
- Access to all student facilities, events, and activities.
- Promptness of teaching staff in class and office hours.
- Special need student facilities and care.
- Membership of student committees.
- Access to incentives and rewards.
- Notification of substandard academic performance.
- Justice with disciplinary committee actions.
- Right to defend in disciplinary hearings.

## 13.2 STUDENT DUTIES

- Comply with University rules and regulations.
- Avoid misconduct on and off the campus.
- Attendance of lectures and activities.
- Show student ID card upon demand.
- Adhere to proper traditional uniform on campus.
- Avoid cheating and plagiarism.
- Protect University property, equipment, and facilities.
- Proper use of University computing and internet.
- Abstain from unauthorized activities and associations.
- Refrain from issuing unauthorized leaflets and brochures.
- Refrain from unauthorized fund raising.
- Kind treatment of faculty, staff, and employees.
- Keep and maintain official email address.
- Follow up University announcement and information.
- Sincerity in pursuing learning activities.
- Keep time frame for academic services.
- Bring no dangerous material and weapons on campus.

## 14. STUDENT CODE OF CONDUCT

The PharmD program at the College provides an environment that promotes academic achievement and integrity which serves the educational mission of the program, college, and the University. Therefore, students should be aware of the violations and penalties that will create an environment that respects the rights, opportunities, and welfare of students, faculty, and staff.

### 14.1 VIOLATIONS

(Anything that contravenes the regulations, policies and instructions of the University.)

Any deviation from Islamic ethics, university, and government regulations and things that cause damage to others and establishments are considered a punishable offense

- Violation of University regulations and damage its property.
- Intended disruption of education activities and exams.
- Actions and words that threaten dignity and honor.
- Cheating and plagiarism.
- Attending exams on behalf of others.
- Formation of unauthorized associations.
- Assembling unauthorized events.
- Vandalizing University property, facilities, and equipment.
- Unauthorized and unapproved distribution of leaflets and brochures.
- Unauthorized and unapproved collection of donation.
- Unauthorized and unapproved use of camera and filming equipment.
- Forgery in all sorts and forms.
- Contravening University smoking regulations.
- Profane treatment with other students, faculty, staff, and employees.
- Possession of hazardous material and weapons on campus.
- Failure to comply traditional uniform and attire

## 14.2 SANCTIONS

(Disciplinary penalties provided for in these Regulations)

Disciplinary penalties that may be imposed on the student are:

- 1) Draw the attention of the student either orally or written and record the incidence in this file.
- 2) The student will be handed over a warning, and his/her guardian should be informed.
- 3) Depriving the student of some of the university's entire student benefits (housing, nutrition, participation in activities).
- 4) Cancelling the student's examination in a course or more (not exceeding three courses).
- 5) Deny the student entering the final exam in one course or more.
- 6) Postpone a semester or more.
- 7) Final dismissal from the university and stamping of "dismissal" on his/academic record.

- **In all cases, the student shall bear the value of what he/she damages plus the cost of repair or installation and the consequences thereof, including others' rights.**
- **The student must be notified in writing of the offense attributed to him/her and informed of the hearing insufficient time. The student shall not be punished unless he/she is interrogated in writing and his/her statements are heard. Nevertheless, his/her right to testify is dropped if he/she fails to appear at the time, and the sanction will be imposed in absentia unless he/she has a satisfactory excuse.**
- **Claims of ignorance of program policies and rules will not exempt the students from sanctions. The deanship of admission and registration is responsible for distributing and announcing student policies and procedures by available methods.**
- **The student has the right to appeal sanctions within one week from the date of being informed of the decision.**

- **Any student charged with violation of the Code shall have the opportunity to receive a fair hearing.**
  - o In cases of misconduct, the case file will be reported to the disciplinary committee.
  - o The committee will investigate the incident.
  - o The committee will schedule a meeting not later than one week from the date of the incident.
  - o A report with committee recommendations will be submitted to the Dean, who will forward it to the Permanent Disciplinary Committee at the university to determine the appropriate action.
  - o The penalty may be imposed only after hearing the student's statements and achieving his/her defence.
  - o If the student refrains from attending, the Committee may impose the punishment depending on the written reports unless a student has a satisfactory excuse.
  - o The student has the right to appeal sanctions within one week from the date of being informed of the decision.