COLLEGE OF PHARMACY
POLICY AND PROCEDURES MANUAL

المملكة العربية السعودية
وزارة التعليم
جامعة الأميرة نورة بنت عبدالرحمن
كلية الصيدلة
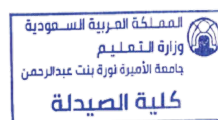
PREFACE

This manual is prepared by the College of Pharmacy, Princess Nourah bint Abdulrahman University, Riyadh, Saudi Arabia. It contains all the relevant information related to the policies, guidelines, and procedures for the College of Pharmacy that serve as a reference for faculty members, staff, and students, followed by college administration related to the program, faculty members, and students. This manual is organized into sections based on the vice deanships and their related tasks per the college's organizational structure. Section 1 provides a brief introduction to the College of Pharmacy and its mission, vision, and goals, as well as its organizational structure. Section 2 covers the policies and procedures of dean's office, which involves a strategic plan, operational plan, and nomination and selection for leadership positions. Section 3 involves administrative efficiency policies and procedures concerning faculty recruiting, promotion, deputation, scholarship, and evaluation, in addition to financing and budgeting. Section 4 comprises policies and procedures of the vice deanship of Academic Affairs regarding program development, review, benchmark, delivery, and implementation as well as policies and procedures concerning quality of teaching and well as students' related policies. Lastly, Section 5 and 6 are related to innovation and business vice deanship of training and clinical affairs.

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1. INTRODUCTION

1.1 College Overview

The College of Pharmacy at Princess Noura bint Abdulrahman University was established following the issuance of the Supreme Decree on 27/9/1428 AH as the first health college in the university. Since then, the college has been dedicated to graduate qualified pharmacists who are able to compete locally and internationally in accordance with the highest scientific and professional standards, so they can contribute to serving society.

 The college includes two academic departments, Pharmaceutical Sciences Department and Pharmacy Practice Department, that contribute to enriching the Doctor of Pharmacy program by teaching basic and specialized courses. The college also provides students with the opportunity of field and clinical training in hospitals and various pharmaceutical sectors through concluding local and international agreements and partnerships, with the aim of graduating trained pharmacists capable of achieving leadership in their field. Believing in the importance of practical research and its role in community development, the College of Pharmacy seeks to create a supportive academic environment and encourage distinguished faculty members and students to contribute to research and innovation to ensure scientific and professional excellence.

1.2 College Vision, Mission, and Goals

College Vision:

To be a pioneer in pharmacy education and research to improve healthcare practice in Saudi Arabia and the world.

College Mission:

To develop distinguished pharmacists who lead the profession and improve the health of the community.

Values:

- We uphold the values of *integrity*, *professionalism*, and *loyalty* in our actions as individuals and as a College.
- We seek and value *collaboration* throughout all that we do -- the education and training of our students; the provision of patient care and service to others; the scientific discovery and generation of new knowledge.

- We are committed to *excellence* in all that we do.
- We foster a *commitment to quality* and create a culture where continuous quality improvement and excellence is at the forefront of what we do.

College Goals

- Deliver excellence in pharmacy education
- Provide academic programs that serve market needs
- Foster an environment for conducting cutting edge research
- Build a sustainable revenue strategy
- Advance the profession of pharmacy to positively impact public health

1.3   College Organizational Structure
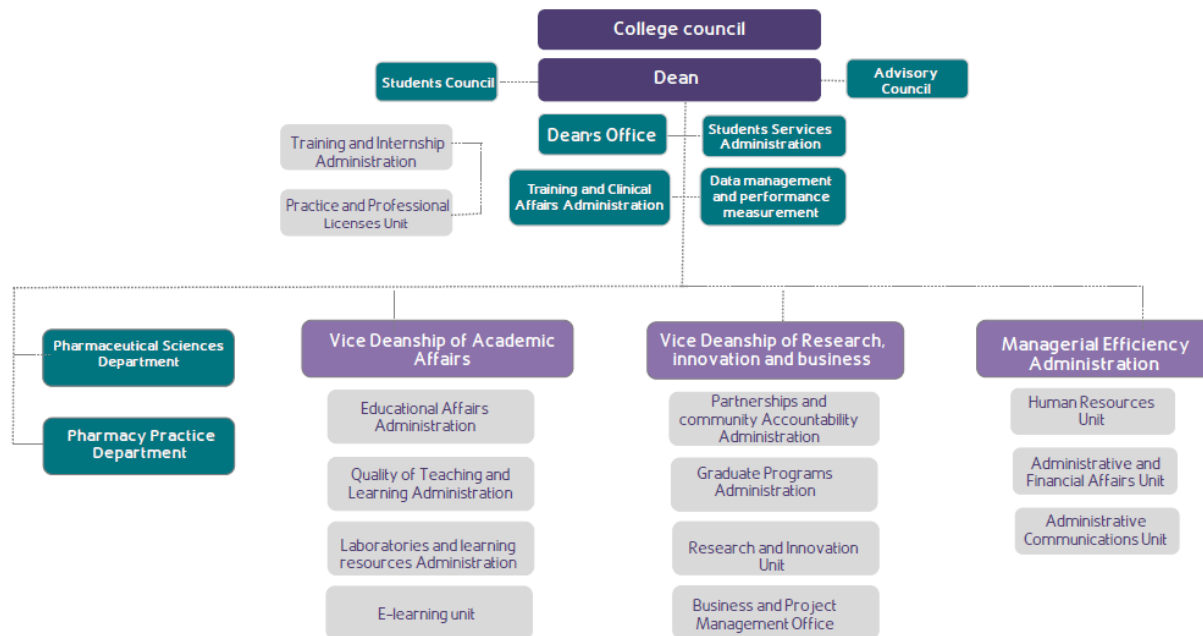
2. POLICIES AND PROCEDURES OF DEAN'S OFFICE

2.1 Strategic Plan Development

The College should develop a strategic plan every five years using best practices. The strategic plan of the college identifies the strategies necessary to accomplish its mission and goals, and to monitor and evaluate their progress.

2.1.1 Responsible Committee and Personnel

- Strategic Planning Committee headed by the Dean

2.1.2 Policy Procedures

The strategic planning process has four phases:

- Strategy Formulation
- Validation and Delivery
- Implementation and Monitoring
- Evaluation and Feedback

- **Strategy Formulation**

    1. Formation of the "Strategic Planning Committee".
    2. Identify stakeholders and arrange different sessions and workshops for different categories of stakeholders (Students, graduates, employers, academic staff and administrative staff).
    3. Identify stakeholders' needs and feedback (this could be done through discussion groups, surveys, focus groups ...etc.)
    4. Conduct benchmark with the relevant authorities such as academic bodies, government Authorities, companies and health facilities.
    5. Assess the external and internal environment and conduct SWOT analysis to identify weaknesses, strengths, opportunities, and threats.
    6. Identify strategic priorities based on the input from the mission statement and objectives, benchmark, the SWOT analysis, and stakeholders.
    7. The strategic plan should review and revise the vision, mission, goals, and values.
    8. Formulate the first draft of the strategic plan that consist of measurable objectives, initiatives and clear performance indicators.

- **Validation and Delivery**

    1. The first version of the strategic plan will be reviewed in the department's councils

2. The final version of the strategic plan document will be sent to the Strategic Planning Department in the Nourah Transformation Gateway at rectorate office.

3. After receiving the feedback from the PNU Strategic Planning Department, the strategic plan will be then approved by the College Council

4. Organize various meetings to introduce the strategic plan for faculty members, administrative staff, and students.

- **Implementation and Monitoring**

1. Strategic planning committee will monitor the successful implementation and execution of the strategic plan over the 5 years' period.

2. Projects follow-up will be conducted by the Entrepreneurial and projects managements office.

3. An annual report (Operational plan report) will be prepared by the Data performance administration annually including the Performance Indicators measurement and projects performance and submitted to the Strategic planning committee at the end of each calendar year.

4. The report will be approved by the college council to monitor progress.

- **Evaluation and Feedback**

1. A recommendation and action plan will be built over the submitted report by the committee and discussed in the college council.

2. Revise the implementation process to identify strengths and areas of improvement.

3. Make the modifications whenever needed and approve them in the college council.

2.2   Operational Plan

An annual operational plan derived and directed by the college and program objectives and linked with the college strategic plan should be built. The operational plan includes several sections, first one is related to the SP projects and PIs, and the second section includes all the usual operations delivered by the college according to the task force.

The purpose of this policy is to guide the program throughout the formulation of the annual operational plan.

2.2.1   Responsible Committee and Personal

o   Strategic Planning Committee headed by the Dean

- Projects Management Office
- Data Management and Performance Measurement Administration

2.2.2 Policy Procedures

1. Aligned with the university and adapted from college strategic plans:
2. The operational plan should include measurable initiatives and key performance indicators.
3. Each initiative should be assigned to a responsible person.
4. Each initiative should have a timeline (start date and end date).
5. There are a set of KPIs with specific targets that are used to measure the efficiency of each initiative. These KPIs are aligned with (NCAAA, CHRS-KPIs, Program KPIs).
6. The progress of the operational plan should be checked mid-year, and a completion report is submitted at the end of the academic year.
7. **Formation**: The operational plan is adapted from the college's strategic plan. At the start of the academic year, the Strategic Planning Committee headed by the Dean meets to decide and approve the projects and processes that should be followed for this year's operation; the college Strategic Plan is the guide for deciding the projects in addition to the continues changes in the labor market.
8. **Delivery**: Each project in the plan is delivered by the assigned project director, and responsible committee.
9. **Follow-up:** take place periodically by the projects management office and
10. **Evaluation**: at the end of the year, an operational plan report is submitted to the Strategic Planning Committee for further analysis.

2.3 Financing and Budgeting

The financial budgeting process for the conduct of the program by the College combines long-term planning with attention to immediate needs. The policy objective is to ensure that the resource allocation matches the college's priorities for academic growth. A constant supply of recurring needs of laboratories and other resources to students and faculty is maintained, assuring quality education and research. In case of urgent requirements or expenditures above the approved budget, the College Dean will justify the requirement and is responsible for its approval from the University Vice Rectorate.

2.3.1 Responsible Committee and Personnel

- o Dean, College of Pharmacy
- o Vice Dean for Academic Affairs
- o Vice Dean for Training and Clinical Affairs
- o Vice Dean for Research, Innovation and Businesses
- o Departments Chairs
- o Director of Finance and Administration

2.3.2 Policy Procedures

1. The College administration starts preparing the college next year budget three months before the University's budget deadline to the vice rectorate (budget department).

2. The director of finance and administration will prepare and submit the initial budget draft to the dean.

3. The College Dean with the Strategic planning committee decides the projects that shall be applied next year will ask for funding requests.

4. Vice Dean's and Departments chairs submits budget requests from their units and department under the following categories:
   a) Human Resources
   b) Equipment (laboratory instruments, office supplies)
   c) Learning resources (Books and Software's)
   d) Materials and other consumables
   e) New projects

5. The following items can be requested, throughout the year, using (Tayseer Project) https://grp.pnu.edu.sa/ and the request is approved by the dean and finally approved by the university vice rectorate:
   - Office furniture and Storage
   - Electronic Items / Equipment (new and/or replacements)
   - Stationary Items
   - Common Laboratory consumables

6. Proposals for new projects or initiatives should be submitted to the projects management department through (SHAREEK Platform)

https://eservice.pnu.edu.sa/shreek/Pages/default.aspx and once approved, a financial guarantee will be issue to start implementing the project.

7. All proposals for new projects or initiatives, equipment, or facilities must be accompanied by an appropriate planning and execution document with responsibilities and authorities identified.

8. Upon approval of the budget, the Central Budgeting Department forwards it to the University Executive Board and then to the Ministry of Finance. The designated ministry staff meets with the Vice-Rector and Director Budgeting for final review and approval.

9. The approved budget is forwarded to the Central Budgeting Department of the University, which will execute and manage the budget requisitions. All purchase requests are carried out through the Central Budgeting Department.

2.4 Nomination and Selection for College Leadership Positions

The purpose of the policy is to provide clear criteria for a leader's selection.

2.4.1 Responsible Committee and Personnel

o Dean of the College
o General Administration of Human Resources
o Deans Selection Committee
o Leaders Selection Committee

2.4.2 Policy Procedures

A- The College Dean

- The General Administration of Human Resources announces the nomination for the Dean position, by email to all college members.

- Nominations are selected based on specific criteria: Holding a PhD degree, Assistant professor or higher, Saudi citizen

- Candidates are interviewed by the Deans Selection Committee, which is chaired by the Director of Human resources under direct supervision from the University Rector.

- The Deans Selection Committee prepare a list of candidates and submit it to the Ministry of Education.

- Approval is delivered by the Minister of Education,

- The assignment is for two years and subject to renewable according to Universities Affairs Council regulations.

B- The Vice Deans Selection

- The vice deans are nominated by the dean. Nominations are selected based on specified criteria: Holding a PhD degree, Assistant professor or higher, Saudi citizen
- Three candidates should be nominated
- Submitting the names of the candidates for the University Vice Rectorate for Educational Affairs.
- The names are submitted by the University to the Ministry of Education.
- The decision is taken by the rector of the University.
- The assignment is for two years and subject to renewable according to Universities Affairs Council regulations.

C. The Departments Chair Selection

- The formation of leaders' selection committee to select departments chairs headed by the dean of the college.
- Announcing the position and allow for candidates to apply for the position (self-nomination or peer nomination)
- Limiting the list of candidates and making sure they want to be nominated. The nomination is allowed for faculty who are Holding a PhD degree, Assistant professor or higher, Saudi citizen
- The Differentiation between the nominations are according to the following criteria (CV 25%, department development plan 25%, personal interview 50%), using an evaluation template
- Submit the committee's minutes and recommendations to the Vice Rectorate for Educational Affairs, and nominate three candidates who have obtained the highest evaluation.
- The names are submitted by the University to the Ministry of Education.
- The decision is taken by the Rector of the University.
- The assignment is for two years and subject to renewable according to Universities Affairs Council regulations.

2.5   Emergency and Evacuation

The purpose of the policy is to ensure the safety of students and staff in case of any emergency

2.5.1   Responsible Committee and Personnel

o   Dean of the College

o   Director of Administrative Efficiency

o   Emergency committee

2.5.2   Policy Procedures

- The formation of an emergency committee is formed, headed by the dean of the college. and represented by the Director of Administrative Competence
- The committee specializes in building an evacuation plan for the building in cooperation with the Security and Safety Department at the University Vice Rectorate
- The committee implements a mock evacuation plan once a year.
- The committee submits its reports to the Dean of the College for approval, and then to the Department of Security and Safety at the University

3. POLICIES AND PROCEDURES FOR ADMINISTRATIVE EFFICIENCY

3.1 Faculty Recruitment

The College administration recognizes college needs for faculty members to attain the college mission and goals, teaching, and research needs. The policy and procedures in this section is related to Policy issued by the Council of Higher Education No. (4/6/1417) and adopted at the sixth meeting of the Council of Higher Education held on 26/8/1417 AH crowned with the approval of the Custodian of the Two Holy Mosques, the Prime Minister and the President of the Council of Higher Education, Directive No. 7 / B / 12457 and Date of 22/8/1418 AH.

3.1.1 Responsible Committee and Personnel

- o Dean, College of Pharmacy
- o Vice Dean for Academic Affairs
- o Vice Dean for Post Graduate Studies and Scientific Research
- o Department Chairs

3.1.2 Policy Procedures

- Appointment to academic positions is carried out by following the regulations governing the faculty members affairs and its executive rules approved by the University Council.
- The need for academic positions is determined by the Academic Departments and submitted before the beginning of the year to the General Administration of Human Resources after the Dean approval.
- Based on the need, the General Administration of Human Resources determines the available seats for each college
- Jobs are advertised on the university's official website, and official newspapers, and a date for submission and conditions for applying for a job are determined.
- The application conditions are determined according to the regulations governing the faculty members affairs and its executive rules approved by the University Council, which can be updated after obtaining the approval of the Departments Councils, the College, the University Vice Rectorate for Postgraduate Studies and Scientific Research and then the University Council following the system and regulations of the Council of Higher Education and Universities - the regulations governing the affairs of Saudi university employees.

- The conditions for applying for academic positions are summarized as follows:
- **For Teaching Assistant Position:** Applicant must have a bachelor degree from a Saudi university or another recognized university in the same required specialty with GPA "very good". Plus, other conditions approved by the University Council.
- **Lecturers position:** Applicant must have master's degree or equivalent from a Saudi university or any other recognized university in the same required specialty with GPA "very good". Plus, other conditions approved by the University Council.
- **Assistant Professor** Applicant must have a Doctorate or equivalent degree from a Saudi university or other recognized university. Subject to the provisions of Article 12 from the regulations governing the affairs of Saudi university employees. [Plus other conditions approved by the University Council.](#)
- **Associate Professor:** Applicant must have a Doctorate or equivalent degree from a Saudi university or other recognized university. Subject to the provisions of Article 21 from the regulations governing the affairs of Saudi university employees., which stipulates the following for appointment to the rank of associate professor:
    - Not less than four years of experience as a faculty member in a university in assistant professor rank.
    - Have been promoted scientifically to associate professor from a Saudi university or any other recognized university.
- **Professor:** Applicant must have a Doctorate or equivalent degree from a Saudi university or other recognized university. Subject to the provisions of Article 22 from the regulations governing the affairs of Saudi university employees. which stipulates the following for appointment to the rank of associate professor:
    - Not less than eight years of experience as a university faculty, of which at least four years should be at an associate professor level.
    - Have been promoted scientifically to the rank of professor from a Saudi university or another recognized university.

3.2   Faculty Promotions

The main objective of the faculty promotion procedures is to promote academic excellence in the University. Protection against mediocrity and insignificant contributions to academia are

additional goals for practicing such procedures. To achieve these goals, the University has established reputable guidelines that are comparable with governmental and international guidelines.

3.2.1 Responsible Committee and Personnel

- o Department Council
- o College Council
- o Promotions Committee
- o Human Resources Unit

3.2.2 Policy Procedures

- **Promotion to Associate Professor:**

The promotion to Associate Professor is Subjected to the provisions of Articles from 25 to 32 from the regulations governing the affairs of Saudi university employees. Plus other conditions approved by the University Council with the main elements of the promotion are summarized as follows:

- o To have a minimum of four years of work experience as an Assistant Professor at a Saudi University or other accredited university, provided that the period of service in Saudi universities shall not be less than one year.
- o To have completed the minimum scientific production required for promotion, in accordance with the executive provisions for the articles of the regulations governing the faculty members' affairs regarding promotions, which are approved by a decision of the University Council "Article 32 of the Regulations"
- o The scientific production she has submitted has been published or ready to be published during her tenure as an Assistant Professor.

- **Promotion to Professor:**

The promotion to Professor is Subjected to the provisions of Articles from 25 to 33 from the regulations governing the affairs of Saudi university employees. Plus other conditions approved by the University Council with the main elements of the promotion are summarized as follows:

- o To have a minimum of four years of work experience as an Associate Professor at a Saudi university or another accredited university, provided that the period of service in Saudi universities shall not be less than one year.

- To have completed the minimum scientific production required for promotion, in accordance with the executive provisions for the articles of the regulations governing the faculty members' affairs regarding promotions, which are approved by a decision of the University Council "Article 33 of the Regulations".
- The scientific production he has submitted has been published or is ready to be published during his tenure as Associate Professor.

- **Promotion Process**

The faculty member shall apply for promotion to the relevant Department Council, then to the College Council and it shall include the following:

1. Statement of her scientific and functional qualifications and her career progression.
2. Statement of her teaching activities.
3. Statement of her activities in the service of both university and community.
4. At least five copies of the scientific production for promotion application, in addition to the data to describe them as well.
5. Provide any additional information to support the promotion application.
6. Provide any other information or documents requested by the Department Council, the College Council, or the Scientific Council.
7. The efforts of the faculty member, who submitted (her application) for promotion, are evaluated on the basis of one hundred points (100), divided as follows:
   - Sixty Points for scientific production.
   - Twenty-five points for the teaching.
   - Fifteen points for the university and community services.

The request will then study by the scientific council who will later issue the decision and inform it to the General Administration of Human Resources.

The General Administration of Human Resources will issue a new employee number for the faculty member with the new academic position as associate professor of professor

3.3 Faculty Deputation

It is concerned with working to implement and follow up an important aspect of the functional aspects of transfer, deputing and lending of faculty members that fall within the scope of the rights and duties of employees and regulating the conditions for granting or benefiting from them as

required by the public interest, the interest of the university and the administrative unit concerned from movements between different departments and units, as well as from these units out of the university in cases where there is a vacancy in the transfer area of the employee.

3.3.1 Responsible Committee and Personnel

- General Administration of Human Resources
- College Council
- Department Council
- University Council

3.3.2 Policy Procedures

- Faculty who wants to apply for deputation must follow the directions and fill out the forms available on the Human Resources.
- The university follows the regulations governing the affairs of Saudi university employees, Articles (Articles No. 69 to 75).
- The application must be approved in the department and college council followed by the university council.

3.4 Scholarships

Scholarship and training aim to qualify university employees scientifically to obtain a scientific degree, or to develop their skills academically, administratively, and technically through training as required by the interest of the university.

3.4.1 Responsible Committee and Personnel

- Academic Department
- College Council
- Human Resources Unit

3.4.2 Policy Procedures

- **Pre-study stage:**
1. **Scholarships for teaching assistants and lecturers:**

The university follows the provisions of Article 5 from the regulations governing the affairs of Saudi university employees - the scholarship and training regulations.

- Ensure that the acceptance is final (not conditional), and ensure that it is among the educational institutions accredited by the Ministry of Education and is recommended for study.
- The department considers the scholarship application, verifies that the conditions are met, and recommends that the application be submitted to the College Council.
- The College Council considers and recommends submitting the application to the Vice Deanship of Postgraduate Studies and Scientific Research.
- The Permanent Committee for Scholarship and Training will study the application and take the necessary recommendations in this regard.
- Issuing a scholarship decision, if approved, according to the duration of the program so that it does not exceed a year for language study, two years for a master's degree, and three years for a doctorate. According to Article 7 of the scholarship and training regulations

- **During Study stage:**

The scholarship student has the right to request (extension of scholarship, change of country or university, change of specialization, promotion of scholarship, scientific trip) according to the regulations governing the affairs of Saudi university employees - the scholarship and training regulations.

- **Post-scholarship stage:**
1. Ending the scholarship program: Commitment to the provisions of Articles 27 to 30 from the regulations governing the affairs of Saudi university employees - the scholarship and training regulations.
2. Direct work at the university: The scholarship student must start his work at the university, returning from his scholarship after obtaining the required academic degree or after the issuance of the decision to terminate the scholarship, according to what was stated in of the employee scholarship system: "The employee on scholarship must return to the Kingdom within a maximum of one month from the date of the end of his studies." and he must start his work within 10 days.

3.5 Performance Evaluation

This policy aims to guarantees the employee's rights to know his tasks and work goals at the beginning of the year for the purpose of ensuring the fairness, quality of achievement and continuous development for administrative staff and academic staff.

3.5.1 Responsible Committee and Personnel

- o Dean of the college
- o Vice Deans
- o Directors of units
- o Departments chairs
- o Human Resources Unit

3.5.2 Policy Procedures

- Performance Evaluation of Academic Staff

1. The evaluation is conducted based on a performance charter which is prepared by the leaders at the beginning of the academic year.
2. The performance charter consists of two parts: performance objectives and performance competencies.
3. At the beginning of the academic year, staff receive their charter electronically through Tayseer platform (PNU online employee self-service).
4. The staff have to approve or disapprove the charter through Tayseer system
5. After approval by the staff member, it appears on Tayseer system.
6. The evaluation criteria differ according to academic rank, position, and nature of the assigned job.
7. The performance of the faculty is constantly monitored to ensure that high-quality administrative and academic responsibilities are delivered effectively.
8. At the end of the academic year, each faculty member will be asked to complete a professional performance file covering the previously approved objectives.
9. All members receive their evaluation through Tayseer system with feedback on their performance.
10. The evaluation is discussed with the Department Chair or Leader in an individual meeting.

- Performance Evaluation of Administrative Staff

1. The evaluation is conducted based on a performance charter which is prepared by the leaders at the beginning of the academic year.
2. The performance charter consists of two parts: performance objectives and performance competencies.
3. At the beginning of the academic year, staff receive their charter electronically through Tayseer platform (PNU online employee self-service).
4. The staff have to approve or disapprove the charter through Tayseer system
5. After approval by the staff member, it appears on Tayseer system.
6. The evaluation criteria differ according to the employee responsibilities.
7. The performance of the staff is constantly monitored by the direct supervisor to ensure that responsibilities are delivered effectively.
8. At the end of the academic year, each administrative staff will be asked to complete a performance file covering the achievement of previously approved objectives.
9. All members receive their evaluation through Tayseer system with feedback on their performance.
10. The evaluation is discussed with the direct supervisor in an individual meeting.

3.6 Staff Complaints and Grievance

The purpose of the policy is to provide an orderly method for the College staff members to process their grievances or complaints. A complaint covers the following:

- The quality and standard of provided service,
- Treatment by or attitude of an employee or student,
- Inappropriate behavior of an employee or student,
- The failure of staff member to follow an appropriate administrative process,
- Employee evaluation

3.6.1 Responsible Committee and Personnel

- o Dean of the College
- o Director of Human Resources Unit

3.6.2 Policy Procedures

1. The employee should raise their complain to the direct manager either verbally or written.

2. The employee has as well the chance to raise their complain to the Beneficiary Care Center of PNU as a channel between PNU and its recipients through the platform (Tawasul Nourah).

3. All complaints must be verified under the guidance of the authority holder (Dean of the College) and respond to the complainant.

4. When required, the dean of the college forms the settlement committee to resolve complaints internally, where the committee submits its views to the Dean after verification, and the Dean directs to take the required action.

5. In the event that the complaint needs to be raised to parties outside the college, the Dean of the college will refer the case to the Director of the University General Administration of Human Resources, which will be submitted to the authorized person (university rector).

4. POLICYS AND PROCEDURES FOR VICE DEANSHIP OF ACADEMIC AFFAIRS

4.1 Students' Admission and Transfer

This policy objective is to lay the criteria for student admission and communicate them to the faculty and students.

4.1.1 Responsible Committee and Personal

- o College Council
- o Vice Dean for Academic Affairs
- o Director of Academic Affairs Administration

4.1.2 Policy Procedures

1. The College Council determines the number of students to be admitted for the program for the upcoming academic year and the admission criteria and sends it to the Deanship of Admission and Registration
2. The Deanship of Admission and Registration prepares a proposal for the terms and conditions of admission and the number of students nominated for admission in the programs available for each academic year.
3. The proposal is approved by the University Council

- **General Admission Requirements**

To accept new students at PNU, the following is required:
- o The student must be a Saudi national or from a Saudi mother
- o Obtaining a general secondary certificate or its equivalent from inside or outside the Kingdom.
- o Not more than five years have passed since obtaining the general secondary certificate or its equivalent.
- o The student must have taken the SAAT (Standard Achievement Admission Test) and GAT (General Aptitude Test) presented by the National Center for Assessment
- o Admission to the Preparatory Year for Health Colleges depends on the weighted percentage criterion, which is: Total grades (30% high school + 30% GAT + 40% SAAT).
- o The student must meet the announced admission conditions or any other conditions determined by the University Council and announced at the time of submission.

- To successfully pass any test or personal interview determined by the university.
- The student must be medically fit.
- The student's health and psychological condition is suitable for health specializations, and in the event that otherwise is discovered, the university has the right to transfer her admission to other majors within the university
- The student should not be enrolled or accepted, or have previously obtained a bachelor's degree, or was dismissed for disciplinary reasons from a public university in the Kingdom or any other university, and if this is proven, the university have the right to cancel the student's admission.
- The student should not have a previous record at PNU, or have previously obtained a diploma or bachelor's degree (from the Applied College).

- **Admission Requirements for PharmD Program**
  - The acceptance is based on the approved program capacity.
  - Passing all the courses of the preparatory year within four semesters from the date of the student's registration at the university
  - The student obtains a cumulative average of no less than 3 out of 5.

- **Requirements for Transfer**
  - **Internal Transfer**
  - Student can internally transfer to PharmD program from PNU health colleges only.
  - The application shall be submitted in the second semester according to the dates announced in the university calendar.
  - The student must have studied two semesters in her major, in which she is enrolled, without failing or dropping a course.
  - Student should not have been issued a warning or violated the university regulations.
  - Student should have a score of 5 in the academic IELTS test or its equivalent.
  - The cumulative GPA should not be less than 4.75.
  - Passing the personal interview.
  - The selection is based on the transfer seats available (5% of the program capacity) determined by the college council annually

- **External Transfer**
- Transferring from another university to PNU is done through the [Deanship of Admission and Registration.](#)
- The transfer application must be submitted within the specified period announced in the university calendar through the Academic Services Portal.
- The student shall be a Saudi National or from a Saudi mother.
- The student should not have a previous record in PNU.
- The transfer should be from an academically recognized university in the Ministry of Education.
- The student should not be suspended from her study or academically or disciplinarily dismissed at her university.
- The transfer application must be on the same specialization (PharmD)
- To fulfill the admission requirements for PNU health colleges and PharmD program (according to the admission criteria for new students).
- The student must have studied at least two semesters at her university.
- The Cumulative Grade should not be less than (3.75) out of (5).
- The number of the academic units that the transferred student is required to study at PNU should not be less than 60% of the number of the required academic units to obtain a PharmD degree.
- The availability of seats in the major
- Pass the personal interview to transfer.
- Obtaining a certificate in English with a grade of no less than (5) In the IELTS Academic test or its equivalent
- The selection is based on the transfer seats available determined annually by the college council.

4.2   Students' Orientation and Counseling

Orientation of New Students and Student Counseling provides an overview of the program, services, policies and benefits offered by the University and college

4.2.1   Responsible committee

- Dean of the College

- o Department Chair
- o Vice Dean of Academic affairs
- o Students Services administration
- o Academic affairs administration

4.2.2 Policy Procedures

An orientation event for newly enrolled students "Manarat Nourah" is held at the 1st week of the academic year

The event program includes special session for the Dean, Vice Dean of academic affairs, the Departments Charis and other program administrators.

The orientation day educates the students about:

- o The program information
- o Admission and registration
- o Attendance and exams
- o Academically dishonest behaviors
- o Withdrawals, re-enrolment, and dismissal.
- o Academic and non-academic student rights
- o Academic appeals and complaints
- o Breaches of academic integrity
- o Dress Code
- o College units and facilities
- o Educational technologies and blackboard
- o Students' advisory committee
- o The academic advising services
- o Other services offered by the University

All related and important services could be found in the University website Click here

4.3 Students' Withdrawal, Re-Enrolment, and Dismissal

This policy is aim to guide the students about the university roles and regulations that concerns withdrawal, re-enrollment, suspension and dismissal.

4.3.1 Responsible committee and personnel

- o Vice Dean of academic affairs

- o Academic advisor
- o Deanship of registration and admission

4.3.2 Policy Procedures

Detailed policy and procedure could be found in the [university website](#)

- **Semester Withdrawal**

   1. A student may present an excuse for not continuing to study a semester without being considered to be failing,

   2. The Student applies for semester withdrawal through the Admission and Registration Deanship website during the withdrawal period announced in the Academic calendar.

   3. The semester withdrawal must not exceed two consecutive semesters or three non-consecutive semesters as a maximum throughout the university study period.

   4. The student must attend the courses and follow the academic record till receiving approval for withdrawal.

   5. The student will have a grade of (W) in her academic record for the courses that are registered in that semester.

- **Interruption and Re-enrolment**
   First: Interruption

   1. The student is considered interrupted if she was absent from attending all semester courses, or after absence for all three weeks from the start of the semester.

   2. The course instructor presents the names of students who were absent since the beginning of the semester without requesting a postponement or an excuse to the head of the department no later than the fourth week.

   3. The College Council take the decision of disenrollment of the students who were interrupted from the college, and thereby submitted to the Deanship of Admission and Registration.

Second: re-enrollment

 The student who were disenrolled can apply for re-enrollment to the Deanship of Admission and Registration, three weeks before the start of the semester in which you wish to register, according to the following:

   1. To apply for re-enrollment within four semesters from the date of disenrollment
   2. That college council and the relevant authorities agree to re-enroll the student.

3. The student may not be re-enrollment more than once, and the University Council - in case of necessity - may exclude from that.

4. It is not permissible to re-enroll if the student is dismissed academically.

Re-enrollment conditions after four semesters:

If the student's enrollment has passed two academic years or more for the colleges, the matter will be presented to the university council to consider re-enrolling her academic case before dropping out according to the following terms:

1. The student's withdrawal should be with compulsive excuse.

2. The drop-out period shall not exceed six semesters, or three academic years for colleges that apply the year system.

3. She must have passed 50% of the credits of the study plan.

4. Its cumulative average should not be less than (2) out of (5).

5. The student must not have joined during the drop-out period with another university and has been dismissed from academically or disciplinary.

6. The approval of the College Council and the relevant department to re-enroll the student

- **Study Suspension**

The student may suspend her study according to the following policy:

1. The student must be a Saudi or from a Saudi mother.
2. The student has completed the foundation year (if any) and selected her major.
3. The suspension period should not exceed three consecutive years.
4. The suspension period shall not be calculated from the student's regular period.
5. Student should not claim the equivalence of the courses you studied during the suspension period.
6. Upon the end of the period of suspension, the student is enrolled in the same major according to the plan implemented in that semester, and complete the graduation requirements for the current plan.
7. The student has one opportunity to suspend her study during her university study.
8. The student's G.P.A should not be less than 2.5
9. The student should not be dismissed

10. In case the student does not attend regularly following suspension of study, she shall be considered absent and shall be deregistered.

- **Dismissal from the university**
  1. The student will be dismissed from the university in one of the following cases:
  2. If the student gets three consecutive academic warnings, because her GPA is less than the minimum (2 out of 5).
  3. If the graduation requirements are not completed within a period not exceeding half of the period prescribed for graduation in addition to the duration of the program.
  4. In exceptional cases the University Council may give the student an exceptional opportunity to complete the graduation requirements with a maximum of no more than twice the original period specified for graduation.

4.4 Academic Advising and Registration

The aim of this policy is to help the academic advisors in assisting students to make the right decisions related to their academic progress as well as course registration throughout her study in the college.

4.4.1 Responsible Committee and Personal
- Vice Dean for Academic Affairs
- Director of Academic Affairs Administration
- Academic Advisors
- Departments academic advising coordinator
- Deanship of Admission and Registration

4.4.2 Policy Procedures

- **Academic Advising**
  1. Academic advising is the process between the student and an academic advisor of exploring the value of general education, reviewing the institution's services and policies.
  2. Each student is assigned with an academic advisor who follow the student from enrolment until graduation.
  3. Students can know their assigned academic adviser through BANNER system.
  4. The roles and responsibilities of the academic advisors are detailed in the Deanship of Admission and Registration.

- **Student Role in Academic Advising**

1. Meet with her academic advisor during the register period of deletion and addition to provide counselling and advices for the student.

2. Remains in constant contact with academic advisor during the study period to follow her academic achievement, identify the obstacles and try to eliminate them.

3. Knows her academic advisor from the BANNER system, academic advising billboard in college lobby or Educational affairs administration in second floor

- **Early Registration**

1. Early registration is the main period for registering courses for the next semester.

2. The Deanship of Admission and Registration announce the opening for early registration.

3. The Educational affairs administration prepares an early registration electronic folder with all information needed for students and academic advisors to guide them through the registration process.

4. The academic advisor guide students for early registration during the period of early advising according to published schedule.

5. The students complete the early registration electronically in BANNER system.

6. The academic advisors and Academic Affairs Administration follow up the registration processes to ensure all student successfully complete the registration.

7. The student shall adhere to the maximum and minimum permitted hours for registration as follows: 15 hours minimum for a semester and 22 hours is the maximum.

- **Deletion and Addition**

1. The student has the right to delete or add courses from the two higher levels as a maximum.

2. The registration of courses is carried out in sequence according to the levels of the study plan from the lowest level to the highest, in accordance with the provisions of the transition from one level to another and courses pre- and co-requisites

3. The student should be committed to attending all the registered courses and follow the academic schedule.

- **Dropping Courses**

1. The student submits the application electronically through self-services at Deanship of Admission and Registration website during the announced period.

2. The application is forwarded to the college then to the educational affairs administration to be studied by the academic advisor and provide a decision.

3. The number of hours after the dropping should not be less than the minimum academic hours (12 hours).

4. It is not allowed to drop a course at the first level in all colleges.

5. A student can drop (5) courses during the study period, provided they do not exceed two courses in one semester.

6. If the student dropped a course that is a co-requisite to another, the other course will be dropped automatically.

- **Postponement**

1. The student can postpone courses within two weeks (maximum) from the beginning of the semester, according to the university calendar.

2. The student submits the application electronically through self-services at Deanship of Admission and Registration website during the announced period.

3. The application is forwarded to the college then to the educational affairs administration to be studied by the academic advisor and provide a decision.

4. The undergraduate student has the right to postpone two consecutive semesters or three non-consecutive semesters (maximum) during their studies.

5. The new students are not allowed to postpone their courses in the semester she is admitted.

6. The monthly incentive will be ceased if the semester is postponed.

- **Poor Academic Performance (Underachieving students)**

  In addition to the Academic Advising, there is a special committee in the college (the Underachieving Students' Committee) that includes academic members and a social and psychological counsellor to deal with the students' circumstances in private. This committee is linked to a higher committee at the university level to follow up on these students. The faculty discusses the performance of these students in an examination and evaluation committee and the college council.

- **Functions of the Underachieving Students' Committee**

1. Determining the cause(s) underlying poor performance through a meeting with the students (a medical problem, a psychological problem, a social issue, a financial problem, learning difficulties, etc.).

2. Cooperating with the students to develop and implement a plan to address the default and follow up on it.

3. Measuring the effectiveness of the proposed plan and monitoring its implementation by following up on the students' performance.

4. Writing reports on all cases of failure in each semester along with the proposed action plan for each case and sharing these reports with the educational affairs at the college and university level.

- **Procedure of determining underachieving students**

    1. Determining the students who achieved low marks in the semester exams. Each faculty member in each department must provide the educational affairs administration with the names of the students who achieved low scores (D or F) in those semester exams. Once those students are identified, the academic advisors are informed to meet with the students to discuss the problems that they face in their courses and develop a plan to improve their grades.

    2. Determining the claims of poorly performing students on the basis of their GPA:

        a. Students in the third or fourth level who have a low GPA (3/5) (either a development plan or transfer to another college).

        b. Students at the fifth level or higher who have a low GPA (3/5) (a development and follow-up plan).

        c. Determining the students who have failed in one or more courses each semester (a development and follow-up plan).

        d. Determining the students who have moved to a higher academic level with incomplete courses from the lower levels (a development and follow-up plan).

4.5   Students' Attendance

This policy concerns rules and regulations related to student's attendance.

4.5.1   Responsible committee and personnel

- o   Course instructor
- o   Vice Deanship of academic affairs

4.5.2   Policy Procedures

1. Student should avoid any act that violates public morals or public order in the classroom.

2. Student should close all electronic devices, including the mobile phone, and never use them inside the classroom unless for taking notes during the lecture.

3. Student should not eat, drink, or chew gum inside the classroom.

4. Student should not tamper with classroom/laboratory equipment, including furniture and electronic devices.

5. Student should adhere to lectures times.

6. Student should compliance with safety rules in the classroom / laboratory.

7. Student should show persistence in studying and participating in the class.

8. The student is responsible for following up on the announcements, duties and activities of the course, even in her absence.

9. Obligation to submit the duties or projects prescribed in the specified time, and any delay may lead to deduct from the student's grade.

10. Adherence to the dates of the midterms and final exams.

11. The student is responsible for monitoring the hours of absence and bringing excuses within three days -not more- after the date of the test or lectures.

12. A regular student must attend lectures and scientific lessons, the student will be denied from entering the final exam if her attendance rate is less than the percentage determined by the university council which is not less than (75%) of the lectures and practical lessons for each course during the semester. The student who did not enter the final exam due to absence will have (DN) in her academic transcript.

13. The student will receive a first warning, if her absence rate exceeds 10% of the total course lectures, and a second warning if her absence rate reaches 20%.

4.6 Examinations and Grades

Exams play an important role in assessing students' achievement to the course learning outcomes. Thus it is important to conduct exams following a predetermined set of rules and regulations. This policy aims to ensure that both students and instructors are aware of those roles and the procedures that should be followed in conducting exams and grading.

4.6.1 Responsible committee and personnel

- o Department Chair
- o Exams Committee

- o Course coordinator
- o Course instructor
- o Vice Dean of Academic Affairs
- o Exams Excuses committee

4.6.2 Policy Procedures

- **Attending exams**

1. Student is denied from entering the final exam if her absence rate exceeds 25% of the total scientific, field and clinical lectures and lessons, and the denied student is considered to be - failed-.

2. In the case of absence from a midterm, the student should complete the absence form and submit it to the course instructor.

3. The student should provide an excuses for the absence and submit it to the course instructor who submit it later to the exams excuses committee for a decision.

4. Accepted excuses for missing exams, includes:
   - The death of 1st degree relative in the exams period.
   - Childbirth, bleeding, and anything like that, during the exams period.
   - being hospitalized.
   - Accompanying (the father, mother, husband, or son) in the hospital in the absence of a replacement with proof of attachment.
   - Chemotherapy appointment or dialysis appointment.
   - Fainting, coma, or epileptic seizures on the exam day with reports attached.
   - Traffic accidents that result in severe injuries or a fire at home on the day of the exam and the accompanying official reports from the responsible authorities.
   - Divorce in the exams period.
   - Medical excuses or social excuses that are convinced by the committee (**Medical excuses from private centers and hospitals are not accepted**).

5. In the case of the student's absence from the alternative exam, she will not be allowed to take another alternative exam except in the presence of a **compulsive excuse**.

6. The first excuse submitted by the student will be considered and no other excuses will be presented later.

7. In the event that the absence is repeated more than once in the semester, the student's excuse will not be accepted.

8. The alternate exam is held within one week at the end of the semester and the exam appointment is announced later.

9. In case of student fails to attend the final examination of a course with approved excuse, a make-up examination will be conducted at the beginning of the upcoming semester.

10. In case of unapproved excuse, student will be given a zero in that examination. In that case, her course grade will be calculated based on her class work and other test scores she earned in the course.

- **Change of Grade**

No grade shall be reviewed or changed after the submission of the final grades to the Deanship of Admissions & Registration without a written request from the course instructor explaining the reasons for the change. Such a request for a grade change must be endorsed by the department chair and the dean of the college. The Deanship of Admissions & Registration should be informed of these changes no later than the beginning of the next semester. The corrected grade will appear in the student's record.

4.7 Academic Integrity

This policy describes academic integrity and procedure for handling academic dishonesty at the College of Pharmacy

4.7.1 Responsible committee and personnel

o Examination committee

o vice dean of academic affairs Disciplinary committee

4.7.2 Policy Procedures

- **Academic Integrity:** it is the commitment to ethical behavior's core values such as honesty, respect, fairness and compassion.

- **Academic dishonesty:** it is the failure to maintain academic integrity. It includes but not limited to:

- **Plagiarism:** it is wrongful appropriation and stealing and publication of another author's language, ideas, or expression and their representation as one's own original work. It is subject to sanction such as penalties, suspension or expulsion.

  Examples of plagiarism:

  1. Using another person's work and adding it in your own work without mentioned the source or without mention that text is quoted from other source.
  2. Using another person's ideas, such as pictures or any creative work without mention the source.
  3. Redrafted another person's work in your own words or summaries it without mention the source
  4. Copying another person's work from web sites without mention the online source or put quotations mark around it.
  5. Submitting the complete work as a personal work, while this work is a cooperative work without mentioning that
  6. Submitting the certified copies or creative product without mention the source.

- **Procedure to detect plagiarism**:
  - Each assay in the program shall be submitted in the Blackboard which automatically measures the plagiarism percent using "Turnitin".
  - When a faculty member suspects a plagiarism incidence, the faculty member shall raise the issue to the Department Chair who shall review the case and submit it to the college Disciplinary committee
  - The Disciplinary committee headed by the Dean will investigate the incidence and apply the action following the Code of student conduct and discipline at Princess Noura bint Abdul Rahman University
  - The committee shall submit the case with the action to the Deanship of Students Affairs for formal action approval and formally inform the student with the decision

- **Cheating:** it is the attempt to use unauthorized materials, information or study aids in any academic exercise.

- **Procedure after detecting cheating**:

- o The invigilator should quietly ask the student to leave the examination hall (after passing the half time of the exam)
- o The invigilator shall prepare incidence report using the formal form and attaching the documentary documents.
- o The report is submitted to the Vice dean of academic affairs who submit the case to the Disciplinary committee
- o The Disciplinary committee headed by the Dean will investigate the incidence and apply the action following the Code of student conduct and discipline at Princess Nourah bint Abdul Rahman University
- o The committee shall submit the case with the action to the Deanship of Students Affairs for formal action approval and formally inform the student with the decision

4.8 Code of Ethics

The purpose of this policy is to maintain the highest standards of moral and ethical behavior among faculty members and students and to always conduct in a professional manner, even in disputes (differences or complaints). This applies to classroom, laboratory, internship sites and any other facility relating to or representing the college of Pharmacy at PNU. The code of Ethics is detailed and announced at the college website.

4.8.1 Responsible committee and personnel

- o Vice Dean for Academic Affairs
- o Departments Chairs
- o Student Rights Committee
- o Disciplinary committee
- o Students Services Administration
- o Faculty members and Students

4.8.2 Policy Procedures

- **Moral and Behaviors**
  1. To be the best ambassador for my religion, my country and my community.
  2. Commitment to Islamic values and not to do any act contrary to religion or morals and public morals (such as forgery and impersonation of others).
  3. Respect all approved university rules and regulations and adhere to their implementation.

4. Commitment to scientific honesty, avoiding fraud or attempting to do so, and avoiding illegal simulations in research and reports.

5. Respecting university employees, contractors, and guests, and not harming them by word or deed in any way.

6. Commitment to public morals on campus.

- **University ID and Dress code**

1. Commitment to obtaining the university card, presenting it, protecting it from loss and damage, carrying it permanently during movement within the university, and presenting it to whomever requested by members of the educational staff or security personnel, if necessary.

2. Commitment to the appropriate university dress code for the academic campus.

- **Classrooms and lectures**

1. Students commitment to study regularly and to carry out all requirements of the educational process in accordance with college regulations

2. Commitment to attend lectures, and not to leave the university until after completing the course lectures.

3. Preserving the classrooms by not consuming food and drinks inside them.

4. Commitment to scientific discussion and inquiries with a faculty member within the limits of appropriate behavior.

5. Commitment to lecture appointments at the specified time for each lecture and presenting excuses in a period not exceeding one week from the date of absence.

6. Commitment not to tamper with the equipment of classrooms and laboratories, including furniture and electronic devices.

- **University**

1. Commitment not to disclose any information about the university to newspapers, magazines and the media without the approval of the competent authority.

2. Commitment to calmness and tranquility within the university's facilities and not provoking riots or irregular gatherings.

3. Maintaining the campus system in general.

4. Issuing a permit from the Deanship of Student Affairs to allow photography inside the university campus.

5. Preserving university property from tampering or damage

6. Commitment to preserving personal belongings from loss and theft, and in the event of their loss, the university is not responsible

- **College members' responsibilities**

    1. Review the staff and student's guide and follow the rules and regulations related to the college and university system

    2. Not to invoke ignorance and lack of knowledge of the university's regulations, bylaws, and instructions issued.

    3. Maintaining effective communication with the college and university after graduation.

    4. Providing the college with updates on job conditions and documenting achievements after graduation.

    5. Adhering to traffic regulations while driving on campus, not speeding, and parking in the parking lots designated for the college.

- **E-mails**

    1. Activate the official university e-mail.

    2. Use the official university e-mail for work and study communications.

    3. log in on a weekly basis to the electronic academic system on the university's website to follow up with any updates.

- **Forgery**

It is giving false information whether data, evidences, references, experimental results, etc. Also, manipulation of information.

Examples of Forgery:

    1. Giving information based on investigations, experiments, opinion polling, or analysis falsely.

    2. Adding forgery references or misrepresentation, which is including the false information in her work.

    3. With regard to programs ending with a professional qualification. The falsely claiming that student does completed non-academic requirements such as training hours, or achieve professionalism that leads to disqualification for practice.

- **Non-Academic Student Rights**

1. Student gets good treatment, and respect her personality, does not threatened, or mocked of her.
2. Student benefits from subsidy, award, and bank loans in accordance with university regulations.
3. Joining student clubs, taking advantages of its programs, and practicing in its activities.
4. Joining The Student Consultative Council, if any, in accordance with its rules.
5. Affiliation to The Scientific Societies of entertainment in the university in accordance with its rules.
6. Making use of all the services, activities, and facilities of university in accordance with its rules.

4.9   Grievances, complaints, and disciplinary policies

This policy clarifies the procedures taken for maintaining students' rights and describes the disciplinary actions within the college in accordance with the university's laws and regulations.

4.9.1   Responsible committee and personnel
- o   Vice Dean for Academic Affairs
- o   Dean of college of pharmacy
- o   Departments Chairs
- o   Student Rights Committee
- o   Students Disciplinary Committee
- o   Students Services Administration

4.9.2   Policy Procedures
- **Students grievances and complaints**
  1. The college follows the university policy for protecting students' rights.
  2. The student raises her complaint to the vice dean for academic affairs "the head of students rights committee", student services administration or the department chair in the college.
  3. The complaint can be:
     - o   Academic complaints including: grades, academic suspension, misinformation, breaches of academic integrity, as well as copyright breach.

o Non-academic complaints include harassment (verbal or physical), threats, abusive behavior on campus, discrimination, and policy violation.

4. The complaint is raised to the head of Student Rights Committee (vice dean of academic affairs).

5. The committee meets to investigate the complaints referred to the committee.

6. A meeting with the student, who has complaints, is carried out.

7. The committee prepares the meetings minutes that includes the recommendation and submit it to the dean for approval.

8. The report case is sent to the higher committee of students' rights protection at the university deanship of students services.

9. Formally inform the student with the decision.

- **Student appeal against a course final grade:**

1. After announcement of the courses grades, a student who is not satisfied with her grade has two weeks after receiving the final grade to appeal for grade review. This can be done by filling a request form and sending it to the department responsible for the course.

2. After receiving the request form, the department forms a committee to review the student grades and give a final decision. The student cannot appeal against the committee decision after that.

3. The student cannot appeal against more than two courses grades per semester.

- **Disciplinary policies**

The students' disciplinary committee is lead by the college dean. This committee looks into any academic or non-academic violations committed by a student and decide on what disciplinary action, if any, is to be applied in accordance with the disciplinary rules and regulations of the University.

1. Any violation or breaches is raised to head of students' disciplinary committee (college dean)

2. The committee meets to discuss and investigate the student' violation they received.

3. The committee prepares the meeting minutes and suggest the appropriate penalty according to the disciplinary regulations in the university.

4. The Dean approve the penalty.

5. In certain cases, clearly listed in the disciplinary regulations in the university, based on the severity of the violation; further investigation shall be carried out by the university higher committee of students disciplinary.

6. The higher committee formally informed about the case by the college Dean.

7. The committee formally inform the student about the decision.

8. The Director of the Students Services administration follows up the implementation of the penalty.

N.B Any deviation from the university's rules, regulations, and instructions is considered a disciplinary violation. The application of these penalties will be decisive and may affect the student's academic future at the university

4.10   Graduation

The student will graduate after passing all graduation requirements (210 credit hours) according to study plan, and major GPA should be 2 out of 5 or above

4.10.1 Responsible committee and personnel

- o Deanship of Admission and Registration

4.10.2 Policy Procedures

- **Procedures of Receiving the Graduation Document**

The graduate must follow the following procedures to ensure that her document is received in a timely manner:

1- Update the name data in English according to the dates announced by the Deanship of Admission and Registration.

2. Follow the university's website announcements to find out the schedule for the distribution of documents to graduates.

3. Complete the "clearance" form.

4. Handing over the university card to the deanship of admission and registration.

5. The document is handed in the presence of the graduate in person, with the need to show the national identity.

6. Health college graduates are required to bring the original certificate of excellence when receiving the document.

7. The words "missing replacement", "damaged replacement" or "name modification" are written on the date of the new release on each document issued instead of the lost, damaged or modified document.

8. If a student is not able to attend, she must send a warrant to receive the original graduation document or replacement.

4.11 Program Delivery and Implementation

The aim of this policy is to make sure that the courses are prepared and delivered according to program requirements and fulfill the program learning outcome and program goals.

4.11.1 Responsible Committee and Personal

- o Vice Dean of Academic Affairs
- o Educational Affairs Administration
- o Quality of Teaching and Learning Administration.
- o Program Director
- o Department chairs
- o E-Learning Unit
- o Course Instructor / Coordinators

4.11.2 Policy Procedures

1. Educational Affairs Administration is responsible for preparation of courses schedules every semester in accordance with the approved program study plan.
2. The distribution of the courses among the staff members take place based on the specialty, the academic rank and the teaching load.
3. The teaching load of all staff members is the responsibility of the Department Chair, and it is approved by the department council and college council.
4. Educational Affairs Administration distributes the classrooms and laboratories based on the number of students and the requirements for each course.
5. Registration of the courses is monitored by the Educational Affairs Administration.
6. The curriculum is delivered according to the course specifications.
7. All course material is uploaded on the blackboard and monitored by the E-Learning unit.

8. The course instructor /coordinator follows students' attendance through the academic system (Banner) and submits the list of students who exceeded 25% of absence in the course to the educational affairs administration.

9. The department chair reviews all courses outlines, exams and approves the final results of the courses before submitting them to students via the BANNER system.

10. The delivery of courses and application of the courses' development plans are followed up by Quality of teaching and learning administration and the Program committee "with its sub-committees":

    a. At the end of each semester, each course coordinator submits a course portfolio

    b. The quality coordinator in the department review the course portfolio at the end of the semester and gives recommendations.

    c. Courses received evaluation lower than the target (3.75/5) are deeply investigated and a report is prepared by the quality of teaching and learning administration and submitted to the program committee for study and recommendations. Development plan for these courses is discuss in the department council and approved in the college council.

    d. Program learning outcomes (PLOs) is measured by a subcommittee from the program committee called "PLOs measurement committee" which prepare the PLOs report based on pre-approved PLOs measurement Plan.

    e. The program director Prepares the annual program report based on the course reports, PLOs report, program KPIs and analysis of surveys and different activities within the program.

    f. The annual program report is discussed in the departments councils and approved in the college council.

11. A peer observation for exams and teaching take place and monitored by the quality of teaching and learning administration and a report is prepared with recommendation and action plan.

12. The program director follows up work in different program committees.

13. All program reports are submitted to the Quality of Teaching and learning administration.

14. **Duties of a course coordinator:** is responsible for insuring the implementation of all the course quality standers, including:

- Make sure all the course instructors are using the updated and similar version of the course specification

- Meet with all course instructors to discuss the course timeline, topic distribution, assessment and teaching methods, and grade distribution before starting the course.

- Make sure each instructor (either internally or externally) is linked to the banner and blackboard.

- Fill out the course syllabus, including topic distribution and grade distribution.

- For the external instructors, the course coordinator needs to send the dates of the lectures (at the beginning of the course) to the department to arrange the booking of suitable classroom and fulfill any other requirement in advance. In addition, the course coordinator needs to be present at the time of the lecture to deal with any technological issues that may face the external instructor.

- Set up the blackboard (BB) at the beginning of the semester by making sure the template is added and the course syllabus is uploaded for the students.

- Distribute the course activities and assignments between instructors according to the credit hours assigned for each instructor in the course.

- Make sure that all instructors are filling the weekly attendance in the Banner system, and enter the attendance in Banner for external instructors who have no access.

- Coordinate the midterm exams and final exam by creating a blueprint for each exam, including at least the number of questions per lecture and grades per lecture, course learning outcomes, and level of difficulty.

- Enter and submit the final students' grades on the banner.

- Coordinate filling out the assessments of CLOs Excel sheet or in any other quality form as requested by the quality unit in the college between course instructors, each based on her/his contribution to the course.

- At the end of the semester, prepare the course portfolio and hand it over to the department in accordance with the quality assurance policy.

15. **Duties of a course instructor:** The Department Chair assigns instructor/s to co-teaching the course with the course coordinator. Responsible for gathering the needed documents and information for the course portfolio and for teaching the course material based on the shared course specifications and course outline with a detailed role as below:

- Participate in the preparation of the course syllabus and sign it (including determining each topic/lecture, contact hrs./topic, adding office hours, marks distribution in midterms, course learning outcomes, and activity based on the course specification and in arrangement with other instructors).
- Share the course syllabus with the students at the first lecture in addition to informing them about the attendance and denial policy of the University.
- Commitment to record attendance and absence of the students in Banner.
- Commitment to share the lecture materials with students through Blackboard before the lecture date.
- Commitment to exam preparation based on the **instructor's contribution (teaching load and specialty)** to the course and as agreed with coordinator, this includes:
- Commitment to submit the exam questions and all related forms to the coordinator within the designed time.
- Commitment to grade and submit the students' marks to the coordinator on time.
- Participate in the assessment of CLOs Excel sheet or as requested by the quality unit in the college
- Participate in preparing course report, portfolio, and Jadeer if requested based on the instructor's contribution to the course and as agreed with the coordinator.

16. **Course Portfolio sections:** It's an Electronic folder includes: (course specification, syllabus, teaching material, assessment tool, exam reports, course report, assessment of instructor (s) questionnaire, and course assessment report).

4.12 Quality of Teaching

The purpose of the policy is to provide the necessary information to the faculty, which will help them to improve and provide good quality teaching.

4.12.1 Responsible Committee and Personnel

o   Vice Dean for Academic Affairs.
o   Director of Quality of Teaching and Learning Administration.
o   Departments Charis
o   Program Director.
o   Course Coordinator.

o   Faculty Member

4.12.2 Policy Procedures

o   Newly recruited faculty members should be oriented about course specification (CS) content.

o   The program specification and course specification should be used compulsorily by all faculty members as a guideline for their teaching.

o   The course syllabus including the intended learning outcomes and other course requirements, should be provided to students in the first week of the semester, after the approval of the department chair which is formed in accordance with the course specifications.

o   Teaching peer evaluation is conducted for each faculty member once a year

o   The E-Learning unit conducts workshops for faculty about the Blackboard platform.

o   Blackboard is adapted for teaching and learning in PNU, and the E-Learning unit follows the course material uploaded on Blackboard.

o   Teaching strategies and methods of assessment workshops are conducted on the level of college/university.

o   Continuous lecture updates should be done per the new developments in the subject.

o   Peer observation is conducted annually for each faculty member to assess the quality of teaching.

o   Course quality is assessed by students at the end of the semester via the course evaluation survey where the results are analyzed and reviewed by the program committee and improvement plans is followed up annually

4.13 Periodic Program Review

The purpose of the policy is to provide the necessary information related to program review following the college quality and standards.

4.13.1 Responsible Committee and Personnel

o   College Council

o   Department council

o   Program Committee

o Program Director

4.13.2 Policy Procedures

A Periodic Program Review (PPR) is a thorough examination of the quality and standards of the program. The PPR examines the program in greater depth and checks on how effectively it is achieving its mission and objectives.

- To coincide with the NCAAA requirements for program accreditation, a PPR is undertaken on a five-year cycle.

- It represents a complete self-contained report on the quality of the program.

- The PPR report becomes the basic resource for the external review for re-accreditation of a program.

- The combination of annual monitoring and PPR are designed to ensure that the program remains current and does not become dated. The figure below is the representation of the combined activity.
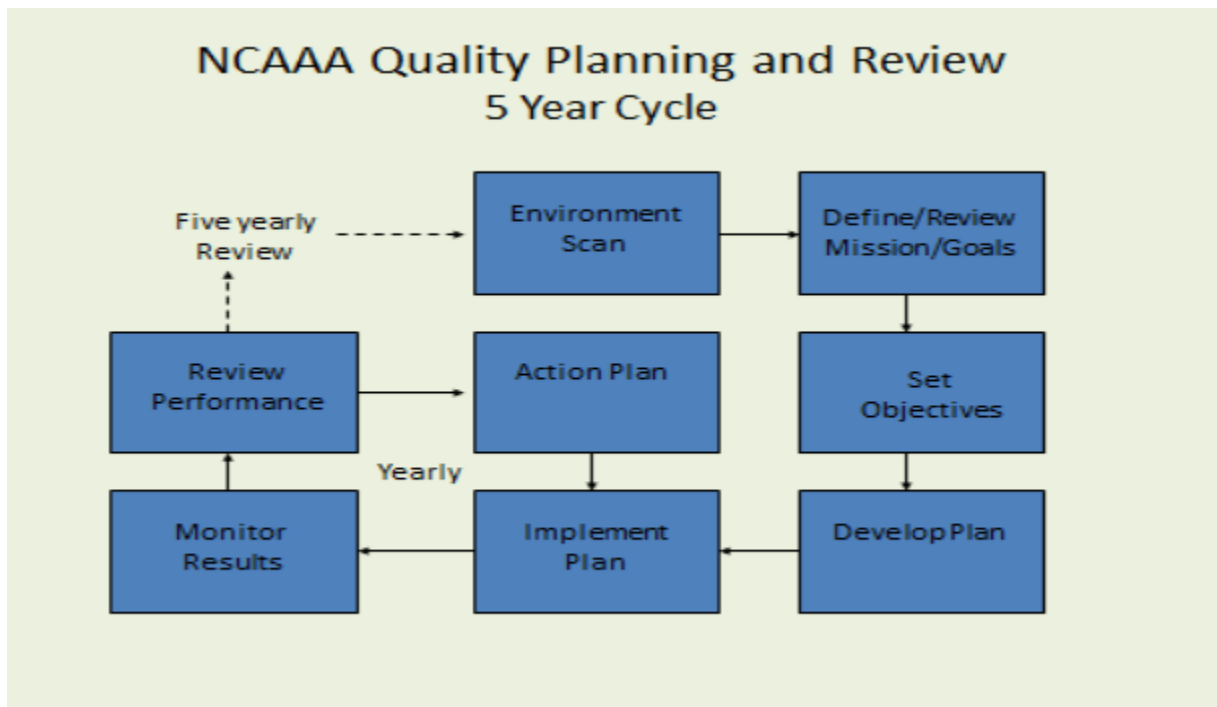
NCAAA Representation of the combined annual monitoring and PPR – 5-year cycle

- The program review take place every 5 years, the review process will be documented in a program review report that will be submitted after ending the review process which takes around 9 months.

4.14 Curriculum Development

The purpose of the policy is to guide the programs throughout the process of Program amendments.

Amendments to the program can take place according to the regulations approved by the university and detailed in the program quality system manual. Amendments are divided into two categories with different routes for approval (Minor and Major amendments).

4.14.1 Responsible Committee and Personal

- o College council
- o Department council
- o Program committee
- o Program director

4.14.2 Policy and Procedure

- **For Minor Amendments:** Changes requiring approval by the College Council
- **For Major Amendments:** Changes requiring approval by the College Council, the Vice-Rectorate of Academic Affairs and University Council.
- o The development must be consistent with the national qualifications' framework and university regulations and executive rules and achieve national standards for academic accreditation.
- o The development should have a clear methodology based on feedback on the results of applying the previous study plan.
- o The development should take place through specialized committees in the mechanisms of building and developing study plans.
- o The proposed changes should be based on a scientific study of labor market needs and updates in the field.
- o Aligning the program objectives with the goals, and mission of the program, college, and university.
- o Clarity of the objectives to be achieved from the program.

4.15 Program Benchmarking

The program has Key performance indicators (KPIs) that are aligned with the program objective. The KPIs are compared with internal and external benchmarks. This policy concerns the policy and procedure of using internal and external benchmarks to evaluate the college's and program performance and make improvements.

4.15.1 Responsible committee and personnel

- o Quality of Teaching and Learning Administration
- o Performance Measurements Administration

4.15.2 Policy Procedures

- **Benchmarking i**s a continuous, systematic process for measuring and comparing the work processes of one organization, department or programs to those of another by bringing an external focus to internal activities, functions, or operations.

- **The goal of benchmarking** is to providing organization, department or programs with an external standard for measuring the quality of the internal activities and to give opportunities for improvement

- **Performance Benchmarking comparison** is a comparison of the level of KPI results achieved against another external entity in the same field (equivalent program).
    - o For internal benchmark, the college compares the performance of the KPI of the current year with the previous year
    - o For external benchmark, the KPI of the college of pharmacy is compared with another university with the same program, similar establishment date, and full accreditation is used.

- **Selection criteria of national/ international equivalent program**
    - o One of the ranked universities (international, regional, national) if applicable
    - o Accredited program or in the process of accreditation
    - o Similarities between programs should be considered.

5. POLICIES AND PROCEDURES FOR VICE DEANSHIP OF RESEARCH, INNOVATION AND BUISNESS

5.1 Research

The college is committed to promoting and supporting a culture of research excellence, innovation, and scholarly inquiry among students and faculty members. This policy aims to provide a framework for conducting ethical, rigorous, and impactful research across all disciplines. College of Pharmacy Research Center (CP-RC) is the entity responsible about all the research activities in the college.

5.1.1 Responsible Committee and Personnel

- o Vice Dean of research, innovation, and business
- o College Research Center Council
- o Director of Research Center
- o Faculty member
- o Students

5.1.2 Policy Procedures

- **Research Ethics**

1. All research activities must comply with ethical standards, including the principles of integrity, respect for human subjects, animal welfare, and protection of intellectual property according to Institutional Review Board (IRB) at PNU.

2. Researchers must obtain appropriate ethical approvals from relevant committees before commencing any research involving human subjects, animals, or sensitive data.

3. The Institutional Review Board (IRB), at PNU has been registered with the National Committee of BioEthics (NCBE) at King Abdulaziz City for Science and Technology (KACST) with reference No. (H-01-R-059), in compliance with the Council of Ministers' decision, which requires entities and research centers in the Kingdom to form a Local Committee of Research Ethics in each institution under the supervision and monitoring of NCBE.

4. All the researchers that apply for IRB approval must complete the Research Bioethics Course

5. All research projects that are going to be conducted at PNU must be reviewed and approved by PNU Institutional Review Board (IRB)

6. Researchers must adhere to data protection and privacy regulations when collecting, storing, analyzing, and sharing research data.

7. Informed consent must be obtained from participants, and data anonymization techniques should be employed where necessary.

8. All researchers, including students and faculty members, are responsible for complying with the university's research policies, procedures, and ethical guidelines.

9. Researchers are accountable for the quality, accuracy, and integrity of their research outputs.

- **Research Integrity and Misconduct**

  -Research Integrity

  o Researchers must uphold high standards of research integrity, including honesty, transparency and responsible conduct throughout the research process.

  o Fabrication, falsification, plagiarism, and other forms of research misconduct are strictly prohibited.

  o Researchers should appropriately acknowledge the contributions of others and avoid conflicts of interest that could compromise the integrity of their research.

  o The Deanship of Scientific Research follows restrict roles in checking the integrity of the research ideas and proposals by peer evaluation of the research proposal and plagiarism check using "iThinticate" software. Any proposal exceeds certain percentage (25%) of similarity shall be returned to the PI for corrections.

  -Research Misconduct:

  In case of violation of the research integrity, the competent committee (RC council, the Standing Committee for Funding or the IRB committee) refers the case to the Vice Rector for Postgraduate Studies and Scientific Research, who refers the case to the Standing Disciplinary Committee, which takes the appropriate punitive action for the case gradually.

- **Intellectual Property**

  1. The university has special department focus on Intellectual Property (IP) in the Deanship of Scientific Research.

  2. The university encourage and support all researchers to register their work for IP

3. The university follows the Saudi Patent System which is the system of patents and layout designs of integrated circuits and plant varieties 7/2004, and industrial models issued by Royal Decree No. (M/27)

4. IP Department encourage research to register inventions, Patents, integrated circuits, botanical taxa, industrial models

- **Research Recognition and rewards**

1. The University follows the Ministry of Education Executive rules for rewarding excellence for faculty members.

2. The university has a reward system for excellence in research following the "Executive rules for rewarding excellence for faculty members"

3. The rules aims to reward faculty members for the distinguished research activities including publications, awards winning, Patents and Books.

- **Research Proposal and Approval Procedure**

1. Researchers must develop a comprehensive research proposal outlining the research objectives, methodology, timeline, expected outcomes, and ethical considerations.

2. The proposal should align with the research priorities of the university, the funding agency (if applicable), and the relevant disciplinary standards.

3. Researchers must submit their research proposals for ethical review to the appropriate research ethics committee.

4. The committee will evaluate the proposal for compliance with ethical guidelines and make recommendations or approvals accordingly.

5. All research-related activities must not be initiated until the IRB decision letter is released.

- **Research Collaboration and Authorship**

1. Collaboration among researchers, both within and outside the university, is encouraged.

2. Guidelines for authorship and acknowledgment is followed as per the regulations of the deanship of scientific research.

- **Research Outputs and Dissemination:**

1. Researchers are expected to disseminate their research findings through scholarly publications, presentations at conferences, or other appropriate channels.

2. Open access principles and intellectual property rights should be considered when disseminating research outputs.

3. The research publication should be indexed in the International Scientific Indexing (ISI) databases.

- **Research Funding**

   1. All the rules and regulations allocated to the Deanship of Scientific Research funding programs are clearly stated in the Deanship website.

   2. The college will provide information on available funding sources, application procedures, and support in developing funding proposals.

   3. Researcher Principal Investigator may be required to submit funding applications to secure financial support for their research projects.

   4. All internal funding requests must be submitted to the College Research Scientific Committee

   5. The committee will raise the requests to the standing committee for projects funding in the Deanship of Scientific Research.

   6. Once the funding approved, the PI will be asked to visit the Deanship to sign the funding contract which states all the contract terms.

   7. Once the research is successfully published in ISI journal, PI will receive the total funding amount.

5.2   Continuing Professional Development of Faculty

The university and the college recognize the importance of ongoing professional development for faculty members to enhance their knowledge, skills, and teaching effectiveness. This policy aims to promote a culture of continuous learning and support faculty members in staying abreast of current advancements in their respective fields as well as specific guidelines for faculty members attending conferences and seminars, both within and outside the Kingdom.

5.2.1   Responsible committee and personnel

- Deanship of Quality and Development
- Dean of college of pharmacy
- Vice Dean of research, innovation and business

- Partnership and community accountability administration
- Department Chair

5.2.2 Policy Procedures

Training Plan Development:

1. The faculty development coordinator, in collaboration with the department's chairs, will prepare an annual training plan based on the identified needs of faculty members. The plan will outline the topics, objectives, schedule, and duration of each training workshop.
2. The faculty development plan will be submitted to the Dean for review and approval.
3. In addition, the college dean raises the training need to the Deanship of Quality and Development who provide the training need and leave the nomination for the training for the dean or self-nomination for some programs.

Participant Registration and Evaluation:

1. A registration process will be established to track participant attendance and manage workshop logistics.
2. Each workshop will have an attendance sheet to record participant presence.
3. Evaluation forms will be provided to participants to gather feedback on the workshop's content, delivery, and effectiveness.

Annual Development Report:

1. The faculty development coordinator will compile data and information on the conducted workshops and training activities throughout the year.
2. The report will analyze the impact of the development programs on faculty members' professional growth and performance.
3. The report will be submitted to the Dean and other relevant stakeholders, highlighting achievements, challenges, and recommendations for future faculty development initiatives.

Faculty Attendance at Conferences and Seminars:

Faculty members may attend conferences and seminars inside or outside the Kingdom in accordance with the following regulations:

1. There should be a relationship between the subject of the conference or seminar and the specialization of the faculty member or the actual responsibilities of their work.

2. Attendance and participation require the approval of the relevant Department and College Council and the vice rectorate of graduate studies and scientific research.

3. Faculty members must comply with the established regulations and procedures for attending conferences and seminars, which are updated annually by the University Council based on recommendations from the Scientific Council.

4. Faculty members attending conferences and seminars must submit a report on their participation to the relevant Department or College Council, along with any required forms or certificates.

5.3 Partnerships and Social Responsibility

The college recognizes the significance of partnerships and social responsibility in fostering collaboration, addressing community needs, and promoting sustainable development. This policy establishes guidelines for establishing partnerships and implementing social responsibility initiatives.

5.3.1 Responsible committee and personnel

- o Dean of college of pharmacy
- o Vice deanship of research, innovation and business
- o Partnership and community accountability administration

5.3.2 Policy Procedures

Development and Approval of Annual Community Service Plan:

1. The Partnership and community accountability administration work in building an annual community service plan. The plan is specialized and involve the participation of faculty members, students and staff.

2. The plan shall be approved by the university social responsibility department.

3. Project managers are responsible for overseeing and coordinating the implementation of community service projects within their respective areas.

4. An evaluation survey for each community service project is prepared

8. The survey is designed to gather feedback and assess the impact of the project on the community and the participants.

Registration on the Volunteering Platform:

1. The community service opportunities are all registered on the volunteering platform provided by the Ministry of Human Resources.

2. This platform facilitates the coordination and registration of volunteers for the community service projects.

Partnership establishment:

1. The college identifies the needs of partnerships and external collaborations to cover different aspects of education, training, research and community services.

2. The partnership and community accountability administration defines the objectives of each partnership and drafts the memorandum of understanding (MOU) with the external entity.

3. The college send the draft to the general department of strategic partnerships at the university who reviews and the seeks the approval from the Legal office of the university.

4. Once the MOU is ready, it is finally approved by the University Council before it get signed by both parties.

5. After signing the MOU, the different departments in the college can benefit from this potential collaboration under direct follow-up of the college partnership and social responsibility administration.

5.4   Projects Management

The College of Pharmacy acknowledges the significance of effective project management practices in achieving its objectives. This policy outlines guidelines and procedures for managing business operations, investment decisions, and project execution within the college.

5.4.1   Responsible committee and personnel

- o Dean of college of pharmacy
- o Vice deanship of research, innovation and business
- o University Project Management Office
- o Project Manager
- o Project management office Members

5.4.2   Policy Procedures

1. The college SP committee identifies and prioritizes projects based on strategic objectives.

2. The college's assign a project manager for each project who will later complete the project submission form, providing detailed information about the project.

3. The Dean enters the project into the partner system, ensuring all necessary details are included.

4. The University Project Management Office reviews the project, grants approval, and enters it into the system.

5. The office member follows up on the project entry steps to ensure successful integration.

6. The office member verifies the financial commitment and ensures compliance with budgetary requirements.

7. The office member ensures that all procurement processes adhere to established policies, emphasizing transparency and value for money.

8. The office member monitors inventory control measures and resource utilization for efficient operations.

9. The office member monitors investment performance regularly, comparing it against established benchmarks.

10. Investment reports are generated and shared periodically with relevant stakeholders.

11. Project Management

    a. A project charter is developed, clearly outlining project objectives, scope, deliverables, and stakeholders

    b. The project manager creates a detailed project plan, including tasks, timelines, resource requirements, and milestones.

    c. The project manager oversees project execution, monitors progress, and ensures adherence to the plan.

    d. The office member ensures the completion of all project phases, verifying each phase against designated timelines.

    e. The office member and project manager submit the project upon completion.

    f. A completion report is prepared for each project, and its approval is obtained from the College Vice Dean for Research, Innovation, and Business.

    g. All business, investment, and project management activities comply with relevant laws, regulations, and college policies.

    h. Ethical practices are followed, and conflicts of interest are appropriately managed.

6. POLICIES AND PROCEDURES FOR TRAINING AND CLINICAL AFFAIRS

6.1 Field Training

This policy related to rules and guidelines that regulate internship and training of PharmaD and master programs respectively.

6.1.1 Responsible committee and personnel

- o College of Pharmacy Dean.
- o Vice Dean of Training and Clinical Affairs.
- o Training and Internship Administration.
- o Pharmacy Practice Department.
- o Postgraduate Studies Administration.

6.1.2 Policy Procedures

- **Selection of the Appropriate Training Sites and Preceptors for Students**

    1. Training Site: refer to any site that student train at, such as: hospitals, companies, authorities, factories, ministry, and centers.

    2. When choosing a new site, a site visit takes place to introduce the training manual, and ourselves specifically if it is a company.

    3. The distribution of interns to sites and rotations depends on the availability of seats provided by training sites, site requirements, and intern preferences.

    4. The Site must:
        - Provides experiences that meet the goals, objective, and educational outcomes of the advanced pharmacy practice experience.
        - Be adequately staffed (professional, technical, and clerical) to provide high standard patient-centered care to patients and a professional staff which is involved in the education of student pharmacists.
        - Include primary preceptor to supervise each student during the experience.
        - Have a sufficient patient population to accomplish the goals, objectives, and educational outcomes of the specific experience.
        - Make available opportunities for the student to learn specific disease therapy management, provider-patient communication skills, ethical behavior and an environment that allows the student to interact with patients.
        - Have available technology, informatics, and learning resources needed to support the student training and provide optimal patient care.
        - Allow students to access all pharmacotherapy information (patient profiles, patient history, medication history, physical examinations,

disease states, laboratory data) which allows them to interpret and evaluate patient information.

- Allows students to have opportunity to communicate, where appropriate, as part of a multidisciplinary team of healthcare professionals providing patient care for a patient population with diverse cultures, medical conditions, gender, and age.

5. Criteria used for selecting preceptors:
   - Licensed pharmacist and must have a specialty of the assigned rotation.
   - The ratio of students to preceptors is a maximum of 3:1.
   - Commitment to college APPE requirements: provide a high-quality rotation, frequent feedbacks to student, completion of two evaluations for each student (Mid-point and Final).
   - For non-clinical rotations: a qualification of Pharm.D. or B.Sc. Pharm with 1 year of practice experience.
   - For clinical rotations: A qualification of Pharm.D. or B.Sc. Pharm with PGY1 residency + PGY2 residency or clinical pharmacy master's degree + PGY1 residency and 6 month of practice experience.
   - If the preceptor recorded evaluation equal or lower than 2 out of 5 in the evaluation for a minimum of 3 rotation by at least 4 different students, the issues will be reported and discussed with the training coordinator at the site.

- **Training supervision**

The Training and Internship Administration at the College of Pharmacy is responsible for the training and supervision of students during the internship year.

1. Providing high-quality training seats for interns

2. Administering rotation regulations such as arranging training schedules and communicating and following-up with preceptors and/or training coordinators

3. Following-up on students' evaluations and documenting their grades

4. Defining standard evaluation criteria and models

5. Conducting regular site visits to follow up with students and training site performance to enhance the training and ensure its quality

6. Implementing extra-curricular courses to enrich students' knowledge and to help them gain the necessary skills for practice and research during the internship year

7. Following up and solving any problems the interns face. The administration receives all issues and comments brought up by the interns during the training

period. Therefore, the administration must take the necessary actions and submit their issues to the relevant committees as necessary.

- **Internship eligibility:** Eligibility is dependent on successful completion of all courses (specialized, general, and university requirement courses).

- **Training schedule**
    1. The training schedule should be approved annually by the College Council.
    2. The training schedule contains the start and end dates of each rotation.

- **Completion of training**
    1. The student receives Field Training Completion Certificate after completing all the training requirements.
    2. The interns must complete all the requirements for the internship year. They are not entitled to receive a PharmD degree until they have completed all the requirements of the internship program and the clearance procedures.

- **Performance evaluation**
    1. The preceptor evaluates the interns using the evaluation form, giving a mark out of 100.
    2. The student is evaluated according to three domains: Knowledge, Skills and Values.
    3. Students are to be formally assessed twice during each rotation, once at the midpoint (verbal evaluation) and once at the end of the rotation (via the evaluation form link).
    4. If an intern receives a grade of less than 60% in a rotation, it will be considered as a failure in the course.

- **Quality of field training**

    The Training and Internship Administration works to ensure the quality of training as follows:
    1. At the end of each rotation, the preceptor and site experience are evaluated by students using evaluation forms that target the extent to which the desired training objectives have been achieved.
    2. The Internship Year Experience is evaluated at the end of all rotations.
    3. Regular site visits are conducted by administration members, and after each visit, a report is submitted regarding the site.

4. The Training and Internship Administration conducts regular meetings with the interns to discuss the quality of training and any challenges students may face.

- **Attendance**
    1. Interns must attend rotations five days a week from Sunday to Thursday, eight hours per day.
    2. The official working time for interns at the hospitals/institutions follows the official working hours (no more than eight hours per day).
    3. Interns should arrive and leave on time.
    4. In case of emergencies that cause interns to arrive late or leave early, interns must inform the training preceptor and site coordinator ahead of time.
    5. If the interns do not inform the preceptor and training coordinator, this will be considered an unexcused absence.
    6. The total number of absent/leave days must not exceed 20% of each rotation, which is five (5) working days, whether it is an absence or approved vacation.

- **Absence**
    1. Interns should inform the training preceptor and the Training and Internship Administration at the college in case of absence.
    2. Student are responsible for their absences and submitting excuses to the Training and Internship Administration at the College of Pharmacy within a period not exceeding three (3) days after returning to training.

- **Absence and Excuses Procedures**
    1. In the case that absences with acceptable excuses exceed 20% of the duration of a rotation, the Training and Internship Administration will coordinate with the training coordinator at the hospital/institution to compensate for the intern's incomplete hours, without affecting the training hours of future rotations (if during the pre-grade submission).
    2. If absences with acceptable excuses exceed the period of grade submission, the student will be graded as "incomplete" and the training period will be compensated for during the summer. A grade-edit request will be submitted after the completion of the training period. This will lead to a delay in the student's graduation.

3. Sick leave: Sick leave reports should be sent to the Training and Internship Administration who will submit them to the College Council.

4. In the case of absences that exceed 20% of the rotation without an excuse or if the excuse is not accepted by the Excuses Committee, the student may fail the rotation "course," and they will have to re-register, which will result in a delay in graduating.

- **Vacations**

  1. Interns are entitled to two weeks annual vacation (10 working days). Vacations must not exceed five days in one rotation (20% of the rotation days), and they must not be taken at the beginning of a rotation.

  2. Interns are entitled to three days educational leave to attend or participate at local or international conferences or workshops. Interns should apply for this leave a minimum of two weeks in advance and should attach proof of participation or presence. If proof is not provided, these days will be deducted from the annual leave. At the end of the leave, interns should submit a copy of their certificates.

  3. Interns are entitled to two weeks' maternity leave.

  4. The duration of the Eid al-Fitr and Eid al-Adha holidays depends on the approved regulations for official holidays at the hospitals/institutions at which the interns are training.

- **Rights and Responsibilities of Internship Students**

- **Rights of Interns:**

  1. To be provided with the rotation objectives and evaluation points at the beginning of each rotation.

  2. To be provided with specialized rotations under the supervision of specialized pharmacists from various sectors according to the type of rotation.

  3. To be provided with a variety of educational programs that include scientific lectures, research reviews, and other educational activities to develop their skills

  4. To be given one vacation during the internship year as specified in this regulation

  5. To be given one break period as determined by the training coordinators at the hospital/institution.

6. To be treated with respect. In the case of any harassment, the intern has the right to inform the direct supervisor at the rotation site and the Internship and Training Administration at the College of Pharmacy, who may refer the case to the Students' Rights Committee to take the appropriate action.

7. To know the evaluation results which they obtain during each rotation. In the case of objection, interns should email the Training and Internship Administration, who will refer the case to a specialized committee.

- **Responsibilities of Interns:**

    1. Commit to each rotation type, site, and date as directed by the Training and Internship Administration at the College of Pharmacy.

    2. Adhere to all the conditions, rules, and regulations of the hospitals/institutions at which they are training, in addition to the terms and regulations of the College of Pharmacy at Princess Nourah bint Abdulrahman University.

    3. Adhere to professionalism and demonstrate high work-ethics.

    4. Students residing at the university housing must abide by its regulations and instructions.

- **Financial Affairs:**

    1. The bachelor's degree student is entitled to an honors bonus of 3,500 Saudi riyals/month, starting from the first day of the internship.

    2. Students must provide their national ID and stamped IBAN from the bank to request their internship stipends.

6.2   Graduation Research Project

The research project is a longitudinal experience throughout the internship year of the PharmD program in which students engage in a research project, divided into groups and under the mentorship of a faculty member who will follow their progress throughout the entire longitudinal experience**.** This policy regulates the research project and related process.

6.2.1   Responsible committee and personnel
- Vice Dean of Training and Clinical Affairs.
- Training and Internship Administration.

- o Department Chair
- o Training and Internship Administration
- o Manuscript Evaluation Committee
- o Research Day Committee.

6.2.2   Policy Procedures

- **Assessment of the research**

There are 4 steps in assessing research project, which involve:

1- Proposal Evaluation: it should be evaluated as a group by the internal and external supervisors.

2- Manuscript Evaluation: there is a special committee to evaluate the manuscript, all the manuscripts are blended and coded before the committee evaluates.

3- Poster Evaluation: the evaluation done on the research day by 2 Judges. There are two sections of evaluation, a group evaluation for the poster content and individual evaluation for the presentation.

4- The Research Project Evaluation: is an individual evaluation for each student for the complete research time.