

Al-Baha University

Faculty of Pharmacy

Doctor of Pharmacy (Pharm. D) Program

Student Handbook

This manual was developed and approved by the Faculty of Pharmacy Council

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1. Introduction

The Faculty of Pharmacy at Al-Baha University in Al Baha City was established according to the Royal decision 5088 on 7/ 8 / 1432 H, under the name of Faculty of Clinical Pharmacy and in 30/ 5/ 1445 H the name was changed to be Faculty of Pharmacy. It is located in Al Baha Province of the Kingdom of Saudi Arabia with its main campus in Al Aqiq, about 30 km away from Al Baha town. The faculty was established for the improvement of health services and the advancement of the pharmacy profession and to cope with the educational policy of the kingdom, which is distinguished by applying the most advances in technology and sciences in various fields. The study began in faculty in the academic year 1432/1433 H to the male section while the female section started in the academic year 1438/1439 H.

The Major shift in the healthcare system in providing safer and cost-effective health services mandates pharmacists to require general & specific knowledge and skills, namely pharmacists with Pharm. D degree. There is a large wealth of literature that supports the pharmacists' role aiming to improve patients' care, minimize drug adverse effects, and reduce health expenditure. In addition, Pharm. D holders usually demonstrate a positive impact on improving patient education and knowledge of their health-related quality of life, especially at the levels of Al Baha city and region. Also, there is no Faculty of Pharmacy in the area. In addition to the limited number of pharmacists and clinical pharmacists compared to Al Baha region population increase in Al Baha region.

2. Faculty Vision

"To be an inspiring and leading faculty of pharmacy, nationally and internationally in pharmacy education, research, and building the community knowledge".

Vision



3. Program Vision

"To excel in pharmacy education that contributes to scientific research and enhances the well-being of the community".

Vision



4. Faculty Mission

"The Faculty of Pharmacy provides the community with the next generation of competent pharmacists through high-quality curricula that include high level of education and research to meet the needs and improve the health of the community".

Mission



5. Program Mission

"Provide high quality distinguished academic pharmacy program to prepare competent pharmacists who prioritize patient-centered care, advance pharmaceutical sciences through research, and positively impact the health and well-being of their communities".

Mission



6. Program Objectives

Program Goals



1. **Objective 1:** Improving the quality of teaching and learning
2. **Objective 2:** Achieving excellence in the performance of faculty staff members.
3. **Objective 3:** Developing and supporting scientific research
4. **Objective 4:** Enhancing community collaborations

7. Correlation between Program Mission and Goals

Setting up the Pharm. D program is consistent with the mission and vision of Al-Baha University to facilitates the Faculty of Pharmacy academic recognition through accreditation from national and international agencies. Moreover, the Pharm. D degree will meet society's need for such professionals, as the current situation is partially attained through scholarships to study abroad. Graduates will be prepared to be of high professional caliber nationally and matching equivalent international qualification.



8. Program Values

The Program adopts the following values that define its identity:

- 1. Honesty and integrity:** We perform work with complete honesty, respect and integrity.
- 2. Cultural and social diversity respect:** We encourage principles of diversity in our faculty, as well as with the community we serve.
- 3. Transparency and equal opportunity:** We believe that integrity is exemplified through transparency, accountability, and equity.
- 4. Teamwork:** We appreciate the value of teamwork, in the spirit of support, respect, and transparent communication.
- 5. Partnership:** We are committed to foster students, faculty, and staff to collaborate as equal partners.

9. Program Graduate Attributes

| No. | Program Graduate Attributes |
|-----|---|
| 1 | Pharmaceutical knowledge and understanding Demonstrate in-depth professional knowledge and comprehension about pharmacy and pharmacy practice, including pharmaceutical science, administrative pharmacy science and manufacturing practices. |
| 2 | Critical thinking and problem solving Manifest the ability of critical thinking while solving problems and making decisions during daily practice, especially identifying, analyzing, evaluating and applying information for solving specific patient-related problems. |
| 3 | Creativity, innovation, and research skills Show the ability to create, design, and conduct appropriate experiments with relevant techniques, resources, and modern analytical and pharmaceutical tools to perform research and investigation of complex problems. |
| 4 | Collaboration and team work Demonstrate effective performances in a team environment, and cooperate productively with pharmacists and other healthcare providers when providing high-quality pharmaceutical services. |
| 5 | Communication skills Show an ability to communicate effectively with patients and other healthcare providers to give and receive clear instructions |
| 6 | Information technology skills Demonstrate qualification to utilize appropriate information technologies for optimization of decision-making action, medication use and to perform the adequate calculation and analyses relevant to pharmacy and pharmaceutical practice. |



| | |
|---|---|
| 7 | Ethics Show professional ethics and values while making decisions, and during preparing and dispensing medications. |
| 8 | Lifelong learner Show the ability to develop independent and lifelong learning for personal development and excellence in professional practice. |
| 9 | Leadership and management Show an engagement in professional activities and management with the potential to be entrepreneurial and take a leadership role. |

10. Program Learning Outcomes (PLOs):

| Knowledge and Understanding | |
|-------------------------------|--|
| K1 | Describe principles, concepts and theories in biomedical, pharmaceutical, social, behavioral, administrative and clinical sciences associated with the development and use of pharmacy services and products for prevention and treatment of diseases. |
| K2 | Discuss processes, techniques and practices related to various pharmacy practice settings according to legal, ethical and professional standards. |
| K3 | Recognize advanced knowledge of recent development related to drug discovery, design, manufacture, action, and delivery and patient care required to conduct research in the fields of pharmacy. |
| Skills | |
| Cognitive Skills | |
| S1 | Apply specialized theories, principles, and concepts in the field of pharmaceutical sciences and clinical pharmacy. |
| S2 | Interpret information obtained from different resources to provide creative solutions for complex pharmaceutical and clinical issues. |
| S3 | Conduct research or professional project using specialized scientific techniques and methodologies in pharmaceutical and clinical fields. |
| Practical and Physical Skills | |
| S4 | Demonstrate proficiency in performing specialized laboratory techniques, processes, and tasks relevant to medication management and pharmaceutical settings. |
| Communication and IT Skills | |
| S5 | Communicate effectively with colleagues, patients, supervisors, other health care providers, administrative and supportive personnel to provide community awareness, drug information, and high-quality pharmaceutical care. |
| S6 | Utilize appropriate information technology skills and data analyses techniques to support and enhance pharmaceutical research, medication management, and patient care in line with legal, and professional guidelines. |



| Values, Autonomy, and Responsibility | |
|--------------------------------------|---|
| Values and Ethics | |
| V1 | Demonstrate integrity, ethics and professional and academic values, for effective management of routine and unanticipated circumstances. |
| Autonomy, and Responsibility | |
| V2 | Participate in continuous reflective, adaptive, and collaborative learning to remain updated on recent professional and inter-professional development and provide accurate and relevant recommendations with high autonomy and responsibility. |
| V3 | Collaborate effectively with full responsibility in conducting leadership behavior with colleagues and other healthcare professionals in research and professional projects for promoting life quality for the community. |

11. Program Admission Requirements:

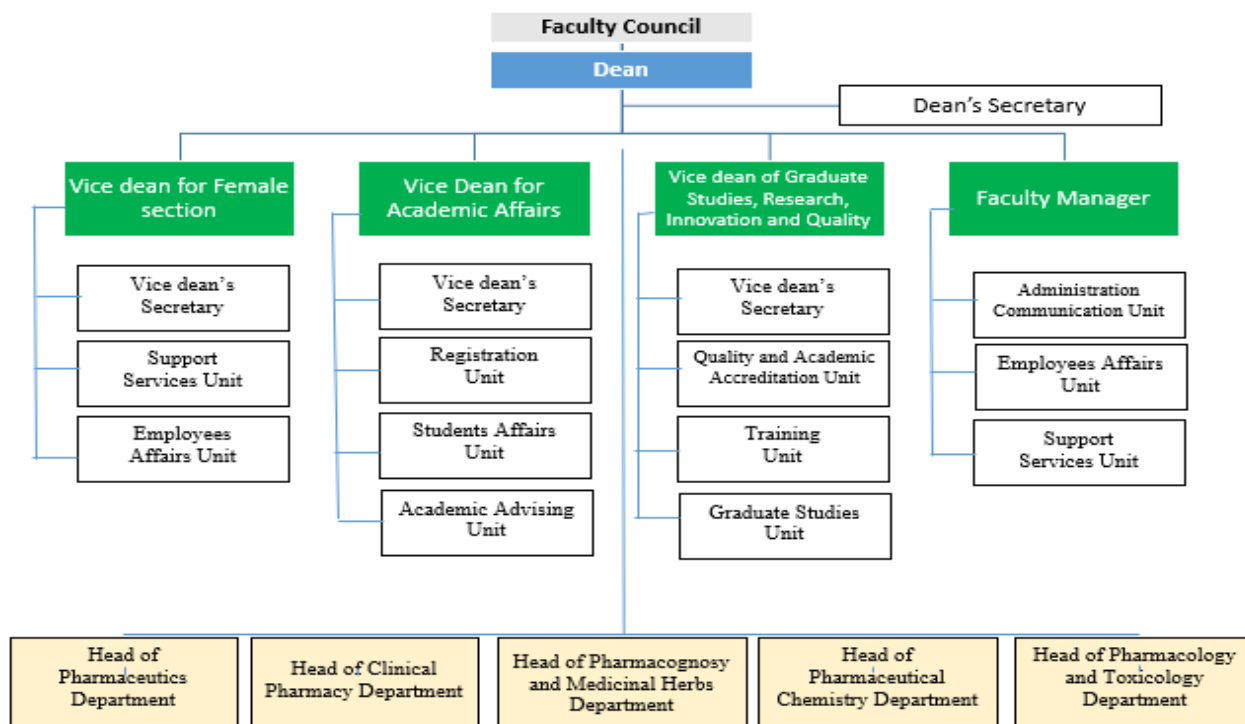
- Getting a high school certificate (scientific section) or equivalence from inside or outside the kingdom.
- Getting a minimum score of 90% in the high school certificate.
- Passing the General Aptitude Test (GAT), which is organized by the Education and Training Evaluation Commission.
- Passing the Academic Achievement Test for Scientific Specializations, which is organized by the Education and Training Evaluation Commission.
- Passing professional fitness test.
- Fulfill any additional requirements set by the University Council at the admission time.
- Preference for admission will be given to graduates of the same year.

12. Program Study System

Pharm. D program consists of six (6) years based on a full academic year which is divided into three semesters. The study for any semester is not less than eleven weeks (not including the examination period). Registered Pharm. D program' students should attend a period of six years of study, including a scheduled plan to complete the study with all courses contents (theoretical, practical and clinical training). The student' clinical training (Clerkship) is due in the last year.



13. Faculty of Pharmacy Administration



14. Faculty Administration members

| Position | Name | E-mail address |
|---|---------------------------|--------------------------|
| Dean | Dr. Saleh Alghamdi | saleh.alghamdi@bu.edu.sa |
| Vice Dean for Academic Affairs | Dr. Adel Alghamdi | ai.alghamdi@bu.edu.sa |
| Vice Dean for Graduate studies, Research, Innovation and Quality | Dr. kahdr Alatawi | kalatwai@bu.edu.sa |
| Vice Dean for Female students section | Dr. Fatmah Alomari | fsalomari@bu.edu.sa |
| Head of Pharmaceutics Department | Dr. Abdullah Asiri | aasiri@bu.edu.sa |
| Head of Clinical Pharmacy Department | Dr. Mohamed Algarni | maalqarni@bu.edu.sa |
| Head of Pharmacognosy and Medicinal Herbs Department | Dr. Adel Alghamdi | ai.alghamdi@bu.edu.sa |
| Head of Pharmaceutical Chemistry Department | Dr. Mohammad Alrofaidy | malrofaidi@bu.edu.sa |
| Supervisor of Pharmaceutics Department for Female section | Dr. Amani Rihab Nawar | a.rehab@bu.edu.sa |
| Supervisor of Clinical Pharmacy Department Female section | Dr. Basant Barakat | bbarakat@bu.edu.sa |
| Supervisor of Pharmacognosy and Medicinal Herbs Department for Female section | Dr. Fatima Alzahra Gomaa | fgomaa@bu.edu.sa |
| Supervisor of Pharmaceutical Chemistry Department for Female section | Dr. Leila Altaher Barakat | l.altaher@bu.edu.sa |

15. Faculty Departments



To fulfill the faculty objectives, there are five departments that represent the major disciplines in the curriculum. These departments are:

1. Department of Pharmaceutics.
2. Department of Clinical Pharmacy.
3. Department of Pharmacognosy and Medicinal Herbs.
4. Department of Pharmaceutical Chemistry
5. Department of Pharmacology and Toxicology

15.1 Department of Pharmaceutics

The Department offers different courses to provide scientific knowledge and training in the domains of compounding, formulating, developing, and evaluating various pharmaceutical dosage forms , drug delivery, good manufacturing practice (GMP), biopharmaceutics, and pharmacokinetics. The department is concerned with the theoretical and practical studies of the physical and chemical properties of the substances involved in the composition of pharmaceutical preparations and the effect of such substances on the effectiveness of prepared dosage forms. Also, the department is concerned with conducting the necessary tests to ensure that all pharmaceutical formulations comply with the specifications contained in the Pharmacopoeia,

In addition to teach the students about the instructions that should be given to the patient for the best way of drug administration.

Vision

Excellence locally, regionally and internationally in teaching and scientific research in the field of pharmaceutics and pharmaceutical manufacturing.

Mission

The department aims to achieve excellence and development in the field of pharmaceutics and industrial pharmacy teaching, and research at the undergraduate and graduate levels, as well as providing distinguished service to specialists for the development of the pharmaceutical industry at the local and regional levels, and preparing a distinguished pharmacist at the industrial and research level in order to improve the health care of the community.

Objectives

- To provide students with the necessary information and skills to prepare, design, and evaluate different pharmaceutical forms.



- To provide high-quality academic programs in pharmaceuticals, dosage form design, and drug manufacture.
- To provide high-quality research in the area of pharmaceuticals and industrial pharmacy directed to solve drug manufacturing problems
- Encourage scientific research and continuing pharmacy education

Staff Members of the Pharmaceutics Department

| No. | Name | Specialization | Academic Rank | E-mail address |
|-----|------------------------|----------------|----------------------|-----------------------|
| 1 | Dr. Abdullah Asiri | Pharmaceutics | Assistant professor | aasiri@bu.edu.sa |
| 2 | Dr. Ahmed Algendy | Pharmaceutics | Associated professor | ahmed.m@bu.edu.sa |
| 3 | Dr.Saleh Abd El Rasoul | Pharmaceutics | Associated professor | sabdulrasal@bu.edu.sa |
| 4 | Mr. Abdulaziz Alasmari | Pharmaceutics | Lecturer | analasmari@bu.edu.sa |
| 5 | Ms. Hanan Alqarni | Pharmaceutics | Lecturer | halgarni@bu.edu.sa |

Courses Offered by the Department of Pharmaceutics

| Serial | Course title | Course code | Level |
|--------|---------------------------------------|-------------|-------|
| 1 | Medical physics | PHCU1005 | 2 |
| 2 | Mathematics | PHCU1007 | 2 |
| 3 | Pharmaceutical calculations | PHCU1008 | 4 |
| 4 | Physical Pharmacy | PHCU1250 | 5 |
| 5 | Pharmaceutics-1 | PHCU1252 | 6 |
| 6 | Pharmaceutics-2 | PHCU1502 | 7 |
| 7 | Pharmaceutics-3 | PHCU1750 | 8 |
| 8 | Biopharmaceutics and Pharmacokinetics | PHCU1251 | 13 |
| 9 | Industrial Pharmacy-1 | PHCU1753 | 14 |
| 10 | Graduation Project - 1 | PHCU1752 | 13 |
| 11 | Graduation Project – 2 | PHCU1754 | 14 |
| 12 | Graduation Project - 3 | PHCU1756 | 15 |
| 13 | Advanced Drug Delivery System | PHCU1755 | 15 |
| 14 | Industrial Pharmacy-2 (elective) | PHCU1757 | 15 |
| 15 | Dug stability (elective) | PHCU1758 | 15 |

15.2 Department of Clinical Pharmacy

The Department of Clinical Pharmacy at the Faculty of Pharmacy (Al-Baha University) was established in the year 1432 H. Since that date, the department aims, along with the rest of the faculty departments, to serve the community by providing qualified national competencies to



work in the medical field and to form a key link in the chain of medical competencies necessary to complete the health care system and medical services and raise health awareness among community members. The department has also gone along with several amendments to the study plan (1433 and 1438 AH) in line with the educational plan and the continuous development of education.

The department offers a variety of clinical courses that prepare the students to play an effective role within the healthcare team after graduation, in line with the needs of the profession and its development. The courses provide the students with valuable information on therapeutics, clinical pharmacokinetics, Pharmacoeconomics, and epidemiological to ensure patient safety.

Vision

Distinction and leadership in pharmaceutical education by increasing the level of creativity and excellence in the field of clinical pharmacy.

Mission

Contribute to the graduation of a new generation of clinical pharmacist's professionally qualified and able work independently and in a responsible manner for the rationale of drug use, provision of pharmaceutical services, improving pharmaceutical education, scientific research and clinical skills. Also they should be capable of supporting and developing the drug industry and participate actively in community service in light of commitment to ethical and professional values.

Objectives

The Department of Clinical Pharmacy supports the overall vision of the Pharm. D Program, Faculty and University by:

- Providing clinical pharmacy education based on the latest global pharmaceutical practices.
- Creating a new generation of distinguished pharmacists and enabling them to gain experience in pharmaceutical sciences through innovation and excellence in theoretical and practical education in the field of patient care and public health in an effort to graduate practitioners and researchers in all fields of pharmacy.
- Providing students with basic concepts and principles in the field of clinical pharmacy practice to gain knowledge and necessary skills, face professional challenges, and take responsibility for making the right decisions in the field of pharmacy.



- Serving the community by participating in various scientific activities that lead to advancement and development of the health care system.

Staff members of the Clinical Pharmacy Department

| No. | Name | Specialization | Academic Rank | E-mail address |
|-----|---------------------|-----------------------------|----------------------|--------------------------|
| 1 | Dr. Saleh Alghamdi | Pharmacy Practice | Associate professor | saleh.alghamdi@bu.edu.sa |
| 2 | Dr. Mohamed Algarni | Pharmacy Practice | Assistant professor | maalqarni@bu.edu.sa |
| 3 | Dr. Bassant Barakat | Pharmacology and Toxicology | Associated professor | bbarakat@bu.edu.sa |
| 4 | Dr. Mohamed Anwar | Clinical Pharmacy | Assistant professor | m.anwar@bu.edu.sa |
| 5 | Dr. Nasser Alawad | Pathology | Assistant professor | nalawwad@bu.edu.sa |
| 6 | Mr. Yasser Alomari | Clinical Pharmacy | Lecturer | yalomari@bu.edu.sa |
| 7 | Mr. Bader Alghamdi | Pharmacy Practice | Demonstrator | balghamdi@bu.edu.sa |
| 8 | Mr. Khaled Alghamdi | Pharmacy Practice | Lecturer | ksalghamdi@bu.edu.sa |
| 9 | Mr. Saeed Aldossari | Pharmacy Practice | Demonstrator | saldosari@bu.edu.sa |

Courses offered by the Department of Clinical Pharmacy

| Serial | Course title | Course code | Level |
|--------|--|-------------|--------|
| 1 | Professional Communication Skills | PHCL1002 | 1 |
| 2 | Pharmacy Orientation | PHCL1004 | 4 |
| 3 | Anatomy and Histology | PHCL1003 | 4 |
| 4 | Physiology-1 | PHCL1255 | 5 |
| 5 | Physiology-2 | PHCL1256 | 6 |
| 6 | Pathophysiology-1 | PHCL1257 | 6 |
| 7 | Pathophysiology-2 | PHCL1510 | 7 |
| 8 | Community Pharmacy-1 | PHCL1511 | 8 |
| 9 | Community Pharmacy-2 | PHCL1512 | 9 |
| 10 | Introductory Pharmacy Practice Experience (IPPE) - 1 | PHCL1513 | Summer |
| 11 | Pharmacotherapeutics-1 | PHCL1768 | 10 |
| 12 | Pharmacy Practice | PHCL1767 | 10 |
| 13 | Patient Assessment | PHCL1769 | 10 |



| | | | |
|----|--|----------|--------|
| 14 | Pharmacy Law and Ethics | PHCL1770 | 11 |
| 15 | Pharmacotherapeutics-2 | PHCL1771 | 11 |
| 16 | Social and Behavioral Pharmacy | PHCL1772 | 11 |
| 17 | Drug Information | PHCL1754 | 11 |
| 18 | First Aid | PHCL1773 | 11 |
| 19 | Hospital Pharmacy | PHCL1774 | 12 |
| 20 | Pharmacotherapeutics-3 | PHCL1775 | 12 |
| 21 | Research Methodology | PHCL1776 | 12 |
| 22 | Patient and Medication Safety | PHCL1777 | 12 |
| 23 | Public Health | PHCL1778 | 12 |
| 24 | Pharm. D. Seminar | PHCL1779 | 12 |
| 25 | Introductory Pharmacy Practice Experience (IPPE) - 2 | PHCL1780 | Summer |
| 26 | Pharmacotherapeutics-4 | PHCL1781 | 13 |
| 27 | Pharmacy Management | PHCL1758 | 14 |
| 28 | Pharmacoepidemiology and Pharmacoeconomics | PHCL1759 | 14 |
| 29 | Pharmacotherapeutics-5 | PHCL1782 | 14 |
| 30 | Clinical Pharmacokinetics | PHCL1783 | 14 |
| 31 | Pharmacotherapeutics-6 | PHCL1784 | 15 |
| 32 | Pharmaceutical Marketing | PHCL1785 | 15 |
| 33 | Clinical Lab results interpretation (Elective) | PHCL1786 | 15 |
| 34 | Medication Therapy Management (elective) | PHCL1787 | 15 |
| 35 | Clerkship-1 | PHCL1762 | Summer |
| 36 | Clerkship-2 | PHCL1763 | 16 |
| 37 | Clerkship-3 | PHCL1764 | 17 |
| 38 | Clerkship-4 | PHCL1765 | 18 |

15.3 Department of Pharmacognosy and Medicinal Herbs

The department covers various aspects of complementary and alternative medicine and stays updated with the latest developments in herbal medicine. The department in addition concerned with the study of microorganisms that causes health hazardous; their nature, pathogenicity, diagnosis, treatment and prevention. It is also aiming to promote and advance scientific innovations in biotechnology as applied to pharmaceuticals, diagnostics, and vaccines. The Department is involved in research in the field of study, discovery, and development of herbal drugs, phytopharmaceuticals, and microbial products; quality control and analysis of principal components, enhanced in-vitro production of secondary metabolites, using plant tissue culture and fermentation technologies.



Vision

The department is to be prestigious in education, and research in the fields of pharmacognosy, Clinical microbiology and pharmaceutical biotechnology.

Mission

The department is committed to providing the community with highly qualified pharmacists in the fields of pharmacognosy, complementary and alternative medicine, microbiology and biotechnology and is able to provide the community with the best health services.

Objectives

- To provide the community with highly qualified skilled pharmacists familiar with sophisticated therapeutic approaches and the latest scientific methods.
- To provide students with knowledge and skills in the fields of pharmacognosy, complementary and alternative medicine, clinical microbiology and pharmaceutical biotechnology.
- To searching for local natural resources as remedies for the management of endemic diseases and documentation of folkloric herbal medicine.
- To improve the health awareness of the community to the rational use of medicinal natural products and antimicrobials.

Staff Members of the Pharmacognosy and Medicinal Herbs Department

| No. | Name | Specialization | Academic Rank | E-mail address |
|-----|---------------------------|-----------------------------|---------------------|------------------------|
| 1 | Dr. Ibrahim Almarabi | Pharmacognosy | Assistant Professor | almarabi@bu.edu.sa |
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| 3 | Dr. Hassan Samaha | Pharmaceutical Microbiology | Associate Professor | hsamaha@bu.edu.ss |
| 4 | Prof. Nasser Awadh | Pharmacognosy | Professor | naali@bu.edu.sa |
| 5 | Mr. Abdulsalam Althobaiti | Pharmaceutical Microbiology | Demonstrator | a.althobaiti@bu.edu.sa |
| 6 | Ms.Kholoud Jammal | Pharmacognosy | Demonstrator | khlood@bu.edu.sa |



Courses offered by the Department of Pharmacognosy and Medicinal Herbs

| Serial | Course title | Course code | Level |
|--------|--|-------------|-------|
| 1 | Biology | PHCG1003 | 2 |
| 2 | Pharmacognosy | PHCG1005 | 4 |
| 3 | Pharmaceutical Microbiology | PHCG1504 | 7 |
| 4 | Natural Products Chemistry | PHCG1501 | 8 |
| 5 | Immunology | PHCG1505 | 9 |
| 6 | Complementary and Alternative Medicine | PHCG1506 | 9 |
| 7 | Clinical Microbiology | PHCG1752 | 11 |
| 8 | Pharmaceutical Biotechnology | PHCG1753 | 13 |
| 9 | Stem cell and gene therapy (Elective) | PHCG1755 | 15 |
| 10 | Natural Cosmetics (Elective) | PHCG1756 | 15 |

15.4 Department of Pharmaceutical Chemistry

The Pharmaceutical Chemistry Department at the Faculty of Pharmacy at Al-Baha University was established in 1432 AH. Since that date, the department, along with other departments, at the Faculty aims to prepare pharmacists to provide pharmaceutical and health services to all society members in both public and private sectors. The department has also kept pace with several modifications in its study plans in line with previous modifications that occurred in the Clinical Pharmacy Faculty study plan.

Vision

Distinction and leadership in pharmaceutical education through introducing the science of pharmacology, toxicology, and Medicinal chemistry and its branches and practical applications.

Mission

The Pharmaceutical Chemistry Department seeks a distinction in teaching for all department's courses, providing learning experiences for male and female students, and giving comprehensive information in various fields of Pharmacology, Toxicology, Medicinal Chemistry, Analytical Chemistry, Organic Chemistry, and Biochemistry, as well as interest in scientific research to serve the community in order to achieve the faculty's mission.

Objectives

- Providing students with the principles and the basic concepts regarding the department's subjects to acquire the essential knowledge and skills.



- Building a new generation of distinguished pharmacists and permitting them to gain experience in pharmaceutical sciences through innovation and distinction in theoretical and practical education in the field of patient care and public health.
- Cooperating with other departments at faculty to achieve the faculty mission.
- Serving the community by participating in various scientific activities that lead to the development and advancement of health care.

Staff Members of the Pharmaceutical Chemistry Department

| No. | Name | Specialization | Academic Rank | E-mail address |
|-----|---------------------------|-----------------------------|---------------------|-----------------------|
| 1 | Dr. Mohammad Alrofaiidy | Medicinal chemistry | Associate Professor | malrofaiidy@bu.edu.sa |
| 2 | Dr. Abdulaziz Alzahrani | Immunopharmacology | Assistant Professor | alzahraniar@bu.edu.sa |
| 3 | Dr. Ali Alquraini | Pharmacology | Assistant Professor | aalquraini@bu.edu.sa |
| 4 | Dr. Adel Alghamdi | Pharmacology and toxicology | Assistant Professor | ai.alghamdi@bu.edu.sa |
| 5 | Dr. Amani Rehab | Biochemistry | Assistant Professor | a.rehab@bu.edu.sa |
| 6 | Dr. Jawher Abdelhak | Chemistry | Associate Professor | jabdelhak@bu.edu.sa |
| 7 | Dr. Khader Alatwai | Cardiovascular pharmacology | Assistant Professor | kalatwai@bu.edu.sa |
| 8 | Dr. Karim Naghmouchi | Biochemistry | Associate Professor | knaghmouchi@bu.edu.sa |
| 9 | Dr. Leila Taher | Chemistry | Assistant Professor | l.altaher@bu.edu.sa |
| 10 | Mr. Aali Alqarni | Pharmacology | Lecturer | aalialqarni@bu.edu.sa |
| 11 | Dr. Abdulhakim Alhamoudi | Clinical pharmacology | Assistant Professor | aalhamoudi@bu.edu.sa |
| 12 | Dr. Abdulrahman Alhomyani | Pharmacology | Assistant Professor | aalhomyani@bu.edu.sa |
| 13 | Mr. Abdulatif Alqhtani | Medicinal chemistry | Lecturer | aalqhtani@bu.edu.sa |
| 14 | Ms. Iman Alahmari | Pharmacology | Demonstrator | em.s@bu.edu.sa |
| 15 | Mr. Mohammed Alnokhali | Biochemistry | Demonstrator | malnokhali@bu.edu.sa |



| | | | | |
|----|-----------------------|---------------------|--------------|---------------------|
| 16 | Mr. Mohammed Alahmari | Pharmacology | Lecturer | malahmari@bu.edu.sa |
| 17 | Mr. Talal Alrobaie | Medicinal chemistry | Demonstrator | talrobaie@bu.edu.sa |

Courses offered by the Department of Pharmaceutical Chemistry

| Serial | Course title | Course code | Level |
|--------|--|-------------|-------|
| 1 | General Chemistry | PHCH1001 | 3 |
| 2 | Medical Terminology | PHCH1010 | 3 |
| 3 | Pharmaceutical Organic chemistry-1 | PHCH1012 | 4 |
| 4 | Pharmaceutical Analytical Chemistry-1 | PHCH1256 | 5 |
| 5 | Pharmaceutical Organic chemistry-2 | PHCH1257 | 5 |
| 6 | Biochemistry-1 | PHCH1258 | 5 |
| 7 | Pharmaceutical Analytical Chemistry-2 | PHCH1259 | 6 |
| 8 | Biochemistry-2 | PHCH1260 | 6 |
| 9 | Pharmacology-1 | PHCH1250 | 7 |
| 10 | Clinical Biochemistry | PHCH1506 | 7 |
| 11 | Medicinal Chemistry-1 | PHCH1251 | 8 |
| 12 | Pharmacology-2 | PHCH1255 | 8 |
| 13 | Medicinal Chemistry-2 | PHCH1507 | 9 |
| 14 | Pharmacology-3 | PHCH1500 | 9 |
| 15 | Biostatistics | PHCH1252 | 10 |
| 16 | Medicinal Chemistry-3 | PHCH1501 | 10 |
| 17 | Pharmacology-4 | PHCH1751 | 10 |
| 18 | Toxicology and Drug Addiction | PHCH1752 | 13 |
| 19 | Pharmacogenomics | PHCH1754 | 13 |
| 20 | Forensic Toxicology (Elective) | PHCH1755 | 15 |
| 21 | Omics and Application in Pharmaceutical Science (Elective) | PHCH1756 | 15 |



16. The Pharm. D Program Curriculum

Faculty graduation requirements

| Requirement | Number of courses | Credit hours | Percentage |
|------------------------------------|-------------------|--------------|------------|
| University requirements | 6 | 12 | 5.6% |
| Health faculties requirements | 3 | 6 | 2.8% |
| Program requirements | 74 | 195 | 91.6% |
| Clinical training (Clerkship year) | 4 | 35 | --- |
| Total required for graduation | 87 | 213 + 35 | 100% |

University requirements:

| Course title | Level | Credit hours |
|--------------------------------|-------|--------------|
| الثقافة الإسلامية – 1 | 1 | 2 |
| تاريخ المملكة العربية السعودية | 1 | 2 |
| الثقافة الإسلامية – 2 | 2 | 2 |
| أساسيات التحول الرقمي | 2 | 2 |
| المهارات اللغوية | 3 | 2 |
| التلاوة والهدايات القرآنية | 3 | 2 |

Health faculty's requirements:

| Course title | Level | Credit hours |
|--------------------|-------|--------------|
| English Language-1 | 1 | 0 |
| English Language-2 | 2 | 3 |
| English Language-3 | 3 | 3 |

The following tables show the courses that will be studied in the various levels and the prerequisites for each, the contact hours and the training hours for clerkships.



Year 1 Level 1

| | Course No. | Course Title | Units | | | | Prereq. |
|--------------|------------|-----------------------------------|-------|-----|----------|-----------|---------|
| | | | Lec. | Pr. | Tot. | Cont.Hrs | |
| 1 | PHCL1002 | Professional Communication Skills | 2 | - | 2 | 2 | - |
| 2 | ENGL1001 | English Language-1 | 0 | - | 0 | 16 | - |
| 3 | ISLM1001 | الثقافة الإسلامية -1 | 2 | - | 2 | 2 | - |
| 4 | HIST1001 | تاريخ المملكة العربية السعودية | 2 | - | 2 | 2 | - |
| Total | | | | | 6 | 22 | |

Level 2

| | Course No. | Course Title | Units | | | | Prereq. |
|--------------|------------|-----------------------|-------|-----|-----------|-----------|-------------------------------|
| | | | Lec. | Pr. | Tot. | Cont. Hrs | |
| 1 | PHCG1003 | Biology | 2 | 1 | 3 | 4 | - |
| 2 | PHCU1007 | Mathematics | 2 | - | 2 | 2 | - |
| 3 | ENGL1002 | English Language-2 | 3 | - | 3 | 8 | English Language-1 (ENGL1001) |
| 4 | ISLM1002 | الثقافة الإسلامية -2 | 2 | - | 2 | 2 | - |
| 5 | PHCU1005 | Medical Physics | 2 | - | 2 | 2 | - |
| 6 | | أساسيات التحول الرقمي | 2 | | 2 | 2 | |
| Total | | | | | 14 | 20 | |

Level 3

| | Course No. | Course Title | Units | | | | Prereq. |
|--------------|------------|----------------------------|-------|-----|-----------|-----------|-------------------------------|
| | | | Lec. | Pr. | Tot. | Cont. Hrs | |
| 1 | PHCH1010 | Medical Terminology | 2 | - | 2 | 2 | - |
| 2 | PHCH1001 | General Chemistry | 2 | 1 | 3 | 4 | - |
| 3 | ARAB1001 | المهارات اللغوية | 2 | - | 2 | 2 | - |
| 4 | ISLM1003 | التلاوة والهدايات القرآنية | 2 | - | 2 | 2 | - |
| 5 | ENGL1003 | English Language-3 | 3 | - | 3 | 8 | English Language-2 (ENGL1002) |
| Total | | | | | 12 | 18 | |

| | Credit | Contact |
|---------------------|--------|---------|
| Total year 1 | 32 | 60 |



Year 2
Level 4

| | Course No. | Course Title | Units | | | | Prereq. |
|--------------|------------|--------------------------------------|-------|-----|-----------|-----------|--|
| | | | Lec. | Pr. | Tot. | Cont.Hrs | |
| 1 | PHCL1003 | Anatomy and Histology | 3 | 1 | 4 | 5 | Biology (PHCG1003) Medical Terminology (1010) |
| 2 | PHCH1012 | Pharmaceutical Organic Chemistry - 1 | 2 | 1 | 3 | 4 | General Chemistry (PHCH1001) |
| 3 | PHCU1008 | Pharmaceutical Calculations | 2 | - | 2 | 2 | Mathematics (PHCU1007) |
| 4 | PHCL1004 | Pharmacy Orientation | 2 | - | 2 | 2 | - |
| 5 | PHCG1005 | Pharmacognosy | 3 | 1 | 4 | 5 | Biology (PHCG1003) |
| Total | | | | | 15 | 18 | |

Level 5

| | Course No. | Course Title | Units | | | | Prereq. |
|--------------|------------|---------------------------------------|-------|-----|-----------|-----------|--|
| | | | Lec. | Pr. | Tot. | Cont.Hrs | |
| 1 | PHCH1257 | Pharmaceutical Organic Chemistry - 2 | 3 | 1 | 4 | 5 | Pharmaceutical Organic Chemistry 1 (PHCH1012) |
| 2 | PHCH1258 | Biochemistry-1 | 2 | 1 | 3 | 4 | Pharmaceutical Organic Chemistry 1 (PHCH1012) |
| 3 | PHCH1256 | Pharmaceutical Analytical Chemistry-1 | 2 | 1 | 3 | 4 | General Chemistry (PHCH1001) |
| 4 | PHCL1255 | Physiology-1 | 2 | 1 | 3 | 4 | Anatomy and Histology (PHCL1003) Medical Physics (PHCU1005) |
| 5 | PHCU1250 | Physical Pharmacy | 2 | - | 2 | 2 | Pharmaceutical Calculations (PHCU1008) |
| Total | | | | | 15 | 19 | |

Level 6

| | Course No. | Course Title | Units | | | | Prereq. |
|--------------|------------|---------------------------------------|-------|-----|-----------|-----------|--|
| | | | Lec. | Pr. | Tot. | Cont.Hrs | |
| 1 | PHCL1256 | Physiology-2 | 2 | - | 2 | 2 | Physiology-1 (PHCL1255) |
| 2 | PHCL1257 | Pathophysiology-1 | 3 | 1 | 4 | 5 | Physiology-1 (PHCL1255) |
| 3 | PHCH1259 | Pharmaceutical Analytical Chemistry-2 | 2 | - | 2 | 2 | Pharmaceutical Analytical Chemistry-1 (PHCH1256) |
| 4 | PHCU1252 | Pharmaceutics-1 | 3 | 1 | 4 | 5 | Physical Pharmacy (PHCU1250) |
| 5 | PHCH1260 | Biochemistry-2 | 2 | - | 2 | 2 | Biochemistry-1 (PHCH1258) |
| Total | | | | | 14 | 16 | |

| | Credit | Contact |
|---------------------|---------------|----------------|
| Total year 2 | 44 | 53 |



Year 3
Level 7

| | Course No. | Course Title | Units | | | | Prereq |
|--------------|------------|-----------------------------|-------|-----|-----------|-----------|---|
| | | | Lec. | Pr. | Tot. | Cont. Hrs | |
| 1 | PHCL1510 | Pathophysiology-2 | 2 | - | 2 | 2 | Pathophysiology-1 (PHCL1257) |
| 2 | PHCU1502 | Pharmaceutics-2 | 3 | 1 | 4 | 5 | Pharmaceutics-1 (PHCU1252) |
| 3 | PHCG1504 | Pharmaceutical Microbiology | 2 | 1 | 3 | 4 | Biology (PHCG1003) |
| 4 | PHCH1506 | Clinical Biochemistry | 2 | 1 | 3 | 4 | Biochemistry-2 (PHCH1260) |
| 5 | PHCH1250 | Pharmacology-1 | 3 | 1 | 4 | 5 | Pathophysiology-1 (PHCL1257) Physiology-2 (PHCL1256) |
| Total | | | | | 16 | 20 | |

Level 8

| | Course No. | Course Title | Units | | | | Prereq |
|--------------|------------|----------------------------|-------|-----|-----------|-----------|--|
| | | | Lec. | Pr. | Tot. | Cont.Hrs | |
| 1 | PHCH1251 | Medicinal Chemistry-1 | 3 | - | 3 | 3 | Pharmaceutical Organic Chemistry 2 (PHCH1257) |
| 2 | PHCU1750 | Pharmaceutics-3 | 3 | - | 3 | 3 | Pharmaceutics-2 (PHCU1502) |
| 3 | PHCG1501 | Natural Products Chemistry | 3 | - | 3 | 3 | Pharmacognosy (PHCG1005) Pharmaceutical Analytical Chemistry-2 (PHCH1259) |
| 4 | PHCH1255 | Pharmacology-2 | 3 | 1 | 4 | 5 | Pharmacology-1 (PHCH1250) Pathophysiology-2 (PHCL1510) |
| 5 | PHCL1511 | Community Pharmacy-1 | 1 | 1 | 2 | 3 | Pharmacology-1 (PHCH1250) |
| Total | | | | | 15 | 17 | |

Level 9

| | Course No. | Course Title | Units | | | | Prereq. |
|--------------|------------|--|-------|-----|-----------|-----------|--|
| | | | Lec. | Pr. | Tot. | Cont.Hrs | |
| 1 | PHCG1505 | Immunology | 3 | - | 3 | 3 | Pharmaceutical Microbiology (PHCG1504) |
| 2 | PHCG1506 | Complementary and Alternative Medicine | 3 | - | 3 | 3 | Natural Products Chemistry (PHCG1501) |
| 3 | PHCH1507 | Medicinal Chemistry-2 | 3 | 1 | 4 | 5 | Medicinal Chemistry-1 (PHCH1251) |
| 4 | PHCH1500 | Pharmacology-3 | 3 | - | 3 | 3 | Pharmacology-2 (PHCH1255) |
| 5 | PHCL1512 | Community Pharmacy-2 | 1 | 1 | 2 | 3 | Community Pharmacy-1 (PHCL1511) |
| Total | | | | | 15 | 17 | |

| | Credit | Contact |
|---------------------|---------------|----------------|
| Total year 3 | 46 | 54 |

Summer semester

| | | | | | | |
|----------|--|---|---|---|----|--|
| PHCL1513 | Introductory Pharmacy Practice Experience (IPPE) - 1 | - | - | - | 40 | Pharmacology-3 (PHCH1500) Community Pharmacy-2 (PHCL1512) |
|----------|--|---|---|---|----|--|



Year 4
Level 10

| | Course No. | Course Title | Units | | | | Prereq. |
|--------------|------------|------------------------|-------|-----|-----------|-----------|--|
| | | | Lec. | Pr. | Tot. | Cont. Hrs | |
| 1 | PHCH1252 | Biostatistics | 2 | - | 2 | 2 | Mathematics (PHCU1007) |
| 2 | PHCH1751 | Pharmacology-4 | 3 | - | 3 | 3 | Pharmacology-3 (PHCH1500) |
| 3 | PHCH1501 | Medicinal Chemistry-3 | 3 | - | 3 | 3 | Medicinal Chemistry-2 (PHCH1507) |
| 4 | PHCL1768 | Pharmacotherapeutics-1 | 3 | 1 | 4 | 5 | Pharmacology-3 (PHCH1500) Clinical Biochemistry (PHCH 1506) |
| 5 | PHCL1767 | Pharmacy Practice | 1 | 1 | 2 | 3 | Pharmacy Orientation (PHCL1004) |
| 6 | PHCL1769 | Patient Assessment | 1 | 1 | 2 | 3 | Pathophysiology-2 (PHCL1510) |
| Total | | | | | 16 | 19 | |

Level 11

| | Course No. | Course Title | Units | | | | Prereq. |
|--------------|------------|--------------------------------|-------|-----|-----------|-----------|--|
| | | | Lec. | Pr. | Tot. | Cont.Hrs | |
| 1 | PHCG1752 | Clinical Microbiology | 3 | 1 | 4 | 5 | Immunology (PHCG1505) |
| 2 | PHCL1770 | Pharmacy Law and Ethics | 2 | - | 2 | 2 | Pharmacy Practice (PHCL1767) |
| 3 | PHCL1771 | Pharmacotherapeutics-2 | 3 | 1 | 4 | 5 | Pharmacotherapeutics-1 (PHCL1768) Patient Assessment (PHCL1769) |
| 4 | PHCL1772 | Social and Behavioral Pharmacy | 2 | - | 2 | 2 | Pharmacy Practice (PHCL1767) |
| 5 | PHCL1754 | Drug Information | 1 | 1 | 2 | 3 | Pharmacology-4 (PHCH1751) |
| 6 | PHCL1773 | First Aid | 1 | 1 | 2 | 3 | Pharmacology-4 (PHCH1751) |
| Total | | | | | 16 | 20 | |

Level 12

| | Course No. | Course Title | Units | | | | Prereq. |
|--------------|------------|-------------------------------|-------|-----|-----------|-----------|---|
| | | | Lec. | Pr. | Tot. | Cont.Hrs | |
| 1 | PHCL1774 | Hospital Pharmacy | 1 | 1 | 2 | 3 | Pharmacy Practice (PHCL1767) |
| 2 | PHCL1775 | Pharmacotherapeutics-3 | 3 | 1 | 4 | 5 | Pharmacotherapeutics-2 (PHCL1771) |
| 3 | PHCL1776 | Research Methodology | 2 | - | 2 | 2 | Drug Information (PHCL1754) and Biostatistics (PHCH1252) |
| 4 | PHCL1777 | Patient and Medication Safety | 2 | - | 2 | 2 | Pharmacy Practice (PHCL1767) |
| 5 | PHCL1778 | Public Health | 2 | - | 2 | 2 | Drug Information (PHCL1754) |
| 6 | PHCL1779 | Pharm. D. Seminar | 2 | - | 2 | 2 | Drug Information (PHCL1754) |
| Total | | | | | 14 | 16 | |

| | Credit | Contact |
|---------------------|---------------|----------------|
| Total year 4 | 46 | 55 |

Summer semester

| | | | | | | |
|----------|--|---|---|---|----|--|
| PHCL1780 | Introductory Pharmacy Practice Experience (IPPE) - 2 | - | - | - | 40 | IPPE – 1 (PHCL1513) Pharmacotherapeutics-3 (PHCL1775) |
|----------|--|---|---|---|----|--|



Year 5
Level 13

| | Course No. | Course Title | Units | | | | Prereq. |
|--------------|------------|---------------------------------------|-------|-----|-----------|-----------|--|
| | | | Lec. | Pr. | Tot. | Cont. Hrs | |
| 1 | PHCH1752 | Toxicology and drug addiction | 3 | - | 3 | 3 | Pharmacology-4 (PHCH1751) |
| 2 | PHCG1753 | Pharmaceutical Biotechnology | 3 | - | 3 | 3 | Clinical Microbiology (PHCG1752) |
| 3 | PHCH1754 | Pharmacogenomics | 2 | - | 2 | 2 | Pharmacology-4 (PHCH1751) |
| 4 | PHCL1781 | Pharmacotherapeutics-4 | 3 | 1 | 4 | 5 | Pharmacotherapeutics-3 (PHCL1775) |
| 5 | PHCU1251 | Biopharmaceutics and Pharmacokinetics | 3 | - | 3 | 3 | Pharmaceutics-3 (PHCU1750) |
| 6 | PHCU1752 | Graduation Project - 1 | - | 1 | 1 | 2 | Pharm. D. Seminar (PHCL1779) and Research Methodology (PHCL1776) |
| Total | | | | | 16 | 18 | |

Level 14

| | Course No. | Course Title | Units | | | | Prereq. |
|--------------|------------|--|-------|-----|-----------|-----------|--|
| | | | Lec. | Pr. | Tot. | Cont.Hrs | |
| 1 | PHCL1758 | Pharmacy Management | 2 | - | 2 | 2 | Pharmacy Practice (PHCL1767) |
| 2 | PHCL1759 | Pharmacoepidemiology and Pharmacoeconomics | 2 | - | 2 | 2 | Research Methodology (PHCL1776) |
| 3 | PHCL1782 | Pharmacotherapeutics-5 | 3 | 1 | 4 | 5 | Pharmacotherapeutics-4 (PHCL1781) |
| 4 | PHCL1783 | Clinical Pharmacokinetics | 3 | - | 3 | 3 | Biopharmaceutics and Pharmacokinetics (PHCU1251) |
| 5 | PHCU1753 | Industrial Pharmacy-1 | 3 | - | 3 | 3 | Biopharmaceutics and Pharmacokinetics (PHCU1251) |
| 6 | PHCU1754 | Graduation Project - 2 | - | 1 | 1 | 2 | Graduation Project – 1 (PHCU1752) |
| Total | | | | | 15 | 17 | |

Level 15

| | Course No. | Course Title | Units | | | | Prereq. |
|--------------|------------|-------------------------------|-------|-----|-----------|-----------|---|
| | | | Lec. | Pr. | Tot. | Cont.Hrs | |
| 1 | PHCL1784 | Pharmacotherapeutics-6 | 3 | 1 | 4 | 5 | Pharmacotherapeutics-5 (PHCL1782) |
| 2 | PHCU1755 | Advanced drug delivery system | 2 | - | 2 | 2 | Biopharmaceutics and Pharmacokinetics (PHCU1251) |
| 3 | PHCL1785 | Pharmaceutical Marketing | 2 | - | 2 | 2 | Pharmacoepidemiology and Pharmacoeconomics (PHCL1759) |
| 4 | PHCU1756 | Graduation Project - 3 | - | 2 | 2 | 4 | Graduation Project – 2 (PHCU1754) |
| 5 | | Elective-1 | 2 | - | 2 | 2 | - |
| 6 | | Elective-2 | 2 | - | 2 | 2 | - |
| Total | | | | | 14 | 17 | |

| | Credit | Contact |
|---------------------|---------------|----------------|
| Total year 5 | 45 | 52 |



Elective: The student must choose two elective courses for a four-hour credit

| Course No. | Course Title | Units | | | | Prereq. |
|------------|---|-------|-----|------|-----------|--|
| | | Lec. | Pr. | Tot. | Cont. Hrs | |
| PHCU1757 | Industrial Pharmacy-2 | 2 | - | 2 | 2 | Industrial Pharmacy-1 (PHCU1753) |
| PHCU1758 | Drug stability | 2 | - | 2 | 2 | Biopharmaceutics and Pharmacokinetics (PHCU1251) |
| PHCL1786 | Clinical Lab results interpretation | 2 | - | 2 | 2 | Pharmacotherapeutics-5 (PHCL1782) |
| PHCL1787 | Medication Therapy Management | 2 | - | 2 | 2 | Pharmacotherapeutics-5 (PHCL1782) |
| PHCG1756 | Natural cosmetics | 2 | - | 2 | 2 | Natural Products Chemistry (PHCG1501) |
| PHCG1755 | Stem cell and gene therapy | 2 | - | 2 | 2 | Pharmaceutical Biotechnology (PHCG1753) |
| PHCH1755 | Forensic toxicology | 2 | - | 2 | 2 | Toxicology and drug addiction (PHCH1752) |
| PHCH1756 | Omics Application in Pharmaceutical Science | 2 | - | 2 | 2 | Pharmacogenomics (PHCH1754) |



Summer Year 5

| Course No. | Course Title | Units | | | | Prereq. |
|------------|--------------|-------|-----|------|-----------|--|
| | | Lec. | Pr. | Tot. | Cont. Hrs | |
| PHCL1762 | Clerkship-1 | - | 5 | 5 | 40 | All the previous courses and internships |
| | | | | 5 | 40 | |

1 Unit clerkship-1 = 8 contact training hours.

Year 6 Level 16

| Course No. | Course Title | Units | | | | Prereq. |
|------------|--------------|-------|-----|------|-----------|----------|
| | | Lec. | Pr. | Tot. | Cont. Hrs | |
| PHCL1763 | Clerkship-2 | - | 10 | 10 | 40 | PHCL1762 |
| | | | | 10 | 40 | |

1 Unit clerkship-2 = 4 contact training hours.

Level 17

| Course No. | Course Title | Units | | | | Prereq. |
|------------|--------------|-------|-----|------|-----------|----------|
| | | Lec. | Pr. | Tot. | Cont. Hrs | |
| PHCL1764 | Clerkship-3 | - | 10 | 10 | 40 | PHCL1763 |
| | | | | 10 | 40 | |

1 Unit clerkship-3= 4 contact training hours.

Level 18

| Course No. | Course Title | Units | | | | Prereq. |
|------------|--------------|-------|-----|------|-----------|----------|
| | | Lec. | Pr. | Tot. | Cont. Hrs | |
| PHCL1765 | Clerkship-4 | - | 10 | 10 | 40 | PHCL1764 |
| | | | | 10 | 40 | |

1 Unit clerkship-4 = 4 contact training hours.

| | |
|--------------------------------------|---------------|
| Total year 6 (Clerkship year) | Credit |
| | 35 |

| | |
|---|---------------|
| Total Pharm. D Academic Curriculum | Credit |
| | 213 + 35 |



17. Administrative units/committees in the faculty

- Quality and Academic Accreditation Unit
- Training Unit
- Graduate Studies Unit
- Registration Unit
- Students Affairs Unit
- Academic Advising Unit
- Laboratories Unit
- Community Service Unit
- Alumni Unit
- Exams Committee
- Program and Curriculum Management Committee
- Program Advisory Committee
- Students' Advisory Council

17.1 Quality and Academic Accreditation Unit

The Quality and Academic Accreditation Unit has been approved by the Faculty Council Board to manage the policies and regulations and achieve quality at the institutional level as well as the program level.

Objectives

Enhancement of the Quality Process in the Faculty through the application of the national framework of the Quality standards of the NCAAA.

Internal Quality Management System

The Quality and Academic Accreditation Unit represents the entity through which the internal evaluation and review are carried out to ensure the quality of the educational, research and service activities of the faculty and the elements that affect it and improve the level of its performance.

Unit tasks

- Implementing the policy of the quality assurance system accredited at the university and implementing its objectives within the faculty program.
- Ensuring equal application of quality policies and practices at the level of both male section and female section.



- Supervising the faculty internal evaluation processes and coordinating with the Deanship of Quality and Academic Accreditation at the University.
- Ensure the closure of the quality cycle within the Faculty considering the guidelines of the Deanship of Quality and Academic Accreditation at the University.
- Follow up the implementation of the program improvement plans .
- Ensuring the involvement of the relevant students, graduates, employers, and the faculty members in the surveys of the program and the use of its results in program development.
- Contribute to the dissemination of the culture and practices of quality, accreditation and quality management mechanisms in the faculty.
- Supervising the preparation and implementation of development plans for the faculty.
- Ensuring that the quality of teaching, learning, scientific research and community partnership processes is achieved at program.
- Ensuring the quality of course specifications.
- Ensuring the quality of course reports.
- Ensuring the quality of program specification.
- Reviewing and ensuring the quality of the results of key performance indicators and evaluating the program learning outcomes.
- Reviewing and ensuring the quality of the Pharm. D program annual report.
- Assessing the extent to which all documents and quality requirements are completed and archived.
- Create a database within the faculty about graduates, employers, and all graduates-related sectors .
- Measuring employer's trends and their satisfaction with the program graduates.

17.2 Training Unit

The training unit at the Faculty is committed to offering a unique pharmacy practice experience program that gives students immediate and progressively challenging clinical experience along with ensuring the quality and smooth performance of the clinical training program for Pharm. D students. Training is provided at different practice settings according to the student's academic level and year with direct supervision of experienced faculty staff in collaboration with other healthcare professionals at the assigned training sites. The overall goal of the offered



training programs is to blend clinical and fundamental basic sciences with an innovative integrated approach.

Objectives:

- Acquaint trainees with the standards of pharmaceutical care and practice.
- Developing the trainees' proficiency and individual abilities that help in communicating with patients and colleagues.
- Preparing trainees to work professionally and learn teamwork attitudes.
- Training to help out the medical team in developing a coordinated treatment plan intended to guarantee the highest standards of quality and safety for the patient.
- Acquire fundamental research and critique skills.

Tasks:

The training unit is responsible for supervising the training of pharm. D students and interns (trainees) throughout their training periods. Responsibilities include:

- Ensuring the availability of suitable vacancies in hospitals, medical centers pharmaceutical companies, and community pharmacies.
- Preparing lists of qualified students for the specified training programs.
- Coordinating and conducting administrative tasks, such as: preparing and issuing letters to training students based on the required training site, organizing trainees, and training schedule, and receiving evaluation forms from designated training sites.
- Developing uniform evaluation forms rubrics and standards, evaluation, and grading.
- Conducting periodic site visits to improve training quality by monitoring trainees' performance and training sites.
- Resolving any problems or issues encountered by trainees and referring them to the appropriate committee if necessary.
- Planning and reviewing the training program policies and guidelines on a regular basis to improve skills that will deliver learning outcomes for students.
- Reviewing and updating the clinical training manual.

17.3 Graduate Studies Unit

Objectives

- Enhancing the graduate students' research capabilities and encouraging academic competence.



- Achieving excellence in both applied and field research, related to society's pressing health issues through the post-graduate studies program.
- Meeting labor market needs through the introduction of a post-graduate studies program in the pharmaceutical field.

Unit Tasks

- Introduction of a post-graduate studies program in the Faculty.
- Preparation and review of the requirements of admission to the post-graduate studies program.
- Preparation and following up on the implementation of a comprehensive orientation program for post-graduate students.
- Collaboration with distinguished universities and prestigious research centers towards a more progressive post-graduate studies program.
- Coordination with other faculty units and departments in all relevant fields.
- Preparing periodic reports and statistics for post-graduate studies and the performance of scientific research to be submitted to the dean of the faculty.
- Providing a comprehensive description of the post-graduate studies program's activities and curricula in accordance with the forms approved by the Education and Training Evaluation Commission.
- Submission of proposals and recommendations towards improving the level of performance of the post-graduate studies program and scientific research.
- Identifying and following up the faculty unite needs.

17.4 Registration Unit

Objectives:

- Developing mechanisms and criteria for student registration at the Faculty of Pharmacy.
- 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 timetable in coordination with the deanships of admission and registration.
- Allocating lecture halls and labs during the development of study timetables.



- 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.
- Opening, closing, and merging divisions and determining their respective times and ceilings.
- Resolving problems arising from conflicting student schedules.
- Following up schedules of students expected to graduate.
- Resolving problems encountered by students and incorporating additional hours in a manner that doesn't conflict with the admission and registration regulations.
- Coordinating with academic counselors to follow up registration processing activities.
- Processing internal and external transfer applications and completion of 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.
- Submission of semestral and annual reports to the faculty vice-dean for academic affairs, regarding admission and registration activities.
- Preparing a procedure improvement plan at the end of each academic year.

17.5 Student Affairs Unit

Objectives

- Achieving quality in all student and community services and activities provided by the unit.
- Enhancing the values of loyalty and belonging to the homeland among male and female students.
- Develop and strengthen team spirit and teamwork among male and female students in a manner that serves the community.
- Stimulating innovation, excellence and creativity among male and female students and actively contributing to the development of talents.



- Investing students' time outside the classroom in programs and activities that develop their personalities and provide them with different life skills for the benefit of society.
- Encourage cooperation between the students themselves and between different clubs and organizations, inside and outside the Faculty and the University.
- Improving the quality of academic and general life for students.
- Familiarize students with rights and duties, the legitimate ways to obtain them, and organize awareness campaigns for students.

Tasks:

- Communicate with the Deanship of Student Affairs at the University to inquire about all issues related to students.
- Supervising all student activities in the faculty and activating the participation of male and female students in decision-making.
- Paying attention to students' time outside the classroom and investing it in programs that develop the integration of their personalities and provide them with life skills that help them serve themselves, their community, and their country.
- Receiving and studying student requests submitted to the unit.
- Increase health awareness, sports culture, and health education among students.
- Preparing awareness programs and lectures for new students.
- Informing students of university rights and duties.

17.6 Academic Advising Unit

Objectives:

- Helping new students to integrate into the academic environment and to overcome the gap between high school and university environment.
- Help in building students' personality and help them excel and succeed.
- Guiding and advising students to achieve the highest rates of educational attainment.
- Follow-up on the students' scientific progress in terms of implementing the study plan, and providing advice.
- Follow up on the psychological and social status of students.
- Encourage and help students to think about future career opportunities.



- Extending a helping hand to students in facing the difficulties related to their studies and overcoming all the obstacles they encounter in their studies.

Tasks of Academic Advising Unit:

- Forming an academic advising plan for the faculty and supervising its implementation.
- Forming a guide for the Academic Advising Unit in the faculty.
- Supervising orientation programs for new students to introduce the faculty's study and examination system.
- Providing training programs to prepare faculty staff members for the academic advising system.
- Provide awareness among students of the importance of academic advising and the need to communicate with academic advisors.
- Conduct surveys about students' satisfaction about the advising process in the Faculty.
- Distribute students to academic advisors using the Banner screens for Academic Advising System.
- Considering students' academic problems raised by advisors and seeking to solve them.
- Identifying the gifted, creative, talented, and stumbling students and developing a program to take care of each category of them, including stimulus and support.
- Preparing reports on academic advising at the Faculty

17.7 Laboratories Unit

Objectives

- Providing students with practical skills in biomedical, pharmaceutical, and clinical disciplines that facilitate their understanding of theoretical knowledge to improve learning outcomes and competition in the labor market.
- Developing the innovative critical thinking of students in performing simple applied experiments.

Tasks

- Prepare the department's needs of chemicals materials, laboratories resources include equipment's and instruments.
- Review, update and disseminate the safety manual to staff and students.
- Follow up on the faculty's orders with the university's laboratories committee.



- Carry out annual inventory for all laboratories.
- Follow up with maintenance department for any reparations work.
- Arrange procedures to dispose the biological and chemical waste.
- Follow up safety procedures in the laboratories.
- Establish database and adequate information about chemicals and instrument in the faculty laboratories to facilitate the optimal use of the faculty laboratories.

17.8 Community Service Unit

Objectives

- Strengthening the Faculty's relationship with the community.
- Develop a sense of belonging to the community and motivate to contribute to community service.
- Strengthening the links between the Faculty and community members and institutions, and providing training through various Faculty's departments.
- Providing useful services and consultations for the various segments of society, raising the level of scientific and technical qualification, and developing experience and general culture for members of society.
- Studying and proposing general policies for organizing community and environmental conferences and scientific symposia that serve the surrounding community.
- Conducting awareness campaigns to raise community awareness.

Tasks

- Preparing annual plans for specific programs for the purpose of their implementation.
- Upgrading the Faculty by documenting the activities and participation of faculty members in community service.
- Coordination with the Faculty departments to develop targeted activities to serve the community.
- Preparing an annual report on the accomplished works serving the community and writing future recommendations for the development of the environment surrounding the community.



17.9 Alumni Unit

This unit works on communicating with the University Alumni Support Center to prepare them for the labor market, and assist them in obtaining suitable jobs, and opportunities by providing information and services for training and employment in the public or private sectors.

Alumni Support Center

The Alumni Support Center is one of the most important centers at Al Baha University, as it is entrusted with developing the skills of alumni and raising their efficiency to achieve effective compatibility between their level and development requirements. The Alumni Unit is keen to provide appropriate career guidance in line with the needs of the pharmaceutical and medical market, as well as to promote sustainable communication between alumni and the university.

Objectives

The objective is to create channels of communication between the Faculty and the alumni to achieve the following:

- Activating the role of Alumni Support Center at Al-Baha University.
- Preparing highly qualified alumni.
- Helping alumni to get to know about the job market.
- Enhancing loyalty and belonging of the alumni to the university.

Unit's tasks

- Developing the skills of alumni and raising their efficiency to achieve effective compatibility between their level, development requirements and the needs of the labor market through available programs and services.
- Holding programs, seminars, and workshops to support the employment of alumni and qualify them for the labor market.
- Helping alumni to identify available career opportunities.
- Coordination with the Alumni Unit in the various faculties of the university to achieve the objectives of the Alumni Support Center and to provide all the necessary requirements for the progress of work.
- Introducing alumni to the changing needs of the labor market in the public and private sectors.
- Inviting alumni to participate in the University events, celebrations, and various programs.



- Providing facilities, benefits, and services for alumni to enhance their loyalty and affiliation with the University.
- Creating a comprehensive database of alumni that is constantly updated in cooperation with the University.

17.10 Examinations Committee

Objectives:

- Implementation of examination-related regulations, decisions and systems and carrying out the tasks entrusted to the committee.
- Drawing up a list of the standards and specs required for building examinations.
- Continuous evaluation of the evaluation process in order to realize the vision and mission of the Faculty.
- Developing strategies for future development of examination progress mechanism.

Tasks of the Examinations Committee

- Supervising the preparation of examination schedules and adhering to examination-related regulations
- Determining the applicable standards in connection with the shape and content of the examination paper.
- Securing the needs and ensuring that requirements for the proper progress of examinations are met.
- Following up the implementation of required examination-related activities before, during and after the administration of examinations.
- Preparing the various examination-related forms (Attendance Forms-Proctors' Signature Forms...etc.)
- Posting examination-related instructions for students.
- Preparing examination-related posters and notices for students during the administration of examinations.
- Generally supervising the progress of examinations, including:
 - Following up attendance of examination proctors and ensuring the availability of backup proctors for emergency situations.



- Supervising all examinations in terms of delivery and receipt of test and answer sheets.
- Making daily rounds to inspect examination halls and ensure proper progress of examinations
- Drawing up lists of students denied entrance to the examinations to ensure that they don't gain undue access.
- Ensuring that there is no conflict between the various examination schedules
- Collecting student signature lists and absence reports from the examination venues under its supervision.
- Listing cases of justified absence and ensuring that the expression" Justified Absentee" is entered next to each case.
- Submission of makeup examination applications, cheating incidents...etc. to the relevant committees.
- Pre-&post- examination periodic meetings to make due note of examination-related mishaps.
- Writing daily and final reports including the positive and negative aspects of the examination process and proposing solutions where needed.

17.11 Program and Curriculum Management Committee

The Program and Curriculum Management Committee was established to keep pace with the vision and mission of the faculty in the field of developing and preparing programs and curricula, since this committee is primarily concerned with the development of curricula, ensuring that learning inputs and outcomes of the Pharm. D Program are in line with the growing knowledge flow, variations in the development plans and the changing needs of the labor market. The committee is further concerned with studying the program components and curricula and linking them to the requirements of the various accreditation authorities.

Objectives:

- Developing Faculty programs and curricula in line with the accreditation requirements of the various domestic and international accreditation authorities.
 - Development of programs, curricula and study plans in line with program accreditation requirements by both domestic and international accreditation authorities.



- Educating faculty members in the field of developing programs, curricula, and study plans.
- Creating within the Faculty a development-minded environment in the field of program and curriculum management.

Unit Tasks:

- Supervising program and curriculum development processes within the Faculty.
- Following up the latest domestic, regional, and international developments in pharmaceutical programs and curriculums.
- Coordination and information & data exchange with corresponding programs
- Planning and holding workshops intended to train faculty members on planning and developing educational programs and curricula.
- Communicating with pharmacy sector-related entities and agencies towards the development of inputs and outputs of educational programs and curricula.
- Supervising the preparation of guides and forms in connection with the development of plans and curriculums.
- Extending assistance to the Faculty in connection with the development of plans and curricula that are in line with the evolving requirements of the labor market.

17.12 Program Advisory Council

The Faculty of Pharmacy's Pharm D. Program Advisory Council was established pursuant to the decree No. 45111702, dated 25/04/1445, issued by his Excellency the President of Al-Baha University towards following up and ensuring the quality of the inputs and outcomes of the educational process in the Faculty and its suitability to the requirements of the labor market.

Objectives

- The Pharm D. Program Advisory Committee was established to activate both the vision and mission of the Faculty of pharmacy, realize the concept of community partnership, and link the outputs of the program with the requirements of the labor market in both the private and public sectors.
- The Pharm D. Program Advisory Committee further reflects the active participation by some of the most influential business and civil society organizations, aiming to develop the programs of the Faculty, link its outputs with the labor market, and explore the views of the



business sector as to the quality of the Faculty graduates towards the realization of comprehensive development.

- The Pharm D. Program Advisory Committee further embodies the active participation of a number of the community's targeted organizations in guiding the Faculty in such a way as to enhance cooperation, partnership, and integration between the Faculty on the one hand and the business and community organizations on the other, thus presenting the Faculty with the opportunity to take part in making the decisions of significant impact upon the community in accordance with a well-regulated management style, drawing, towards that end, on the most successful national and international experiences in this field.
- The Pharm D. Program Advisory Committee seeks to engage prominent academic and administrative competencies in the decision-making process and to contribute to the development of the academic, research and service processes in support of the mission of the program and towards the realization of the program's sought objectives.

Tasks

- Contributing proposals aimed at furthering the Faculty's future prospects.
- Highlighting the best ways to strengthen and deepen the partnership between the Faculty and the local community.
- Contributing to the development of the program and curricula in line with the requirements of the labor market.
- Contributing to the implementation of the Faculty's work plan.
- Submitting proposals aimed at mobilizing both material and moral support for the Faculty.
- Linking the Faculty to the business sector and by so doing contributing to the development of a coordination mechanism aiming at finding integrated solutions for the community's pressing problems through the establishment of joint projects.



17.13 Students Advisory Council

Objectives of the student's advisory council:

- Participate in building the personality of students.
- Develop the spirit of leadership among students and provide them with opportunities to express their opinions in a responsible manner.
- Familiarize students about their rights and duties in accordance with the University regulations.
- Paying attention to the issues of students, following them up and working on solving them.
- Provide a healthy atmosphere for dialogue and respect for the opinion and the other opinion.
- Enhancing the spirit of cooperation and the concept of teamwork between students.
- Supporting and promoting cultural, scientific, social, and sports activities and raising their efficiency.
- Promoting students to participate in real and effective planning and organizing everything related to their studies.
- Strengthening relationship between students and faculty members.
- Take benefit from the diverse student energies in community service

Tasks of the Student's Advisory Council:

- Strengthening communication and cooperation between students, faculty administration, and members.
- Increasing student participation in the faculty.
- Identifying the needs and problems of the faculty students, discussing them, and working to solve them.
- Surveying students' opinions about the extracurricular activities offered to them, in addition to the other services provided to them by the Faculty.
- Training students on transparency, constructive criticism, expressing opinions, and adhering to the rules of dialogue
- Clarify the image and meaning of some decisions and procedures issued by the Faculty administration.



- Develop students' sense of responsibility, towards the common good, and serving the country.
- Appreciating students' volunteer work, enhancing their spirit of initiative, and their individual contribution.
- Participation in decision-making related to faculty students.
- Presenting development proposals in Faculty plans, systems, procedures and activities.

17.14 Safety and Security Committee

The committee oversees all matters of safety and security in the Faculty laboratories and classrooms. Additionally, it guarantees that health and safety measures are maintained at on-campus construction sites and other sites of physical development at the Faculty.

Objectives

- Supervision on all matters the security and safety at the Faculty and its development.
- Approval of the lists and the regimes and the educations which the security and the safety fulfilled in the Faculty.
- Approval of the plans operatable for security and Faculty' safety.
- Approval of the annual report of the administration work.
- Surmounting of the obstacles that block the flow of the security and safety work in the faculty.
- Be proactive in patrolling and monitoring techniques to prevent or minimize accidents.

Tasks

- Administration of all operations of safety and security in the Faculty and work on preventing fall of the incidents, and its stubborn treatment the fall and avoiding buildup of harms.
- Directly the initial investigation in the problems and the incidents which happens in the Faculty whether referred to it from the heads in the university or discovered from the administration itself.
- Organization and observation of entrances and directors the university and its last unities and investigation identities of the persons if the matter adhered



- Releasing statements of the entering for the university and its enclosures and it's unities, whether for the separation or the vehicles.
- The supervision on movement and the walk and organization of the situations and traffic specification the infraction with observance of the regimes observed which organizes that.
- Observation of employees and laborers of the companies and the working organizations and the visitors in its borders of specialties.

18. Admission and Registration

1. 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.

2. 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

3. 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

4. Gender

| Faculty | Gender | |
|---------------------|--------|--------|
| | Male | Female |
| Faculty of Pharmacy | ✓ | ✓ |

5. 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



6. 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.

7. 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



19. Study and Tests Regulations

1. The Vice-Dean for Academic Affairs

He is affiliated with the Dean of the faculty

Duties:

- Contact the Dean of the faculty directly.
- Assist the dean of the college in the administrative and academic management of the faculty.
- Assist the Dean to directly supervise the workflow in the college and its academic departments.
- Supervise the work assigned to him according to his competence.
- Participate in supervising development of the academic schedules, distribution of the courses to the teaching staff in the faculty according to the specializations and the exam schedules and arrange with the other educational units in this regard.
- Participate in supervising the exam committees and their work, follow up on declaring the results on time and present the works to be approved to the competent university authorities.
- Participate in implementation of the circulars and instructions issued by the relevant university authorities to the college.
- Submit a proposal to the Dean for formation of the temporary committees, provided that such action shall not entail financial burdens.
- The matters referred to him by the Dean, male vice-dean and female vice-dean, each in the field of his/ her competence.

2. Definitions

- **Academic Year:** It consists of three main semesters and a summer term if any.
- **Semester:** it is a period of not less than eleven weeks within which curricula are taught, not including the periods of registration and final tests.
- **Summer Semester:** It is a period of not less than eight weeks, not including the periods of registration and final tests, within which the period allocated for each curriculum is doubled.
- **Level:** It indicates the educational stage, according to the adopted teaching plans.
- **Study Plan:** they are a set of required, and elective academic courses, which consist of a set of units of the graduation requirements which students are required to pass to get the scientific degree in a specific major.



- **Course:** It is a course within the approved study plan in each specialization (program), each course having a code, a number, a title, and a detailed description distinguishing it, in terms of content and level, from other courses for the purpose of follow-up, evaluation, and development. All courses have prerequisite and/or co-requisite requirement(s).
- **Study unit:** A weekly theoretical lecture, or a clinical session, or field or practical session.
- **Test scores:** These are the scores that students obtain on each course test taken in the semester.
- **Final Test Grades:** A score attained by a student in the final examination of each course in the academic semester.
- **Final Grades:** The total sum of the semester works scores plus the final examination score out of one hundred obtained by a student for each course.
- **Grade:** Description of the percentage or an alphabetical code for the final score a student achieves in each course.
- **Final Test:** It represents a curriculum test conducted once at the end of the semester
- **Semester Grade Point Average (semester GPA):** it constitutes the result of the total marks the students achieved divided by the total number of units of all courses studied in any semester; these marks are estimated by multiplying the course unit by the grade achieved by students in each course that they studied; see annex (b).
- **Cumulative Grade Point Average (Cumulative GPA):** Sum total of the points a student achieves in all the courses he/she studies since his enrolment in the faculty, divided by the total credit hours for all those courses; see annex (b).
- **General Grade:** It is a description of the level of educational attainment of students during faculty study.
- **Incomplete Grades:** A provisional grade assigned to each course in which a student is unable to complete its requirements on time, and coded in the academic record as (IC).
- **In Process Grades (Continuous grades):** A provisional grade assigned to each course which requires more than one semester to complete, and coded as (IP)
- **Academic Load:** The minimum credit hours a student should register for, compatible with his Grade Points Average, as decided by the university Council.
- **Academic Warning:** A Student is given an academic warning if his/her cumulative GPA is less than 1.00 out of than 4.00.



- **The academic record:** It is a statement setting out the student's academic progress; it includes the courses which the student studies in each semester, the codes, numbers, and number of units of those courses, the grades which he obtained, and the codes and values of those grades.

3. Regulations and rules for the Doctor of Pharmacy Program in accordance with Al-Baha University

3.1. Study System

- The Curricula are provided all over a full academic year that consists of (33) weeks, not including the periods of registration and final tests.
- Students are responsible for identifying and following up the adopted study system and their governing regulations including graduation requirements.
- The faculty shall comply with following the adopted academic guidance approach for guiding and monitoring students' academic

3.2. Academic Levels System

- The levels system refers to an academic year divided into three main semesters with an option of an extra summer semester that extends for a period of a half regular semester. The graduation requirements to obtain the university degree are distributed to levels in accordance with the study plan approved by the University Council.
- The University Council sets out the rules for registration, deletion and addition of courses within the levels of the approved study plans in a way ensuring students registration of the minimum course load.
- The process of registration can be done according to the mechanism set out by the Deanship of Admission and Registration in coordination with colleges.
- The student is allowed to register or drop the courses he/she wishes to study as follows:
 - He/she can register the courses he / she wishes to study one week before the beginning of the semester and before the end the first week of the semester.
 - He/she can drop courses that he does not want to study during the period specified by the university calendar.
 - The registration must not exceed the maximum limit of the academic load and not less than the minimum limit as mentioned below in this rule.



- The registration process of a student's courses is done after consultation with his/her academic advisor, where the student is responsible about any failure or errors resulted from his/her ignorance of instructions.
- The student him/herself must carry out the registration process, and he/she is not entitled to appoint a representative on his behalf at all.
- The registration process can be done automatically to certain college students or students of a certain level if necessary.
- In case a student does not register any course during the regular registration period, he/she is considered a discontinued student.
- The student is not entitled to increase the study load by more than 16 hours. A graduate student is allowed to exceed the maximum by no more than 20 credit hours per semester.

3.3. Attendance and Withdrawal

- The regular student must attend lectures and practical lessons, and in case his/her attendance is below the percentage determined by the University Council of not less than (75%) of lectures and practical classes for every course, he/she will be denied from entry to the final exam. Denied students due to absenteeism would be considered failing in the related course and graded as “Denied”, or (DN).
- The lists of denied students are approved by the College Council that offers the course.
- The lists of denied students are announced by the relevant college in the last week of study every semester.
- The Faculty Council may exclude submission of denial for a student and allowing him/her to take the final examinations, provided that the student presents an excuse accepted by the Council, where the University Council determines the attendance rate of not less than (50%) of the lectures and practical classes of the course.
- The student who misses the final exam gets a zero mark in that exam and his / her final result is calculated on the basis of his/her total grades of semester works.
- If a student is unable to attend the final exam of any course for an approved compulsive excuse, the Faculty Council may, in cases of extreme necessity, accept that excuse and allow that student to do a retake exam within a period not exceeding the end of the following semester. The student result, in this case, is given as obtained after doing the retake exam.



- The applicant shall submit an excuse to the Deanship for Academic Affairs of faculty within a week from the date of the test for the course in which he was absent, requesting that he be granted an alternative test.
- The application is presented to the College Council to take a decision to approve or reject it within two weeks from the beginning of the next semester. In the event of approval, the student will be informed of the alternative test date.
- A student may apologize for continuing to study a semester without being considered failing the course(s) if he/she presents an approved excuse to the body determined by the University Council within a period of time determined by the implementation rules that are approved by the University Council, and the student, in this case, is given a grade of (W), and the semester is calculated from the time required to finalize the graduation requirements.
- A student can withdraw from one or more courses in accordance with the implementation rules approved by the University Council
- The student may, after the approval of the Dean, apologize for continuing to study the semester without being considered failing if he/she finishes the apology procedures within the regular period.
- The regular period of apology for continuing the semester specify according to the University calendar.
- The number of semesters that a student apologizes to continue must not exceed two consecutive semesters, or three non-consecutive semesters throughout the student's university study, and then his/her record/ enrolment is closed.
- A student who apologizes for a semester must register after the end of the apology period, or else he/she will be considered ' discontinued'.
- A student may, after the Dean approval, withdraw maximum two courses before final exams according to the University calendar, provided that his/her course load is not reduced to less than the minimum limit.
- A student may not excuse himself from studying a course more than once during his university studies.
- When a student automatically submits an apology for studying a course, the decision maker (course teacher, department head, and college dean) makes the decision to approve, reject, or



summon the student and advise him academically. If he does not decide on the request within the specified period, the approval will occur automatically.

- The student will be given a grade of (W) for the decision for which he apologized

3.4. Study Postponement and Discontinuance

- The student may submit a request to postpone study via an excuse accepted by the authority specified by the University Council, provided that the postponement period does not exceed two consecutive semesters or three non-consecutive semesters throughout staying at the University. The enrollment will then be folded.
- If a regular student has discontinued studying for a semester without a request for postponement, his/her university enrolment is closed, and the University Council may close the enrolment for a shorter period.
- The faculty records the names of students who dropped out after the end of the fourth week of study

3.5. Re-enrollment:

A student whose enrolment is closed may apply for re-enrollment keeping his/her same university ID number and record before discontinuance according to the following regulations:

- To apply for re-enrolment within four semesters from the date of the enrolment closure.
- The Faculty Council should approve the student re-enrolment.
- If the student passes four or more semesters, he/she may apply for admission to the University as a new student without renewing his/her previous academic record, provided he/she meets all current announced conditions of admission. The University Council may exclude students from this condition according to official issued regulations.
- A student may not be re-enrolled more than once, and the University Council may exclude students from this condition - if necessary.
- A student whose enrolment is closed may not be re-enrolled if he/she has been warned academically

3.6. Graduation

- A student graduates after completion of the graduation requirements successfully according to the study plan, provided that his/her cumulative GPA is no less than pass grade (acceptable).



- A student graduates after completion of the graduation requirements successfully according to the study plan, provided that his/her cumulative GPA is not less than pass grade i.e., not below 1.00 out of 4.00).
- A student is not considered a 'graduated' before the issuance of the University Council's approval granting him/her the academic degree.
- Individual graduation letters are submitted in cases of students who receive an incomplete rate (IC), or who are allowed to do a retake exam in one or more courses of the study level of the graduation program. For those of similar cases, graduation notes are submitted as soon as they complete the requirements. The last semester in the student enrolment is the graduation semester

3.7. Dismissal from University

A student is dismissed from the university in the following cases:

- If he/she receives a maximum of three consecutive warnings for a low cumulative GPA of less than 1.00 out of 4.00. The University Council may, upon a recommendation of the faculty Council, give a fourth chance for those who can raise their Cumulative GPA through studying available courses.
- If he/she cannot complete the graduation requirements within a maximum period equal to the half period required for his/her graduation plus program duration, the University Council is entitled to give an exceptional chance for the student to complete graduation requirements within a maximum period not exceeding the double of the original duration specified for graduation.
- In exceptional cases, the University Council may address the status of students covered by the above mentioned two items by providing them with an exceptional chance not exceeding two semesters in maximum.

3.8. Transferring From one University to Another

Transferring from and to Al-Baha University may be accepted in accordance with the procedures and deadlines announced at the University to which the student is transferred according the rules for transfer.

3.8.1. Transferring from one College to another within the University

- The student may be transferred from one college to another within the University in accordance with the set regulations by the University Council.



- Rules and standards for transferring to the Faculty of Pharmacy are describes in the Admission and Registration manual

3.8.2. Visiting student

- Visiting student is the one who studies some courses at another university or any of the University
- Branches to which he/she belongs without transferring him/her. The academic subjects he/she studies will be equalized according to some of the regulations.

B. Exams at the Faculty of Pharmacy

1. Examinations and Grades

- The faculty council wherein the course is administered shall, as proposed by the council of the department and basic the course specification, determine a semestral grade not less than 40% of the final grade of the course.
- The course instructor shall calculate the grade prescribed by the faculty council for semestral activities.
- The course instructor shall upon the commencement of every semester announce to the students the method of distribution of the marks allocated to semestral activities, as set forth in the course description, as well as the date of semestral examinations.
- The course instructor shall, upon the announcement of results, allow the students access to their respective answer sheets in connection with the semestral examination and compare the same with the examination's model answers.
- The course instructor shall announce the results of the semestral examinations within one week as of the date of administration of the examination and shall further announce the detailed results of other semestral activities before the date of commencement of the final examinations.
- The student shall be entitled to appeal the grade earned thereby in the semestral examination within one week as of the date of perusal thereby of his answer sheet. Such appeal shall be submitted to the course instructor. Should the student not be satisfied with the course instructor's response, he shall submit his appeal to the head of the department (or otherwise to the vice dean for academic affairs if the head of the department is also the course instructor) to reconsider a re-evaluation of the student's answers. The head of the department may with the assistance of whoever he chooses from among the specialized faculty members in the department, re-evaluate



the student's answers within one week as of the date of submission of the application, in which case the decision issued thereby shall be final and not subject to further appeal.

- Courses of the seminars, research, and the courses of a practical or field nature may be excluded from all or some provisions of what mentioned before by a decision of the Faculty Council upon recommendation of the Department Council taking over teaching the course, where the Faculty Council may measure the student's achievement in these courses. These courses shall be determined by the faculty Council and shall be defined in the (Banner) Registration System.
- If the study of the research courses requires more than one semester, the student is given In-Progress or (IP) grade; after the student completes studying the course, the grade which he obtained will be given to him; if the student could not complete the course on time, the Department Council taking over teaching the course may agree to write In-Complete or (IC) grade in the student's record.
- The grades obtained by the student in each course are calculated as follows:

| % | Grade | Grade Code | Grade weight of (5) | Grade weight of (4) |
|--------------------|----------------------|------------|---------------------|---------------------|
| 95-100 | Exceptional | A+ | 5.00 | 4.00 |
| 90 to less than 95 | Excellent | A | 4.75 | 3.75 |
| 85 to less than 90 | Superior | B+ | 4.50 | 3.50 |
| 80 to less than 85 | Very Good | B | 4.00 | 3.00 |
| 75 to less than 80 | Above Average | C+ | 3.50 | 2.50 |
| 70 to less than 75 | Good | C | 3.00 | 2.00 |
| 65 to less than 70 | High Pass | D+ | 2.50 | 1.50 |
| 60 to less than 65 | Pass | D | 2.00 | 1.00 |
| Less than 60 | Fail | F | 1.00 | 0.00 |

Executive rule: The grades obtained by the student in each course are calculated on the grade weight of (4.00).

- The Cumulative Grade Point Average (Cumulative GPA) upon the student graduation shall be based on his cumulative average as follows:



- (Excellent): If the cumulative average is not less than 3.50 out of 4.00.
- (Very Good): If the cumulative average is from 2.75 to less than 3.50 out of 4.00.
- (Good): If the cumulative average is from 1.75 to less than 2.75 out of 4.00.
- (Pass): If the cumulative average is from 1.00 to less than 1.75 out of 4.00.
- The first-honors class degree is awarded to the student who obtains a GPA average from (3.75) to (4.00) out of (4.00) upon graduation, while the second-honors class degree is awarded to the student who obtains a GPA average from (3.25) to less than (3.75) out of (4.00) upon graduation. To obtain the first- or second-honors class degree, the following are required:
 - The student must not have failed in any course which he studied at the university or at another university.
 - The student must have completed the graduation requirements within a maximum period of average duration between the minimum and maximum period of study at his faculty.
 - The student must have studied at least (60%) of the graduation requirements at the university (from which he will graduate).

2. Final Exam guidelines and Procedures

- The course instructor corrects the final examination papers. The Head of the Department may appoint one or more specialist instructors, when necessary, to participate in the correction process. The Faculty Council may also assign another instructor for correction, when necessary.
- If there are a number of sections in the course, the faculty members who teach the course set the final exams, and the questions must be distributed to the entire course.
- The course instructor shall mark the final exam papers of his course; when necessary, the Department Head may involve one or more specialists with the instructor to mark the exam. When necessary, the Faculty Council may assign whomever it deems proper to mark the exam.
- Based on the recommendation of the competent Department Council, the faculty Council shall set the duration of the final written test, provided that its duration shall not be less than one hour and not more than three hours.
- The one who marks the final exam shall record the grades obtained by the students in the (Banner) Registration System prepared by the Deanship of Admission and Registration, then the Department Head will automatically approve them. After that, they will be automatically approved by the Faculty Vice-Dean for Academic Affairs and Dean respectively.
- The grades are automatically transferred through the system after being approved by the faculty Dean.



- A student may not be tested in more than two courses in one day. However, the University faculty may make an exception in this regard.
- The student is not permitted to attend the final exam half an hour after its beginning and may leave the exam only half an hour after its beginning.
- Cheating and attempting to cheat on the test, or violating the test instructions and rules are punishable under the Student Disciplinary Regulations issued by the University Council.
- When necessary, the Faculty Council taking over teaching the course may approve the re-marking of the answer sheets within a period not exceeding the date of the beginning of exams of the next semester.
- The student may submit an application for re-marking his answer sheets to the Department taking over teaching, and then the application is presented to the Faculty Council, provided that it shall not exceed the end of the first week of the following semester.
- The student must not have previously submitted an application for re-marking his exam answer sheets for two courses, and his application was proven to be invalid.
- The student may not submit an application for re-marking his answer sheets for more than two courses in one semester.
- In the case of approval for re-marking, the Faculty Council will form a committee of three faculty members specialized in the course to re-mark the answer sheets and the committee will present a report in this regard to the Faculty Council to decide on it, where the Council's opinion shall be final. If it is approved to modify the score of the course exam, it shall be presented to the Deanship of Admission and Registration according to the form approved for modifying a score of a course exam, where such form shall be approved by the committee, ratified by the Department Head and approved by the Faculty Dean

3. The Guidelines and procedures for Making Test Timetables

- Coordination between the staff members for making exam timetables.
- Specifying the students for each course before preparing the timetables to avoid any clashes.
- Timetables for mid-term tests are prepared on the 5th week of the semester.
- Timetables for practical, clinical and tests are prepared on the 9th week of the semester.
- A student should not sit for more than two tests a day.
- Schedules for invigilation should coincide with those for tests.
- Invigilators are distributed according to the exam room's capacity and number of students.



- Students are notified of timetables two weeks before the beginning of tests.
- Timetables are distributed amongst the teaching staff two weeks before the beginning of tests.

4. Test Progress guidelines and procedures

1. Making the timetable for final theoretical and practical tests, taking into account the academic calendar for the dates, to be approved by the head of the department.
2. Announcing timetables for students on the noticeboard two weeks before the beginning of tests.
3. Preparing exam rooms and laboratories.
4. Making a list of the names of examinees.
5. Making an invigilation timetable with the instructions and sending it to the teaching staff.
6. Sending testing timetables to the teaching staff, with attachments of all forms related to the exam, in addition to the restrictions and instructions of exams, two weeks before the beginning of exams.
7. A student-name sheet with the University ID numbers, as it is in the e-system, is placed inside the test-question envelope for entering attendance and absences and checking withdrawals and those denied entry.
8. Specifying a certain time and day for delivery of question papers.
9. Standardizing the theoretical exams and times for each course.
10. The teaching staff deliver question-paper envelopes to the Exams Committee after making certain of the title of the course, the date, the cover paper of questions, the number of papers, the regular-student-name list, and the front and back page of the envelope. The envelope is then sealed with an adhesive from all sides, with the course instructor signing on all sides. All this is to be done with a -receipt-and-delivery report.
11. On exam day, the Exams Committee delivers the test envelopes to invigilators 20 minutes before the test, upon a handover record.
12. The Exams Committee attaches the absence and cheating statements with the envelopes.
13. The Exams Committee is committed to applying the rules and penal procedures related to cheating.
14. The Exams Committee receives the test envelope after the end of the test from the invigilators, together with absence and cheating reports, if any.
15. The Exams Committee submits a daily report to the Vice-dean of Academic Affairs.



16. The Exams Committee delivers the test envelopes to the course instructor for marking by a receipt-and delivery report.
17. After completing the results, all exam envelopes are kept in the exam room for two years, after which they are to be discarded in a proper way.

5. Exams Restrictions and Instructions

5.1. General Rules and Guidelines for the Instructor

- The instructor should be present in the Exams Committee 30 minutes after the beginning of the exam for responding to students' queries.
- The instructor should be in the exam room once for 10 minutes or less, or for 15 minutes at most.
- No response should be given to suggest an answer or solution to the question. Explanations should be for all students, and not only for the questioner.
- The instructor should mark the exam, immediately after the end, after receiving the exam from the Exams Committee.

5.2. General Rules and Guidelines for the Invigilators

1. Invigilators should be present in the exam room 15 minutes before the beginning of the exam.
2. Invigilators should not use mobiles during the exam unless necessary.
3. Making certain there being no papers in the exam room before the beginning of the exam.
4. Students are prohibited to take any paper or book or notebook with them into the exam room.
5. Students are to be notified that they should leave bags outside the exam room.
6. Students are strictly prohibited to take along any mobiles, smart watches, or earphones into the exam room.
7. Providing a convenient atmosphere for students and keeping quiet. Invigilators should not talk inside the exam room.
8. Notifying students that they should read the instructions on the answer sheet before starting the exam.
9. Opening the question-paper envelopes inside the exam room and distributing them before beginning.
10. Late comers should not be allowed into the room after 30 minutes from the exam beginning unless upon a written official permit endorsed by the College's Exams Unit.
11. Under no circumstances should students go out of the exam room.
12. Students should not be allowed out of the room before 30 minutes from the beginning of the test.



13. Ensuring that students write their full data on the answer paper.
14. Ensuring that no students are present near to the exam rooms after the end of the exams.
15. Students are not allowed to return to the exam room after finishing their test and delivering their answer sheets.
16. It is not the responsibility of invigilators to clarify questions.
17. Invigilators should not leave the exam room unless the test has finished, except in extreme cases, and when there are sufficient standby invigilators.
18. In case of spotting a cheating attempt, the Head of the Exams Committee should be informed, after filling out the form specified.
19. Answer sheets should be well counted, then delivered to the Head of the Exams Committee in the department immediately after the end of the exam.

5.3. General Rules and Guidelines for Students

1. Students should be present inside the exam room 10 minutes before the beginning of the test.
2. No mobile phones, smart watches, or earphones are allowed in the exam room.
3. No paper or bags are permitted in the exam room.
4. Students are not permitted to sit for the test after 30 minutes of the beginning of the test. Likewise, they are not to leave the room before 30 minutes into the test.
5. Cheating, or the attempt thereof, or breaking the test procedures are matters punishable according to the Disciplinary Regulation issued by the University Council.
6. No absences are allowed except for the compulsive excuses
7. Data should be filled in full on the answer sheet. Students should also read the instructions before starting the test.

5.4. Designing the questions Form

1. Diversity of questions at the level (easy, medium, difficult) in order to ensure the measurement of the different learning outcomes of the courses, as well as the application of the different evaluation methods approved in the course descriptions.
2. The written (essay) questions should not be less than 30% and not more than 50% of the total score for each exam (periodic, midterm, practical, and final), provided that the rest of the questions are diverse (short writing, true and false, multiple choice, fill in the blanks). (Delivery...)



3. Adapting the number of questions to the specified exam time (periodic exams do not exceed 30 minutes, midterms are one hour, practical's are one hour, and finals are two hours).
4. It is necessary to determine the score for each question.
5. Unifying exam questions between the two parts of the college (male and female students), with the necessity of unifying the lectures between them, since the course description is unified between the two parts (especially for the midterm, practical, and final exams).
6. The course coordinator is responsible for everything related to the course, including following up on the provision of theoretical lectures and the practical part, quality work, and building exams based on the course description and the evaluation matrix (Blueprint) to ensure that all topics required to be covered in each exam are covered, in coordination with other teachers of the same course. If available, it is necessary to build exam questions early.
7. There must be at least two forms for each exam (periodic, midterm, practical, and final), without making this clear to the students in the exam paper, so that they contain the same questions but in a different order, with the need to alert students at the beginning of teaching each course that there will be more than A template for each exam.
8. The head of the department reviews and approves the examination paper before any examination as a reviewer (periodic, midterm, practical, and final), with his signature on the cover of the approved examination paper, in order to ensure the mechanism for constructing the examinations.
9. The total grades of the year's work must be presented to the students before taking the final exam (the grade for each exam will be announced within a week from the date of the exam).
10. The course coordinator must change exam questions periodically from year to year.
11. Tests for the practical part of each course are in the college laboratories (laboratory experiments), and are scheduled in the examination schedules, with an observer for each course in addition to the invigilator.

6. Penal Guidelines and Procedures Relating to Cheating

1. The Exams Committee summons the cheating student and the invigilator after the test.
2. The Head of the Exams Committee should fill out the cheating form according to the cheating status (after taking the statement of the student and invigilator and signing it).
3. Reporting the cheating case to the Exams Committee and providing it with the contravention report, to complete the other procedures required.



4. A faculty disciplinary council will be formed and is responsible for further investigation, reporting and deciding the appropriate penalty.
5. Disciplinary procedure against student after violating the code of conduct including cheating as per the university disciplinary regulations

<https://bu.edu.sa/documents/20127/0/Ref.+4.3.1.7+%283%29.pdf/3a85d148-f1a9-edac-7294-f4d6c0347170?t=1599755505042> :



6. Penalties that may be imposed after proved cheating:

- Oral warning or writing and signing a written apology.
- Written warning
- Depriving the student of the exam in one or more courses in a semester/Term.
- Cancel the student's exam in no more than three courses and consider them as failed exams
- Suspension of study for two semesters with suspension of reward.
- Suspension of study for two semesters with suspension of reward.
- Delay the graduation of the offending student for one semester

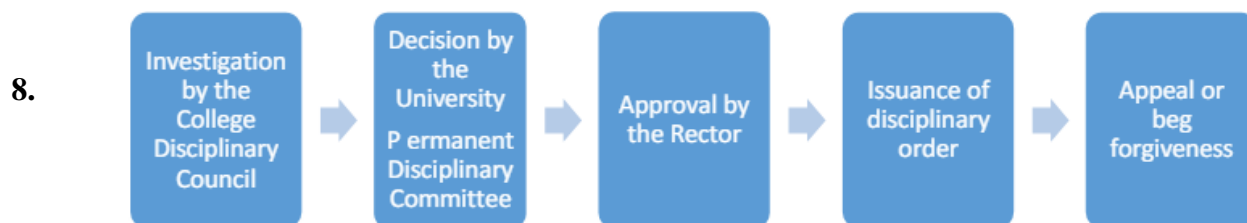
As per BU Disciplinary Regulations, a student upon whom any of the above-mentioned penalties is imposed, is entitled to file an appeal or beg forgiveness. For addressing such appeals and clemency petitions, the BU has constituted a committee for protection of Students' Rights. The committee looks into such appeals and clemency petitions and makes decisions in a fair and transparent manner. Students are also allowed to complaints and grievances.

7. Penal Guidelines and Procedures Relating to Plagiarism

1. All tasks given to students must be submitted without any evidence of plagiarism, especially when it involves copying work from other students, websites, scientific journals, etc.
2. The SafeAssign feature on the Rafid Learning Management System through Blackboard determines the maximum permissible similarity percentage as 20%.



3. If the plagiarism percentage exceeds 20%, a 0 will be assigned with no possibility of resubmission and an academic misconduct report will be sent to the Vice Dean for Academic Affairs with all supporting documents attached.
4. In the event of repetition, a grade of F (Fail) will be recorded for the student in the course, and a report of academic misconduct will be sent to the Vice Dean for Academic Affairs
5. The Vice Dean for Academic Affairs will review the case and submit it to the college Disciplinary committee formed to discuss and decide further actions.
6. Other actions may be taken against student after misconduct including plagiarism as per the university disciplinary regulations
7. <https://bu.edu.sa/documents/20127/0/Ref.+4.3.1.7+%283%29.pdf/3a85d148-f1a9-edac-7294-f4d6c0347170?t=1599755505042> :



Regulations for studies and examinations for the university stage and their executive rules link
<https://bu.edu.sa/documents/20127/0/Ref.+4.1.1.3+%281%29.pdf/3ccaf8d7-a345-a7e7-28a4-45e559e7f623?t=1599742775831>



Annexes

Annex (A): Grade Codes

| Code in English | Grade limits | Points | | Significance in Arabic | Significance in English |
|-----------------|--------------------|--------|------|-------------------------------|-------------------------|
| A+ | 95-100 | 5.00 | 4.00 | Exceptional | Exceptional |
| A | 90 to less than 95 | 4.75 | 3.75 | Excellent | Excellent |
| B+ | 85 to less than 90 | 4.50 | 3.50 | Superior | Superior |
| B | 80 to less than 85 | 4.00 | 3.00 | Very Good | Very Good |
| C+ | 75 to less than 80 | 3.50 | 2.50 | Above Average | Above Average |
| C | 70 to less than 75 | 3.00 | 2.00 | Good | Good |
| D+ | 65 to less than 70 | 2.50 | 1.50 | High Pass | High Pass |
| D | 60 to less than 65 | 2.00 | 1.00 | Pass | Pass |
| F | Less than 60 | 1.00 | 0 | Fail | Fail |
| IP | | - | - | In-Progress | In-Progress |
| IC | | - | - | In-Complete | In-Complete |
| DN | | 1.00 | - | Denile | Denile |
| NP | 60 and more | - | - | No grade-Pass | No grade-Pass |
| NF | Less than 60 | - | - | No grade-Fail | No grade-Fail |
| W | | - | - | Withdrawn for a reason | Withdrawn |



Annex (B): Example of calculating the semester and cumulative average

| Course | Number of Units | Grade | Grade Code | Grade Weight | | Points | |
|--------------------|-----------------|-------|------------|--------------|------|--------------|--------------|
| SLM 101 | 2 | 85 | B+ | 4.5 | 3.5 | 9.00 | 7.00 |
| Chemistry 324 | 3 | 70 | C | 3.00 | 2.00 | 9.00 | 6.00 |
| Mathematics 235 | 3 | 92 | A | 4.75 | 3.75 | 14.25 | 11.25 |
| Physics 312 | 4 | 80 | B | 4.00 | 3.00 | 16.00 | 12.00 |
| Total | 12 | | | | | 48.25 | 36.25 |

First Semester Average = 48.25 (Total Points) / 12 (Total Units) = 4.02

Or: 36.25 (Total Points) / 12 (Total Units) = 3.02

Second Academic Semester:

| Course | Number of Units | Grade | Grade Code | Grade Weight | | Points | |
|--------------------|-----------------|-------|------------|--------------|------|-----------|-----------|
| SLM 104 | 2 | 96 | A+ | 5.00 | 4.00 | 10 | 8 |
| Chemistry 327 | 3 | 83 | B | 4.00 | 3.00 | 12 | 9 |
| Mathematics 314 | 4 | 71 | C | 3.00 | 2.00 | 12 | 8 |
| Physics 326 | 3 | 81 | B | 4.00 | 3.00 | 12 | 9 |
| Total | 12 | | | | | 46 | 34 |

Second Semester Average = 46 (Total Points) / 12 (Total Units) = 3.83

Or:

34 (Total Points) / 12 (Total Units) = 2.83

Cumulative Average = (36.25+34) / (12+12) = 2.92

Or

Total Points (48.25+46) / Total Units (12+12) = 3.39



20. Guidance and Counselling Services

1. Academic Guidance System

Concept of Guidance:

Guidance is one of the essential services that enhance cognitive, academic, psychological, and vocational growth. The academic guidance represents a vocational service that aims at the identification of issues that adversely affect the students' academic attainment abilities and their response to the university stage requirements. Also, the guidance increases the students' awareness of their liabilities and responsibilities and encourages students to exert more effort for handling academic and personal issues that prevent them from achieving their educational objectives. Also, the guidance seeks to enhance the students' abilities to help them to pick an appropriate specialty, and accordingly pick an appropriate career. To achieve this, the University System allocates an academic advisor for each student to provide her or him with knowledge, trends, and communication, leadership, and guidance skills.

Concept of Academic Guidance:

Academic guidance is one of the types of guidance; it constitutes guidance and follow-up conducted by the University Teaching Staff for handling students' issues, providing them with consulting and guidance, working on helping students with gradually and systematically moving from the environment of general education to the environment of University Education stage within which students depend on themselves concerning making appropriate decisions, picking a specialty, and enhancing the behavioral and practical levels.

These objectives can be achieved by making students acquainted with University and the University Study System, and providing students with various academic skills that enhance their academic attainment and handle their scientific aspirations by providing various types of academic guidance, such as individual academic guidance and various consulting and guidance programs. In addition, the academic guidance helps students to identify their objectives and make appropriate decisions concerning their vocational and academic careers by making the best use of all available alternatives and capabilities.

The academic guidance constantly seeks to facilitate the administrative procedures with a view to delivering better services for students in record time according to the applicable quality criteria that are sought by the University as there is a growing increase in investment in businesses as well as for education and research.



Objectives of Academic Guidance:

The objectives of academic guidance can be summed up as follows:

- Providing students with the required support concerning their academic studies by supplying information and guidelines that contribute to the implementation of the adopted study plan and fulfilling the study plan objectives within the applicable time framework.
- Tracking the performance of students that have educational issues to enhance their educational level as well as reviewing and evaluating reports on students' academic performance.
- Providing students with assistance for overcoming any potential educational difficulties, especially concerning new freshman students.

Academic Guidance Programs:

Academic guidance programs are as follows:

- Early academic guidance programs for high school students for making them acquainted with university, faculty, and admission requirements.
- Guidance programs for making them acquainted with the applicable study system, University Tests, their rights and responsibilities, and services offered for them.
- Guidance programs for students with special needs to help them to be socially and psychologically integrated into faculty life to fulfill the highest levels of academic attainment according to their capabilities.
- Guidance programs for students that have educational issues to handle any emerging educational challenges and obstacles to help them to achieve the prospected educational objectives.
- Guidance programs for students that made outstanding academic achievements to encourage them to make more outstanding achievements.
- Guidance programs for students that are enrolled in scholarships for guiding them to get a high-quality education that is consistent with their scientific achievements and prospects.
- Guidance programs for all students to help them to enhance their scientific and academic attainments levels.



Academic Terminologies:

Dear students, we provide you with an overview of the most essential academic terms that you are required to be acquainted with during your study in faculty, which helps you with assimilating academic guidance procedures:

- **Academic Advisor:** it is represented by the teaching staff that is required to monitor, guide and follow up students during their study at faculty.
- **Academic Year:** it consists of three main semesters, and one summer semester if any.
- **Semester:** it is a period of not less than 11 weeks within which curricula are taught, not including the periods of registration and final tests.
- **Summer Semester:** it is a period of not more than eight weeks, not including the periods of registration and final tests, within which the period allocated for each curriculum is doubled.
- **Educational Level:** it indicates the educational stage, according to the adopted teaching plans.
- **Teaching Plans:** they are a set of obligatory, optional, and free academic curricula, which consist of a set of units of the graduation requirements which students are required to pass to get the scientific degree in a specific major. The study plan is outlined to include eight semesters or more at the faculty stage.
- **Curriculum:** it consists of subjects that follow the adopted teaching plan for each major (program); every curriculum has an identification number, code, and name, detailed description of its items concerning content and level compared to other curricula, and a special file retained by the concerned section for works of follow-up, assessment, and enhancement. Some curricula may have previous asynchronous requirements.
- **Obligatory Curricula:** they constitute the requirements of the University, Faculties, and educational programs.
- **University Requirements:** they constitute specific obligatory curricula studied by all University students to get a bachelor's degree.
- **Faculty Requirements:** they constitute specific obligatory curricula studied by all Faculty Students.
- **Program requirements:** they constitute specific obligatory curricula for a specific number of adopted study units studied by all students that are enrolled in the program.



- **Optional Curricula:** a set of curricula of which students select ones that guarantee that they study the required number of adopted study units that are allocated to optional curricula according to the adopted educational program.
- **Free Curricula:** they constitute optional curricula that are available within the faculty, included within the recommended University Study Programs; the applicable number of adopted study units ranges from 4 to 6 adopted study units.
- **Field Training:** it constitutes the period that students spend in any authority in the labor market according to their specialties in compliance with the comprehensive training manual adopted by the University Council. The contact hours and adopted training units are set according to the program plan adopted by the University Council.
- **Study Unit:** it constitutes the weekly theoretical lecture of a period of not less than 50 minutes.
- **Study Overload:** it constitutes the total number of study units to which students are permitted to subscribe within a semester. The minimum and maximum rates of study overload are set according to the University Implementing Rules.
- **Minimum Rate of Study Overload:** it constitutes the least number of study units to which non-freshman students are required to subscribe within the education level provided that the number of adopted study units that are taught within a semester is not less than (12) study units, and the number of study units of the annual educational program is not less than (20) study units.
- **Maximum Rate of Study Load:** it constitutes the number of study units to which students are required to subscribe within the educational level provided that the total number of study units taught within the semester is not less than (20) study units for the semester, and (40) study units for the annual educational program.
- **Failure with Academic Subject:** it constitutes the students' failure to pass the subject exam due to low marks, punishment, or dropping out of the study at faculty.
- **Academic Alert:** it constitutes a notification sent to students because their accumulative rates are lower than the minimum rate which ranges from 1.00 to 4.00.
- **Grade:** it is the description of the percentage or alphabetical symbol of the final grades achieved by students for each curriculum.



- **Semester Rate:** it constitutes the result of the total grades the students achieved divided by the total number of units of all curricula studied in any semester; these marks are estimated by multiplying the total number of curriculum units by the grade achieved by students in each curriculum that they studied.
- **Accumulative Rate:** it is the result of total grades achieved by students for all curricula that they have studied since they entered faculty divided by the total number of units of all curricula.
- **General Grade:** It is a description of the level of educational attainment of students during faculty study.
- **Registered Hours:** they are all hours within which students passed at faculty study concerning their current or previous specialties.
- **Gained Hours:** they are all hours within which students passed at faculty study concerning their current specialties in which they are currently involved.
- **Academic Record:** it constitutes information and documents about a students' academic career, including the name of faculty at which students' study, specialty, academic status, curricula with their symbols and numbers, number of study units, grades, semester rate, annual rate, accumulative rate, and general grades, in addition to the curricula from which students are exempted, such as transfer from a faculty to another, and academic alerts if any.
- **Apologizing for not Attending Study at faculty:** it indicates that students no longer pursue their study in the academic year or semester in which they are enrolled according to a reasonable excuse they submit; the apology period is included in the graduation requirements.
- **Drop Out of Study at faculty:** it constitutes the period within which students do not subscribe to any curricula within the academic year or semester without notifying the University of such a thing.
- **End of Enrollment:** it indicates ending the relationship between students and the University either through academic dismissal, disciplinary dismissal, annulment of subscription, or non-attendance.
- **Visiting Students:** they indicate students that study all curricula of another University or University branch; in such a case, the curricula that they have studied are deducted from the current ones.



2. Academic Guidance Procedures:

Students constitute the most essential part of the learning process. In the light of the lack of well-structured and targeted academic guidance, students bear the responsibility of being acquainted with the rules and guidelines of university study, tests, and educational programs as soon as they are approved as new freshman students. As there are individual differences among students, some students are well acquainted with all applicable University rules and regulations, and they seek to adapt to these rules and regulations. On the other hand. Many students are not familiar with these rules and regulations, which makes them subject to many academic issues, such as low rates, failure, dismissal, and any other issues towards which students bear the responsibility due to their unfamiliarity with University rules and regulations, and inefficiency of the adopted academic guidance program.

Types of Student Guidance and Counseling:

There are many types of student counseling, including:

- **Educational Counseling:** Helping the student understand himself and his abilities and potential to proceed well in his studies.
- **Psychological Counseling:** Helping the student solve problems that cause an internal conflict with himself or an external conflict with those around him, causing him to fall into crises affecting his psychological and social harmony.
- **Social Counseling:** Dealing with the student's social environment to help him achieve the desired social harmony.
- **Vocational Counseling:** Helping the student prepare for his vocational future.
- **Academic Counseling:** Helping the student succeed in the educational process by reconciling his academic and environmental needs with his conditions.

3. Student Guidance and Counseling Concept:

Academic counseling means the accurate follow-up and guidance by a faculty member at the university to students' problems, providing advice to the students, and acting to help the student to move from the general education phase to the university education phase in which the student depends on himself in making his decisions, determining his major and developing his scientific and behavioral level.



Those goals are achieved by informing the students of the university and its academic systems, providing the students with the various academic skills which increase their academic achievement, and discussing their academic aspirations, all through a variety of counseling services such as individual academic counseling and various counseling and advisory programs. In addition, academic counseling helps the students in the process of making decisions related to their academic and vocational future by making use of all available possibilities and alternatives.

Academic counseling continuously facilitates the administrative procedures to provide the best and quality services to the student in a short time according to the quality standards which the university seeks to achieve in light of the increasing means of investment in educational and intellectual projects and scientific research.

Objectives of the Student Guidance and Counseling Programs:

The objectives of student guidance and counseling can be summarized in the following points:

- Provide the students with the necessary support during their academic career by providing the information and instructions which contribute to the flow of the study plan and completion of its requirements within the required time.
- Follow up the performance of low-learning students to help them improve their levels and follow up and evaluate the reports on the other students' academic progress.
- Help the students to overcome the academic difficulties which they face, especially the new students.

Student Guidance and Counseling Programs:

The Student Guidance and Counseling Programs are as follows:

- Early academic counseling programs for high school students to inform them of the university and its faculty, departments, and admission criteria.
- New student-oriented programs to educate them about the study system and university exams and inform them of their rights, duties, and the services provided to them, all to achieve the necessary adaptation to university studies.
- Counseling programs for the students with special needs to help them socially and psychologically integrate into university life and achieve the highest levels of academic achievement according to their abilities.



- Counseling programs for the low-learning students to help them overcome their obstacles to reach the desired success.
- Counseling programs for outstanding students to encourage them to continue to be outstanding.
- Counseling programs for scholarship students guide them to achieve a distinguished education in line with their scientific excellence and aspirations.
- Counseling programs for all students to help them develop their academic and scientific levels.

Faculties are committed to following the academic guidance methodology for monitoring students and providing them with academic guidance within different study stages at faculties till graduation. The academic advisor is set for each student since she or he entered faculty; the academic advisor provides students with academic consulting during the whole academic study at faculty. The head of the section may change academic advisors as appropriate provided that students are notified of such changes. Academic guidance procedures can be more efficient if there are awareness and understanding among all parties engaged in the implementation of academic guidance procedures; the role of each party is explained as follows:

4. Duties of the faculty staff members in student guidance

Duties of the Vice Dean for Academic Affairs:

- Plan, coordinate and supervise the implementation of and raise awareness about the guidance and counseling process at the faculty, coordinate and cooperate with the Student Guidance and Counseling Unit at the university.
- Act to publish the regulations, instructions, and rules regulating the study, exams, and all matters related to the academic services within the scientific departments.
- Inform the students of the faculty's goals, mission, educational programs, and scientific departments, the graduates' fields of work and the aspects of care and services provided by the faculty to its students, and inform and guide the students to select the proper majors which fit their abilities and potentials.
- Supervise the new student-oriented programs to introduce the faculty's study and exams system.



- Pay attention to the outstanding students and provide the matters that would enhance their abilities and support their creativity.
- Preside over meetings of the Academic Guidance Unit, periodically or according to the new reports, to discuss the periodic reports or exceptional reports presented by the academic mentors.

Duties of Under-Secretary of the Faculty for Academic Affairs:

- Planning, coordination, and supervision concerning the implementation of academic guidance procedures at the faculty, raising awareness of these procedures, and coordination and collaboration with the deanship of approval and registration and deanship of student affairs.
- Working on enhancing the competitiveness of the faculty among other faculties concerning academic guidance.
- Working on broadcasting programs, guidelines, and the implementing rules of study and tests, and all relevant academic services within all scientific sections.
- Making students acquainted with the faculty's objectives and mission, educational programs, scientific sections, graduate work fields, and the aspects of care and services provided by students, and guiding them to pick the appropriate specialties that adapt to their capabilities and skills.
- Supervising guidance programs developed for freshman students for identifying the applicable study system and faculty tests.
- Enhancing the outstanding students and providing them with what promotes their capabilities and enhances their creativity.
- Chairing the meetings of educational guidance periodically or according to any emerging reports for discussing the exceptional periodical reports submitted by academic advisors.

Duties of Academic Advisory Unit at the Faculty (supervisor of the academic advising):

The supervisor of the academic advising unit implements the duties of the academic advising unit as follows:

- Supervising academic advisors and monitoring the cases submitted to them.
- Taking in and welcoming new students on the first day of study at faculty, and making them acquainted with the Faculty System, University, and faculty environment.



- Raising students' awareness of identifying the nature of the academic guidance unit at the faculty, its importance, and how to get benefits from its services. This can be achieved through meetings, bulletins, and the faculty's website.
- Distributing the freshman students on the academic supervisors, broadcasting lists of students' names on the bulletins and faculty's website at the beginning of each year.
- Ensuring that students are fairly distributed on the Faculty Teaching Staff members according to specialty.
- Taking in cases sent by academic advisors for handling the issues of these cases and submitting them to the Under-Secretary of the Faculty for Academic Affairs or Dean as appropriate.
- Creating an academic guidance manual for the Faculty, and Faculty sections, and broadcasting the manual on the Faculty's website.
- Developing a report at each semester on the academic guidance procedures adopted by the faculty, a report on students' levels at including the required indicators, such as the total number of outstanding students, students that are committed to implementing the adapted study plan, students that have educational issues, special cases, etc.)

Duties of Head of department / department Coordinator

- Supervising the implementation of the academic guidance operation within the department.
- Supervising the role of the Academic Advisors in the academic guidance operation and monitoring their work performance by using various instruments, such as stopwatch, library, a statistical report developed by the advisor, which includes their academic rates and status).
- Distributing or redistributing students on the academic advisors in the department and developing reports to be submitted to the supervisor of the academic guidance unit.
- Developing periodical reports that include the works of academic guidance that are conducted within the department as well as reports on students' levels with the department to be submitted to the supervisor of the academic guidance unit.
- Investigating cases that are submitted by the Faculty Board to the academic guidance unit and developing reports to be submitted to the concerned authority.
- Handling students' academic issues submitted by academic advisors and seeking appropriate approaches for handling such issues in coordination with the Faculty Board.



- Handling academic complaints submitted by students, seeking appropriate solutions to these complaints, and submitting these solutions to the Faculty Board as appropriate.
- Handling complaints submitted by students concerning any curriculum at the department, seeking solutions to these complaints, and submitting these solutions to the Faculty Board.
- Raising awareness of the importance of academic guidance and communication with academic advisors by distributing booklets on students and using the bulletin for this purpose.
- Participating in handling students' psychological, financial, social, and vocational issues and developing reports on these issues, and submitting them to the Dean Assistant to be submitted to the deanship of students' affairs as appropriate.

Duties of the Academic Advisor

- Familiarity with the dates of registration, omission, and addition as announced by the deanship of approval and registration.
- Familiarity with the adopted Section Study Plan and student graduation requirements to ensure that the student schedule is in line with the adopted Section Study Plan.
- Communicating with students through the available academic guidance channels.
- Allocating specific periods for communicating with students to be included within the office hours concerning the academic advisors.
- Providing students with the required assistance in the case that there is difficulty with registration or contradiction among some academic subjects.
- Preparing and updating the academic advising files of all students that are supervised and monitored by the academic advisors according to the content and models adopted by the Academic Advising Unit.
- Organizing individual or group periodical meetings according to the objectives of these meetings; these meetings include the following:
 - Identifying students' academic performance within the previous semester.
 - Encouraging students to exert more effort and giving them credit and rewards if they made academic achievements concerning some curricula.
 - Handling difficulties if any and seeking appropriate solutions.



- Investigating appropriate alternatives that are available to students in the following semester (subscription to and omission of curricula, enhancing students' levels, applying for deducting some curricula, changing specialty, and so on).
- Precisely monitoring students' academic attainment in the curricula to which they subscribed, and communicating with the teaching staff members in case students' levels are low.
- In case students do not regularly attend study at faculty, or their academic attainment is low, academic advisors develop adaptive periodical meetings, discuss the issue of low academic attainment with these students to reach the appropriate solution to such an issue, and submit these solutions to the Academic Advising Unit.
- Submitting periodical reports on students' academic performance to the Academic Advising Unit (at the end of the Semester) according to the models outlined for this purpose.
- Developing reports on issues that require to be handled by the Academic Advising Unit, or Faculty Board.
- Identifying and counting the number of outstanding students, encouraging them, and submitting their names to the Faculty Board.
- Motivating students to make the best use of the available educational services provided by the University.
- Motivating students to participate in all activities developed by the University.

Attributes of the successful student advisor:

1- Personal Attributes:

- Good example
- Patience and self-control
- Positive good opinion on others
- Decency in relationships
- Good listening
- Respect for others
- Good communication
- Optimistic, cheerful, and attractive
- Tolerance and ability to keep secrets



2- Skill Attributes:

- Observe the individual differences
- Social intelligence
- Able to identify the individual cases
- Discover the students' psychological and social problems
- Able to positively suggest
- The skill of dealing with special cases
- Able to motivate the creative and talented students
- Participate with the students in their various activities

Duties of Students:

Students constitute an essential part of the academic advising operation; students' interaction with the academic advising promotes and accelerates academic achievements as students are responsible for defining their career objectives and prospects. Furthermore, students shall be responsible for following up on their academic achievements and seeking consulting and guidance from the academic advisors so that these students can fulfill their study plans. Students shall bear the entire responsibility for their academic achievements as the academic advisors constitute mechanisms that enable students to make more achievements.

To get the most efficient benefits from the academic advising meetings, students are required to be well-prepared before and after meeting the academic advisors. After that, the meeting requirements are implemented; **the role of students can be summed up as follows:**

- Identifying the academic advisors and authenticating relationships with them.
- Bearing the entire responsibility concerning the identification of academic and vocational objectives.
- Attending academic advising sessions regularly and preparing for these sessions according to the appropriate documents and models.
- Following up new programs and regulations concerning University Students.
- Being fully aware of the graduation requirements at the department, Faculty, or University according to the specialties picked by students.
- Seeking Academic Advisors for getting assistance concerning all academic requirements or urgent inquiries.



- Keeping copies of study plans, and conducting academic evaluation and recommendations by Academic Advisors.
- Identifying efficient educational resources on University Campus.
- Being fully aware of the academic calendar and the relevant dates of academic advising, registration, omission, additions, tests, and official holidays.
- Getting all the required samples and models of academic advising from the faculty's website.
- Complying with the rule of registration in accordance with the recommendations of Academic Advisors.

Academic advising Tools:

To achieve the objectives of academic advising, the academic advising shall be established on the following documents:

- Study and test regulations.
- Academic samples and models approved by the deanship of approval and registration.
- Study plans for the faculty's departments.
- Final and periodical records of students.
- Study schedules for students

5. Implementing Rules of Academic advising

Academic advising is conducted according to the following implementing rules:

- At the start of the first University semester, freshman students are distributed on Academic Advisors that constitute teaching staff members that work at the department.
- students that are enrolled in the faculty are distributed on academic advisors and motivated to promptly communicate with Academic Advisors to complete the Academic advising File of each student.
- The Academic Advisor prepares the Academic Advising File of each student, including forms of students' data and information, study plans, current study schedule, recent copies of Academic Records, A list of comparing and deducting curricula according to the curricula of the adopted specialty program that leads to the graduation of students.
- Each Academic Advisor investigates the case of each student by making the best use of samples and reports and guides students according to their capabilities and skills.



- Academic subjects that were passed by students shall be recorded for the current semester according to the adopted study plan after comparing and deducting curricula; a copy of a list of these academic subjects shall be submitted to the concerned Academic Advisors; thus, the Academic Advisors shall keep these copies in the students' academic files.
- At the end of each semester, Academic Advisors investigate the cases of students to develop the required Academic Advising Report that includes cases of students that are required to study additional curricula that were remaining from previous semesters.
- Academic Advisors develop recommended schedules for students according to their cases, taking into account the curricula that have specific graduation requirements. A copy of the recommended schedule shall be submitted.
- Within the period of registration, Academic Advisors monitor the registration of students, develop reports of any emerging academic issues, and submit this report to assist in outlining the model of handling registration issues according to the specified date on the academic calendar.
- A list of names of students that have academic issues shall be outlined to enable the concerned department to study cases of these students, handle their academic issues, and guide these students towards graduation.

Ensuring that students comply with the adopted study plan is one of the most essential graduation requirements according to the following rules and regulations:

- The Academic Advisors shall investigate the academic records of students according to the curricula registered for each semester and compare these academic records against the adopted study plan.
- Academic Advisors shall ensure the validity of the comparison between the academic records of students and the current comparison report using the banner system, and seek the academic files of students for providing these students with the required Academic Advising. The Head of the department shall be liable to get the comparison reports for all students enrolled in the department according to the applicable University System and liabilities; the Academic Advisors shall be acquainted with information and data of these reports.
- Students graduate after ensuring that they successfully fulfill the graduation requirements according to the adopted study plan provided that their grades are not less than the grade of



Pass and that their accumulative rates are not less than 1 to 4. According to the recommendations of the concerned department, the Faculty Board is liable to identify the most appropriate curricula that can promote their accumulative rates in case students failed to achieve the prospected rate; this complies with Article 19 of Study and Test Regulations.

- A list of the names of graduates shall be submitted to the Department for recommending the graduation of students that meet the graduation requirements at the end of each semester. After that, these recommendations are submitted to the Faculty Board to be approved.

6. Information on Academic advising Concerning University Study System

Study and Test System

Dear Student/ as we are keen on avoiding any delay in the graduation of students, you are required to be acquainted with the following:

Study System:

- Study at faculty consists of eight or more academic levels.
- The period of an academic level is only one semester.
- Students can successfully move within curricula from an academic level to another according to the rules and regulations of moving from an academic level to another.
- Curricula are categorized into levels concerning each specialty; the number of units are specified for each level according to the adopted study plans.
- Students that passed all curriculum tests gradually move to the following levels starting from the lower levels according to the adopted study plans.
- Study at Health Faculties that has a curriculum plan is conducted according to the annual program established on the academic year; the academic year consists of two academic levels.
- Students that have academic issues are registered for curricula, ensuring that each class has the minimum study load provided that the following requirements are taken into consideration:
 - There shall be no contradiction within study schedules.
 - The previous curriculum requirements for curricula to which students are willing to subscribe shall be met.



- In case students failed to subscribe to the minimum study load of curricula due to reasons, such as discrepancy, failure to meet requirements, or failure to complete all the curricula of this level, they can pursue their study load of the following curricula (the following three academic levels only). In case students failed to complete all required study units, the study units that these students studied shall be sufficient; thus, these students can pursue their study load.

Study Load:

- The minimum study load on students is 12 study units.
- The maximum academic load for a student is 20 academic units, and the faculty dean may make an exception when necessary

Registration Rules and Regulations

Students are automatically registered at the study at faculty at the start of each semester, which applies to all University Students except new students. In case students wish to omit or add any curriculum, they are required to use the electronic gate within the period specified in the Academic Calendar.

Addition Rules and Regulations:

- There shall be no contradiction within study schedules.
- Curricula shall be included within the adopted study plans outlined for students.
- There shall be vacant places in the required Majors.
- All previous academic requirements shall be fulfilled.
- The maximum study load permitted for student registration shall not be exceeded according to the accumulative rates of students as shown in the aforementioned table.

Omission Rules and Regulations:

- The number of study hours shall not be less than the applicable study load permitted for registration.
- In case the curriculum that is required to be omitted constitutes one of the requirements of another curriculum, students shall omit both curricula together, not only one curriculum.

Attendance and Exclusion from Curriculum Study

The number of sessions that are allowed for students to ignore otherwise they are not permitted to attend exams is shown in the following table:



| Number of Curriculum Hours within a Week (Number of Curriculum Units) | Number of Sessions Students are Allowed to Ignore |
|--|---|
| 1 | 4 |
| 2 | 8 |
| 3 | 12 |
| 4 | 16 |
| 5 | 20 |

Rules and Regulation of Apologizing for not Studying Curricula:

- Students may apologize for not studying two curricula only automatically within a period of four weeks before the start of the implementation of final tests according to the University academic rules and regulations, provided that the study load shall not be less than (12 hours), including six curricula as a maximum within the study at faculty.
- Students may not apologize for not studying one curriculum twice as long as these students are enrolled in faculty.

Guidelines concerning Rules and Regulations

- Familiarity and compliance with the University Rules and Regulations; students shall be acquainted with the study and test regulations by logging on the page of the deanship of approval and registration on the University's website.
- The guidelines concerning dates of study and tests shall be followed by using the academic calendar announced on the page of the deanship of approval and registration, taking into account the follow up of the rules and regulations announced by the different departments of tests at many faculties.
- The student schedules of the freshman students are automatically registered; these schedules shall not be subject to any omission. Furthermore, the student schedules of non-freshman students shall be registered at each semester according to the time framework announced by the deanship. In case non-freshman students wish to edit, omit, or add to their current student schedules, they are required to seek the Faculty Registrar to implement the required procedures according to the dates specified in the adopted academic calendar.



- It is recommended that students make a copy of the study plans of the programs in which they are enrolled so that students can be more acquainted with the required curricula for each semester. This study plan includes the names and codes of curricula distributed on the academic levels.
- All students are required to identify the requirement for seeking previous curriculum requirements, including new and optional curricula at some academic levels. Thus, students are required to ensure that they subscribed to the appropriate curricula at the specified academic levels.
- In case regular students failed to attend the sessions of a whole semester without applying for a deferral of study or apologizing for non-attendance, they shall be deemed dismissed from the study as faculty due to non-attendance; thus, they are required to apply to reentry. In case students failed to attend final tests for reasons of force majeure, they are required to apply to conduct an alternative test within a period of a week before the start of the following semester. Handling apology applications submitted by students shall be conducted according to the decisions of the concerned authorities.
- Students may move from a faculty to another within the same University once during their study at faculty. Furthermore, they may switch from a specialty to another within the same University once, ensuring that the requirements and conditions of transfer and electronic applications are met according to the specified time framework and applicable rules and regulations developed by the deanship of approval and registration. Dear students, you should be acquainted that know that moving from a faculty to another may lead to a loss of time and effort and a delay in the study at faculty.
- Students may apply to defer study or apologize for non-attendance in case they failed to pursue their academic studies within the specified time in the Academic Calendar.
- Academic alerts shall be addressed to students in case their accumulative rates are less than the range from 1 to 4; accordingly, the monthly rewards given to these students shall be suspended. In case students are given three academic alerts, they shall be academically dismissed; however, the concerned authorities or boards may give these students another chance to increase their accumulative rates.
- All students shall pursue their academic procedures depending on themselves; other than that shall not be permitted.



- Students may conduct various academic procedures, such as transfer from a faculty to another, deferral of study, an apology for non-attendance, and so on, and following them by getting benefits from the automated and standardized service in the system of (My BU); to log on the electronic gate, copy the following link and paste it into the address tab of your browser:
- To be familiar with the applicable study programs and how accumulative rates are estimates, and to get the required consulting concerning their academic issues, students are required to seek the Academic Advising Office at the faculty in which these students are enrolled; furthermore, they may seek the deanship of approval and registration to get the required assistance.

Grades and Estimation of Rates:

- **Semester Rate:** it constitutes the result of the total marks the students achieved divided by the total number of units of all curricula studied in any semester; these marks are estimated by multiplying the curriculum unit by the grade achieved by students in each curriculum that they studied
- **Accumulative Rate:** it is the result of total grades achieved by students for all curricula that they have studied since they entered faculty divided by the total number of units of all curricula.

Grades achieved by students shall be estimated for each curriculum according to the estimation of grades out of (4) grades at Al Baha University as follows:

| Percentage | Grades | Grade Symbol | Estimation of Grades (out of 4 grades) |
|--------------|---------------|--------------|--|
| 95 - 100 | Exceptional | A+ | 4.00 |
| 90 - 94 | Excellent | A | 3.75 |
| 85 - 89 | Superior | B+ | 3.5 |
| 80 - 84 | Very Good | B | 3.0 |
| 75 - 79 | Above Average | C+ | 2.5 |
| 70 - 74 | Good | C | 2.0 |
| 65 - 69 | Pass High | D+ | 1.5 |
| 60 - 64 | Pass | D | 1.0 |
| Less than 60 | Fail | F | 0.0 |



An Example of the Estimation of Semester Rate and Accumulative Rate

The First Semester:

| Curriculum | Number of Units | Grade | Grade Symbol | Grade Rate | Marks |
|----------------|-----------------|-------|--------------|------------|-------|
| Curriculum (A) | 2 | 85 | B+ | 3.50 | 7.00 |
| Curriculum (B) | 3 | 70 | C | 2.00 | 6.00 |
| Curriculum (C) | 3 | 92 | A | 3.75 | 11.25 |
| Curriculum (D) | 4 | 80 | B | 3.00 | 12.00 |
| Total | 12 | | | | 36.25 |

Total Marks ((36.25)

$$\text{Rate at the First Semester} = \frac{\text{Total Marks ((36.25))}}{\text{Number of Unit (12)}} = 3.02$$

Second Semester:

| Curriculum | Number of Units | Grade | Grade Symbol | Grade Rate | Marks |
|----------------|-----------------|-------|--------------|------------|-------|
| Curriculum (E) | 2 | 96 | A+ | 4.00 | 8 |
| Curriculum (F) | 3 | 83 | B | 3.00 | 9 |
| Curriculum (G) | 4 | 71 | C | 2.00 | 8 |
| Curriculum (H) | 3 | 81 | B | 3.00 | 9 |
| Total | 12 | | | | 34 |

Total number of Marks (34)

$$\text{Rate at the Second Semester} = \frac{\text{Total number of Marks (34)}}{\text{Total Number of Units (12)}} = 2.83$$

$$\text{Accumulative Rate} = \frac{\text{Total number of Marks (70.25)}}{\text{Total Number of Units (24)}} = 2.92$$

The General Grade of the accumulative rate at the student graduation shall be as follows:

- (Excellent) in case the accumulative rate is not less the range from (3.5) to (4.00)
- (Very Good) in case the accumulative rate is within the range from (2.75) to less than (3.5).
- (Good) in case the accumulative rate is within the range from (1.75) to less than (2.75).
- (Pass) in case the accumulative rate is within the range from (1.00) to less than (1.75).



Getting Grade Honors

To get the first-class and second-class grade honors, the following requirements shall be met:

- Students shall not fail any curriculum exams concerning curricula at the same University or in any other University.
- Students shall not exceed the average period that ranges from the minimum rate to the maximum rate of study at faculty to fulfill the graduation requirements.
- Students are required to attend not less than (60%) of the study at faculty according to the graduation requirements.
- First class grade honors are granted to graduate students whose accumulative rates range from (3.75) to (4.00) while the second-class grade honors are granted to students whose accumulative rates range from (3.25) to less than (2.75)

Academic Alerts

Definition of Academic Alert:

It indicates that the accumulative rates of students are lower than the minimum rate prescribed in the regulations (1.00) to (4.00). Thus, accumulative rates that are lower than (1.00) constitute academic alerts.

Effects of Academic Alerts:

In case students are given academic alerts, they are subject to the following:

- Suspension of rewards after the first academic alert unless their rates go up to reach (1.00).
- Academic dismissal from the study at faculty after the third academic alert.
- Suspension of transfer from a Major to another after the third academic alert.
- Students shall not be granted first-class grade honors after the first academic alert.

Duration of Study:

It constitutes the regular period required for graduation of students, which consists of eight semesters, and extra four semesters; thus, the total number shall be 12 semesters; after that period, students are subject to dismissal from the study at faculty because they failed to fulfill the regular period required for fulfilling the graduation requirements.

Exceptional Chance:

It represents enabling the academically suspended students – that are liable to get the exceptional chance according to the study regulation – to reenter academic study at faculty for either increasing their accumulative rates to reach (1.00) or fulfilling graduation requirements.



Chances are as follows:

- Students that are academically suspended due to being given three academic alerts shall be given a fourth chance that constitutes one semester that consists of eight study hours at least to increase their accumulative rates to reach (1.00) in case such increase is for the benefit of these students.
- In case students are given fourth may be given fifth and sixth chances to increase their accumulative rates upon the approval of the University Board in case such chances are for the benefit of students.
- Students that are academically dismissed from the study at faculty have a chance which constitutes 4 additional semesters to full the 12 semesters according to the graduation requirements.
- If students attended 16 semesters and failed to graduate from faculty, they may be given an exceptional chance that consists of two additional semesters upon the approval of the University Board in case such a chance is for the benefit of these students.

Negative points of lack of counseling and advising programs:

The student is the center of the educational process; in the case of a lack of organized and directed academic counseling, the student will be responsible for knowing the study and examination rules and systems at the university level upon admission. Due to the individual differences among the students, there are those who are familiar with and act to adapt to all those systems and regulations. On the other hand, there are those who search for much information about these systems and regulations, causing them to fall into many academic problems such as low grades, failure, dismissal, and other problems for which the student will be responsible due to his unfamiliarity with the regulations and ineffectiveness of the academic counseling system.

Approved guidance and counseling tools

For the counseling to achieve the desired goal, the Committee suggests relying on the following documents in the counseling:

- Unified forms of the Counseling and Guidance Unit.
- Study and examination regulations.
- Forms of academic movements approved by the Deanship of Admission and Registration.
- Study plans for the faculty departments.



- Student periodic and last academic record.
- Student's academic schedule.

The mechanism for distributing the students to the mentors

The student's academic mentor is determined as of the time in which the student is admitted to the university and his mentor continues with him until his graduation. Whenever necessary, the mentor is changed by the Department Head together with informing the students of such change. In the case of an imbalance in the numbers of the academic mentors between the male and female sections, the distribution thereof will be made under the supervision of the Vice Dean for Academic Affairs. Also, we suggest training the non-Arabic speaking faculty members on using the academic counseling process to perform their duties - especially in the English-taught faculties.

Electronic bulletins to the student's e-mail

Periodic bulletins can be sent to the student's university e-mail to help spread the culture of academic counseling and announce any events or courses that may be offered in the field of academic counseling.

Academic Counseling Evaluation Methods

By benchmarking for some local universities, the Committee suggests relying on the following performance indicators to evaluate the effectiveness of academic counseling at the university:

- Students' evaluation of the academic, professional, and psychological counseling in the final year on a five-point scale.
- The ratio of students to academic mentors.
- The number of the beneficiaries of counseling services at the level of the program, faculty, and university.
- The number of developmental and preventive programs offered during a year.
- The number of university low-learning students who have received counseling programs.
- The number of outstanding and talented students who received development programs.



8. Mechanism for identifying the gifted, creative, talented, and low-learning students & Care programs for stimulation and support for each group of them

First: Gifted and Creative Students:

Identifying phase:

The gifted, creative, and talented students are identified by the faculties' guidance and counseling units in cooperation with the academic departments, and there is a mechanism to identify them as follows:

- Communication with the Education Department of the Region to identify the students who passed the talent assessment test at the secondary school and were classified as gifted students. These statistics are firstly obtained and then communication is made with the Deanship of Admission and Registration to identify the faculty in which the students have enrolled to offer the proper programs to them.
- All students are followed up through the department's student mentor to identify the talented and creative students through their distinguished work and interactions or some aspects of excellence in their personalities, and then make a statistic of them in preparation for providing the proper programs for them.
- In addition, it is possible to rely on their distinguished participation in the artistic or sports competitions to identify the talented and creative people, and those talented students are identified.

Second: Outstanding Students:

- As for the outstanding students, they are identified and determined through their academic averages as follows:
- The first-class honors degree is awarded to the student who obtains a cumulative average of (4.25) to (5.00) out of (5.00) or (4.00) to (4.00) out of (4.00) upon graduation.
- The second-class honors degree is awarded to the student who obtains a cumulative average of (4.25) to less than (4.75) out of (5.00) or (3.25) to less than (3.75) out of (4.00) upon graduation.

To obtain a first- or second-class honors degree, the following are required:

- The student should not have failed in any course which he studied at the university or at another university.



- The student should have completed the graduation requirements within a maximum period ranging between the minimum and maximum period for his study in his faculty.
- The student should have studied - at the university from which he will graduate - at least (60%) of the graduation requirements.

Lists of the outstanding students are prepared by the departments' student mentor and handed over to the Academic advisory Unit at the end of each semester to provide them with the proper programs.

Phase of motivation and support for the talented, creative, and outstanding students:

Several programs are implemented as follows:

- The talented and creative students are stimulated to participate in activities related to the special talents, such as artistic, sports and literary talents, scientific research activities, and student clubs, whether these activities are done centrally at the university level or within the faculty through the student activities units and clubs.
- Participation in community service activities.
- Participation in various competitions.
- As for the outstanding students, they are given a reward for excellence, and they are also honored by various bodies in the community through the university's nomination for them.
- The talented, creative, and outstanding students shall have priority in representing the university in the public forums and in all activities performed within the university and faculties.
- The talented, creative, and outstanding students are motivated by including their names on the faculty honor boards.

Third: Low-Learning Students:

Definition of the low-learning student:

- Students who obtained a cumulative average of less than (2.00) out of (5.00) or (1.00) out of (4.00), his case is followed up, a notice is given to him when his average does not increase, three notices are given to him before dismissal and the University Council may, based on the Faculty Council's recommendation, to give the fourth opportunity to the student who can increase his cumulative average by studying the available courses.
- Or, student who is late in passing his required study plan according to the student's academic level.



- The student may be considered as a low-learning student if he does not regularly attend the lectures and exposes to repeated deprivation or repeated withdrawal from the courses.
- Students who obtain an average of less than (60) in most of his established courses.
- Each course professor is required to prepare a list of the low-learning students in his courses according to each course and to classify them according to the departments, and then communicate with the student mentor in his department to discuss the reasons for his low learning and the mechanism for follow-up and provision of the necessary support.
- The student-mentor is requested to prepare a list of the low-learning students to follow up their condition, study the reasons for their low learning and propose a plan for treatment and follow-up.

Procedures for following up the low-learning student:

- The student-mentor is requested to follow up on the reasons for the student's low learning, such as irregular attendance at lectures, non-compliance in delivering the assignments, or any problems related to the difficulty of the course, or any psychological or family problems of the student.
- As of the beginning of the semester, the student-mentor follows up the student's attendance at lectures and his commitment to handing over the assignments, and assist in solving any problems which the student may face at the beginning of the problem.
- The student-mentor may request the course professors to submit a monthly report on the low-learning students for follow-up.
- Organizing a meeting with the low-learning students and holding meetings with the professors of the subjects in which the students are of low learning to discuss the reasons for low learning and guide them to the best ways to improve their academic level, after the monthly and quarterly results.
- Training the student to organize his time outside the university and guiding him to the good study methods according to a schedule organized in coordination with his guardian, if possible.
- Serving bulletins to the course professors on how to observe and take care of the individual differences among the students and their importance in identifying the low-learning students and their handling of the students' problems. Bullets can be made on the good



teaching and use of certain means and methods of caring for students at the academic and behavioral levels. These educational matters can be discussed through the faculty meetings.

- Providing individual care services to them, opening a case study for those who need close follow-up, and use of the Academic Advising Unit to diagnose the psychological causes of low learning.
- Encouraging the low-learning student to visit the course professor during office hours to inquire about any issue not explained to the student during the lecture. Making files for the low-learning students to individually follow up the case of each student.

References:

- ❖ BU Student Guidance and Counseling Unit Manual

<https://bu.edu.sa/documents/20127/0/Ref.+4.4.2.12++%281%29.pdf/94edd20e-5aaa-7da0-71ef-324a3c6ea676?t=1599755746809>

- ❖ Mechanism for identifying gifted, creative, outstanding and struggling students and motivational care programs

<https://bu.edu.sa/documents/20127/0/%D8%A2%D9%84%D9%8A%D8%A9+%D8%A7%D9%84%D8%AA%D8%B9%D8%B1%D9%81+%D8%B9%D9%84%D9%89+%D8%A7%D9%84%D8%B7%D9%84%D8%A7%D8%A8+%D8%A7%D9%84%D9%85%D9%88%D9%87%D9%88%D8%A8%D9%8A%D9%86+%D9%88%D8%A7%D9%84%D9%85%D8%A8%D8%AF%D8%B9%D9%8A%D9%86+%281%29.pdf/f5689564-7814-eef4-5d1b-0bdcbd1f4c03?t=1599755777281>



Annual plan form for the Student Guidance and Counseling Unit

Faculty of (.....)

Academic year (.....)

| # | Program | Objectives | Implementation Method | Implementation Place |
|----|---------|------------|-----------------------|----------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

Approved:

Head of the Academic Advisory Unit:

Signature:

Date:



Behavioral, Social and Academic Counseling Form

| Student's personal data | Student's academic data |
|--|--|
| Student's name: | University No.: University enrollment year: |
| Mobile No.: | Faculty: Major: |
| E-mail: | |
| Guardian's mobile No.: | Hours passed: Hours left: |
| Emergency Phone No.: | Cumulative average: Academic Status: |
| Student's address: | |
| Does the student have special needs? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, what type of disability? | |

| |
|---|
| Penalties imposed on the student inside the university, if any (mention the reason for these penalties): |
| |
| Actions are taken by the mentor to prevent the student from being exposed to such penalties: |
| |
| Student's behavioral or social problems hindering his academic performance, if any: |
| |
| Solutions proposed by the Mentor to deal with the behavioral or social problems: |
| |
| Student's academic problems, if any: |
| |
| Solutions implemented by the mentor to deal with the academic problems: |
| |



| | | |
|------------------------------|------------------------------|---|
| Student's name: | Advisor's name: | Advising Unit Head's name: |
| Signature: | Signature: | Signature: |
| Date: | Date: | Date: |



Low-Learning (struggling) Student Form

| Student's personal data | Student's academic data |
|---|--|
| Student's name: | University No.: University enrollment year: |
| Mobile No.: E-mail: | Faculty: Major: |
| Guardian's mobile No.: | Hours passed: Hours left: |
| Emergency Phone No.: | Cumulative average: Academic Status: |
| Student's address: | |
| Does the student have special needs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type of disability? | |

| | |
|--|--|
| Reasons for study | |
| Actions are taken by the advisor to assist the student | |
| Advisor's recommendations | |

| | | |
|-----------------------|-----------------------|----------------------------------|
| Student's name: | Advisor's name: | Advising Unit Head's name: |
| Signature: | Signature: | Signature: |
| Date: | Date: | Date: |

| Course title | Academic level | Academic semester |
|--------------|----------------|-------------------|
| | | |



| Course professor | | University year | | Academic department in which the student enrolled | |
|------------------|--|-----------------|--|---|--|
|------------------|--|-----------------|--|---|--|



Form for identifying the low-learning (struggling) students by the faculty members

| No. | Student name | University No. | Attendance ratio | Achievement level | Notes |
|-----|--------------|----------------|------------------|-------------------|-------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Course Professor's signature:

Date:



21. Rights and Duties

1. Introduction

- **Terms Contained in the Charter:** Terms contained in the Charter indicate the meanings clarified opposite them, except where the context otherwise requires:
- **University:** Al-Baha University.
- **Faculty:** the faculty in which students are enrolled.
- **University Units: Unit:** one of the units that are affiliated to the University; they constitute either the Academic Units, such as Faculties and Deanships, or the administrative units, such as warehouses and educational facilities in general. Furthermore, these units include the University's movables, such as vehicles, transfer of students, and vehicles owned by the University.
- **Students:** they constitute students that are enrolled in the academic records of Al-Baha University.
- **Faculty Affiliates:** they are all staff members and students, including administrative staff members, teaching staff members, administrative and academic leaders, and individuals that are affiliated to the authorities contracting with the faculty for any purpose whatsoever.
- **Standing Committee:** it constitutes a permanent Committee established by a decision issued by the dean.
- **Sub-Committee:** a committee established by a decision issued by the Faculty Board.
- **Offense:** it constitutes all acts and sayings that do not comply with the provisions of the Islamic Law “Provisions of Islamic Sharia”, Public Law, Public Morality, State Rules and Regulation, or University Rules and Regulation. Furthermore, offense includes committing, assisting in committing, or inciting any kind of violations.
- **False Accusation:** it is the accusation intended to offend other parties without reasonable reasons.
- **Discipline:** it constitutes any punishment or disciplinary measures issues against students that breach applicable rules and regulations; the punishment or disciplinary measures can be tangible, intangible, administrative, or academic for the contravention of the applicable rules and regulations.
- **Sanction:** it indicates sanctions issues against students that breach applicable rules and regulations by the concerned authority.



- **Disciplinary Decision:** it is the decision issued upon the approval of the official in charge of signing any sanctions set forth in this University Charter or University Regulations.
- **Competent Authority:** it indicates the Rector, university Deputy rectors (each in its own field), dean, deans of any supporting deanships, or Heads of Departments according to their respective competences, and depending on the context.

2. Rights of Students:

Rights of the University Students set forth in Al-Baha University Regulations indicate students' rights and duties concerning the academic programs developed by the Ministry of Education and Al-Baha University towards the University officials in charge, and how to demand these rights in case they are breached. Furthermore, these rights or regulations make students acquainted with their academic rights and duties, and sanctions are issued for any breach of these rights and duties.

2.1 First: Academic Rights:

- Providing students with the appropriate academic environment for helping them to conveniently fulfill more enhanced academic achievement by supplying all academic capabilities for achieving this purpose. The data and information contained in students' academic files shall be confidential.
- Providing students with appropriate Academic Guidance Manuals through which they can identify their rights and duties, study and test regulations, discipline, and grievance regulations; thus, they can use all the available University instruments that include books, leaflets, and the links of the University Electronic Gate as well as forums and induction briefings.
- Developing Academic Guidance Programs to make students acquainted with the applicable University Regulations, and University Facilities and Services, especially for freshman students.
- Facilitating the implementation of the registration procedures for all curricula provided by the applicable Academic Program in compliance with the fair registration controls in case of failure to fulfill all students' prospects concerning registration for the same curricula at the same time.



- Getting access to the required scientific and knowledge materials associated with the curricula that students studied according to the applicable University Rules and Regulations that govern academic work.
- Students shall have the right of access to the applicable study plans at the Faculty or departments so that students can get access to information concerning their specialization or field of study. Furthermore, students shall have the right of getting access to study schedules before the start of the new academic year, and conducting registration in the curricula provided by the applicable academic program according to the applicable University Registration Regulations, taking into account registration priorities for students in line with fair rules in case of failure to fulfill all students' prospects concerning registration in any curricula.
- Omitting or adding any curricula, or omitting the whole semester according to University Study Rules and Regulations, and in accordance with the applicable University time framework in the University Calendar.
- Students shall have the right of transfer from a specialty to another, or from a University to another according to the applicable University Rules and Regulations issued for this purpose, in a way that does not violate the objectives of the learning process, and attending academic study at faculty according to their accumulative rates and University Study and Test Rules and Regulations.
- University Teaching Staff Members shall attend sessions at their appropriate times and fulfill the required teaching hours. Furthermore, University Teaching Staff Members shall not cancel or change the time of any sessions unless absolutely necessary provided that students shall attend additional sessions as compensation for the sessions that they failed to attend upon the approval of teaching staff for meeting the University curriculum requirements. Teaching staff members shall coordinate with students and concerned departments for meeting University requirements.
- Students may leave the classroom in case the concerned staff members failed to attend the ongoing sessions on time provided that the delay in this attendance shall not exceed 20 minutes starting from the time of the session; in such a case, students shall not be deemed absent with sending a notice to the concerned authority.



- Test questions shall be from the curriculum content, or points raised within sessions. The logical and balanced distribution of marks shall be conducted in a way that fulfills the fair evaluation of students' capabilities.
- Attending all curriculum tests unless there is a regular impediment. All cases of students that were prohibited from attending tests shall be announced within a reasonable period before the start of conducting these tests according to the applicable University Rules and Regulations.
- Students shall have the right to demand a review of their final test sheets according to the applicable University Rules and Regulations that govern and control University test review mechanisms.
- Students shall have the right to be acquainted with their grades concerning academic research, and monthly, semester and final tests that they conducted after these research and test sheets are reviewed and approved with a notice of this to be sent to students to make them acquainted with their grades before they start conducting other tests.
- Students may complain or aggrieve from any harm incurred on them as aggrieved parties by any teaching staff members, departments, and University Administration, provided that grievance procedures are conducted according to the applicable University Rules and Regulations that govern grievance procedures.
- Students may apply to a grievance against any disciplinary acts made against them according to the applicable University Rules and Regulations that govern discipline procedures, provided that grievance procedures are implemented within 15 days starting from the date of the implementation of the relevant disciplinary acts.

2.2 Second: Rights of Non-Academic University Students:

- Students shall have the right to get benefits from the University Services and Facilities, such as university accommodation, central and affiliated libraries, student activities, educational events, playgrounds, restaurants, parking area for students, and so on according to the applicable University Rules and Regulations, and depending on the available capabilities.
- Students have the right to be recommended for participating in educational programs, training courses, domestic and foreign trips, cultural activities, community and voluntary activities and services according to the University Rules and Regulation that govern



recommendation, giving students equal opportunities in a way that does not violate students' academic duties.

- Ensuring that all the requirements and needs of students with special needs are available within the context of the available university means and resources, including academic, consulting, health, academic, and even pecuniary payments if required, which contributes to the facilitation of their academic affairs during their academic study at faculty.
- Students shall have the right to the applicable incentives, financial rewards, allowance, or financial loans. Students shall be given operational rewards in case they did additional work according to the applicable implementing University Rules and Regulations.
- Students shall have the right to defend themselves before a competent University body concerning any disciplinary case filed against them, and no punishment shall be imposed on students unless they are not interrogated. If students failed to attend the hearing without submitting a reasonable excuse, their right to defend themselves shall be forfeited, provided that a written or electronic notice is sent to students to notify them of any decision made concerning them; thus, students may be granted the right to object to such decisions according to the applicable implementing University Rules and Regulations.

3. Duties of Academic Students

3.1 First: in the Academic Field:

- Students shall regularly attend academic study at faculty and fulfill all study requirements.
- Students shall review their study schedules and ensure that these study schedules are free from errors, such as session scheduling conflicts concerning, and registration in curricula that students have already studied. If students found out any errors, they are required to seek the Academic Advisor or the concerned Department for handling such errors.
- Students shall respect University Teaching Staff members and University personnel. Students shall not inflict harm on them either through words or actions or in any other form.
- Students shall comply with the University Rules and Regulations that govern sessions, attendance, and delay without submitting a reasonable excuse. If students failed to attend any required sessions or attended the lecture within a period of more than 10 minutes before the start of sessions, they shall be deemed (absent) concerning these sessions.



- Students shall comply with University Rules and Regulations that govern plagiarism. Furthermore, students shall not conduct cheating or fraudulent acts concerning conducting tests, research, or any other University Study Requirements.
- Students comply with University Rules and Regulations. Furthermore, they shall not cheat in all matters concerning University, or participate in any fraudulent acts, such as identity theft, forgery, or importing prohibited substances and devices to the testing rooms or labs.
- Students shall comply with University Rules and Regulations addressed to them by testing observers at either testing room or labs.
- Students shall use the University Email, regularly follow up the required notifications on the University or Faculty's website, and apply for the available academic services, such as omission or addition of curricula, transfer from a faculty to another, an apology for not attending study or tests at faculty according to the applicable University Implementing Rules and Regulations.
- Students shall not forge or distort any data or information concerning the University Official Documents and University Website, or submit any forged or fake documents.

3.2 Second: in the non-Academic Field:

- Students shall be affiliated with the University in which they are enrolled, and do their best to enhance the reputation and performance of this University. Furthermore, students shall not harm, impair or move any University properties or facilities, or misuse University Facilities. Students shall maintain order and quietness in classes and other University Facilities in general. They shall not write or draw on University walls, desks, or issue any false leaflets or any other documents concerning the University.
- Students shall not raise funds or accept tangible or intangible contributions on campus and beyond using the University Logo for developing any activities or meetings or establishing committees without getting written approval from the University.
- Students shall not take photos on campus unless they get approval from the concerned authority specified by the University competent persons. Furthermore, students shall not take photos of persons on campus; students shall be subject to the sanctions contained herein in case they violate the University Rules and Regulations issued for this purpose.
- Students shall hold their University IDs at faculty, and submit these IDs to University Officials or University Teaching Staff members if required.



- Students shall not impersonate another person, or forge official documents to get any additional rights or privileges.
- Students shall be committed to the appropriate uniform and conduct that do not violate Islamic Values and University Norms. They shall not conduct any acts that breach Islamic morals or public morality during their attendance at faculty.
- Students shall respect all University Staff and Personnel. Furthermore, students shall not harm any University Staff and Personnel by words or action.
- Students shall respect other people's privacy. Furthermore, students shall not have access to other people's documents, computers, or accounts.

4. Al-Baha University Mechanism for the Actualization of Students' Rights and Duties:

- Fostering a culture of children's rights and duties, and disciplinary procedures by developing forums and educational meetings for University Students, University Staff Teaching members, and all University personnel and affiliates.
- Making students aware of their rights and duties using various means.
- Establishing the required central committees and sub-committees for giving effect to students' rights and duties, and issuing the rules and regulations concerning grievance and discipline.
- Conducting questionnaires for students to speak up their views on the affairs concerning rights and duties, discipline, and grievance through multiple means, including meetings and open discussion.
- Enhancing the Academic Guidance Program to include rights and duties, discipline, and grievance.
- Announcing the disciplinary acts or sanctions issued against students that violate the applicable University Rules and Regulations.
- Documenting cases of violations that are committed by students, and getting benefits from such cases for conducting academic research on behavior correction.



References:

- ❖ Student Charter of Rights and Duties
<https://bu.edu.sa/documents/20127/0/Ref.+4.3.1.1+%282%29.pdf/d1172621-033e-8c0d-81ca-ca8ee44bf359?t=1599755458381>
- ❖ University Disciplinary regulations
<https://bu.edu.sa/documents/20127/0/Ref.+4.3.1.7+%283%29.pdf/3a85d148-f1a9-edac-7294-f4d6c0347170?t=1599755505042>
- ❖ Organizational Guide at the Deanship of Student Affairs
<https://bu.edu.sa/documents/20127/0/Ref.+4.6.1.1++%282%29.pdf/e28eeaa9-c4e9-336e-2459-760b8ec707d0?t=1599755573852>



22. Complaints and Grievances

1. Introduction:

A-Baha University recognizes the necessity of having clear policies and procedure regarding students' grievance, which guarantees all students their rights and ensures that the university is able to fulfill its commitments and mission.

a. Specific procedure for filing a grievance before the Standing Committee for Student Rights Protection:

1. If the student initiates a grievance or a formal complaint, he/she has to fill out a certain form (Form No. (1) attached in the appendix) and then submit it to the Head of the Department or Vice-Dean or the Dean.
2. The formal complaint should be written in clear, complete and specific manner detailing the basis of the complaint. In addition, it must be filed no later than (15) days from the date of the alleged event.
3. If the grievance is against another student, official, or a faculty member, it should be addressed to the Head of the Department.
4. If the complaint is against the Head of the Department, it is directly raised to the faculty sub-committee.
5. If the grievance is against the faculty Dean or one of the Vice-Deans, it should be addressed to the Standing Committee for Student Rights Protection.
6. If the grievance occurs at the summer semester, it is directly raised to the standing committee.
7. The student is obliged to report personally at the place and time intimated by the administration, keeping in mind that if he/she fails to attend without unreasonable excuse it will waive his right to pursue a grievance.
8. On receiving a notice that contains the complaint statement with date and number, it means that the student has already submitted his/her grievance and that it is registered in the authority's record.
9. The student has no right to raise more than one complaint for the same alleged event or incident.
10. The student will receive an official response to his/her complaint from the Standing Committee of Student rights protection.



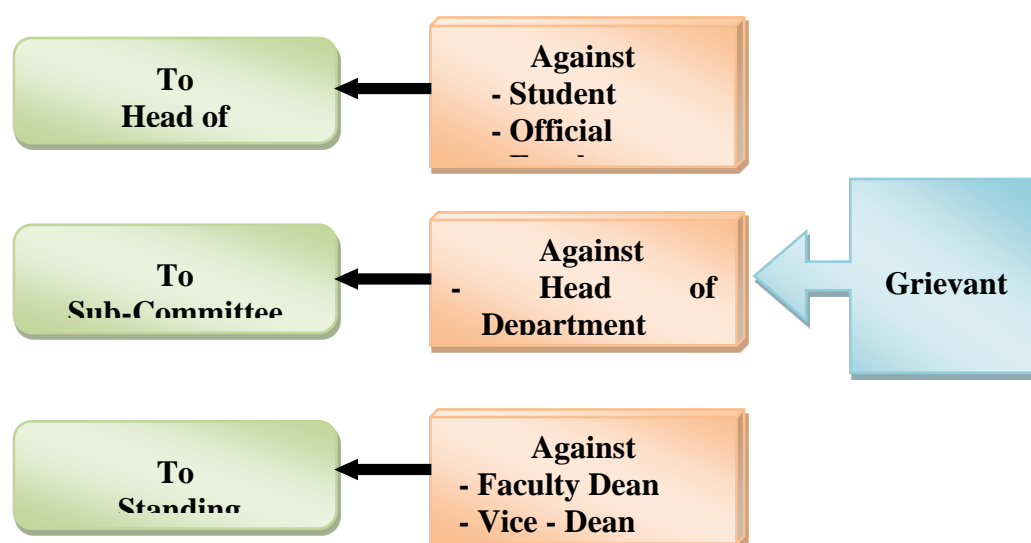
11. If the student is dissatisfied with the committee's resolution, he/she may seek redress by appeal to the chairman of the committee, by filing a complaint within (15) days since receiving the notification of the committee's resolution.

2. The Regulatory Procedures to be followed in Filing Students' Grievance (Appeal Procedure): The Specific Procedure for Appeal

The most important substantive and procedural regulations related to submitting an appeal against any decision issued by one of the university's standing committee are:

1. If a student is unconvinced of the complaint's resolution, he/she will have the option to appeal and submit an appeal application to the University's relevant person, who is the President of the University based on his authority and responsibly for approving the minutes and in accordance with the other relevant regulations (Form No.2 attached at the appendix).
2. Submit the application for appeal within (15) days of the decision's notification, if it was correctly done.
3. The appeal must be in writing by attaching all relevant documents that warrant and support it (if available).
4. Within two weeks of receiving an appeal, a meeting will be held with the committee, fairly, taking into consideration the rules of equality and justice. Also, it gives all parties an opportunity to present their cases.
5. The resolution of the University's Grievance Committee will be final, and all concerned parties shall be notified in writing within one week from the meeting of the University's Grievance Committee.

Flow Chart



3. Roles and Responsibilities of the Grievance Committee:

1. To receive students' complaints.
2. The Standing Committee undertakes to create and form a committee to examine complaints and grievances; the committee has the power to make decisions in accordance with rules and regulations and subject to the approval of the faculty Dean.
3. The Standing Committee is responsible for informing the grievant student the decision of the Standing Committee in writing, and obtain the signature of the grievant on the document.
4. If the grievance is redressed, the faculty dean shall be conveying the decision in writing to the Standing Committee and all other concerned authorities.
5. If it is proven to the standing committee that the complaint is principally malicious, the committee has the right to issue its recommendations and to refer the grievant to the Standing Committee on Students' Discipline
6. The Standing Committee has the right not to accept a complaint or a grievance, if it does not follow the necessary procedure for filing. Also, it has the right to refuse such grievance that shows lack of seriousness or insufficient evidence to prove the allegation. It also has the right to issue a reasoned decision to preserve justice; and it becomes a final decision denied to appeal after the approval of His Excellency the President of the University



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Signature **Date**

Copy of completed grievance and Decision given to the student

Copy given to:

Copy given to:



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.....

....

Signature **Date**

Copy of completed appeal and Decision given to the student

Copy given to:

Copy given to:



Important call list

| Position / Department | Number / Extension |
|--|--------------------|
| Al Baha University | 01 7725 7700 |
| Dean's office | 15927 |
| Vice-dean for Academic affairs | 14884 |
| Vice Dean for Graduate studies, Research, Innovation and Quality | 14876 |
| Vice dean for female students' section | 15710 |
| Administrative manager for male section | 14880 |
| Administrative manager for female section | 15171 |
| University Safety and Emergency | 15868 15863 |
| University Security | 15990 15222 |
| University Elevators Emergency Services | 0502699403 |
| Police | 999 |
| Civil Defence | 998 |
| Saudi Red Crescent | 997 |

