

Program Handbook

PharmD Program

Faculty of Pharmacy

Approved by the tenth council of Faculty of Pharmacy,
University of Tabuk, for the academic year 1442 held
on 16 / 9 / 1442 H (28 / 4 / 2021 G).



Table of Contents

Title	Page
Dean's Foreword	2
Faculty of Pharmacy	3
PharmD Program	5
Admission and Registration	22
Study system	23
Teaching and learning	28
Assessment	29
Learning environment and resources	30
Students support and guidance	41
Students code of conduct	46
Students' disciplinary policy	55
Students' complaints	60

Dean's Foreword

In the name of Allah, the Most Gracious, the Most Merciful, and prayers and peace be upon His Noble Messenger and all his family and companions.

Allah Almighty has granted us with a rational leadership in this Kingdom that has given education the most attention in order to advance the sons and daughters of this country, therefore building an educated generation capable of making change and advancing the wheels of progress and development at all levels. Towards these ends, the Supreme Decree No. 11/71/1433 H (26/2/1434 H) approved the establishment of the Faculty of Pharmacy at the University of Tabuk—allowing it to join its counterparts in the national universities.

Since its inception, the College seeks to provide students with all the components necessary for academic and professional excellence: a high-quality curriculum, educational halls and facilities, modern laboratories and the support of the university administration, headed by His Excellency the University President. This is in pursuit of graduating pharmacists who are distinguished professionally and scientifically, including the production of research that competes with their peers and raises the status of the college at the local and regional levels.

In order to strive for continuous development, the College has set one of its most important objectives: obtaining program accreditation. This will enable the College to improve its output and upgrade its curriculum so it can keep pace with international standards as well as the development policy and mission of the larger university which has recently achieved complete institutional accreditation. Finally, on behalf of myself and the rest of the faculty, I'd like to welcome you and wish you all success.

Faculty of Pharmacy Dean

Dr. Ahmed Mohamed Al-Jabri

Faculty of Pharmacy

Faculty of Pharmacy University of Tabuk was established by the Custodian of the Two Holy Mosques, the President of the Higher Education Council, who approved the recommendation of the Council of Higher Education at its 71st session held on 14/11/1433 H, by the honourable telegram No. 7385 dated 26/2/1434 AH, where decision No. 11 / 71/1433. The decision stated that FPUT consists of five departments: Department of Pharmaceutics, Department of Clinical Pharmacy, which is changed to Pharmacy Practice, Department of Pharmaceutical Chemistry, Department of Natural Products & Alternative Medicine and Department of Pharmacology & Toxicology.

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Location:

Faculty of Pharmacy is located in the main campus of University of Tabuk near Tabuk city. It lies in the location 28.386689951292738, 36.48685831758678.



Mission:

Providing a distinguished pharmacy education that prepares graduates with distinguished professional and research qualifications to serve the community.



Values:

1. Quality and excellence.
2. Working as one team.
3. Creativity and innovation.
4. Transparency and accountability.
5. Loyalty and belonging.
6. Trust and respect.
7. Social responsibility.

Strategic goals:

- **Strategic goal 1:** Providing high-quality pharmaceutical education and training to prepare professional and competent pharmacists.
- **Strategic goal 2:** Conducting innovative and impactful research.
- **Strategic goal 3:** Maximizing local community outreach through active community engagement and partnerships.
- **Strategic goal 4:** Providing supportive academic and administrative environment.

PharmD Program

Core information:

Program offered by the college: PharmD Program.

Total credit hours: 232 hours.

The qualification (certificate) that the student obtains after graduation: PharmD.

Departments offering the program: The program is offered by Faculty of Pharmacy and all the five academic departments participating in teaching the program.

Awarding body: University of Tabuk.

Accreditation: PharmD Program is accredited by the Education and Training Evaluation Commission in May 2022 till April 2027.

Fields of work for graduates of the program:

A pharmacist with a PharmD degree can work in different sectors, the most important of which are:

- Pharmacist.
- Pharmaceutical care pharmacist.
- Pharmaceutical science specialist.
- Health science professor.
- Pharmacologist.
- Pharmaceutical management specialist.
- Pharmacy manager.
- Pharmacy Control Manager.
- Pharmaceutical product sales specialist.
- Lecturer.
- Teaching assistant.

Program mission:

The PharmD program of the Faculty of Pharmacy at University of Tabuk provides high quality education and training to graduate a competent and professional pharmacist capable of practicing in diverse fields of pharmacy, conducting research and promoting the community health and well-being.

Program goals:

1. Preparing highly qualified pharmacists who are able to work and communicate effectively with the medical team within public and private hospitals.
2. Qualifying the graduate to provide comprehensive pharmaceutical care services to patients in hospitals and community pharmacies.
3. Provide the graduate with the skills and competencies necessary to educate patients and society regarding the safe and effective use of the drug to improve their quality of life.
4. Prepare qualified graduates with the necessary skills to conduct clinical research.
5. Providing the community with qualified pharmacists to work in pharmaceutical factories and monitor drug quality.

6. Qualifying graduates to abide by the code of conduct used in the practice of the pharmacy profession.
7. Qualifying graduates to have the ability to continue self-learning in the field of practicing the pharmacy profession.

Program learning outcomes:

Knowledge and understanding	
K1	Demonstrate in depth the foundation of biological, pharmaceutical and biomedical sciences in relation to supporting health and wellness.
K2	Demonstrate a comprehensive knowledge of different drug sources, physical and chemical properties, purification, analytical methods, pharmacological classes and actions, toxicity and abuse for different types of medications, natural remedies and other therapies for the prevention and treatment.
K3	Demonstrate different types of design, manufacture, delivery, evaluation, quality assurance, dosage calculation, bioavailability and pharmacokinetics of different drug dosage forms.
K4	Demonstrate the concepts and principles of medicines management and clarify the therapeutic plan, outcomes and monitoring parameters in various pharmacy practice settings and different types of patient-centered care and population-based care.
K5	Demonstrate the role of pharmacists in aspects of pharmacy-care according to legal, ethical and professional standards in promoting health as well as prevention and treatment.
Skills	
S1	Integrate pharmaceutical sciences with pharmacy applications according to legal, ethical, social, economic and professional guidelines.
S2	Engage in inter-professional healthcare education activities.
S3	Evaluate scientific and professional literature critically to be utilized in evidence-based practice and problem solving.
S4	Apply basic drug development skills in relevant setting.
S5	Utilize effectively appropriate information technologies to optimize medication use and patient care.
S6	Contribute to decision making processes by providing accurate and relevant recommendations in various settings.
S7	Interpret information obtained from different resources to provide creative solutions for complex problems.
S8	Communicate clearly and effectively with healthcare professionals, patients, caregivers, administrative and supportive personnel and the public in various settings.
S9	Construct numerical calculations, patients-centered and evidence-based pharmaceutical care plans.
S10	Perform professionally in drug analysis, evaluation and pharmaceutical dosage form design and preparation.
Values	
V1	Demonstrate leadership skills, accountability and acceptance of responsibility within a team in various professional settings.

V2

Plan effective time management schedules, independent thinking and adaptation to changes or unanticipated circumstances.

Study Plan:

Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements
Year 1					
BIO1101	Fundamentals of Biology	Required		3	University
CHEM1101	Fundamentals of Chemistry	Required		3	University
CID1101	Communication skills	Required		2	University
CSC1101	Introduction to computation	Required		3	University
ELS1103	English language-3	Required		4	University
LANT1251	Medical terminology	Required		3	University
BIOC1251	Fundamentals of Biochemistry	Required	CHEM1101	3	University
EDUF1102	Critical thinking	Required		3	University
ELS1104	English language-4	Required	ELS1103	4	University
ISLS1101	Islamic culture	Required		2	University
PHT1101	Fundamentals of anatomy	Required	BIO1101	3	University
STAT1251	Introduction to Biostatistics	Required		3	University
Year 2					
PDMD0211	Anatomy & Histology	Required		3	Program
PDNP0211	Natural Products	Required		3	Program
PDPC0211	Pharmaceutical Organic Chemistry-1	Required		3	Program
PDPH0211	Pharmaceutical Calculations	Required		2	Program
PDPP0211	Orientation to Pharmacy	Required		2	Program
PDPT0211	Medical and Pharmaceutical Terminology	Required		2	Program
PDPC0212	Pharmaceutical Organic Chemistry-2	Required		3	Program
PDPH0212	Physical Pharmacy	Required		3	Program
PDMD0221	Basics of Physiology-1	Required		2	Program
PDPC0221	Pharmaceutical Analytical Chemistry	Required		4	Program
PDMD0222	Basics of Physiology-2	Required		2	Program
PDMD0231	Pharmaceutical Biochemistry	Required		4	Program
PDMD0241	Basics of Microbiology	Required		3	Program
ISLS101	Islamic culture (1)	Required		2	University
ISLS201	Islamic culture (2)	Required		2	University
Year 3					
PDFT0311	Pharmaceutical Field Tranning-1	Required		0	Program
PDNP0321	Evidence-Based Herbal Medicine	Required		3	Program

PDPP0321	Introductory Pharmacy Practice Experience-1	Required		3	Program
PDPT0321	Pharmacology-1	Required		3	Program
PDPT0322	Pharmacology-2	Required		3	Program
PDMD0331	Applied Microbiology	Required		3	Program
PDPC0331	Introductory Medicinal Chemistry	Required		3	Program
PDPH0331	Pharmaceutics-1	Required		3	Program
PDMD0332	Principles of Pathophysiology-2	Required		3	Program
PDPH0332	Pharmaceutics-2	Required		2	Program
PDMD0341	Immunology	Required		2	Program
PDPH0341	Biopharmaceutics and Pharmacokinetics	Required		3	Program
PDPC0342	Medicinal Chemistry-1	Required		3	Program
PDMD0351	Principles of Pathophysiology-1	Required		3	Program
ISLS301	Islamic culture (3)	Required		2	University
Year 4					
ISLS401	Islamic culture (4)	Required		2	University
PDFT0412	Pharmaceutical Field Tranning-2	Required		0	Program
PDPP0422	Introductory Pharmacy Practice Experience-2	Required		3	Program
PDPP0423	Pharmacy Practice Experience	Required		2	Program
PDPT0423	Applied Pharmacology-1	Required		2	Program
PDPT0424	Applied Pharmacology-2	Required		2	Program
PDPP0431	Therapeutics-1	Required		5	Program
PDPC0432	Clinical Biochemistry	Required		3	Program
PDPP0432	Complementary & Alternative Medicine	Required		2	Program
PDPC0436	Therapeutics-2	Required		5	Program
PDPP0441	Pharmacy Law & Ethics	Required		2	Program
PDPC0443	Medicinal Chemistry-2	Required		3	Program
PDNP0451	Pharmaceutical Biotechnology	Required		2	Program
PDPH0451	Pharmaceutical Technology	Required		3	Program
PDPP0451	Clinical Pharmacokinetics	Required		2	Program
-----	Elective Course	Elective		2	Program
ARB101	Language skills	Required		2	University
Year 5					
PDPP0511	PharmD Research Project	Required		2	Program
PDFT0513	Pharmaceutical Field Tranning-3	Required		0	Program
PDPP0524	Advanced Pharmacy Practice Experience	Required		2	Program
PDPT0531	Clinical and Forensic Toxicology	Required		3	Program
PDPP0533	Advanced Therapeutics-1	Required		5	Program

PDPP0534	Advanced Therapeutics-2	Required		5	Program
PDMD0541	Physical Assessment and First Aid	Required		2	Program
PDPT0541	Biostatistics	Required		2	Program
PDPP0561	Pharmacoepidemiology & Pharmacoeconomics	Required		2	Program
PDPP0562	Applied Drug Information	Required		2	Program
PDPP0563	Hospital Pharmacy	Required		2	Program
PDPP0564	Pharmacy Administration and Marketing	Required		2	Program
PDPP0571	Nutrition	Required		1	Program
PDPP0572	Applied Nutrition	Required		3	Program
---	Elective Course	Elective		2	Program
ARB201	Writing skills	Required	ARB101	2	University
Year 6					
PDPR0611	Clinical pharmacy rotation -1	Required		4	Program
PDPR0612	Clinical pharmacy rotation -2	Required		4	Program
PDPR0613	Clinical pharmacy rotation -3	Required		4	Program
PDPR0614	Clinical pharmacy rotation -4	Required		4	Program
PDPR0621	Clinical pharmacy rotation -5	Required		5	Program
PDPR0622	Clinical pharmacy rotation -6	Required		5	Program
PDPR0623	Clinical pharmacy rotation -7	Required		5	Program
PDPR0624	Clinical pharmacy rotation -8	Required		5	Program

Elective courses: The student should choose 3 courses from the following table:

Course Code	Course Title	Credit Hours
PDPC0402	Scientific writing and presentation	2
PDPH0402	Advanced drug delivery system	2
PDPP0403	Community pharmacy management	2
PDPT0403	Drug Dependence and abuse	2
PDNP0501	Public health	2
PDPH0501	Good manufacturing practice	2
PDPP0501	Applied pharmacokinetics	2
PDPT0501	Forensic pharmacy	2
PDPH0502	Radiopharmaceuticals	2
PDPP0502	Ambulatory pharmaceutical care	2
PDPT0502	Experimental models of disease	2
PDPP0503	Advanced clinical skills	2
PDPC0501	Molecular drug design	2

Courses description:

Second Year

First Semester

Anatomy & Histology (PDMD0211):

This course introduces the student to the structure of the human body and its relationship to function. Following an introduction to basic human histology, the course uses a systemic approach to the study of human anatomy.

Basics of Physiology-1 (PDMD0221):

This course provides an introduction to fundamental physiological principles. The areas of physiology covered in this unit are excitable tissues, the Cell Physiology, Nervous system and muscular system and Endocrine & Reproduction, and metabolism.

Pharmaceutical Organic Chemistry-1 (PDPC0211):

This course enables the understanding of the structural features of organic compounds which defines the physical and chemical properties of drug substances. Special emphasis is placed on chirality topic and its effect on drug purity and action. Other stereochemical aspects of organic molecules are also studied, including conformational and geometrical isomerism. Common reactions of alkanes, alkenes and alkynes are studied.

Pharmaceutical Analytical Chemistry- I (PDPC0221):

The course offers a wide range of analytical methods for analysis of pharmaceuticals and related materials. It deals with quantitative methods (acid-base titrations in aqueous and no-aqueous media, precipitation titrations, complexometric titrations, and redox titrations). In addition, it provides the basis of the following techniques: uv-visible spectroscopy, spectrofluorometric, flame photometry, atomic absorption spectrophotometry, electrochemistry (conductometry and potentiometry), and chromatography (HPTLC, HPLC, and GC).

Medical & Pharmaceutical Terminology (PDPT0211):

The course focuses on accurate spelling and pronunciation of terms and building knowledge of basic medical vocabulary with an emphasis on prefixes, suffixes, roots, and combining vowels. This course will focus on the many components of a medical term and how to break down a medical term by simply knowing the meaning of the prefix or suffix. Terminology related to the body systems is discussed.

Orientation to Pharmacy (PDPP0211):

The course is designed to provide an overview of the curriculum contents of the pharm D program, introduction to the profession of pharmacy, current pharmacy practice trends and pharmacy career opportunities.

Pharmaceutical Calculations (PDPH0211):

This course will provide an integrated approach to the fundamentals of pharmaceutical calculations. Attention will also be given to the basic math concepts that are utilized in the daily pharmacy practice. Measurement systems and their units will also be covered in the course.

Second Year

Second Semester

Basics of Physiology-2 (PDMD0222):

This course provides an introduction to fundamental physiological principles. The areas of physiology covered in this unit are excitable tissues, the Cell Physiology, Nervous system and muscular system and Endocrine & Reproduction, and metabolism.

Physical Pharmacy (PDPH0221)

This course aims to provide the students with adequate knowledge about some physical pharmacy principles including states of matter, colligative properties, drug stability, solubility, rheology, interfacial phenomena, and surfactants. This course also provides the students with adequate knowledge on liquid dosage forms including colloids, suspensions, and emulsions.

Pharmaceutical Organic Chemistry-2 (PDPC0212):

This course includes the knowledge, understanding, and skills related to nomenclature, structural features and reactions of alkyl halides, aryl halides, benzene, aromatic compounds, alcohols, phenols, ethers, thiols, aldehydes, ketones, carboxylic acids, carboxylic acid derivatives and heterocyclic compounds. The course also includes concepts and applications of spectroscopic techniques for identification of organic compounds namely, ultraviolet spectroscopy, infrared spectroscopy, mass spectrometry as well as ^1H and ^{13}C nuclear magnetic resonance spectroscopy.

Pharmaceutical Biochemistry (PDPC0231)

Provide students with a recent knowledge in modern biochemistry. The course provides introduction to the structure, properties, and significance of the major groups of biochemical compounds including amino acids, proteins, carbohydrates, nucleic acids, lipids, vitamins and hormones. The course deals also with the production of body energy, mechanisms of enzyme action and control of metabolic pathways. Topics include glycolysis, gluconeogenesis, pentose phosphate pathway, the citric acid cycle, glucose and glycogen metabolism, the urea cycle, oxidative phosphorylation and photosynthesis.

Natural Products (PDNP0211)

Introductory course to provide students with adequate information regarding natural sources of drugs.

Basics of Microbiology (PDMD0241):

Introductory course to provide students with basic knowledge of Microbiology.

Third Year

First Semester

Principles of Pathophysiology-1 (PDMD0351):

This course introduces the student to the structure of the human body and its relationship to function. Following an introduction to basic human histology, the course uses a systemic approach to the study of human anatomy.

Pharmacology-1 (PDPT0321):

The course introduces detailed information about topics in general introduction to pharmacology, pharmacokinetics, pharmacodynamics, pharmacological aspects of autonomic nervous system (ANS) and the central nervous system (CNS), Antiepileptic and neurodegenerative Diseases.

Pharmaceutics-I (PDPH0331):

The main purpose of the course is to give PharmD students a detailed background about pharmaceutical aspects of solid dosage forms such as tablets and capsule formulations, topical formulations, transdermal drug delivery systems and radiopharmaceuticals.

Introductory Medicinal Chemistry (PDPC0331):

Provide students with a recent knowledge in the basic concepts of medicinal chemistry. The course provides introduction to classification of drugs and the relationship between their physicochemical properties and biological activity. The course also deals with chemical structure, biological activity and uses, structure activity relationship, mode of action, assay and side effects of chemotherapeutic and antineoplastic agents. Topics include physicochemical properties in relation to biological activity, isosterism and bioisosterism, anti-infective and antineoplastic agents.

Evidence-Based Herbal Medicine (PDNP0321):

To emphasized the concept of evidence-based herbal medicine and its impact on clinical practice.

Applied Microbiology (PDMD0331):

To provide student with adequate knowledge of antimicrobial chemotherapy.

Third Year

Second Semester

Principles of Pathophysiology-2 (PDMD0332):

This course introduces the student to the structure of the human body and its relationship to function in many organs as vascular, respiratory, endocrine, urinary and gastric.

Pharmacology-2 (PDPT0322):

The course covers the pharmacology of drugs acting on different organ systems including the cardiovascular system (CVS(, and endocrine system. In addition the course covers drugs for treating hyperlipidemia.

Medicinal Chemistry-1 (PDPC0342):

Provide students with a recent knowledge in medicinal chemistry. The course deals with chemical structure, biological activity and uses, structure activity relationship, mode of action, assay and side effects of drugs acting on peripheral and central nervous systems, narcotic and non-narcotic analgesics, cardiovascular drugs and diuretics.

Pharmaceutics-2 (PDPH0332):

The course is designed to provide the students with adequate knowledge on sterile dosage forms including parenteral and ophthalmic. The course also covers pharmaceutical aerosols, controlled release drug delivery systems and intrauterine drug delivery systems. The course also covers the international pharmacopeia guidelines on sterile and nonsterile compounding, hazardous drugs, regulation of compounding and clean-room requirements.

Biopharmaceutics & Pharmacokinetics (PDPH0341):

The course covers the basic concepts and principles in biopharmaceutics and pharmacokinetics. Biopharmaceutics deal with the role of dosage form in the absorption and disposition of drugs. Pharmacokinetics describes the processes involved in the absorption of a drug from administration site into the blood

Immunology (PDMD0341):

This course is designed to provide Pharm D student with basic knowledge and concepts of immunology and body defense mechanisms.

Introductory Pharmacy Practice Experience-1 (PDPP0321):

Introduction to community health provides an introduction to the knowledge, skills and attitudes necessary for success in the professional pharmacy curriculum and focuses on the development of competent, caring general pharmacist practitioners by raising awareness of how community health shapes an individual's health experience.

Fourth year

First Semester

Therapeutics-1 (PDPP0431):

This course provides understanding of therapeutic concept in the management of disease states through both formal lectures and structured case analysis discussions. Topics include hypertension, heart failure, dyslipidemias, coronary artery diseases, myocardial infarction, arrhythmias, peripheral

vascular disorders, thrombosis, anemia fluids and electrolytes, acid-base disturbance, renal failure (acute, chronic/dialysis).

Clinical Biochemistry (PDPC0432):

Provide students with a recent knowledge in clinical biochemistry. The course provides introduction to the clinical laboratory diagnostic tests and procedures related to the identification and diagnosis of systemic disorders of the human body.

Applied Pharmacology-1 (PDPT0423):

The course covers the basic principles of anti-infective therapy and drug therapy in special patient conditions (disease, pregnancy, infancy or elderly) and impact of drug interactions in order to prescribe the most suitable drug and dosage form.

Medicinal Chemistry-2 (PDPC0443):

This course deals with the metabolic changes of drugs and metabolic processes of various functional groups found in therapeutic agents. It also covers the chemical structures, biological activity and molecular mode of action and SAR of hormones, centrally acting analgesics, antipyretics and anti-inflammatory drugs, nonsteroidal therapies of hormone-related disorders, drugs used for treatment of bone disorders and antihistaminic agents.

Introductory Pharmacy Practice Experience-2 (PDPP0422):

This course offers basics of pharmaceutical care process with special emphasis to assessment of drug related problems, drug interactions, adverse drug reaction monitoring, therapeutic drug monitoring and medication safety management. Pharmaceutical care for the special populations including pediatrics, geriatrics, hepatic and renal failure also included.

Pharmaceutical Technology (PDPH0451):

This course aims to provide the students with the necessary knowledge in the area of pharmaceutical technology, the pharmaceutical plant construction and the considerations layout of industrial firms. After completing this course the students will have learned adequate knowledge in the area of industrial unit operations (Particle size reduction, mixing, heat transfer, evaporation, granulation, drying, etc.) and the specific factors associated with the preparation and evaluation of different dosage forms.

Pharmaceutical Biotechnology (PDNP0451):

The course aims to provide students with the basics and recent development in pharmaceutical biotechnology and its impact on pharmaceutical industry as well as therapy as advance therapeutic tool.

Fourth Year
Second Semester

Pharmacy Practice Experience (PDPP0423):

The main purpose for this course is to allow students to apply knowledge and develop skills needed to optimize the pharmacist's professional scope of practice in providing effective patient care.

Pharmacy Law and Ethics (PDPP0441):

The course exposes students to Saudi Arabian governmental law and regulations relating to all aspects of the profession of pharmacy. Topics include definitions, ethics and law, legal system, administrative agencies, organizational structures, applications, permits and licenses, dangerous drugs, controlled substances, parenteral, drug pricing, and registration, records, reports, inventory/storage and security, disposals, pharmacy inspection, product liability, unfair trade practice and other pharmacy law related topics.

Applied Pharmacology-2 (PDPT0424)

The course covers the pharmacology of drugs used in treatment of diseases affecting different organs including liver, GIT, CNS and studying cases about that.

Therapeutics-2 (PPC0432):

Provide students with a comprehensive knowledge of clinical manifestations and different types of medications and therapies for the prevention and treatment of various diseases. The course deals also with the concepts and principles of medicines management with therapeutic algorithm and clarify the therapeutic plan for each disease state.

Complementary & Alternative Medicine (PDPP0432):

The course describes the different approaches and the evolving theories of CAM and the role of Pharm D pharmacists in dealing with such practice.

Clinical Pharmacokinetics (PDPP0451):

Clinical Pharmacokinetics course focusing on, topics in daily issue such as effect of disease on drug and drug-drug interaction on pharmacokinetic parameters, appropriate loading and maintenance dose calculation, dosing adjustment for linear and non-linear drugs, effect of altered serum protein binding and hemodialysis on drugs, interpretation of serum drug concentration and drug assay validity. Drugs in focus include; aminoglycosides, vancomycin, lithium, valproic acid, digoxin, theophylline, phenytoin, methotrexate and carbamazepine.

Fifth Year
First Semester

Clinical & Forensic Toxicology (PDPT0531):

Toxicology can be defined as that branch of science that deals with poisons, and a poison can be defined as any substance that causes a harmful effect when administered, either by accident or design, to a living organism. This course is dedicated, particularly to the how and why certain substances cause disruptions in biologic systems that result in toxic effects. The study of toxicology serves society in many ways, not only to protect humans and the environment from the deleterious effects of toxicants but also to facilitate the development of more selective toxicants such as anticancer and other clinical drugs and pesticides.

Physical Assessment and First Aid (PDMD0541)

The course will teach the students a mixture of both practical and theory, how to examine a casualty and familiarize with basic life support. These provide the skills to overcome a potentially threatening situation long enough for medically trained individuals to arrive on scene.

Advanced Therapeutics-1 (PDPP0533):

This course offers therapeutic plan with the pathophysiologic approach for the common infectious diseases and neuropsychiatric disorders. Problem solving approach to resolve drug related problems for the above mentioned diseases/disorders at the bedside also included in this course.

Pharmacoepidemiology and Pharmacoeconomics (PDPP0561):

The pharmacoepidemiology and pharmacoeconomics course deals with the effects of the use of medication in populations and their quality of life. It introduces students to the evaluation of the studies that supports the rational use of drugs. The pharmacoeconomics course emphasizes factors affecting the origin, organization, delivery and financing of health care in a community and its relation to pharmacy practice. The course deals with the impact of socio-economic factors and pharmaceutical industry actions on drug prescribing and consumption. Drug cost minimization, effectiveness and utility are analyzed, pharmacoeconomic analysis and evidence-based medicine and using these data for making formulary decisions and set prices; and reference pricing in drug program management.

Advanced Pharmacy Practice Experience (PDPP0524):

The main purpose for this course is to allow students to apply knowledge and develop skills needed to optimize the pharmacist's professional scope of practice in providing effective patient care.

PharmD Research Project (PDRP0511):

Saudi Arabia requires a large number of highly qualified professionals in every area of scientific research. Scientific research contributes to the progress of Pharm D students, and helps them to develop the core skills for lifelong learning that are important at the beginning and throughout their careers as pharmacists.

Nutrition (PDPP0571):

This course is an introduction to human nutrition, with major emphasis on nutrients and their dietary sources, functions and relationships to health. The study includes the relationship of food and nutrition to health. The categories of nutrients, their characteristics, physiological functions, food sources and their interrelationship with the needs of the human body will be covered in this course. Topics will include the energy-containing nutrients, selected vitamins and minerals and weight management.

Fifth Year

Second Semester

Advanced Therapeutics- 2 (PDPP0534):

This course offers therapeutic plan with the pathophysiologic approach for the oncology and gynecology and urological disorders. Problem solving approach to resolve drug related problems for the above mentioned diseases/disorders at the bedside also included in this course.

Applied Drug information (PDPP0562):

This course provides the knowledge on various information resources and systematic approach to answer drug information queries and also emphasized the duties of poison information center.

Biostatistics (PDPT0541):

This course aims to explain the process of drug development and biostatistics to students with emphasis on new applications and software in this field.

Applied Nutrition (PDPP0572):

This course teaches the student how to deal with nutritional needs of human during different life stages and in specific diseases. It covers aspects about nutrition support that encounters both enteral and parenteral nutrition support for all age groups including neonatal, pediatric and adult patients. This includes nutrition support screening and assessment techniques, initiating a Total Parenteral Nutrition (TPN) therapy and performing all the required calculations. The course covers also how to nutritionally manage people with different diseases like diabetes, cancer, cardiac diseases, GI diseases and renal diseases.

Hospital Pharmacy (PDPP0563):

The course deals with the technical or functional and professional aspects of pharmacy practice. Topics include the Hospital Pharmacy and its Organization, Pharmacy and therapeutic committee & Hospital formulary, Stores purchase and control of inventory in a hospital, Drug dispensing and Distribution system in hospital, Hospital Controlled Substances, Manufacturing of pharmaceutical preparations (Non-sterile and sterile), Good manufacturing practices (GMP) in the manufacturing units of hospital, Surgical instruments and other ancillary substance used in hospital, Radiopharmaceuticals used in hospital, Prepackaging in the Hospital, Clinical Pharmacy in

Hospital, Professional relations and practices of hospital pharmacist, Educational activities in hospital pharmacy and library of pharmaceutical sciences in a hospital.

Pharmacy Administration and Marketing (PDPP0564):

The course put emphasis on administrative services and functions provided by the pharmacy department are included. Topics include purchasing, inventory control, marketing policies, and procedures. In addition, the student will learn management, principals including styles and function and fundamental elements of managements, such as planning, organizing, staffing, directing, coordinating and control. The course includes also the key concepts and issues underlying the modern practice of marketing.

Sixth Year Clinical Clerkships

The sixth year of the faculty of pharmacy curriculum is the clinical clerkships yera. All required core curriculum courses in professional years, one through five, are prerequisite for the clinical clerkships program. The program is composed of eight core clinical clerkships, six weeks each taught by both preceptors of the training sites and adjunct faculty or preceptor of the school of pharmacy. Six clinical clerkships are obligatory and two are electives. Obligatory clerkships include: internal medicine, cardiology, critical care, infectious diseases, inpatient and outpatient pharmacy practice. Elective clerkships are rotations in different clinical and pharmacy practice settings and given two general names; pharmacotherapy clerkship and Pharmacy practice clerkship. Students will be under direct supervision of selected pharmacy preceptor on a one-to-one basis in each clerkship. Depending on the clerkship type, student will be evaluated on the basis of specifically designed rubric on the acquired general and clinical skills or tasks, formal presentations, professionalism, communication skills, drug therapy monitoring, patient counseling, case analysis and discussion, end, and attitude and behavior throughout the clerkship, A clerkship manual is available for objectives and learning outcomes concerning this clinical training.

Pharmaceutical Field Trainings

Pharmaceutical Field Tranning-1 (PDFT0311):

It is 4-week placement in community pharmacy training. It is a summer course This course provides a comprehensive knowledge of different dosage form, prescription processing, medicines management and documentation in community pharmacy. It introduces the student to aspects about OVER the COUNTER therapeutics (OTC) such as; antacids, anti-diarrheas, hemorrhoids, analgesics, antipyretics/monitoring temperature/topical analgesics, cold, flu, allergy, otic disease, oral disorders, ophthalmic disease, contact lens care, contraception, nutritional products, infant formulas, dermatitis, diper rash, sunscreen/sunburn, foot care, sleep, weight loss, smoking aids.

Pharmaceutical Field Training -2 (PDFT 0432)

It is a hospital pharmacy training that takes place after the fourth year of the program. It introduces the student to the basic role of hospital pharmacists in the healthcare system. The student will be trained to practice the prescription processing, monitoring prescription errors, compounding of non-sterile and IV preparations, drug information, documenting and ethics in pharmacy.

Pharmaceutical Field Tranning-3 (PDFT0513)

A hospital pharmacy training course. It introduces the student to the pharmacy management and advances in pharmacy practice. The student will be trained to practice in specialty pharmacy, nuclear pharmacy, pharmacy management, budget planning, purchasing, inventory control, patient counseling and medication order.

Elective Courses

Scientific writing and presentation (PDPC0403)

This course is designed to help students to write, present and publish biomedical papers in English. It provides a full outline of the preparation of manuscripts with regards to planning, style, structure and composition. The course tackles the three greatest obstacles a presenting scientist faces: fear, an over-technical text-heavy presentation, and a less-knowledgeable-than-expected audience.

Advanced drug delivery system (PDPH0402):

This course is aimed to provide students with detailed information about advanced drug delivery systems. These include mucoadhesive drug delivery systems, vesicular drug delivery systems (liposomes and niosomes) and nanoparticles (polymeric and metallic) and their applications in drug delivery.

Drug Dependence and abuse (PDPT0403):

This course provides an overview of the fundamental concepts in substance abuse. The contents of this course will help to introduce participants to terminologies used in substance abuse as well as their definitions. Participants will be provided with a comprehensive overview of the drugs of abuse that are most commonly used. It describes the problems associated with substance misuse explaining the transition from experimentation with drugs to dependence, identifying substance misuse as a chronic medical illness. It also describes the role that used in substance abuse treatment.

Community pharmacy management (PDPP0403):

The main purpose of this course is to help student pharmacists master pharmacy management skills for community pharmacy practice. Particular focus is given to financial management, services marketing, personnel management, managerial decision-making, and current topics/issues.

Advanced clinical skills (PDPP0503):

This course is to enable pharmacy students to acquire additional structured history-taking and necessary skills to perform, participate and interpret patient's assessments in acute and chronic disease conditions during clinical pharmacy practice.

Molecular drug design (PDPC0501):

The course provides information in various topics including: Introduction to the drug discovery/development , Approaches to new strategies of drug discovery,, targets of drug design, Prodrug design and applications, Computer-aided drug design and Combinatorial chemistry

Public health (PDNP0501):

To prepare pharmacy graduates to undertake their role in health promotion of the communities in which they serve

Forensic pharmacy (PDPT0501):

Forensic Pharmacy is that branch of pharmacy, which deals with various legislations pertaining to drugs and pharmaceuticals, and profession of pharmacy. This course provides an overview of the fundamental concepts dealing with the application of medical knowledge to establish facts in civil or criminal legal cases, such as an investigation into the cause and time of a suspicious death.

Applied pharmacokinetics (PDPP0501):

Clinical pharmacokinetics focuses primarily on the pharmacokinetic aspects of the individualized optimization of drug dosage - the application of pharmacokinetic data to the clinical use of drugs.

Experimental models of disease (PDPT0502):

This course will cover the basics of animal care, design criteria, statistics and data collection, as well as specific applications for using animals as models (e.g., cancer research, embryology, nutrition, exercise, aging). Applications of computer models and tissue culture will be included to provide an alternative to use of animals for some applications. The content will stress basic knowledge and the background for students to integrate their knowledge into the design and projected implementation of an animal model for research.

Good manufacturing practice (PDPH0501):

The course of Good Manufacturing Practice is designed to teach students the guidelines that provide a system of processes, procedures, and documentation to assure that the finished pharmaceutical product has the identity, strength, composition, quality, and purity that it is represented to possess. This course is an introduction to the principles of Good Manufacturing Practices (GMP). By the end of this course, students will understand the difference between quality assurance (QA) and quality control (QC) and the role of the QC department. Moreover, they will learn how to critically understand required industry regulations and how to apply them.

Ambulatory pharmaceutical care (PDPP0502):

This course is designed to facilitate student learning while conducting pharmaceutical care assessments in patients with actual drug-related needs in ambulatory clinics. This course will explore pharmaceutical care in community/ambulatory practice settings and provide emphasis and information on current topics affecting pharmacy practice. This course will also provide guidance and reinforcement of positive professional attitudes and commitment to pharmacy practice.

Radiopharmaceuticals (PDPH0502):

The course was designed to provide pharmacy students with a basic background of nuclear pharmacy and nuclear medicine. The course aims at making the students familiar with basics of nuclear chemistry, fundamentals of operating a nuclear pharmacy and a broad overview of the most common clinical applications of nuclear medicine. The course focuses on personnel protection from radiation sources. It also focuses on the regulations and quality control procedures involved in nuclear pharmacy practice.

Admission and Registration

The regulations on the PharmD study can be divided into five areas, i.e. admissions, registration, program study, assessments, and graduation, which are aligned with the University's Regulations on the Study and Assessments. Some important regulations include:

Applicants for this programme must meet the entry requirements set by the Faculty of Pharmacy and University of Tabuk Deanship of Admissions and Registration. They are required to:

- The applicant must be a Saudi national or have a Saudi mother.
- A high school certificate or its equivalent from within or outside the Kingdom.
- The applicant must have a high school certificate equivalency issued by the Certificate Equivalency Committee at the Ministry of Education if the certificate is from outside the Kingdom.
- The high school certificate must not be more than two years old.
- The applicant must not be over 30 years old for programs.
- The applicant must be medically fit.
- The scholastic achievement test score must not be less than 50% (the score available during application must be considered).
- The general abilities test score must not be less than 50%.
- The weighted percentage must not be less than 85.
- The validity period of the General Aptitude and Academic Achievement Test is five years.
- The applicant must not have a prison sentence.
- The applicant must not have a previous academic record at University of Tabuk during the last four semesters of a bachelor's degree.
- The applicant must not have a previous academic record at University of Tabuk during the last two semesters of a diploma degree.
- The applicant must not have been dismissed academically or disciplinarily from the university or any other university.
- The applicant must not have been dismissed from the same or any other academic degree at the university or any other university.

Steps to apply for university admission:

1. Access the University of Tabuk's portal to apply for admission to the university through the following link <https://myut.ut.edu.sa/ut/init>.
2. The applicant must use a computer while submitting the application and avoid using smartphones such as (Mobile) or tablet devices and should use (Chrome) or (Firefox).
3. All required data must be entered accurately and correctly.
4. All available wishes should be selected and arranged in order of priority.
5. The available specializations which appear to the applicant are the ones that fulfill the general and specific conditions.

Study system

- In PharmD Program, the study depends on the whole academic year.
- In the academic year scheme, courses are offered throughout an academic year no less than (30) weeks, not including the registration and final examination periods.
- By the end of the academic year, a final examination will take place for each course. In the practical and laboratory training courses, final examinations are conducted at the end of each training period.
- A second round of the final examination will be conducted in no less than two weeks before the beginning of the academic year. The Faculty Council will determine who to sit for the test of those who failed courses which the Faculty Council determines its content and credit hours. The results will be sent to the deanship of admission and registration before the end of the third week of instruction. Students who pass the second round of the final examination will be granted GPA (D) instead of the previous failure GPA (E) regardless of the mark he/she scores.
- A student, who fails the first round of the first final examination of courses exceeding those determined by the Faculty Council, will not be allowed to sit for the second round of the final examination and will stay in the same academic year. In addition, he/she will re-enrol only in the courses he/she has failed.
- A student who fails the second-round examination or courses that do not have second round examination will stay in the same academic year and re-enrol in the courses he/she fails. The Faculty Council or its authorized representative may allow the student to enrol in courses of the next academic year.

Student attendance:

- A regular student must attend lectures and practical lessons. If he fails to attend at least 80% of the lectures and practical lessons or the laboratory sessions for each course in an academic semester, he/she will be denied access to the final exam and will fail that course. Semester work grade shall be recorded as it is and hence the grade denied (DN) is given. The faculty dean or his authorized representative approves grade denial lists.
- The Faculty Council or its authorized representative can exempt students with excuses (from being denied access to the final) who maintained a minimum 65% attendance of lectures and practical lessons for each course.
- Students who miss the final examination will be given zero in the examination, and his/her grade will be calculated based on the attained grades in the semester work.
- If a student couldn't sit for the final examination in any of the courses during the semester due to a strong excuse, the Faculty Council may, in extremis, accept his/her excuse and give the student a makeup exam during a period not exceeding the end of next semester. The student will then be given the grade he/she earns based on his/her performance in the makeup exam.
- A student may withdraw from a semester without allocating the "F" grade to him/her academic record if he/she presents an acceptable excuse to the dean of the relevant faculty within five

weeks ahead of the final exams. Concerning short sessions, students may withdraw within one-third of the total duration ahead of the final exams. In all cases, the student will be given "W" grade, and this semester is counted towards the graduation requirements.

- Withdrawing a maximum of two consecutive semesters or three non-consecutive semesters is allowed. As for the faculties that follow the one-year system, withdrawing two consecutive or two non-consecutive years is not allowed, and the student's enrolment status will be suspended afterward. The dean of the Admission and Registration Deanship may override any of the above-mentioned durations.
- Guardian consent for female students might be requested for withdrawal by the Admission and Registration Deanship.
- A student may withdraw one or more courses under the following terms: The approval of the relevant faculty's dean. Applying before the deadline of withdrawal. The student will be given (W) grade in the course.

Academic leave and study discontinuation:

- A student may apply for academic leave due to an excuse accepted by the relevant faculty's dean or his authorized representative before the end of the first week of studying. The leave for two consecutive years and two non-consecutive years are not accepted, then his/her enrolment will be suspended afterward.
- If a regular student discontinues studying for four weeks from the very beginning of study without applying for academic leave, his/her enrolment will be suspended.
- A student is not to be considered "discontinued" for the semesters that he/she studies as a visiting student at other universities.

Re-enrolment:

A student, whose enrolment status has been suspended, may apply to his/her faculty for re-enrolment with the same University ID number and the academic record he/she had before discontinued studying according to the following guidelines:

- A student applies for re-enrolment within two regular years from the date of suspending his/her enrolment status.
- A student obtains the approval of the Faculty Council for the re-enrolment.
- That five or more semesters have gone since the suspension of the student's enrolment, the student can apply to the University for admission as a new student without considering his/her old academic record, if they fulfill all the admission requirements announced at the current time for new students.
- A student's re-enrolment for more than one time is not accepted.
- Re-enrolment of a student, whose enrolment has been suspended because he/she is on academic probation, is not accepted.

Graduation:

A student graduates after successfully completing the graduation requirements according to the study plan, provided that his/her cumulative GPA and major GPA are both not less than 2.00 out of 5.00. Following the recommendation of the relevant department board, the Faculty Council, or its authorized representative may determine certain additional courses that the student should take to improve his/her cumulative GPA if he/she has passed the required courses, but with a low GPA. A student is not considered a graduate until the approval from the University Council to grant him/her the scientific degree is issued.

Dismissal from the University:

A student may be dismissed from the in the following circumstances:

- If a student obtains a maximum of three consecutive academic probations as the result of his/her cumulative GPA is less than 2.00 out of 5.00. Following the recommendation of the Faculty Council, the University Council may allow the student a fourth opportunity to improve his/her cumulative GPA by taking the available courses according to the following conditions:
- If a student fails to complete the graduation requirements within a maximum additional period equal to one half of the period determined for his/her graduation in the original program period. However, the University Council may give the student an exceptional opportunity to complete the graduation requirements within a maximum additional period not exceeding double of the period determined for graduation according to the following:

The Faculty Council may give the student, who has been dismissed due to exceeding double of the program duration, an opportunity to complete the graduation requirements within a maximum duration of two semesters.

Final examinations:

- Based on the recommendations from the relevant department board, the Faculty Council determines the class work score as being not less than 40% and no greater than 60% of the course final grade.
- Based on the recommendations of the relevant department board, the Faculty Council may approve the inclusion of practical or oral tests in the final examination of any course. The scores to be assigned to such tests will be considered as part of the final examination scores.
- Based on the instructor's recommendations, the relevant department board allows a student to complete the requirements of any course during the next term. In such an event, the grade (IC) will be recorded for the student in his/her academic records. (IC) grades are not included in the calculation of the semester and cumulative GPA until the student obtains his/her final grade in the course by completing all the requirements. If no change has been made in the (IC) grade after the lapse of one semester, the (IC) status will be changed to an (F) grade which will be included in the calculation of semester and cumulative GPA.

The grades students earn in each course are calculated as follows:

Percentage	Grade	Grade code	GPA
95 – 100	Exceptional	A+	5.00

90 – less than 95	Excellent	A	4.75
85 – less than 90	Superior	B+	4.50
80 – less than 85	Very good	B	4.00
75 – less than 80	Above average	C+	3.50
70 – less than 75	Good	C	3.00
65 – less than 70	High pass	D+	2.50
60 – less than 65	Pass	D	2.00
Less than 60	Fail	F	1.00

Based on the cumulative Grade Point Average achieved by a graduating student, his/her graduation rank is assigned to one of the following levels:

No	Level	GPA
1	Excellent	4.50 – 5.00
2	Very Good	3.75 – Less than 4.50
3	Good	2.75 – Less than 3.75
4	Pass	2.00 – Less than 2.75

First Honors will be granted to graduating students who achieve a cumulative GPA of (4.75) – (5.00) out of (5.00). Second Honors will be granted to graduating students who achieve a cumulative GPA of (4.25) – less than (4.75) out of (5.00).

Both statuses are subject to the following conditions:

- The student must not have failed in any course at the University of Tabuk or any other university.
- The student must have completed all graduation requirements within a period of duration ranging between the maximum and minimum limits for completing the program of study in a faculty.
- The student must have completed 60% or more of the graduation requirements at the University of Tabuk.

Final examination procedures:

- No student is to be given more than two examinations in one day. The University Council may allow for exceptions to this rule.
- No student will be allowed to sit for a final examination after the lapse of 30 minutes from the beginning of the examination. Also, no student will be allowed to leave the examination venue less than 30 minutes after the beginning of the examination.
- Cheating, or attempting to cheat, or violating instructions and examination regulations, shall render the offender subject to punishment in accordance with the Student Disciplinary Rules set by the University Council.
- If necessary, the relevant Faculty Council may agree to remark the examination papers within a period not exceeding the beginning of the next term examinations according to the following conditions:

1. The student may submit an official appeal for remarking to the Vice-Dean of academic affairs offering the course, no later than the end of one month of the relevant final exam. The Vice-Dean will then forward the request to the Faculty Council.
2. The student, who has applied previously for a remarking, and it has been proved that his/her appeal was false, is not allowed to apply for a remarking again.
3. The student is allowed to apply for no more than one-course examination paper remarking per semester.
4. A form is specially designed for this purpose including items 1, 2 & 3 in addition to the following information (student name and ID, course code and titles, group number, semester date, attendance record, GPA of the student, exam date, teacher's name, date of the test, remarking justifications, and the signature of the student).
5. In case of positive reply, the Faculty Council will form a committee of at least three faculty members to remark the exam papers and then the committee will report this to the Faculty Council for approval upon which the decision of the council is final.

Transfer from another university:

With the approval of the dean of the relevant faculty, the university accepts the transfer of a student from outside the university according to the following regulations:

- The student should be enrolled at a recognized college or university and has an academic record (GPA) for at least two academic semesters.
- The student must not have been dismissed from that university for disciplinary actions.
- The student must satisfy all the transfer provisions set by the Faculty Council.
- The credits studied at the University of Tabuk must be at least 60% of the total required credits for the host degree.

The Faculty Council equalizes the courses that the student took outside the university according to the recommendations offered by the departments to which those courses belong. As such, these equalizations are to be transferred to the student's academic record, but they will not be included in the calculation of his/her cumulative GPA provided that the content of the course that the student passed is equivalent to the course content intended to be equalized.

Transfer from another faculty in the university:

- With the approval of the dean of the relevant faculty, the university accepts the transfer of a student from one faculty to another inside the university according to the conditions set by the Faculty Council to which the student will transfer.
- For a student transferring from one faculty to another, all courses that students studied are to be transferred to his/her academic record including the grades, and the semester and cumulative GPA obtained throughout his/her period of study at the University.

Teaching and Learning

PharmD program provides students with didactic teaching and facilitative learning including lectures, tutorials, seminars, or laboratory work in numerous courses. Learning facilitation is arranged mostly as:

- Active learning.
- Problem-based learning.
- Small group discussion.
- Role plays.
- Multimedia instructions.
- Case-assisted student-centred learning (CASCL).
- Case study.
- Journal clubs and literature review.
- Self-directed study.
- Research groups.
- Field training.
- Small group discussion.
- Practical lab sessions.
- Hands-on practical activities.

In addition, students experience interprofessional learning with other students in the health colleges in the university. The clerkships in Pharmacy Internship enable students to acquire clinical and pharmaceutical care skills. During the clerkship rotations, they become acquainted with the skills to participate in group activities, i.e. attending ward rounds, bed-side discussions about medication along with case presentation, and patient-centred activities particularly patient counselling on diseases and medication use.

In the fifth year, students need to complete dissertation or small research project, as part of project-based learning. Finally, with the combinations of teaching and learning modes, students will be able to achieve the program as well as individual course outcomes as elaborated in the course descriptions.

Assessments

The program uses a wide range of assessment methods to ensure that students experience both summative and formative assessment techniques and their learning outcomes for courses (or course outcomes) can effectively be evaluated. The assessments include:

- **Examination questions:** Either in the forms of unseen or open-book exam papers, are primarily used to test students' knowledge and understanding, but their ability to apply, analyse, synthesize, or evaluate some issues can partly be assessed. They can be in the form of multiple-choice questions (MCQs) or short-answer questions.
- **Objective Structured Clinical Examinations (OSCEs):** They are used to assess their skills in pharmacy practice, i.e. clinical skills, communication, counselling, and pharmaceutical care.
- **Objective structured practical examinations (OSPE):** are a method for assessing students' practical skills in a consistent and standardized way. Students rotate through multiple stations, completing specific tasks at each one while being evaluated with objective checklists.
- **Assignments:** e.g. subject-specific reports, case reports, reflective reports, and portfolios, are utilized to assess their ability of writing reports and constructing longer presentations (essays) as well as short concise pharmaceutical care plans.
- **Practical exams:** It is an assessment that tests a candidate's ability to apply theoretical knowledge through hands-on tasks, experiments, or simulations that mimic real-world situations.
- **Quizzes:** They are arranged in each course to check students' understanding before or after a lesson or course. This may also help them revise the teaching material over a period and better prepare for the final examination.
- **Oral presentations:** They are used to test their ability to organise their work, prepare visual material and present the findings in a timely manner in a controlled environment.
- **Oral examination:** As an alternative method for research project assessments, may be utilized to assess their dissertation in terms of research methodology, statistics and writing ability.
- **Projects Defence:** The students are asked to present respective proposals and dissertations in front of research committee during research projects for successful evaluation.
- **Progress reports:** Apart from project defence the students submit three research progress reports at specified time as set by the research committee of the faculty.

All types of assessments with weighted scores are specified for each course as shown in the course description.

Learning environment and resources

All resources are provided for PharmD students to facilitate their learning, practice, and research. Overall, students enrolled in the PharmD Program are provided with high-quality resources that help facilitate their learning, and all faculty members are supportive of their study throughout the six-year program. These include:

Responsible staff:

Academics in this programme are working at five departments of Faculty of Pharmacy. They are very experienced in teaching, research, and practice. Numerous support staff, e.g. assistant instructors, and demonstrators, also helps with teaching and training for PharmD students.

Classrooms:

The PharmD Program features a well-structured facility with dedicated classrooms to ensure a conducive learning environment for all students. Female students are accommodated on the first floor, while male students are located on the second floor. These classrooms are fully air-conditioned, providing a comfortable atmosphere for studying and engaging in interactive discussions. Each classroom is equipped with modern furnishings, including ergonomic desks and chairs designed for optimal comfort during long hours of study.

Moreover, the classrooms boast state-of-the-art smart interactive screens that enhance both learning and teaching experiences. These screens facilitate dynamic presentations and interactive lessons, allowing instructors to incorporate various multimedia resources effectively. Such technological advancements create an engaging and immersive educational environment, fostering collaboration and enhancing the overall learning experience for all students in the PharmD Program.





Laboratories:

All laboratories associated with the PharmD Program are strategically located on the ground floor, providing seamless accessibility for all students, including those with mobility challenges. Each laboratory is outfitted with needed instruments for students teaching, meticulously selected to facilitate thorough learning and hands-on practical training in pharmaceutical sciences.

To ensure the highest standards of safety and well-being for students, an extensive array of safety protocols has been rigorously implemented. This includes clear and informative signage throughout the facilities, high-quality protective equipment such as gloves, goggles, and lab coats, as well as comprehensive emergency response procedures tailored to various potential situations.

These diligent measures are designed not only to promote a safe learning environment but also to foster an atmosphere that encourages exploration and experimentation in a manner that prioritizes student health and safety. The commitment to a secure and well-equipped laboratory setting is fundamental to enhancing students' educational experience and preparing them for their future careers in pharmacy.

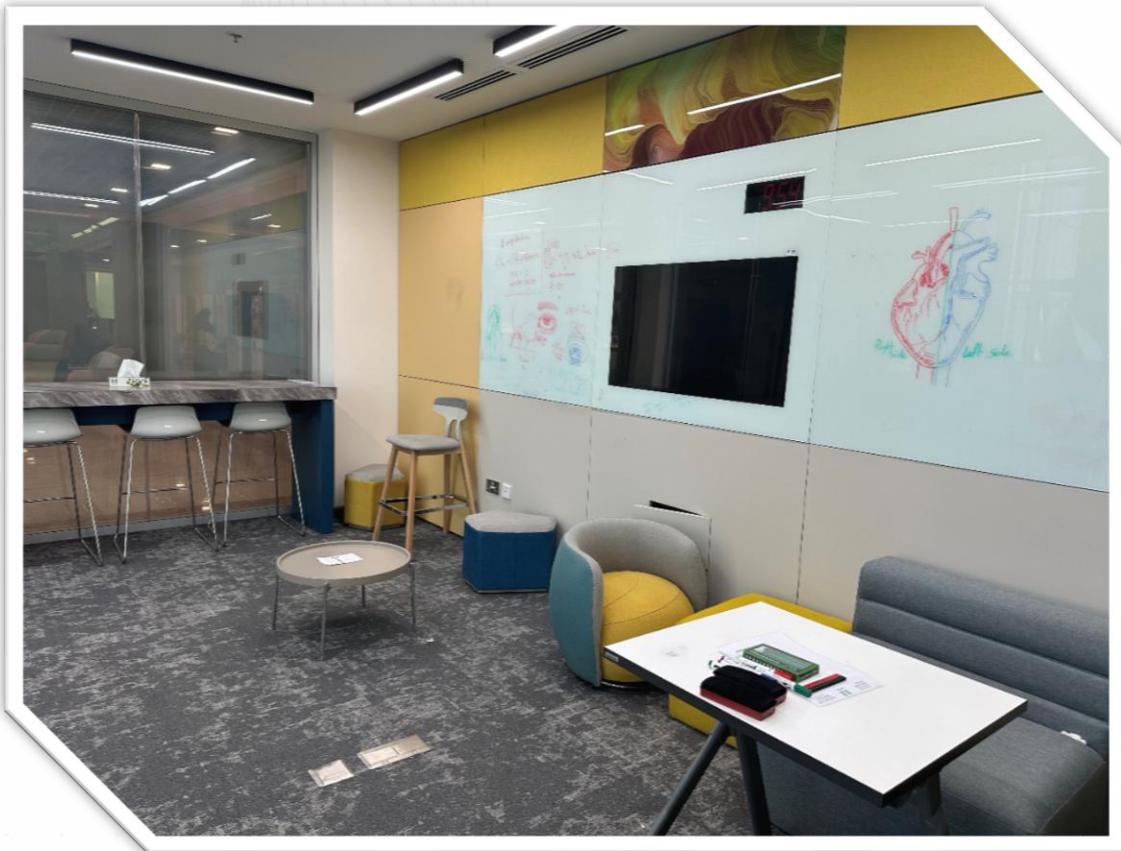




Smart rooms:

The faculty is equipped with six state-of-the-art interactive smart rooms designed to foster self-directed learning among students. Each room features advanced smart screens connected to high-speed internet, allowing for seamless access to a wealth of online resources and interactive learning tools.

Inside these thoughtfully designed spaces, students will find a variety of comfortable seating options, including ergonomic chairs, cozy couches, and versatile tables that encourage collaborative work and creativity. Additionally, the walls are specially designed to serve as writable surfaces, enabling students to brainstorm, share ideas, and visually organize their thoughts in a dynamic and engaging manner. These innovative rooms provide an ideal environment for exploration, collaboration, and independent learning.



Students' activities:

Students are presented with a diverse range of opportunities to engage in various academic, health and sports clubs, significantly enriching their extracurricular experiences. The student club is strategically located on the second floor of the faculty building, designed with inclusivity in mind. It features designated days for male and female participation, ensuring that all students feel welcome and encouraged to join.

This well-appointed club is equipped with ergonomic chairs and spacious desks, fostering a productive environment for collaborative learning and focused study sessions. Additionally, the facility boasts an extensive selection of sports equipment, including basketballs, soccer gear, and fitness mats, catering to a wide array of athletic interests. This ideal setting not only promotes physical fitness but also encourages teamwork and camaraderie among students.

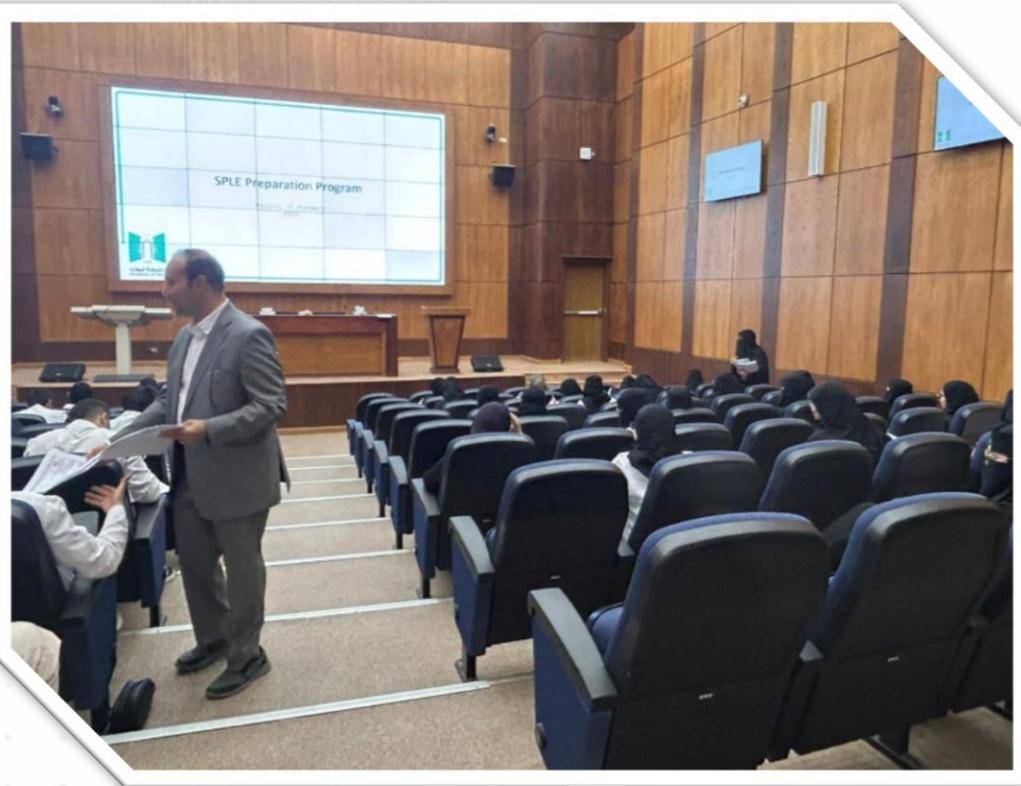
Whether students aim to sharpen their academic competencies through peer tutoring and study groups, or they are eager to stay active and healthy through various sports, the student club provides a comprehensive platform for personal growth. It serves as a vibrant community hub where friendships can flourish, and skills can be developed, ultimately enhancing the overall student experience.





Auditorium:

The faculty building features a spacious auditorium designed to accommodate a variety of events and activities. This versatile space is essential for hosting faculty meetings, seminars, and conferences, allowing for effective collaboration and communication among staff members. Additionally, the auditorium supports large group teaching, providing students with a conducive learning environment that enhances the educational experience. It is also an ideal venue for training workshops aimed at both students and teaching staff, fostering professional development and skill enhancement through interactive sessions and presentations. With its state-of-the-art audio-visual equipment and comfortable seating arrangements, the auditorium serves as a vital hub for academic engagement and community building within the faculty.



Study rooms:

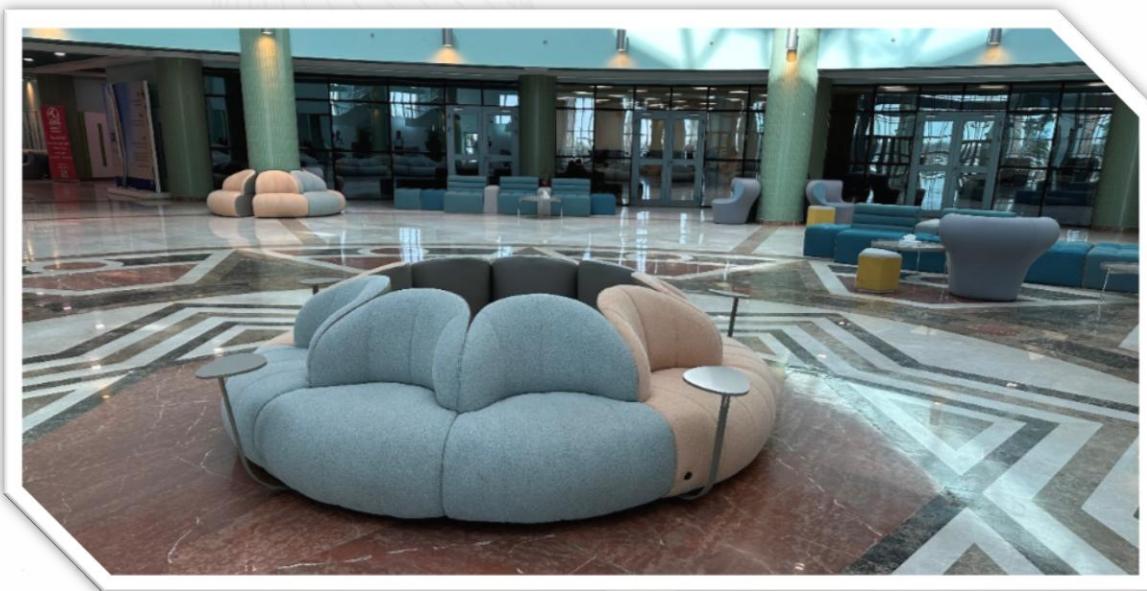
The faculty offers a selection of specialized study rooms, meticulously designed to foster self-directed learning for both male and female students during their free time. Each room is quiet to help students concentrate and is equipped with efficient air conditioning systems, maintaining a consistently comfortable atmosphere conducive to extended study sessions. The interiors are thoughtfully furnished with high-quality ergonomic chairs that promote proper posture and reduce fatigue, alongside spacious desks.

In addition, whiteboards are strategically placed in each room to facilitate collaborative learning, enabling students to brainstorm ideas, organize thoughts, and engage in group discussions effectively. These study environments are carefully curated to provide an ideal backdrop for students to immerse themselves in focused study, partake in dynamic group collaborations, or pursue independent research projects in peace and comfort. With these features, the study rooms serve as a vital resource, enhancing the overall educational experience and empowering students to achieve their academic goals.



Rest areas:

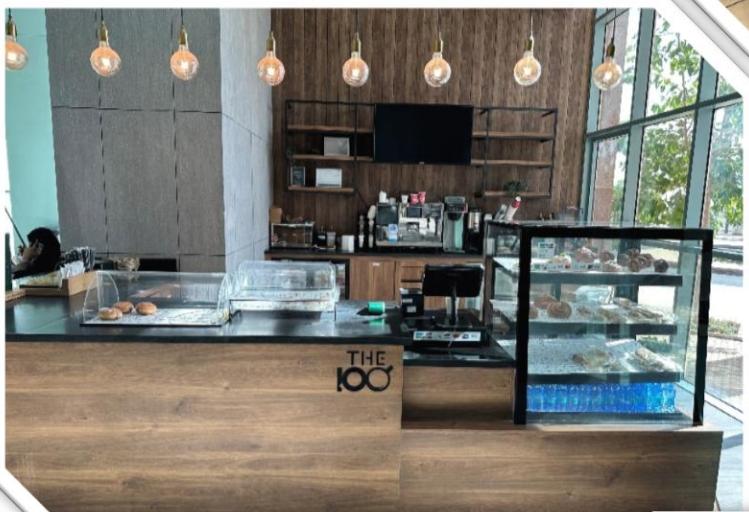
The entire faculty building is designed with numerous relaxation areas that offer a welcoming atmosphere for students to unwind between lectures and practical labs. These areas are furnished with comfortable couches and plush sofas, inviting students to settle in and recharge. Tasteful tables are strategically placed nearby, providing convenient spaces for students to study, collaborate on projects, or enjoy a snack. The thoughtfully chosen decor and soft lighting create a soothing environment that enhances the overall experience of studying and socializing within the building.



Restaurants and cafeterias:

The faculty building features a variety of dining options designed to cater to students' needs. Within its walls, you will find several restaurants offering diverse cuisines, ranging from quick bites to

more substantial meals. Alongside these dining establishments, there are cozy cafeterias where students can grab a coffee and study, as well as well-stocked vending machines that provide snacks and beverages for those on the go. This comprehensive arrangement ensures that students have convenient access to food and refreshments throughout the day, fostering a vibrant campus atmosphere.



Outside recreational areas:

The area surrounding the faculty building features inviting recreational spaces equipped with an abundance of chairs and tables, perfect for relaxation or study. This beautifully landscaped environment is adorned with a variety of vibrant flowering plants, creating a picturesque setting that enhances the overall atmosphere. The careful arrangement of greenery not only adds a splash of color but also fosters a serene and inspiring backdrop for students and faculty alike.



Students Support and Guidance

Introduction:

In light of the role played by the faculty of pharmacy, and in light of the tremendous changes in the field of science, the Dean Pharmacy of Pharmacy at the University of Tabuk initiated the establishment of the Academic Guidance Unit as an important tributary in developing the educational process within the college and establishing the rules of participation and interaction with the students to build the personality capable of facing the future with its variables.

In this role, the academic counselling system imposes duties on both sides of the educational process, the educational institution, and the student. Academic counselling is unique in its role, which works to transfer the general image of university life and clarify the different dimensions of this image to the student.

In line with this approach, the college's interest in the student as a major component in the educational process and in the presence of an effective management approaching the effective approach in its dealings with the components of the educational process in its various dimensions makes us always work to guide, guide, follow-up, evaluate its achievements and help it to detect and identify the obstacles it faces and limit It is provided, through a specialized unit, that undertakes extension tasks.

The concept of academic counselling:

Academic Advising is an essential and central pillar of the educational system and focuses on the two axes of the educational process: the educational institution and the student. This role is strengthened by the specialized academic advisor who works through the Academic Advising Unit throughout the academic year.

The process of academic counselling is integrated with awareness and understanding of all parties to the advisory process, with the aim of guiding the student to the most appropriate way to achieve the desired success and adapt to the university environment.

This goal is achieved by providing students with various academic skills that increase their academic achievement and discuss their scientific aspirations. It also includes educating students about university regulations and laws.

In addition to that, the academic guidance helps to develop their goals and take appropriate decisions related to their academic and professional future by making the best use of all available capabilities in the college, which leads to ensuring the success of the educational process and achieving the best scientific outcomes for the student.

Goals of academic counselling:

- Providing the necessary support for the students during their studies to complete the study plan and all requirements within the permitted period.
- Providing academic and guidance information to students and increasing their awareness of the university's mission, goals, and regulations.

- Supervising students academically to help them complete their studies efficiently and supporting the university's efforts in providing an outstanding educational environment by graduating qualified students for the labor market.
- Helping students to identify scientific disciplines that suit their mental abilities and their inclinations.
- Guiding students who stumble academically, taking care of them, following them up in raising their scientific level, and helping them overcome their academic and administrative problems.
- Providing students with suggestions and tips to improve their educational attainment and help them overcome their academic and administrative problems.
- Raising students' awareness on campus and providing the university with resources and services to improve their academic and cognitive levels.
- Providing students with professional opinions based on the professional experience of the academic advisor, such as organizing their time and investing it positively to gain the best methods for studying, and to have good achievement.

Academic counselling axes:

It is concerned with many axes, namely:

1. The student:

The student is considered the center of the academic process, and in the absence of organized and directed academic guidance, the student will bear the burden of familiarity with university systems and regulations upon admission to the university. As a result of individual differences between students, there are those who come to know the systems and regulations and work to adapt themselves to them, and in return there are those who are ignorant of many of these systems and regulations, which he signs in many academic problems such as low level, failure, dismissal from study and other problems.

2. The educational institution is represented in:

- **Academic Advisor:** The guide's role is to help the student make the right decisions that will help him in his academic career successfully and effectively.
- **The College (Scientific Department):** It is the authority that issues study plans for each major and each college has its own system for its academic programs, certificates awarded, and the evaluation system.

Target groups in academic counselling:

- **New Students:** To define mainly the system of study and tests and to achieve the necessary adaptation to university study, and to inform them of their rights and duties to help them improve their academic and achievement level.
- **Students with special needs:** To achieve the highest levels of psychological and social adjustment and academic achievement, and to provide training opportunities for them, each according to his field and needs.

- **Non-performing students:** To help them overcome their academic stumbling and help them overcome their obstacles and problems.
- **Outstanding students:** To help them continue to excel, encourage, and motivate other students.

The tasks of the academic advisor:

The tasks of the academic advisor can be defined as follows:

1. Preparing the student file:

The academic advisor prepares a special file for each student who is entrusted with the task of supervising them. The file contains the following:

- The student data form includes the quad name, the identification number, the correspondence address, the e-mail, the mobile number, the training programs that he obtained.
- List of courses leading to the graduation of the student.
- A copy of the last academic qualification the student obtained.
- A recent copy of the student's academic record (statement of grades).
- Other administrative documents (for example, course postponement forms).

2. Carry out the process of registering courses:

The advisor should follow the registration process, delete, add, and apologize for the decisions in a manner consistent with the student's study plan to ensure that he passes the previous level subjects and then direct him in a manner suitable for materials to be registered at the current level.

3. Carry out the process of selecting courses:

The mentor should use the list of courses, help students choose their courses, and recommend modifying courses that he does not find appropriate for the student according to the study plan.

4. Follow up on the academic level of students:

The mentor must follow the material assessments and the GPA for students, and the academic advisor should receive a copy of all test results by the course professor.

5. Follow up on the student's absence:

Monitoring the absence of students is one of the tasks of the course professor, but the academic advisor should follow the regularity of students in attending lectures according to their academic schedules and notifying them of absence warnings as well as academic warnings.

Academic Advising Skills:

A successful mentor can communicate effectively with his students and can determine their needs. He is good at listening to them, works with them and involves them in planning their studies, and tackling the obstacles facing them during their studies.

From here, we can define some of the skills that an academic advisor should have to contribute to achieving the goals set for him. These include:

- **Leader skill:** We mean with this skill to form a positive relationship with students to influence them and help them in moving towards achieving the set goals.

- **Sympathy skill:** By this skill and forming a good relationship with them that helps them to accept guidance, advice, and direction.
- **Planning skill:** By this skill we mean the ability of the academic advisor to set goals and turn them into achievable procedures, for example helping the student to achieve distant goals related to his academic and career future, or to help him prepare a plan to raise his appreciation.
- **Organizational skill:** This is the ability of the academic advisor to organize the counselling work and arrange it in a way that makes maximum use of it. This applies to organizing student files, for example.
- **Listening skill:** It is important for the academic advisor to be a good listener for his students, to get acquainted with their opinions, ideas and suggestions, and the problems they face, which enhances their self-confidence and strengthens the relationship between the advisor and them and can thus help them.
- **Decision making and problem-solving skill:** This skill is required by the academic advisor when he listens to students' perspectives and dialogue with them to get to know the problems they face, so they learn from him how to define the problem and develop proposals to solve it and then help them to take the right decisions necessary to solve the problem.
- **Group Guidance Skill:** This skill is concerned with dealing with a group of students who participate in an issue such as ignorance of the system, academic delay, absenteeism .It is preferable to deal with that collectively in order to reduce time and achieve other goals, including involving students in solving their problems, reaching results and making correct and appropriate decisions, and the way to do that It is to collect them and divide them into groups so that they get to know the problem and talk about its causes and consequences, then they put solutions to deal with it and take the appropriate decisions to treat it.
- **Time management and investment skill:** It is an important skill that includes scheduling and coordinating works, defining the time plan for the mentor's work that includes registration dates, scheduling and organizing office hours.

The duties of the academic advisor in cases of group counselling:

In some cases, the student fails to adapt and face his problems and becomes mired in psychological or social challenges. Here they must be directed to the second level of counseling, which is specialized psychological, social, and medical counseling before their studies are greatly affected by them. The role of the student counselor in such cases is summarized as follows:

1. Help the student to meet the social counselor and reassure him about the privacy and confidentiality of the interviews.
2. Provides the social worker with brief information about the student's condition.
3. Maintain the utmost confidentiality in organizing the briefing sessions.

Student responsibilities, tasks, and role in the academic advising process:

The student must prepare for the interviews by following the following steps:

- 1. Before meeting the academic advisor:**

- Knowledge of hours for academic advising.
- Writing all questions and concerns of the student and bringing them to the academic interview.
- Knowledge of the academic agenda, especially exam dates.

2. During an interview with the academic advisor:

- Bring a list of questions that he would like to inquire about. Asking all questions that concern the student to the academic advisor so that he can help the student. Giving a clear idea about the student's professional and academic aspirations and involving the academic advisor in discussing them openly and transparently.
- Work with the academic advisor to develop a study program with an academic schedule of what the student is planning to study.
- The student informs the academic advisor about the important changes in his academic program that may affect his performance or his academic goals.
- Advised by the academic advisor when adding or deleting any course that may affect graduation.
- Follow what is recommended by the academic advisor.

Students code of conduct

Since the university student is the focus of the educational system at the University of Tabuk, it was necessary to pay attention to his/her rights and duties. This is achieved away from the traditional understanding that makes a student just a vessel for rights and obligations and between over these rights in such a way that the educational process is derailed.

Student's Code of Conduct Objectives:

This code of conduct represents a code of correct behavior for students in their university life. The objective goals are the benefits that can be reached through its application. These objectives are as follows:

- Transparency and clarity in highlighting all students' kinds of rights and duties.
- Contribute to achieving desirable levels of student satisfaction.
- Contributing to the social, health and psychological security of students.
- Adjusting students' functional and ethical behaviors.
- Contributing to promoting the values of integrity, honesty, belonging and good citizenship among students.

Student's code of conduct's main axes:

This code of conduct contains three main axes, all of which constitute students' rights and academic and non-academic duties to control students' human and functional behaviors to create an educational environment to achieve the quality of educational outcomes from different disciplines.

Axis I: Student's academic and nonacademic rights:

Academic Rights:

1. Obtaining scientific material and knowledge associated with university courses in an appropriate study environment which achieves good achievement.
2. Providing the appropriate study environment to achieve better understanding by providing all the educational capabilities available for high-quality learning.
3. Obtaining the study plans and schedules in the college or department and reviewing the study schedules before starting the study. Also, academic rights include conducting registration in the courses offered by the system and registration rules, considering the order of priorities in registration for students according to fair controls when it is not possible to achieve the students' wish list in registering a course.
4. Deleting any course, adding another, or cancelling the entire semester as provided by the university's study and registration system within the specified period of that announced to students.
5. Obtaining the university card and benefiting from the services provided by the University in accordance with the regulations, decisions, and university norms applicable in this regard.
6. The commitment of faculty members at the university to dates and times of lectures to meet the scientific and practical hours and not to cancel lectures or change their times unless necessary

after the announcement, alternative lectures will be given to those who have been cancelled or absent by a faculty member. This is for the course to be completed with students and the relevant department.

7. Conducting scientific discussions with faculty members inside the university and asking for further clarification of what he/she did not understand without being censored or punished unless the discussion goes beyond what public morals require and the limits of decency and behavior in such cases, whether it is during the lecture or office hours.
8. Test questions should be taken from the same materials students studied and the issues raised or the scientific and practical cases that were addressed and discussed during the lectures, considering the balanced and logical distribution of test questions and grades in order to achieve a fair assessment of students' performance.
9. Conducting all tests related to a course unless there is a systemic impediment to conducting them in accordance with the regulations and instructions for doing so. The student should be informed that he or she will be banned from taking the test in advance.
10. Knowing key answers to midterm exams and distributing the grades fairly to the answer parts on which the student's performance is assessed before the final test.
11. Requesting to review students' answers in the final test as determined by the regulations and decisions issued by the University, which are stated in the study and examination regulation accredited at the university.
12. Knowing the results students got in the tests they performed after the correction process, and the approval have been completed.
13. Obtaining the university's social welfare and academic guidance services to help students solve the problems faced during their scientific achievement through its social and academic mentors and researchers. They also have the right to receive material assistance in accordance with the regulations governing it.
14. Complaining or appealing to review his/her evaluation or any matter attributed to it, with the necessity to notify in writing any decision taken and grant the right to discuss the decision and its consequences if it conflicts with their personal or academic interest.
15. Knowing exams instructions which are summarized as follows:
 - Students must confirm the period and place of his/her exam and attend half an hour before its start.
 - Students who miss the test takes a zero score in that test, and his/her rating is calculated in that course based on the course work he/she received unless there is a compelling excuse.
 - Students must bring all the tools he/she needs, and the tools of others are not allowed to be used.
16. Using university's laboratories to prove his/her experiences to expand his/her scientific knowledge according to its systems.
17. Participating in establishing various activities adopted and sponsored by the university, such as sports, cultural or social activities.

18. Obtaining his/her documents granted by the university, including granting him/her a degree after completing graduation requirements from the University.
19. Obtaining an official receipt for all that he/she pays to the university. He/she has the right to recover all that they paid as insurance with the specialists of the University and in accordance with the regulations governing it.
20. Claiming his/her rights inside the university, adhering to the texts and regulations in force at the University, and all students are equal in rights and duties.
21. Maintaining his/her files confidential inside the university fences in the safe and not allow any content, personal information and academic record and transcript) (only the student himself/herself or the one who is appointed) to be revealed unless it is the result of a penalty decision against the student. As it is the student right to maintain his/her personal photos within his/her file, and not show them or use what has been allocated, especially the photos of female students as these photos are mandatory documents in the university admission file, it is necessary to ensure their preservation and the integrity of dealing with them at the University.
22. The usage of the traditional and electronic libraries of references according to the consideration of the specific systems and use of the University's website and academic communication with the concerned faculty members through e-mail.
23. Students have the right to suspend enrolment, re-enrolment and withdrawal from the University and grievances related to exams' results.
24. Obtaining information leaflets and brochures on various methodological and extra-curricular activities and a copy of the course description.
25. Transferring from one department to another within the same faculty and from one faculty to another or modifying the study system from affiliation to regular or distance learning according to the university's regulations and executive regulations.
26. Submitting complaints within the approved controls against any of the university staff. If any personal risk or administrative or academic irregularities occurred, he/she reserves the right to maintain confidential information and data of the complaint.
27. Reviewing the grades in various courses and midterm tests: theoretical and practical results and paper and electronic duties retrieval.

Non-Academic (humanitarian) rights:

1. Receiving decent human treatment and not dealing with him/her with discrimination or bias in accordance with the rules of mutual respect for colleagues and employees of the University.
2. Participating in scientific gatherings, contributing to their formation and working within their activities according to the regulations.
3. Providing the necessary resources and tools to ensure access to theoretical and practical lecture venues.
4. Creating the appropriate scientific, social and health atmosphere for students in theoretical and practical lectures.

5. Providing all public services to students, such as catering places, libraries to provide photography services, sales stationery, and parking.
6. Providing entertainment places to practice sports activities as diverse as sports halls equipped with modern and diverse devices and different courts for table tennis, hand, plane and other types, large green areas in the courtyard of the University, a theatre to display some purposeful activities, and a large hall to apply extracurricular activities.
7. Providing quality buildings to ensure the safety of students and the educational process as widely within school buildings, provision of maps indicative of the contents of the building, and the provision of whiteboards inside of the classroom and other supplies such as pens and erasers. Also, providing proper lighting will help see the whiteboard and provide good ventilation inside the school buildings.
8. Maintaining hygiene, ensuring ventilation, adaptation, and lighting of the classrooms, providing corridors inside the classrooms that facilitate movement, providing emergency and survival ladders, providing indoor fire extinguishers, and providing electric elevators in a manner commensurate with special needs.
9. Providing health services such as public clinics and specialized doctors in all specialties, providing appropriate treatment, and transforming health clinics and hospitals.
10. Providing quality psychological and social student care services to various students in accordance with the approved regulations, regulations, and executive rules.
11. Providing opportunities to participate in extra-curricular activities organized and implemented by the Deanship of Student Affairs such as cultural, sports and social volunteer activities.
12. Ensuring eligible students receive incentives, bonuses, loans, material and financial subsidies, and hourly work allowances during the years of study when mandated to do so in accordance with the regulations and executive regulations in force at the University.
13. Providing opportunities to participate in specialized training programs and courses, each according to his or her interest.
14. Self-esteem and appreciation of scientific and practical discussions without departing from the educational framework.
15. Enrolment in the assets of the flexible, good worker, which considers the multiplicity of students' social and cultural backgrounds.
16. Providing physical, moral and psychological security and maintaining it from any threats of harm, intimidation, being insulted or ridiculed by any of the university staff, students, harassment by nodding, inflammatory references, commenting on body parts with unwanted touch, writing and graffiti to arouse or rumor about some abnormal behavior or committing any act contrary to the qualities of or imaging devices. This is whether it is used in the students' residence at the university and university housing or doing an act or saying that affects honor and dignity or scratches modesty or violates the university's good conduct and public morals.
17. Providing appropriate and suitable services to those with special needs as available from the possibilities available to the University.

Axis II: Students' academic and non-academic duties:

Academic Duties:

1. Familiarizing yourself with the applicable regulations and executive rules directed at the University concerning the student and abide by what is contained therein.
2. The obligation to attend the study and to carry out all the study requirements of the decisions in the light of the rules and dates governing the start and end of the study, transfer, registration, apology, deletion, and addition, in accordance with the provisions of the regulations and regulations in force at the University.
3. Compliance with the rules and suspensions by preparing research, reports or tests and not cheating or initiating it or assisting in the commission or violation of the examination system.
4. Commitment not to cheat and not participate in it in any way whatsoever when the tests of all kinds and when preparing research and other study requirements for the decisions, and not to resort to any means or proportion of illegal work to prepare such research, reports, papers, studies, or other basic requirements of the course.
5. Commitment to the respect of faculty, staff and workers of the university employees and other companies contracting with the University and other students within the university and guests and visitors and never abuse them by word or deed.
6. Commitment not to attend lectures in courses other than the registered one; if the student wants to attend any other classes, he must get permission from the professor.
7. Ensuring that the official e-mail approved by the university works correctly and read the e-mail daily to follow up on what may be sent through the announcements.
8. Follow up the announcements placed on the official bulletin board inside the university building.
9. Speed review of the university portal during the period of deletion and addition in case of errors in the schedule.
10. Commitment to respect the rules and arrangements relating to the conduct and regularity of lectures and not to miss them except as an acceptable excuse in accordance with the regulations.
11. Commitment by the rules and arrangements regarding the tests and the system therein and do not cheat, attempt, or assist in the commission of any form, conduct, impersonation, forgery, or the introduction of prohibited materials or devices in the test hall or laboratories.
12. Compliance with the general and special rules of the tests, the student who misses the test has a zero score in that test, and an estimate in that course is calculated based on the grades of the course work obtained only unless there is an acceptable excuse. The student should:
 - recognize the period and place of the test at least half an hour before the start of the test.
 - bring all the permitted tools, and the use of other people tools are not permitted.
 - not enter the examination hall without the University card.
 - not enter the examination hall before the exam date or before the invigilator attends.

- not leave the examination hall before half the time set for the exam.
- not use communication devices inside the test room and should be completely closed.
- not enter the test if he/she is banned, and the final test grade for him/her shall be zero.

13. Adhering to the instructions given by officials or invigilators in the test hall or laboratories and do not disturb students during the conduct of the tests.

14. Filling out forms that assess the relevant faculty members behaviorally and academically and assess the quality of academic services provided by the various departments concerned objectively.

Non-academic Duties:

1. Adherence to the university's regulations, instructions and decisions issued in order to be implemented and not to circumvent or violate them, or to submit forged documents to obtain any right or advantage contrary to what is required by the relevant provisions, and not to do any actions that violate Islamic and public morals.
2. Commitment to maintaining public cleanliness and adherence to appropriate dress and body, ensuring proper respect for the university.
3. Do not consume food and drinks in the classrooms, laboratories or university libraries.
4. Not to do any improper act or statement that would harm the university's reputation or any of its faculty members or employees.
5. Treat all university employees and guests with due respect and do not offend or insult them by word or deed.
6. Pay all the due financial amounts, whether the value of student services, fines, or the like.
7. Commitment to calmness and tranquility inside the university facilities, abstaining from smoking there, not causing a disturbance or gathering in places other than those designated, and not being present in the classrooms, corridors or restaurant at the time of prayer.
8. Commitment not to damage, tamper with, or disrupt the university's property and maintain them and other university materials and books, returning borrowed ones on time.
9. Adherence to the instructions of the university in arranging, organizing and using the university's facilities and equipment for the purposes for which it is intended, and the necessity of obtaining prior permission from the competent authority to use those facilities and equipment when desiring to use them or make use of them at an untimely date.
10. Taking the initiative to submit creative proposals and discuss them with specialists and take what is necessary for this area when assigned.
11. Obligation to provide correct personal and academic information and data about students and inform the concerned departments of any change to such information and data. The university has the right to take deterrent measures against him/her.

Axis III: Students' academic and non-academic violations:

Academic Violations:

Academic violations are all actions and behaviors of the student that violate the regulations, executive rules, instructions, and enforceable decisions issued regarding the organization of the educational process. These violations include the following:

1. Non-compliance with studying, dropping out of the study, or fulfilling all academic requirements for courses in accordance with the provisions contained in the applicable university bylaws and regulations, as represented in the student's absence of 20% or more of the total scientific, practical and training lectures in one course during the semester for literary and scientific disciplines, which are represented in the following: 10% of the total scientific, practical and training lectures for one course during the semester in specializations of medicine, applied medical sciences, and engineering.
2. Disrupting the study and inciting it and orchestrating abstinence and incitement not to attend lectures, exercises, practical and clinical lessons, and other things that the university regulations require. Violations also include refraining from attending lectures or other university activities stipulated by the regulations and executive rules.
3. Violation of order and discipline in the university and all its facilities and violation of those rules followed during lectures, exams or seminars, and non-curricular activities inside the university or activities held outside the university or under its supervision.
4. Carrying out any form of cheating, attempting to participate in and assisting in exams, or obtaining any questions from any of the scientific and practical exams in an illegal way before they are held.
5. Carrying out any form of cheating or attempting and participating in it and assisting in exams by entering the student as a substitute for him or entering as a substitute for another.
6. Carrying out any form of fraud, or attempting to participate in, or assisting in, reports, scientific research, graduation projects, master's, and doctoral theses.
7. Impersonating others in matters related to the university and its affairs and giving university documents and identities to others to use them illegally or speak on behalf of universities without an official capacity.
8. Attempting or forging official documents or academic certificates, whether issued by the university or outside it, or attempting to use those official documents or forged scientific certificates in the university student's affairs or study procedures or following illegal ways to obtain official documents and academic certificates, or deliberately destroying all or some or some of them.
9. Commencement and using any modern electronic technological means to harm the university or any of its faculty members, employees, or facilities.
10. Attempting or committing any other violation that the university or the committee considers constitutes a breach of the university's regulations, instructions, and decisions.

Non- academic Violations:

1. Working to cause chaos in any university facilities and incite it by any means or form.

2. Doing a violation by the student who violates the rules and deviates from the limits of public morals and ethics in addressing members of the Standing Committee for the Disciplinary of Students during the investigation with him/her.
3. Non-compliance with common sense in dress, clothing, general appearance, or body in a manner inconsistent with Islamic values, customs, traditions and customs of Saudi society and the instructions issued by the university in this regard.
4. Attempting or stealing any of the university's equipment and facilities, laboratories, or helping to do so, or stealing from others inside the university or in any of its facilities.
5. Refraining from submitting official documents to the relevant authorities when requested.
6. Possessing electronic devices, films, pictures, tapes, newspapers, and magazines that contain what is contrary to public morals inside the university or any of its facilities.
7. Carrying a firearm, even if it is licensed, a white weapon, keeping flammable and explosive materials, bringing in any materials that can be used for illegal purposes inside the university or any of its facilities, or threatening to use any of that.
8. Illegal access to confidential information of any of the university's members of the teaching staff or the employees, unauthorized access to it, publishing it, or instructing others on how to obtain it.
9. Carrying out or participating in any illegal activities or events inside the university, or issuing publications, posters, or participating in distributing them in any form.
10. Collecting money or donations without the university's relevant authorities' approval and supervision or collecting signatures.
11. Violating the Islamic and social principles and foundations of the Kingdom or the observed customs and traditions.
12. Attempting or carrying out any act or statement that would harm the national unity or joining anti-national organizations, or an invitation to join them, or calling for political, regional or international events that violate the Kingdom's system, or promoting it within the university.
13. All actions and behaviors of words and actions that touch on any belief or honor and dignity of others or ruin good behavior and public morals or disgrace in good moral character or anything that would offend the reputation of others or the university's reputation.
14. Verbal or physical assault on any university's faculty members, employees, or companies' employees that work for the university under contracts and supervision.
15. Attempting to deliberately abuse, damage or sabotage and attempt to do so of the university's facilities, equipment and property, or work to modify or transfer them without the approval of the relevant authorities.
16. Non-compliance with public cleanliness and general safety of the university or any of its facilities.
17. Joining any of the illegal organizations, committees, conferences, associations, issuing and distributing pamphlets, newspapers or magazines, or collecting funds or signatures in violation of the regulations in the Kingdom.

18. Informing the visual, audio and print media of information and data related to admission, registration, and student affairs, whether true or false, before obtaining a license and prior authorization from the relevant authorities at the university.
19. Smoking inside the university or any of its facilities or acquiring prohibited substances to use, distribute or trading in them.
20. Wrong traffic behaviors inside the university or any of its facilities, which may cause harm to the lives of others, their private property, or the public property of the university and its facilities.
21. Doing any act or saying that threatens to harm, intimidate, insult, ridicule any of the university's staff, employees, or students, or harassing by making gestures or real erotic gestures, or commenting on body parts by unwanted touch, or writing and drawings on the walls to provoke or rumor about some abnormal behavior. Violations also include committing any act that contradicts the characteristics of public behavior, such as imitating the opposite gender, lengthening nails, doing inappropriate haircuts, or using mobile devices equipped with cameras inside the university's female student campus and residential units as well as misusing them in the male campus, or doing an act or saying that affects honor and dignity, or ruins good conduct, behavior and public morals observed inside the university.

Students' Disciplinary Policy

Disciplinary Policy Objectives:

1. Ensure the quality and the progress of the educational process and its supporting activities at the university.
2. Monitor and prevent student misconduct and help students to become active members of the community.
3. Establish good student behavior by implementing disciplinary measures proportionate to the violation(s).
4. Enhance discipline among students.

Responsible bodies for implementing the provisions of the policy:

1. The Deanship of Student Affairs and the Deanship of Admission, in cooperation with all faculties and deanships, are responsible for implementing the penalties stipulated in the disciplinary policy.
2. The Deanship of Students' Affairs and Faculties are responsible for announcing and circulating the disciplinary policy to all students by all available and approved means in the university. The students' lack of knowledge of the violation and university regulations shall not exempt them from the penalty for any violation.

The authorized bodies record the violation:

1. The deans, the faculty members, the administrative managers, and the security staff shall refer all violations of their respective department rules and violations of university regulations to the committee.
2. In the event of any violation(s), a detailed report of the matter shall be issued promptly with any relevant evidence(s) and/ or witness testimonies (if any).
3. Details of the student and his/her misconduct, as well as any additional attachments (if any), shall be submitted to the Vice-President in charge.

General rules:

- In the event that the Committee finds out that the violation involves a criminal act, they must halt all procedures and report their recommendations to the president of the university to submit the case to the concerned authorities along with all documents and evidence. The committee shall resume its procedures subject to the ruling or decision made by the concerned authority.
- Student(s) under investigation shall not withdraw from the university until the investigation is completed. For the student under investigation, the Chairman/Head of the Disciplinary Committee shall notify the Deanship of Admission and the Deanship of Student Affairs to suspend all procedures for his/ her graduation and all procedures of obtaining a disclaimer of liability until a final decision is taken on the violation.

Disciplinary Violations:

Any statement or action committed by the student that violates the university's rules, regulations, instructions, and traditions is considered a disciplinary violation. These violations include:

1. Disrupting the study or abetting others not to attend lectures or participate in mandatory activities.
2. Breaching the disciplinary code at the university and its facilities, violating the rules followed in classrooms, during exams or activities on or off-campus. In addition to disturbing the peace at the university housing units, using university transportation or at any other facilities belonging to the university.
3. Cheating or attempting to cheat by any mean(s), or assisting other students in cheating, or illegally obtaining test questions before the test is held or practicing any other academic dishonesty and misconduct by plagiarizing research reports, research, practical field training, or final graduation projects and master's and doctoral theses or cheating by using a substitute student in mid-term or final exams or conducting an exam impersonating a student.
4. Disturbing the peace during exams or attempting to obstruct the exam and cause trouble in or outside the exam premises in a way that influences the course of the exams.
5. Impersonation of others in any issue related to the university and its affairs or giving university documents or identities to others with the intent of using them illegally or speaking on behalf of the university without an official capacity.
6. Any act or speech that subverts Islamic concepts, undermines social principles, insults others' dignity, any demeaning of established values and traditions.
7. Defaming the university inside or outside the campus.
8. Assaulting university faculty members, administration staff, students, workers, or any person inside the campus physically or verbally.
9. Smoking on campus in non-designated areas.
10. Using, promoting, or dealing with drugs and psychotropic substances inside the campus.
11. Entering the campus under the influence of narcotics or any other intoxicating substance such as alcohol.
12. Viewing, releasing, or showing others how to obtain sensitive and confidential University information.
13. Organizing or participating in any activities at the university or issuing leaflets or posters, distributing them without official permission.
14. Collecting charitable funds without official permission.
15. Subverting Islamic or social norms, seeking to undermine national unity, embracing any political ideologies against the Kingdom, or supporting them by action or speech.
16. Forging official papers, whether issued by the University or not, if they are related to the student's relationship with the University, intentionally destroying them, or obtaining them unlawfully.

17. Abusing, destroying, or sabotaging the university's facilities and properties, or moving or remodeling any without the permission of the appropriate authorities, as well as any other conduct that impacts the university and its facilities' cleanliness.
18. Keeping explosive items on campus, carrying licensed or unlicensed firearms, ammo, or sidearms, or threatening to use them.
19. Using modern technologies to misrepresent the university or taking photos of faculty or staff members or recording or filming any of the university's internal events for the intent of defamation or circulating it through any means without authorization.
20. Possessing gadgets, films, publications, or newspapers that include material(s) incompatible with Islamic principles, morals, or ethics.
21. Non-compliance with the university instructions related to the public manner in clothing, appearance, or dress incompatible with Islamic principles or the society's customs and traditions.
22. Accommodating any unauthorized person at the university housing without the authority supervising the housing, receiving visitors without permission, or using the housing for purposes other than those intended, or female students leaving university housing without official permission from the relevant authority.
23. Refusing to present the university ID when asked by the concerned authority.
24. Violation of the university traffic rules or the general traffic regulations.
25. Refusal to cooperate with university officials responsible for implementing the university rules on campus.
26. Violating rules during investigations, responding impolitely to the Disciplinary Committee members, or refusing to comply with the committee's summons to appear.
27. Any other violation of the university regulations that is not explicitly stated in the Disciplinary Policy.
28. Using social media to insult, offend or defame the University or its staff.

Disciplinary Penalties:

1. A verbal warning.
2. A written warning.
3. Assigning the violator to perform voluntary services or social work either inside or outside the campus for one month.
4. Temporary suspension of all or some of the university's benefits and services.
5. Canceling the registration of the violator in one or more courses.
6. Failing violator in one or more courses.
7. Suspending the student's studies at the university for not more than two semesters. Courses completed at another university during this period shall not be accepted.
8. Delaying graduation for one semester.
9. Expulsion of the student from the university.

Committed violation:

1. It is not allowed to apply two penalties on the student for one committed violation. The penalty should consider the degree of violation and the circumstances of the violation(s) and the violators.
2. In case of temporary suspension, the student is not allowed to benefit from services and activities offered by the university during the suspension period.
3. Graduation documents, academic degrees, or non-academic documents shall not be awarded in the case of committing fraud, scamming, or cheating.

Cheating in examinations:

In case the student is caught cheating during the actual examination, the proctor must do the following:

1. Write a detailed record of the incident on the same day and attach the student's exam paper and documenting papers if found and submit them to the faculty dean,
2. The faculty dean or one delegated by the dean shall proceed to interrogate the student. If this violation is proven, the dean shall impose one of the following penalties:
 - The exam paper shall be excluded, and the student shall be considered failed in that exam.
 - The student's exam paper shall be excluded for the course he/ she was caught cheating in in addition to other course (s) and shall be considered failed.
 - The students' examinations in all semester courses may be excluded and shall be considered failed in all of them.
3. While making his/her decision regarding the previously mentioned penalties, the dean must consider the extent of the penalty by considering the precedents and the circumstances accompanying the violation. Also, he should take into consideration any other violation associated with the cheating violation, such as assault to the proctor, insisting not to execute orders, or violating the process of the exam.
4. When cheating cannot be proved upon completion of investigations, the student is awarded his/her grade in the exam.

General rules:

- If the student cheats in reports, research, practical or field activities, assignments, or graduation projects, the course teacher must write a report about the incident, and the faculty dean or a delegated person by the dean must commence with the interrogation of the student. If the violation is confirmed, the dean shall carry out one of the penalties mentioned previously.
- The violator will not be exempted from disciplinary responsibility if any cheating offense is discovered after confirming the final course exam results. According to what is presented by the authorized person, the President or the Vice-President for Academic Affairs shall refer the student to a disciplinary committee for investigation and then impose the proper penalty if his/her violation is proven.

- Suppose any cheating violation provided previously is asserted and the student has received his graduation document. In that case, the university is entitled to revoke the certificate or the document and has the right to refer everything related to the violation, including all documents and investigations, to the specialized government bodies for consideration.
- Violations that involve the participation of any person outside the university. The student disciplinary committee is obliged to disclose or present to the President of the University any person not affiliated with the university but who is implicated in violating any of the university's disciplinary policy. The President of the University will decide on whether to escalate the matter to the concerned government bodies.
- In addition to the disciplinary penalties decided in this policy, the student who is found to commit violations provided previously shall pay the value of the damages. In addition to maintenance and repair costs and any other consequences. The Deanship of Student Affairs is responsible for executing this procedure.
- Male students are referred to the disciplinary committee by the Vice-President for academic affairs. Female students are referred to the disciplinary committee by the female Vice-President for female Academic Affairs. Students on satellite campuses are referred to the disciplinary committee by the general supervisor of the university colleges on the satellite campuses. According to the situation, the president has the right to refer male and female students to any of these committees directly.
- The Deanship of Academic Affairs or the concerned faculty is responsible for informing the student or his guardian about the penalty decision within ten days from the date of issuance. The student has the right to appeal the decision to the university president within 30 days from the date of being informed. The President shall present the student's appeal to the University Council for review if deemed necessary. In all cases, the result of the appeal request will be communicated to the student.
- The security staff at the university are responsible for security and discipline on the campus. All provided reports and notifications concerning the students are taken into consideration unless proved otherwise according to evidence and investigations.

Students Complaints

The university is committed to fulfilling its obligations by providing students with an optimum educational environment consisting of excellent facilities and outstanding academic experiences. Equipped with these two fundamental components, students are thus geared to meet the university's strategic educational system's expectations and goals. This is in line with the university's mission and vision, which all students are expected to play an active role in by complying with the executive regulations and policies.

Furthermore, the university has a system in place through which the students may submit their observations about various aspects of the educational process, in the form of questionnaires to measure the students' satisfaction, the student electronic system, and the preparation of student complaints and official grievance boxes.

The general policy aims to increase the quality of academic services for students in all disciplines, a matter that will positively reflect on the outcomes of the educational process.

A committee to consider students' complaints and grievances is appointed by the President of the University, headed by The University Vice-President for Academic Affairs and faculty members nominated by the Chairman of the Committee in their legal and positional capacity.

Objectives:

- Continuing improvement of the quality of services provided to the student.
- Continuing development of the academic and administrative environment.
- Striving towards producing outstanding students.
- Ensuring transparency and justice by having clear procedural steps in place.
- Following up on submission procedures for student complaints and grievances
- Identifying the concerns and difficulties facing the student and work to overcome them.

Reasons for complaints or grievances:

- Discontent with academic issues such as the content of the curriculum, the way the program is presented, the course, the teaching quality, the supervision, or faculty member behavior.
- Complaints from students over partial or total academic dismissal.
- Complaints about financial matters related to the payment or refund of tuition fees.
- Complaints from students about the results of awarding scholarships or educational grants.
- Dissatisfaction with the academic decisions and/or advisory service or the general behavior of a staff member.
- Complaints from students concerning resolutions that are unfair to students and do not preserve their rights.
- Being subjected to annoyance, racial discrimination, or unlawful intimidation.
- Complaints about the inability to confirm the application for the enrollment period or the withdrawal and addition of courses.
- Complaints about being barred from taking an exam due to poor attendance of lectures.

- When the tuition bonus is not paid.
- Complaints about the lack of necessary facilities and equipment (blackboard, classroom, data show, computer, drawers, public services).

Methods of receiving complaints and grievances:

- Student complaint boxes (boxes placed in front of the office of the dean of the concerned college or the supporting deanship as well as the Deanship of Development and Quality)
- Direct meetings with senior management.
- Direct meetings with department heads.
- The electronic student complaints system on the university's website.
- Contacting the Deanship of Development and Quality via e-mail.

Procedural steps for submitting complaints and grievances:

- The Deanship of Quality and Academic Accreditation shall provide the complaints and grievances forms in the form of boxes provided that the deanship has access to these boxes.
- The student submitting the complaint or grievance shall fill in all the required data on the complaint or grievances form and follow the required procedures in submitting them. (Student complaints box or system)
- Alternatively, he shall submit the complaint or grievance to the concerned department head, who shall then submit it to the committee through the concerned dean of the college. An appointed committee member delegated from the Deanship of Development Quality collects complaints and grievances from designated boxes.
- At meetings, the committee members shall categorize complaints and grievances according to college, department and type of complaint or grievance and record them in a special register called Complaints and Grievances Register.

The complaint shall be rejected if the student does not furnish the requested information in the form when filling.

- Accepting the consideration of the subject of the complaint or grievance.
- Notifying the party submitting the complaint that their complaint has been rejected due to incorrect information.
- Take the necessary measures against those who provide inaccurate information twice and place the act of furnishing inaccurate information on record.
- Referring procedures of handling the complaint or grievance to the concerned college or department internally.
- Referring it to the competent authorities if it is criminal by nature.

The committee shall respond to the complainant or grievance by sending a written statement (statement one) that includes: Acknowledgement of receipt of the complaint or grievance, allocating a complaint number, date of receipt, details of the student, and details of the complaint or grievance.

The second written statement includes the committee's decisions regarding the complaint, which shall be after three days from the date of receipt. The student will be notified to follow up on his complaint.

- The committee follows up on the complaint or grievance using the complaint or grievance follow-up form.
- The complaints received are archived and documented electronically with the committee, and a copy is kept with the Deanship of Development and Quality for documentation purposes and used as an indicator in institutional evaluation.
- A review that measures performance periodically.

These executive regulations shall be effective as of the date of their approval by the President of the University.