

**Al-Baha University
Faculty of Pharmacy
Doctor of Pharmacy (Pharm.D) Program**

**Admission and Registration
Manual**

Version: 3 (November 2023)

This manual was developed and approved
by the Registration Unit at the Faculty of Pharmacy

Prepared by:

Dr. Saleh Abdulrassoul and Dr. Jawher Abdelhak

Reviewed by

Dr. Saleh Alghamdi, and Dr. Adel Alghamdi



Table of Contents

1. Registration Unit at the Faculty of Pharmacy	2
2. Admission Mechanism at Al-Baha University	3
3. Admission General Conditions	4
4. Special Conditions and Criteria for Admission at Faculty of Pharmacy	4
5. Gender	5
6. The Required Documents	5
7. Rules and standards for transferring to the Faculty of Pharmacy	6
8. Admission and registration link	6



1. Registration Unit at the Faculty of Pharmacy



Unit Objectives:

- Developing policies and criteria for student registration at the Faculty of Pharmacy.
- Introducing current students to admission and registration policies.
- Implementing the regulations governing the academic registration mechanism.
- Spreading awareness of registration regulations and systems by simplifying procedures and overcoming difficulties and obstacles for students.



Unit Tasks:

- ✓ Proposing study schedules in coordination with the deanships of admission and registration.
- ✓ Allocating lecture halls and labs during the development of study schedules.
- ✓ Developing and following up the implementation of student registration procedures in accordance with the dates set forth in the university calendar.
- ✓ Following up student self-registration.
- ✓ Organizing registration, deletion and addition activities.
- ✓ Increasing student hours in line with their respective academic status and grade point averages.
- ✓ Resolving problems encountered by students and incorporating additional hours in a manner that doesn't conflict with the admission and registration regulations.
- ✓ Opening, closing and merging sections and determining their respective times and ceilings.
- ✓ Resolving problems arising from conflicting student schedules.
- ✓ Following up schedules of students expected to graduate.
- ✓ Coordinating with academic advisors to follow up registration processing activities.
- ✓ Processing internal and external transportation requests and completing procedures in accordance with applicable regulations.
- ✓ Following up student attendance and drawing up lists of students denied entrance to the examinations.
- ✓ Following up academically underachieving students as well as students who have been served notices or academically dismissed and drawing up relevant lists.



- ✓ Submitting quarterly and annual reports to the faculty vice-dean for academic affairs, regarding admission and registration activities.
- ✓ Preparing an improvement plan at the end of each academic year.

2. Admission Mechanism at Al-Baha University

- The system of Al-Baha University admission is an (annual system) that takes place once a year before starting the academic year, and immediately after high school results.
- To submit online admission application via the official website of the university; www.bu.edu.sa within a deadline.
- The University Council sets the number of news admissions for the following academic year according to recommendations made by faculty councils and concerned authorities concerning university affairs.
- To make a preference between applicants, in accordance with the stated conditions, standards, and to the capacity of university's faculties.
- Registration to faculties will be fulfilled according to the student's choice on the university's website. First, to register his/her first choice, the second choice, then the third choice and so on.
- In the case of accepting the male/female students' first choice, he/she have no right to amend or transfer to another college.
- The male/female students have no right to transfer unless one year has passed after his/her admission.

3. Admission General Conditions

The following conditions are generally required for students' admission to the university's faculties:

1. The applicant must be a Saudi or from a Saudi mother.
2. Affidavit that the mother of (male/female student) is a Saudi.
3. Not to exceed age (25 years) for the male or female students
4. To pass and have a high school certificate, transcript as well as grade record sheet of (the courses system) or its equivalent from inside or outside the kingdom.
5. Not to passing his/her secondary school certificate or its equivalent for a period of more than 5 years.
6. To bring the original eviction notice for those who admitted to another university
7. To Perform the general aptitude test and the achievement test of the scientific specialties



8. To successfully pass any test or personal interview that is required when applying for admission.
9. To be medically fit (safety of all senses and extremities)
10. To obtain approval notice from his reference for study if he works in any governmental or private agency.
11. Not to be dismissed from the university for an educational or disciplinary actions or be dismissed from another university for disciplinary reasons.
12. To take double –dose of DPT vaccine

4. Special Conditions and Criteria for Admission at Faculty of Pharmacy

1. The triple equivalent percentage must not be less than 80%.

Triple Equivalent Percentage Standards:

- High school 30%
- General Aptitude Test (GATB) 30%
- Achievement Test 40%



%40

Achievement



%30

Aptitude



%30

High School

2. To Pass the general aptitude test and the achievement test.
3. To make admission preference between applicants it is decided that (40 % high school certificate, 30% achievement test and 30% aptitude test).
4. To fulfill any additional requirements that are decreed by the University Council at a time of admission.
5. To grant priority in admission for the graduates of the same year
6. To attach the medical examination results with the required documents
7. To take double –dose of DPT vaccine



5. Gender

Faculty	Gender	
	Male	Female
Faculty of Pharmacy	✓	✓

6. The Required Documents

Male Students Requirements:

- The Original high school form + with 2 true copies, the original high school transcript
- Original grade record sheet for (the courses system) with 2 true copies.
- Two copies of the national Identity card.
- Affidavit that the mother of (male student) is a Saudi
- Aptitude test results sheet and achievement test results sheet
- To attach the withdrawal and eviction original notices from the university that already withdraw from it.
- To attach the medical examination results for those eligible students who admitted to faculty of Pharmacy
- To take double –dose of DPT vaccine

Female Students Requirements:

- The Original high school form + with 2 true copies, the original high school transcript
- Original grade record sheet for (the courses system) with 2 true copies.
- Two copies of national family ID in which the student was enlisted
- Affidavit that the mother of (female student) is a Saudi
- Aptitude test results sheet and achievement test results sheet
- To attach the withdrawal and eviction original notices from the university that already withdraw from it.
- To attach the medical examination results for those female eligible students who admitted to faculty of Pharmacy.
- To take double –dose of DPT vaccine



7. Rules and standards for transferring to the Faculty of Pharmacy, Al-Baha University, approved and consistent with the university's rules and regulations:

1. The student must submit a transfer request within the announced period according to the approved university calendar.
2. Preference in accepting transfer applications will be given to students registered in the academic year corresponding to the transfer request.
3. Obtaining a high school certificate - scientific track.
4. Obtaining a grade of no less than (90%) in the high school certificate.
5. The weighted percentage should not be less than (80%) as a minimum (40% Achievement - 30% Aptitudes - 30% High school)
6. Internal transfer to the Faculty of Pharmacy is limited to health faculties from within the university, while external referral is not available.
7. The GPA of the student wishing to transfer from the faculties of Al-Baha University should not be less than (3.75/4, Excellent).



GPA: 3.75/4

8. For transfer, it is required to pass the personal interview at the faculty.
9. Faculty Council approval to accept the student's transfer request.
10. The faculty allocates 10% as a number of vacant seats for transfer from the total number of male and female students admitted to the faculty.

8. Admission and registration link (<https://bu.edu.sa/en/web/deanship-of-admission-and-registration/students-guides>)

- ◆ Course registration guide
- ◆ Electronic reports guide
- ◆ Study schedule review guide
- ◆ Study plan conformity review guide
- ◆ Guide to internal and external transfer at Al-Baha University
- ◆ Guide to submitting an external visitor request

