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PROGRAM HANDBOOK

Bachelor of Pharmaceutical Sciences (B.Pharm)

College of Dentistry & Pharmacy

BURAYDAH PRIVATE COLLEGES

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1. Introduction:

The Bachelor of Pharmacy (BPharm) program is a comprehensive undergraduate degree designed to equip students with the necessary knowledge and skills to pursue a career in the pharmaceutical sciences or related fields. This program typically spans a duration of five years and is awarded at the undergraduate level.

- Program level of qualification: Bachelor's degree (Level 6)
- Program Name: Bachelors in Pharmaceutical Sciences (BPharm)
- Program Duration: 5 years
- Total Credit Hours: 167

Scope of Program:

The program covers a wide range of subjects to provide students with a solid foundation in pharmaceutical sciences. Key knowledge units include:

Pharmaceutical Chemistry and phytochemistry: Understanding the composition and properties of drugs.

- Pharmacology: Exploring the effects of drugs on the human body.
- Pharmaceutics: Learning the formulation and manufacturing of pharmaceutical products.
- Pharmacotherapy: Studying the therapeutic use of drugs in patient care.
- Pharmacy Practice: Focusing on the practical aspects of dispensing medications and patient counseling.
- Biopharmaceutics and Pharmacokinetics: Examining drug absorption, distribution, metabolism, and excretion.
- Field Experience: The programs incorporate mandatory field experience to provide students with hands-on exposure to pharmaceutical practices, allowing students to apply theoretical knowledge in real-world settings, such as pharmacies and hospitals.

Overall, the BPharm program aims to produce skilled professionals with a strong understanding of pharmaceutical sciences, clinical expertise, and practical experience to contribute effectively to the healthcare industry.

1.1. Program mission

"The Pharmaceutical Sciences Program is committed to offering high quality education to its students and providing community services in different professional pharmacy settings".

1.2. Program goals

- Graduate high-quality pharmacist.
- Enabling the best teaching and learning practice.
- Improvement of research outcomes.
- Fostering community services.

1.3. Program achievement

- High graduation rates and successful placement of graduates in reputable pharmacy practices, showcasing the effectiveness of the educational program.
- Consistent production of impactful research contributing to advancements in pharmaceutical sciences and healthcare.
- Establishment of partnerships with Qassim Health Cluster, hospitals and community pharmacies providing students with practical exposure and experiential learning.
- Continuous enhancement of the curriculum to align with the latest developments in pharmaceutical sciences, ensuring students are well-prepared for dynamic healthcare landscapes.

- Recognition of faculty members for their contributions to research, publications, and professional development, demonstrating the caliber of the teaching staff.
- Active engagement in community health initiatives, demonstrating the college's commitment to serving the community and promoting public health.

1.4. Graduates expected job opportunities

- Pharmacist (Hospital/Community)
- Pharmaceutical Scientist/Researcher.
- Pharmaceutical Sales Representative.
- Quality Control/Quality Assurance Specialist.
- Regulatory Affairs Specialist.
- Clinical Research Associate.
- Pharmaceutical Analyst.
- Drug Safety Specialist: Graduates can work in pharmacovigilance departments, monitoring and reporting adverse drug reactions and ensuring medication safety.
- Academic/Teaching Positions.

1.5. Table of program study plan

Curriculum Structure

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required	10	27	16.2%
	Elective	0	0	0%
College Requirements	Required	5	14	8.4%
	Elective	0	0	0%
Program Requirements	Required	52	114	68.3%
	Elective	2	4	2.4%
Capstone Course/Project		1	3	1.8%
Field Training/ Internship		3	5	3.0%
Residency year		0	0	0%
Others		0	0	0%
Total		**73**	**167**	**100%**

Program Courses

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1	CS 140	Computer Skills	Required		3	Institution
	ENG 100	English (1)	Required		8	Institution
	MATHM140	Mathematics 1	Required		2	Institution
	SCS140	Communication Skills	Required		2	Institution
Level 2	STAT 124	Biostatistics	Required		2	College
	BIOL 111	General Biology	Required		3	College
	PHYS 115	General Physics	Required		3	College
	CHEM 113	General chemistry	Required		3	College

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
	PHT 102	Pharmaceutical Terminology	Required		2	Program
	ENG 145	English for Health Purposes	Required		3	College
Level 3	IC101	Introduction to Islamic Culture	Required		2	Institution
	ARB 101	Linguistic Skills	Required		2	Institution
	PHT 250	Pharmaceutics-I	Required	Level 1 and 2	3 (2+1)	Program
	PHL 250	Biochemistry-I	Required		2(2+0)	Program
	PHSL 115	Principles of Physiology	Required		3 (3+0)	Program
	PHC 250	Pharmaceutical Organic Chemistry	Required		3 (2+1)	Program
	ANAT 114	Principles of Anatomy	Required		3 (2+1)	Program
Level 4	IC102	Islam and Community Building	Required	IC 101	2	Institution
	PHT 252	Pharmaceutical Microbiology	Required	Level 1 and 2	3 (2+1)	Program
	PHL 253	Biochemistry-II	Required	PHL 250	2 (2+0)	Program
	PHL 254	Physiology-II	Required	PHSL 115	2 (2+0)	Program
	PHC 251	Pharmaceutical Analytical Chemistry	Required	Level 1 and 2	3 (2+1)	Program
	TR 250	Pharmacy Training-I	Required	Level 1 and 2	1 (0+1)	Program
	PHC 252	Medicinal Chemistry I	Required	PHC 250	2 (2+0)	Program
Level 5	IC103	Economic System in Islam	Required	IC 102	2	Institution
	PHT 350	Pharmaceutics-II	Required	Level 3	3 (2+1)	Program
	PHT 351	Immunology	Required	Level 3 PHL 253	2 (2+0)	Program
	PHG 350	Pharmacognosy-I	Required	Level 3	3 (2+1)	Program
	PHL 350	Pharmacology-I	Required	Level 3	3 (2+1)	Program
	PHC 350	Medicinal Chemistry-II	Required	Level 3 PHC 252	2 (2+0)	Program
	PHCL 350	Introduction to Pathophysiology	Required	Level 3 PHL 254	2 (2+0)	Program
	PHCL 357	Drug information	Required	Level 3 TR 250	2 (1+1)	Program
Level 6	IC104	Political System in Islam	Required	IC 103	2	Institution
	PHCL 351	Self-care and community Pharmacy	Required	Level 4 Level 5	2 (1+1)	Program
	PHL 351	Pharmacology-II	Required	Level 4 PHL 350	2 (2+0)	Program
	PHC 351	Medicinal Chemistry-III	Required	Level 4	3 (2+1)	Program

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
	PHCL 354	Pharmacotherapy-I	Required	Level 4 PHL 350 PHC 350	2 (2+0)	Program
	PHCL 355	Pharmacy Practice Lab I	Required	Level 4 PHL 350 PHC 350	1 (0+1)	Program
	PHCL 356	Pharmacotherapy-II	Required	Level 4 PHL 350 PHC 350	2 (2+0)	Program
	PHT 352	Biopharmaceutics & Pharmacokinetics	Required	Level 4	3 (2+1)	Program
Summer	TR 351	Pharmacy Training-II 250 Hours (Community Pharmacy)	Required	Level 5 PHCL351	2 (0+2)	Program
Level 7	ARB 103	Arabic Writing	Required	ARB 101	2	Institution
	PHT 450	Sterile & Parental Preparations	Required	Level 5 PHT 352	2 (2+0)	Program
	PHCL 450	Pharmacotherapy-III	Required	Level 5 PHL 351 PHC 351	2 (2+0)	Program
	PHCL 455	Pharmacy Practice Lab II	Required	Level 5 PHL 351 PHC 351	1 (0+1)	Program
	PHCL 451	Pharmacotherapy-IV	Required	Level 5 PHL 351 PHC 351	2 (2+0)	Program
	PHL 450	Pharmacology-III	Required	Level 5	2 (2+0)	Program
	PHC 450	Medicinal Chemistry-IV	Required	Level 5	2 (2+0)	Program
	PHG 450	Pharmacognosy-II	Required	Level 5	3 (2+1)	Program
Level 8	PHCL 453	Research Design & Pharmacoepidemiology	Required	Level 6 TR 351	3 (2+1)	Program
	PHT 451	Pharmaceutical Biotechnology	Required	Level 6 PHT 450	2 (2+0)	Program
	PHG 460	Pharmacognosy-III	Required	Level 6 PHG 450	1 (1+0)	Program
	PHCL 460	Pharmacotherapy-V	Required	Level 6 PHL 450 PHC 450	2 (2+0)	Program
	PHCL 456	Pharmacy Practice Lab III	Required	Level 6 PHL 450 PHC 450	1 (0+1)	Program
	PHCL 461	Pharmacotherapy-VI	Required	Level 6 PHL 450 PHC 450	2 (2+0)	Program
	PHL 451	Antimicrobial agents	Required	Level 6	2 (2+0)	Program
	PHL 452	Toxicology	Required	Level 6	2 (2+0)	Program

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
				PHT 401		
Summer	TR 450	Pharmacy Training-III 250 Hours (Hospital Pharmacy)	Required	Level 7 TR 351	2 (0+2)	Program
Level 9	PHCL 462	Pharmacoeconomics	Required	Level 7	2 (2+0)	Program
	PHCL 463	Pharmacy Regulations & Ethics	Required	Level 7	2 (2+0)	Program
	PHL 460	Pharmacology-IV	Required	Level 7 PHL 402	2 (2+0)	Program
	PHT 460	Cosmetics	Required	Level 7	1 (1+0)	Program
	PHG 463	Recent Approaches in Medicinal Plants Analyses	Required	Level 7 PHG 460	3 (2+1)	Program
	PHCL 465	Health informatics	Required	Level 7 TR 450	1 (1+0)	Program
	PHCL 464	Pharmacy Management	Required	Level 7	2 (2+0)	Program
		Free course	Elective		2 (2+0)	Program
Level 10	PHT 465	Pharmaceutical Quality Control and Good Manufacturing Practice (GMP)	Required	Level 8	3 (2+1)	Program
	PHG 465	Dietary supplement	Required	Level 8	2 (2+0)	Program
	PHT 490	Industrial Pharmacy	Required	Level 8	2 (2+0)	Program
	PHC 495	Pharmaceutical Instrumental Analysis	Required	Level 8	3 (2+1)	Program
	PHCL 466	Pharmaceutical Marketing	Required	Level 8 PHCL462	2 (2+0)	Program
	PHARM 450	Research project	Required	TR 450	3 (0+3)	Program
		Free course	Elective		2 (2+0)	Program

1.6. Graduates' attributes:

- Knowledge, critical thinking, and problem-solving skills
- Effective communication skills
- Professionalism
- Leadership and management skills
- Independent and life-long learning

1.7. Program learning outcomes:

Knowledge and understanding

K1 Demonstrate in depth and breadth knowledge in essential biomedical, pharmaceutical, social/behavioral/ administrative, and clinical sciences related to development and use of medications including natural remedies for the prevention and treatment of diseases

K2 Demonstrate knowledge of relationship between physicochemical and biological properties of drugs and procedures applied in relation to pharmaceutical research, drug development and manufacturing.

K3 Describe the role of pharmacists according to legal, ethical, and professional standards in health promotion.

Skills

S1 Deliver evidence-based patient-centered care that is ethical and culturally sensitive to patient's needs.

S2 Critically evaluate scientific literature to be effectively applied in evidence-based practice, conducting research and complex problem-solving.

S3 Apply appropriate research methods including pharmaceutical, phytochemical, medicinal, pharmacological, and clinical techniques to effectively solve scientific and practice-related problems.

S4 Communicate effectively with healthcare professionals, patients, and the public in various settings.

S5 Operate within a quality and marketing management framework.

S6 Apply general and pharmacy-specific technologies and mathematical skills to optimize the medication use system.

S7 Demonstrate proficient fine and gross motor skills as measured by the successful performance of laboratory and technical tasks related to pharmacy practice.

Values, Autonomy, and Responsibility

V1 Collaborate and actively engage as an integral member of the interprofessional healthcare team showcasing effective leadership skills, a strong sense of responsibility and accountability in various settings

V2 Demonstrate integrity, self-awareness, and potential of entrepreneurship and professional development in various settings.

2. Admission guidelines

2.1. Admission required documents for secondary school students:

- Original high school transcript certificate or its equivalent.
- Copy of the National ID or residence card and passport for non-Saudis, with the originals for matching
- Copy of the Aptitude test (Exam "Qudraat") scorecard, with the original for matching.
- Copy of the Achievement test (Exam "Tehsilee") scorecard, with the original for matching.
- Two recent personal photos (Males only).

2.2. Special admission requirements for secondary school students:

- The student must have obtained a general certificate of secondary education (natural science) or equivalent from within or outside the Kingdom of Saudi Arabia with a grade of "very good" or a grade score not less than 75%.
- The student must have an Achievement test (Exam "Tehsilee") score not less than 55%.
- The student must have an Aptitude test (Exam "Qudraat") score be not less than 55%.
- The student must successfully pass any test or personal interview deemed necessary by the College Council.
- The student must be medically fit.
- The student must obtain approval to study from his employer, if he/she works in any government or private institution.
- The student must not have been dismissed from any other university or college for disciplinary terms.

- Submit the required documents specified by the Colleges Admission Department and pay the registration fees.
- Admission is made through a comparison between students according to the required scores and conditions to enroll in the program.
- The student must have passed high school within five years.

2.3. Admission required documents for higher diploma students:

- The original high school transcript or equivalent.
- Original certificate of good conduct.
- Two recent colored photographs, 4 x 6 (Males only).
- Two copies of the National ID or the residence permit and the passport for non-Saudis, with the originals for matching.
- The original of the graduation document.
- Original academic transcript.
- Original of the cooperative/excellence training certificate.
- Original professional classification certificate.
- Original + copy of the English language test result.
- Written approval from the employer if the applicant is an employee.

2.4. Special admission requirements for higher diploma students:

- To have a high school or equivalent from inside or outside the kingdom.
- The student should be of good conduct.
- The diploma should not have passed for more than five years (this condition can be excluded if the remaining conditions are met).
- The student's general average in the diploma should not be less than "good".
- The diploma should be from Pharmaceutical Sciences or equivalent.
- The student must pass one of the following standardized tests of English language:
    - TOEFL Paper-Based (PBT) score of at least 425 or
    - TOEFL Computer-Based (CBT) score of not less than 113 or
    - TOEFL Internet-Based (IBT) score of at least 39 or
    - IELTS score of at least 3.5. or,
    - The English language proficiency test STEP from the National Center for Assessment with a score of no less than 56.
- Have a valid professional classification from the Saudi Commission for Health Specialties.
- To successfully pass any test or personal interview deemed necessary by the College Council.
- To be medically fit.
- To obtain approval to study from his employer, if he works in any government or private institution.
- Submit the required documents specified by the College Admission and Registration Department, fill out the admission file and pay the registration fees.
- Admission is made through a comparison among students according to the required scores and conditions to enroll in the program (Note that the priority of enrollment is for students at high school graduates)

2.5. Admission required documents for students transferring from other universities:

- Original high school transcript certificate or its equivalent.
- Copy of the Aptitude test (Exam "Qudraat") scorecard, with the original for matching.
- Copy of the Achievement test (Exam "Tehsilee") scorecard, with the original for matching.

- A stamped copy of the academic records from the previous university.
- Transfer form from the previous university.
- Two recent personal photos (Males only).

2.6. Special admission requirements for students transferring from other universities (if any):

- The college or university from which the student has transferred must be approved by the Ministry of Education, Kingdom of Saudi Arabia at the time of the study.
- The student must not have been dismissed from the university they were transferred from for any disciplinary reasons.
- The student must meet the admission requirements of the program

2.7. Equalization guidelines:

- The college or university from which the student has graduated/transferred must be approved by the Ministry of Education, Kingdom of Saudi Arabia at the time of the study.
- No more than 40% of the total credit hours can be equalized.
- The College council may equalize a course or group of courses taken by a student outside the university, based on recommendations from the Program equalization committee, that offer the equivalent courses, provided that these courses are similar or equivalent (not less than 70%) in syllabus and content and equal in credits hours.
- The grades for the courses that are equalized are not calculated within the student's cumulative GPA. However, the equalized courses are recorded in the student's academic transcript, and the courses' credit hours are counted among the hours required for graduation.

3. Registration regulation (courses registration)

3.1. Courses registration guidelines

- Additions and deletions are limited to the first week (registration week) of each semester.
- The minimum number of hours registered for a student in a semester is 12 credit hours, except for graduating students.
- The maximum number of hours registered for a student in a semester is determined by the electronic system and calculated based on the student's semester/year of study and academic status (regular or academically affected).
- To register for a course the student must have passed its pre-requisite course or courses.
- A student is allowed to register courses from maximum of two consecutive academic levels of study to complete the academic load, except for:
    - The graduating student who wishes to register all remaining courses (within a maximum of 24 credit hours)
    - The student who fails to complete the minimum academic load and needs to register courses at higher level
- It is necessary to register all courses from the lower academic semester level before registering courses from the higher level.
- The maximum academic load for the summer semester is 9 credit hours and 13 credit hours for graduate students.

3.2. Courses registration steps (procedure)

- Regular students can register for the courses available to them as per their study plan through the electronic portal system.

- A student can take help from the Student Affairs and Support Unit and fill out a course registration form and having it reviewed and signed by his/her academic advisor.
- Academically affected students must consult the academic advisor and fill out a course registration form and having it signed by the academic advisor.

4. Study and examinations Regulations

4.1. Study regularity in classes and examination

- Students are required to participate in both lectures and practical lessons. Failure to maintain an attendance percentage equal to or greater than the threshold set by the Board of Trustees, which should not be below 75% for each course during the semester, will result in the student being held back from the final examination.
- If a student is unable to appear in final examination due to absence, they will be deemed unsuccessful in the course and assigned a denied grade (H) or (DN).
- The College Council or its authorized representative has the discretion to grant an exception, lifting the denial and permitting the student to take the final examination. This is conditional upon the student providing an acceptable excuse as determined by the Council. Additionally, the Board of Trustees has established that the attendance percentage should not fall below 50% for the lectures and practical lessons designated for the course.
- A student who is absent for the final exam receives a zero for that examination, and their grade for the course is determined solely based on the semester work grades they have obtained.
- In cases where a student is unable to attend the final exam for any semester course due to urgent reasons, the College Council, under exceptional circumstances, may consider and approve their excuse. The student may then be granted the opportunity to take an alternative test within a timeframe not exceeding the end of the subsequent semester. The grade awarded will be based on the results obtained in the alternative examination.
- A student can request permission to withdraw from a semester without facing academic failure, provided they provide an acceptable excuse as determined by the Board of Trustees. In such cases, the student will be assigned a grade of (P) or (W), and the semester is considered within the necessary timeframe for completing graduation requirements.
- Withdrawal from one or more courses is permissible, subject to the guidelines outlined in the executive rules endorsed by the Board of Trustees.

4.2. Study postponement and discontinuation regulations

- A student has the option to request a study deferment for a valid excuse acknowledged by the designated authority specified by the Board of Trustees. The approved period of postponement should not surpass two consecutive or three non-consecutive semesters during the student's tenure at the College. Following the deferment period, the student's registration is discontinued, unless the Board of Trustees, under exceptional circumstances, decides otherwise. It is important to note that the duration of the postponement does not count towards the necessary period for meeting graduation requirements.
- If a regular student discontinues their studies for a whole semester without formally requesting a postponement, their enrollment in the colleges will be terminated. In the case of a shorter absence, the Board of Trustees reserves the right to cancel a student's enrollment. For associate students, their enrollment will be canceled if they are absent from all final tests for a semester without a valid excuse.
- A student whose registration has been suspended can apply for re-enrollment using their original student number and record, subject to the following regulations:

- Submit a re-enrollment application within four semesters from the initial enrollment date.
- Obtain approval for re-enrollment from the College Council and other pertinent authorities.
- If four semesters have elapsed since the suspension of the student's registration, they may apply to the colleges as a new student without referencing their previous academic record. This is contingent upon adhering to all the admission regulations in effect at that time. The Board of Trustees retains the authority to make exceptions to this rule according to the regulations issued by the council.
- Re-enrollment is limited to a single occurrence, and the Board of Trustees may, under exceptional circumstances, waive this restriction.
- A student whose registration has been suspended cannot be re-enrolled if they have been academically dismissed or dismissed for disciplinary reasons.

- A student who has been expelled from the College due to academic or disciplinary issues or has faced expulsion from another university for disciplinary reasons, is ineligible for re-enrollment. If it is discovered that the student was expelled for such reasons after re-enrollment, their registration will be canceled retroactively from the date of the re-enrollment.

4.3. Graduation (fulfil program completion requirements) regulations

- A student achieves graduation upon the successful fulfillment of graduation requirements as outlined in the study plan, with a cumulative grade not falling below the passing threshold (CGPA 2.0). If a student succeeds in specific courses but faces challenges with the overall cumulative grade, the College Council, based on recommendations from the program council council, will identify suitable courses for the student to improve their cumulative grade.

4.4. Rule and regulation govern the academic dismissing of students

- The college may dismiss a student under the following circumstances:
  - If the student receives three consecutive warnings due to a decline in their cumulative grade below (2.00 out of 5.00). Upon the recommendation of the College Council, the Board of Trustees may grant a fourth opportunity to those capable of improving their cumulative grade by completing additional courses.
  - If a student fails to fulfill graduation requirements within a maximum period of half the prescribed duration for graduation, in addition to the program's designated time frame. The Board of Trustees may offer an exceptional opportunity for the student to complete graduation requirements within a maximum period not exceedingly double the original timeframe set for graduation.
  - Under exceptional circumstances, the Board of Trustees has the authority to address the situations of students subject to the conditions outlined in the preceding paragraphs. In such cases, the Board may grant an exceptional opportunity, not exceeding a maximum of two semesters.

4.5. Rule to calculate the grade and points for courses

- The grades obtained by the student in each course are calculated as follows:

Percentage	Grade	Grade Code	Grade Weight (From 5.00)
95 to 100	Excellent High	A +	5.00
90 to < 95	Excellent	A	4.75
85 to < 90	Very Good High	B +	4.50

80 to < 85	Very Good	B	4.00
75 to < 80	Good High	C +	3.50
70 to < 75	Good	C	3.00
65 to < 70	Pass High	D +	2.50
60 to < 65	Pass	D	2.00
< 60	Failed	H	1.00
-	In-Progress	IP	-
-	In-complete	IC	-
-	Denied	DN	1,00
60 and above	No grade-Pass	NP	-
< 60	No grade-Fail	NF	-
-	Withdrawn	W	-

4.6. Rule to calculate the CGPA and graduation class

- The overall grade for a student's cumulative level at graduation is determined based on the following criteria:
  - Excellent: Achieved when the cumulative level is equal to or greater than 4.50 out of 5.00.
  - Very Good: Awarded when the cumulative level falls between 3.75 and less than 4.50 out of 5.00.
  - Good: Assigned when the cumulative level ranges from 2.75 to less than 3.75 out of 5.00.
  - Pass: Granted when the cumulative level is between 2.00 and less than 2.75 out of 5.00
- The Semester and cumulative rate is calculated as follows:
  - Semester average: It is the sum of the total number of points obtained by the student on the total number of units in all the courses he studied in a specific semester, and points are calculated by multiplying the grades obtained by the student in each course studied by the student in this chapter.
  - Cumulative average: is the sum of the total number of points obtained by the student on the total number of units in all the courses that he studied since joining the colleges, and points calculated by multiplying the grades obtained by the student in each course studied by the student since joining the colleges.

4.7. Regulation for exam paper rechecking appeals

- The student is entitled to request a re-evaluation of their answer papers within fifteen days from the date of the final test result. The application should be submitted to the department responsible for teaching the course, and the student will be notified of its status within the academic system.
- To be eligible, the applicant must not have previously submitted three requests for re-correction of final exam answer papers for previously studied courses, where final decisions were either rejection or conservation (no change).
- Within fifteen days of receiving the application, the head of the department must seek the course instructor's feedback. If the correction is found to be sound, the student will be informed of the validity of the degree, and the head of the department will sign to file the application, considering it one of the requirements mentioned in the second paragraph.

- The grades, including the semester work, final test, and overall grade, are meticulously reviewed by the course instructor (or the person who corrected it). These details are recorded in lists prepared by the Department of Student Affairs, whether in paper or electronic form, and subsequently approved by the head of the department.
- The grades endorsed by the concerned department are then submitted for accreditation to the Dean of the College, following which the College Council is informed of the results.
- If the Dean of the College also serves as the course instructor, the Chairman of the Board of Trustees assumes responsibility for the procedures.
- The student has a right to appeal against a decision made by the College Council within fifteen days of receiving the notification. To initiate an appeal, the student must submit a formal complaint to the Chairman of the Board of Trustees.

4.8. Regulation for transferring from other college within Buraydah colleges

The transfer of a student from one college to another within the institution is subject to the following regulations:

- Approval from the Dean of the receiving college is required, in accordance with the regulations established by the College Council.
- The student should not have completed more than six semesters; however, semesters for preparatory programs, such as the preparatory year and the intensive English course (if any), are not included in this count.
- Transfer procedures must be finalized during the first and second week of the semester or academic year for colleges operating on an annual system. If the procedures extend beyond this period, the transfer will be effective from the next semester.
- The student cannot be transferred until at least one semester has been completed in the college they are transferring from.
- A student is allowed to transfer once during their undergraduate studies, provided that one of the semesters involved is the preparatory year or the intensive course (if any).

4.9. Regulation for transferring from other program within the college

The transfer of a student from one program to another within the college is subject to the following regulations:

- With the approval of the College Dean, a student is permitted to transfer from one specialization to another within the College, adhering to the regulations established by the College Council.
- The student must have sufficient time remaining in their academic tenure to fulfill graduation requirements in the new specialization.
- Transfer procedures should be finalized during the initial two weeks of the semester or academic year for colleges operating on an annual system. Should the procedures extend beyond this timeframe, the transfer will take effect from the following semester.
- Each student is allowed to transfer once during their undergraduate studies, and the College Council has the authority to make exceptions to this rule, limited to a single instance.

5. Guidance and Counselling Services

5.1. Academic advising regulations

5.1.1. Role and responsibilities of academic advisor

First: Technical Tasks:

- File Preparation: Create a dedicated file for each student under supervision.

- Course Registration Process: Academic advisors assist students to complete registration forms based on students' specialization before the registration deadline.
- Course Selection: Assist students in choosing courses using the specialization course list.
- Class Schedule: Ensure students are aware of lecture schedules, avoiding conflicts.
- Graduation Requirements: Aid students in planning to fulfill graduation requirements within the allowed time frame.
- Assessment Points Explanation: Clarify the calculation of semester and cumulative assessment points.

Second: Administrative Tasks:

- Change Specialization: Allow students to switch specializations with Dean's approval, including recording transferred courses in academic records.
- Course Changes (Add/Delete): Distribute forms for course additions/deletions during the first week of the semester.
- Withdrawal from Courses: Sign withdrawal forms for students during the third to eighth week, subject to credit hour conditions and college administration approval.
- Student's Absence: Enforce attendance requirements, denying entry to the final exam for students with less than 75% attendance, resulting in a failed course.
- Postponement and Dropout: Permit temporary withdrawal for a specified period with a maximum limit. Students may apply for study postponement within the first week.
- Withdrawal from Colleges: Allow permanent departure, rarely considered, with the release form obtained from the Admissions and Registration Unit.

Third: Organizational Tasks:

- Problem Solving: Assist students in identifying and resolving difficulties related to their specialization.
- Guidance: Guide students in analyzing their situations and suggest appropriate steps for problem resolution. Refer to psychological, social, and medical counseling if necessary.
- Encouragement: Provide words of encouragement to boost student morale and overcome potential obstacles to academic performance.

5.1.2. Role and responsibilities of students the academic advising process

Students play a crucial role in the academic counseling process. It is their responsibility to monitor their academic progress, actively seek advice and guidance from academic advisors. These advisors assist students in swiftly and effectively selecting programs and aim for optimal results during academic counseling meetings.

Before the Academic Advisor Meeting:

- Know Advisor's Office Hours: Be aware of the academic advisor's office hours.
- Schedule Appointments: Regularly set appointments with the academic advisor, preferably monthly.
- Prepare Questions: List all questions and concerns for discussion during the academic interview.
- Review Academic Record: Thoroughly review the academic record to understand department, college, and university requirements.
- Prepare Information: Gather accurate information relevant to the student's needs before meeting the academic advisor.

During the Academic Advisor Meeting:

- Bring Relevant Documents: Carry the student's file for each course and a list of questions to discuss with the advisor.

- Discuss Goals: Clearly articulate academic and professional goals, involving the academic advisor in the discussion.
- Set Graduation Date: Establish a graduation date in consultation with the academic advisor.
- Develop Timetable: Collaborate with the advisor to create a timetable for the upcoming two semesters.
- Ask Questions: Pose all relevant questions to the academic advisor during the meeting.

Follow-up Meetings:

- Follow Advisor Recommendations: Adhere to the recommendations provided by the academic advisor.
- Communication: Maintain communication, sending any additional questions or concerns via email.
- Report Changes: Inform the advisor of significant changes in the academic program affecting performance or study objectives.
- Understand Requirements: Ensure a clear understanding of all graduation requirements at the department, college, and university levels.
- Know Academic Calendar: Be aware of important dates, especially exam schedules.
- Inform About Course Changes: Notify the academic advisor of any course additions or deletions that may impact graduation.
- Create Counseling File: Establish a personal file for academic counseling, retaining copies of all relevant documents for quick reference.

5.1.3. Criteria for distribution of students among academic advisors

- Students are evenly distributed among advisors that helps manage the workload and ensures that each student receives sufficient attention.
- Some student's express preferences for specific advisors, either based on their expertise or personal rapport. While preferences may not always be accommodated, considering student input enhances satisfaction.
- The academically affected students and/or students with low CGPA are usually distributed among senior faculty members.
- The criteria are flexible and adaptable, considering that students' needs and circumstances may change.

5.1.4. Mechanism applied to govern and document academic advising process

The mechanism applied to govern and document the academic advising process through an academic advising file involves a systematic approach to record and track the advising interactions between students and advisors.

- Begin by creating a comprehensive academic advising file for each student. Include essential details such as the student's name, Academic ID, contact information, academic program, and status.
- Establish a physical or digital file for each student within the advising system. This file will serve as a centralized repository for all advising-related documents and records and include the following:
    - General information about the student
    - Student study plan.
    - A copy of the table (the latest updated version and the academic advisor is to be provided with the schedule whenever an update occurs).
    - Copy of any action carried out by the student (excuse for classes or a course, postponement, deletion, addition etc.)

- A copy of the academic record after the end of each semester.
- Regulations and instructions for completion of graduation requirements.
- Certificate of transfer from one department to another at the time of transfer, and a copy of the academic record of the department transferred from, if any

5.1.5. Criteria for identifying academically weak students and mechanism for supporting them

Criteria for Identifying Academically Weak Students:

- Low Grade Point Average (GPA): A GPA below a specified threshold (<2.75 out of 5.00).
- Repeated Course Failures: Students who consistently fail the same course or fail multiple courses over consecutive semesters is identified as academically weak.
- Advising Session Feedback: Input from academic advisors
- Self-Reported Struggles: Students who voluntarily express concerns about their academic challenges or request additional support

Mechanism for Supporting Academically Weak Students:

- Early Intervention Programs: Identifying struggling students early in the semester, allowing for timely intervention and support.
- Academic Advising: Strengthen academic advising services to provide personalized guidance, review academic plans, and address any challenges faced by students.
- Counseling Services: Offer counseling services to address potential non-academic factors affecting a student's performance, such as mental health, stress, or personal issues.

5.1.6. Criteria for identifying excellent students and mechanism for supporting them

Criteria for Identifying Excellent Students:

- High Grade Point Average (GPA): Excellent students typically maintain a high GPA
- Class Participation: Active participating in class discussions, demonstrating intellectual curiosity, and engaging with course material
- Research or Project Contributions: Involvement in research projects and publications.
- Leadership Roles: Holding leadership positions in student organizations and clubs.
- Recommendations from Faculty: Positive recommendations and endorsements from faculty members
- Participation in Extracurricular Activities: Involvement in extracurricular activities, particularly those related to the academic field
- Community Engagement: Involvement in community service or projects

Mechanism for Supporting Excellent Students:

- Research Opportunities: Facilitate involvement in research projects, conferences, or collaborative initiatives
- Recognition Programs and Awards: Implementing recognition programs, awards ceremonies, or honor societies to publicly acknowledge and celebrate the achievements of excellent students.
- Personalized Academic and Career Counseling: Provide personalized counseling to help excellent students navigate academic choices, career paths, and personal development.
- Professional Development Workshops: Conduct workshops focusing on professional development skills, such as resume building, interview techniques, and career planning
- To be included in the Dean's list.

5.2. Career counseling regulations

- Career-related workshops and seminars to cover topics such as resume writing, interview skills, networking, and industry-specific insights.

- Establishing connections with employers and facilitating internships provide students with real-world experiences, enhancing their skills and increasing their employability.
- Integration of career development courses, such as professional communication, project management, and leadership skills, into the curriculum helps students build essential skills for the job market.
- Hosting on-campus or virtual career fairs to bring students and employers together.
- Creating alumni networks is beneficial for current students as well as graduates. Alumni who have successfully navigated their careers can share their experiences, offer advice, and potentially provide job leads or mentorship.

5.3. Psychological counseling arrangement

A psychological advisor in a college plays a crucial role in supporting the mental health and well-being of students. Their responsibilities extend beyond academic concerns to address the emotional, social, and psychological aspects of a student's life.

5.3.1. Role and responsibilities of psychological advisor

- Conduct one-on-one counseling sessions with students to address personal, emotional, and psychological challenges.
- Assist students in developing coping mechanisms and strategies to manage stress, anxiety, and other mental health issues.
- Be prepared to handle immediate and urgent mental health crises or emotional breakdowns.
- Collaborate with other institutional resources, such as health services, academic advisors, and student affairs, to ensure a holistic approach to student well-being.
- Refer students to external mental health professionals or specialists when necessary, ensuring continuity of care.
- Maintain accurate and confidential records of counseling sessions and interventions in compliance with ethical and legal standards.

5.3.2. Mechanism applied to govern and document psychological advising process

- Academic advisors pay attention to students showing signs of academic struggles, changes in behavior, or personal challenges that may impact their well-being.
- The academic advisor schedules a meeting with the student to discuss academic concerns.
- During this meeting, the academic advisor assesses the student's overall well-being and inquiries about non-academic challenges that may affect academic performance.
- If personal or mental health concerns are identified, the academic advisor refers the student to the college's psychological advising services.
- The referral process includes providing the student with information about the psychological advising services available in the institution and filling out a referral form included in the academic advising file.
- The academic advisor in consultation with psychological advisor plans a consultation session for the students
- Psychological advisor conducts an intake session to gather information about the student's background, concerns, and goals to understand the student's mental health status and identify areas for support.
- Psychological advisor develops and outlines strategies and interventions to address the identified mental health needs.
- Conducts regular one-on-one counseling sessions based on the plan.

- Collaborates with the academic advisor to provide updates on the student's progress and discuss any academic adjustments needed.
- Maintenance of accurate and confidential records for each counseling session.
- Documentation of progress, interventions, and any relevant communications to ensure continuity of care.

6. Rights and Duties

6.1. Students' rights and duties

6.1.1. Student Rights (Academic Level):

- Each student is entitled to receive a comprehensive guidebook containing vital information about college rules, facilities, and courses.
- Provision of an optimal study environment with access to educational resources to enhance the learning process.
- Assignment to specific courses and designated locations according to accredited college standards.
- Allocation of a study plan for each course and receipt of an academic schedule well in advance of the semester start.
- Transparent and fair registration processes adhering to integrity and equality standards.
- Flexibility to add or delete courses and follow semester rules based on college procedures.
- Timely and consistent lectures in accordance with academic schedules.
- Assurance of faculty members' commitment to work, office hours, and counseling.
- Encouragement of scientific competition and inquiry among faculty members without restrictions.
- Exam questions aligned with course content and fair evaluation based on students' abilities.
- Attendance at all exams unless prevented by a legitimate reason.
- Disclosure of grade distributions for examination questions in line with the college system.
- Streamlined administrative and academic procedures for students' convenience.
- Electronic submission of grades, attendance levels, and absences within specified timelines.
- Announcement of total mid-term grades before the final exam.

6.1.2. Student Rights (Non-Academic Level):

- Access to community care provided by the colleges.
- Assistance in accordance with established labor system rules.
- Utilization of facilities based on college policies and instructions.
- Receipt of incentives and rewards as per college regulations.
- Participation in college-provided activities promoting equality among students.
- Right to lodge complaints or pleas regarding rules in student rights protection committees and units.
- Engagement in community service activities as per college regulations.
- Right to self-protection aligned with Saudi system during any complaints.
- Opportunity to file complaints against disciplinary and penalty decrees in accordance with college rules.
- Confidentiality and privacy of academic files and information, safeguarded within the relevant domain.

6.1.3. Student Obligations/duties (Academic Level):

- Attendance at classes and completion of all academic requirements.
- Demonstration of respect towards faculty members, staff, and workers affiliated with the colleges.
- Adherence to the regulations, procedures, rules, and instructions within the college.
- Honest and integrity-driven preparation for academic requirements, refraining from cheating.
- Strict compliance with rules and regulations related to exams, including the prohibition of cheating.
- Responsible usage and preservation of college equipment and tools to maintain the institution's financial capabilities.

6.1.4. Student Obligations/duties (Non-Academic Level):

- Adherence to college regulations, policies, instructions, and administration-issued decrees concerning non-academic activities.
- Carrying and displaying the college ID during the student's presence on campus.
- Avoiding any destruction or disablement of the college's private properties.
- Considerate use of college facilities in accordance with issued instructions.
- Adherence to wearing the official uniform as designated by the college.
- Preservation of religious, ethical, and cultural values common to Saudi communities.
- Prohibition of smoking within the campus premises.

6.2. Teaching staff rights and duties

6.2.1. Teaching staff rights

- Teaching Staff have the right to academic freedom, which includes the freedom to teach, conduct research, and publish findings, within ethical and professional standards of the Colleges.
- Teaching staff have rights related to their employment as per the Colleges employment policies.
- Teaching staff have the right to be treated fairly and respectfully by administrators, colleagues, and students.
- The right to participate in the governance of the college through representation in committees, Units, and academic councils.
- The right to reasonable workload as per BPC policies conducive to effective teaching and research.
- The right to fair and transparent evaluation procedures with opportunities for feedback and improvement.
- In cases of disciplinary action, termination, or disputes, teaching staff have the right to due process

6.2.2. Teaching staff obligations/duties

- Faculty members must submit timely reports on their teaching activities and academic guidance tasks assigned by their departments.
- They are responsible for developing courses and actively participating in curriculum improvement.
- Adherence to policies and procedures delineates their roles in teaching and guidance.
- Active involvement in research and scientific pursuits is essential for their professional and academic advancement.
- Faculty members also serve on departmental or college committees and offer professional services to the colleges and the community.
- Prioritizing the acquisition and maintenance of institutional and academic accreditation is among their primary responsibilities, in accordance with established faculty policies and procedures.

7. Complaints and Grievances

7.1. Students' Complaints and Grievances

7.1.1. Appeal for Lecture and examination absence

- Guidelines for submitting apology requests due absences from lectures and continuous exams:
  - Submit a request through the electronic link for the absence apology within one week of the excuse date/period.
  - Attach an electronic copy (PDF) of the necessary documents.
  - Ensure the total absence rate does not exceed 50% (inclusive of both excused and unexcused absences).
  - No excuses will be considered after the twelfth week for semester exams.
  - Alternative tests for semester exams are scheduled in the fourteenth and fifteenth weeks, irrespective of the number of prior alternative tests for the student.
  - Applications violating any of the rules will be rejected.
- Guidelines for submitting apology requests due Absences from Final Exams:
  - Submit a request through the electronic link for the absence apology within one week of the excuse date/period, but no later than the beginning of the next semester.
  - Attach an electronic copy (PDF) of the required documents.
  - The alternative test for the theoretical final exam will take place in the first week of the following semester.
  - Applications not adhering to the specified rules will be rejected.
- Approved excuses for lectures and continuous/final exam absence by the College Council:
  - Hospitalization, supported by a medical report from the Sehaty platform.
  - Seizure by judicial and security authorities, accompanied by an approved report from competent authorities.
  - Death of a first-degree relative (within 3 days from the date of death).
  - Detailed medical report, issued by the Sehaty platform, indicating a critical or urgent condition preventing test attendance.

7.1.2. General regulations for student complaints

- Students are encouraged to initially attempt the amicable and informal resolution of disputes with faculty members or other staff. If an agreement is not reached through this informal process, the student is required to submit a complaint to a designated head of the department.
- If the resolution does not prove satisfactory at the departmental level, the student is then expected to file a complaint with a designated dean.
- Both the head of the department and dean serve as mediators to facilitate the resolution of the disagreement.
- If a complaint is lodged against the head of the department or dean, it will be addressed by the individual holding a higher position.
- In all situations, students are not obligated to pursue informal resolution for their disputes.
- A student must submit their formal complaint to the Sub-committee (Student Rights Committee) in their college within 30 days from the date of the dispute, and this 30-day timeline is considered advantageous to the complaint.
- The student is required to complete a complaint application thoroughly, providing all necessary details. Afterward, the completed complaint application should be handed over to the committee secretary, who will provide the student with the necessary information for the complaint delivery.

- Within 30 days from the submission date, the student can inquire about the status of their complaint.
- If the sub-committee fails to resolve the complaint within the designated 30 days, the student has the option to submit an inquiry about the progress of the complaint to the permanent committee by completing a complaint follow-up application.
- The complaint must be lodged within 15 days, commencing from the date when the student acknowledges the sub-committee's decision, following the established procedures.
- The permanent committee issues its decision within 30 days after completing the investigation. Subsequently, the decisions are forwarded from the permanent committee to the general supervisor of the colleges for approval and to determine an appropriate course of action.
- The permanent committee reserves the authority to refer the student to the disciplinary committee if it becomes evident that the complaint is unfounded.
- It is crucial to note that the decision of the permanent committee is considered final.
- The student directed to appear before the Disciplinary Committee receives notification of the scheduled date from the Chairman of the Disciplinary Committee through a written letter delivered by hand. Alternatively, in cases where hand-delivery is impractical or refused, the student may be orally notified, accompanied by an email or telephone message. This communication is facilitated through the director of student affairs.
- The decisions made by the Disciplinary Committee are conclusive and final, and communicated to the student in writing or to their guardian.

7.1.3. General regulations for student grievance/appeal

- The student retains the right to appeal a decision involving any of the penalties enumerated in Article (4) of Students Discipline Bylaws to the Board of Trustees.
- This appeal must be submitted by the student to the Chairman of the Board of Trustees within fifteen days from the date of being notified of the decision.
- It's important to note that the student cannot claim ignorance of the regulations, systems, and instructions issued by the colleges.

7.2. Teaching staff Complaints and Grievances

7.2.1. General regulations for teaching staff complaints

- Initiation of a formal regulatory complaint involves submitting a written complaint to a senior administrative and regulatory level.
- Upon receipt of the complaint, the designated individual ensures confidentiality and informs the involved parties—the complainant and defendant, the head of the relevant department, and the dean of the college.
- Subsequently, the documents are forwarded to the concerned party for a thorough review.
- The General Supervisor, in consultation with the dean of the college, explores the possibility of implementing temporary measures while investigating the complaint.
- Annually, the General Supervisor establishes a Teaching Staff Conduct Review Committee consisting of three members, with a fourth member (reserve) added in case of conflicts of interest or absence.
- The competent authority, represented by the composed Investigation Committee, initiates an investigation within three days to identify case factors and determine the nature and scope of the inquiry.
- The Committee Chairman conducts a hearing within five days, after which a comprehensive report is prepared, encompassing claims, evidence, testimonies, and suggested actions—either (A) rejecting charges or (B) proposing penalties.

- The Committee submits its report within seven days of concluding the investigation, with the option to request a five-day extension, subject to General Supervisor approval.
- A written statement, including the decision, reasons, and details of imposed penalties, is prepared by the Committee, and submitted to the General Supervisor for approval.
- The Deputy Supervisor for Educational Affairs notifies the Head of the Department and the Dean of the College about the final status of the case.
- Possible penalties may involve a verbal warning, warning/reprimand, cancellation of benefits (up to one academic year), withholding promotion for Saudis (up to one academic year), temporary suspension from work, or termination of service in BPC.

7.2.2. General regulations for teaching staff grievance/appeal

- Individuals affected by decisions related to "violation of professional rules of ethics" have the right to appeal within a maximum period of three days from the date of notification of the decision.
- In cases of decision related to "repeated low performance," the affected party may appeal within seven days of being informed of the decision. This is particularly relevant when objections are based on the insufficient application of procedures or if the termination of service is perceived as discriminatory, unfair, or arbitrary.
- An appeal must comprehensively present the reasons for objection, supported by relevant evidence.
- The General Supervisor is authorized to form a committee comprising three members to assess the appeal, with a commitment to review it within seven days.
- The committee is responsible for examining all pertinent documents and providing recommendations to the General Supervisor.
- The General Supervisor holds the ultimate authority to confirm the penalty, grant additional time to the teaching staff member to meet expectations, or reject the penalty and its outcomes. The decision made by the General Supervisor at this stage is considered final.

8. Teaching staff list

The college has enough qualified teaching staff available to function effectively and provide a quality education and staff members are involved classroom management, personalized attention with allocation of office hours, academic advising, and research activities to enrich the student learning experience.

9. List of facilities

Adequate facilities are available within the College of Dentistry and Pharmacy for the teaching and learning requirements of the program. These facilities include the number of classrooms, meeting room, sports room, central library, different pharmaceutical laboratories each equipped with advanced instruments to enhance the learning experience.

A detailed report is available at
Insert link here

This report provides a comprehensive overview the facilities including classrooms, laboratories, and their specifications available within the college.

10. Contact us

- Dean email: DP_Dean@bpc.edu.sa
- Vice dean email: ViceDean_DP@bpc.edu.sa
- Students' affair unit email: DP_SASU@bpc.edu.sa
- College mobile: if any
- Website link for the program: https://www.bpc.edu.sa/en/colleges_english/pdcollege_english/pdcollege_pharma_eng