

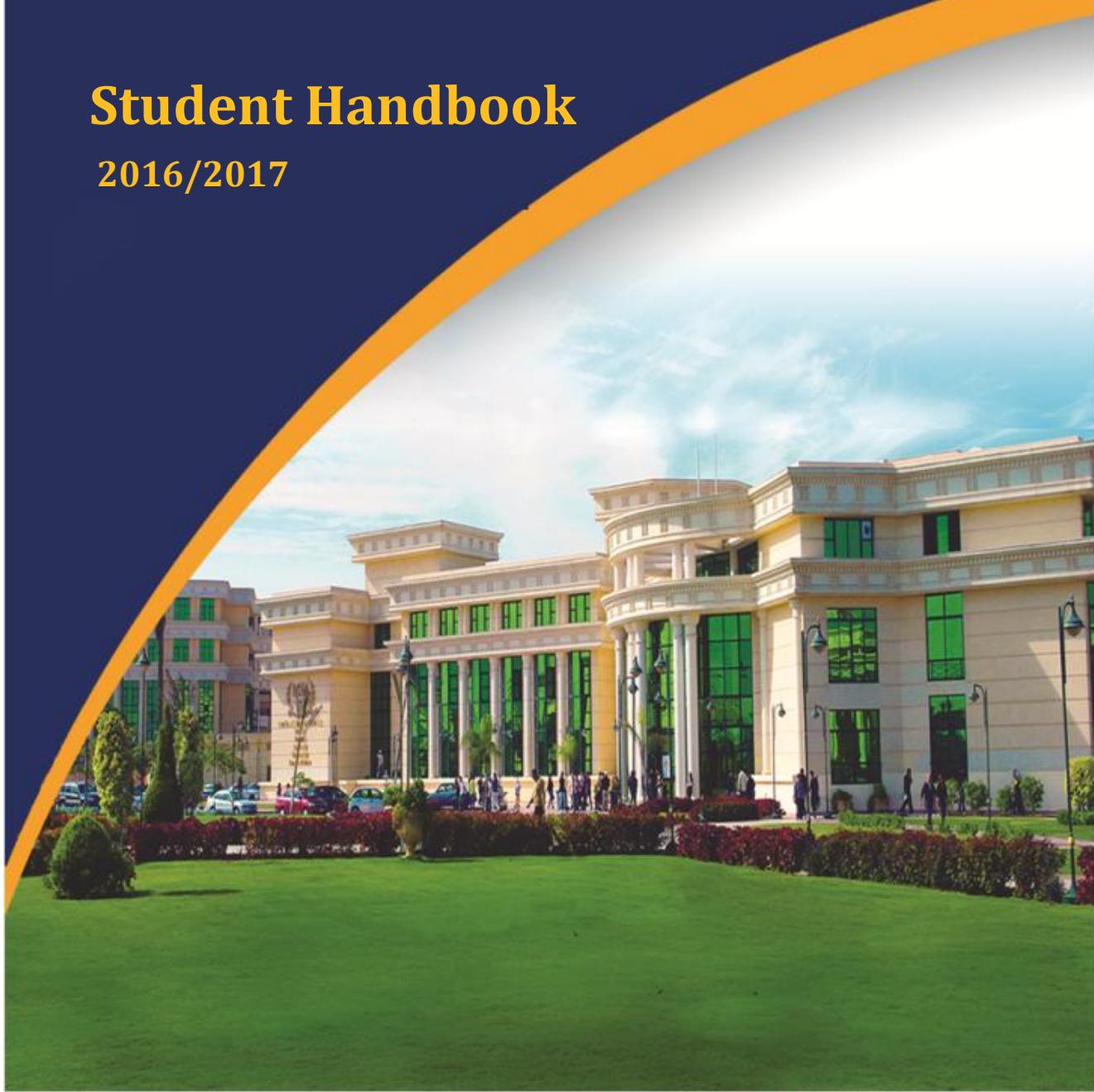


# Faculty of Pharmacy

October University for Modern Sciences and Arts

## Student Handbook

2016/2017





**FACULTY OF PHARMACY  
OCTOBER UNIVERSITY FOR MODERN  
SCIENCES & ARTS**

**6<sup>th</sup> of October City, Egypt**

**In partnership with the  
UNIVERSITY OF GREENWICH  
SCHOOL OF SCIENCE**

**STUDENT HANDBOOK**

**2016/2017**

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### Purpose of Student Handbook

This handbook is provided as a service to the Faculty of Pharmacy, MSA University student body and contains information regarding student life and services at the Faculty and the University. This handbook is a guideline only and not a contract. Specific policies and procedures may be changed at any time without prior notice.

The *Student Handbook* contains information regarding student rights and responsibilities, including academic integrity, a definition of plagiarism, and a clear description of the nature, extent, and availability of all student services and activities.

*The Student Handbook* also includes information concerning relevant policies. This covers admission, academic progress, grading, assessment, supervision, examinations, academic advising, careers, student discipline, academic offences, grievances, appeals, student activities, students' rights and responsibilities, student records, privacy and confidentiality.

### Faculty of Pharmacy Dean's Welcome

Welcome to Faculty of Pharmacy at MSA University, where we are committed to graduate well-educated pharmacists who are able to fulfill their professional duties competently in response to the needs of the industry and the local job market. Since the establishment of Faculty of Pharmacy in 2004, we can boast of its reputation of excellence and significant role in the development of our Egyptian society. Our students are granted the opportunity to explore new areas of study and go beyond the restrictions of current knowledge to make new innovations. We achieve this mission through our expertise faculty members who provide our students with their efforts and time to personalize their experiences, in addition to our facilities ranging from fully equipped laboratories and lecture halls to our e-libraries and e-learning system. Actually, I am honored to be a member of this learning environment that is expanding our scopes and changing our lives.

With warm regards,

**Prof. Dr. Hanan El Leithy**

**Professor of Pharmaceutics and Industrial Pharmacy, Dean of Faculty of Pharmacy,**

**MSA University**

### MSA Overview

MSA University has been established as the natural outcome of nearly half a century of experience in the field of education on both the local and international levels. While MSA University values its tradition, which goes back to nearly half a century, it has an eye on every new trend, with an attitude not only to react to change but also to lead it.

Over an area of 50 feddans in the 6<sup>th</sup> October City, MSA campus has been built on only 17% of the total area. Highest technological standards in every aspect of the educational process have been followed, aiming at maximum comfort and flexibility for a student body from over 30 nationalities.

The neo-classical look of the campus with its state-of-the-art facilities strongly contributes to its unique standing as an institution of educational excellence. The very careful consideration of spacious and highly advanced labs equipped according to the worldwide specifications and standards, the e-libraries, the highly equipped classrooms and lecture halls, the buildings of students' facilities, the Roman amphitheater, and the spacious green areas, enhance the atmosphere of comfort and discipline and inspire an overall feeling of integrity and loyalty to this great accomplishment.

MSA campus has open air spaces and greenery that allow students to enjoy fresh air and work in a healthy environment. The campus includes over 60 scientific laboratories, over 35 computer laboratories, 130 lecture halls, a cinema, an indoor theatre (seating 1,000 persons) and several cafeterias. In addition to the library, the campus includes several other facilities such as a dental out-patient clinic, 8 dental operation theatres, 2 large mass communication studios and 15 editing/ news/digital

photo/photo processing laboratories. Sports facilities include six football fields, two volleyball and two basketball courts. The campus is covered by a wireless network.

Building [H], also called 'the Research Centre', helps to enhance the learning process and enrich the knowledge of both students and staff members. The building includes 11 students' labs (3 Pharmaceutics labs, 2 Pharmacology labs, 2 Pharmacognosy labs, 2 Physiology labs, 2 Biochemistry labs), in addition to 3 research labs, 7 dental clinics, a dental operations room, dental radiology rooms, a sterilization room, 134 dental chairs, and 31 computer labs.

Building [G] includes 24 lecture halls, 24 auditoriums, 45 staff rooms, 4 computer labs, an opera house, and a cafeteria. This building is where faculty and teaching assistants offices are located.

Building [E], includes 10 students' labs (3 Analytical Chemistry labs, 3 Organic chemistry and Pharmaceutical Chemistry labs, 3 Microbiology labs and 1 Anatomy lab), a research lab, in addition to 8 computer labs. It also includes an animal house that hosts small experimental animals.

MSA University is best known for its academic excellence both in the Middle East and internationally, with stronger than ever quality courses and teaching staff.

MSA was a pioneer in Egypt to validate its programmes with British Universities in 2002. It is the first university granting its graduates a dual-origin bachelor degree; namely a British degree from

Bedfordshire or Greenwich University, and another Egyptian degree, which is accredited by the Egyptian Supreme Council of Universities. MSA University graduates enjoy the privilege of attaining scholarships and have the chance to pursue their M.Sc. and Ph.D. studies in the United Kingdom.

### Faculty of Pharmacy at MSA

The Faculty of Pharmacy seeks to offer a pharmaceutical sciences programme that is recognized and respected in Egypt, Middle East, and internationally since its approval from the Supreme Council of Universities in 2004. The Faculty of Pharmacy's vision aspires to attain national accreditation, regional, and international recognition. Faculty of Pharmacy, through its dedicated professional administration, faculty and staff members, gears its graduates with up-to-date knowledge and hands on the latest trends and skills in various fields of pharmacy. A multitude of hardware and software technologies are available for pharmacy students, these technologies enhance their learning environment. Distinct from other pharmacy colleges in Egypt, the Faculty of Pharmacy, MSA University, challenges its students with a pharmacy-related graduation project as an essential part of the requirements for the fulfillment of their bachelor degree.

Pharmacy education has witnessed phenomenal evolution during the past 50 years. The pharmacy profession, which once had been termed "the art of compounding", has undergone major changes due to the expansion of knowledge and mass production. Nowadays, pharmacists do not work solely but have to share actively with health care team towards offering optimum services to the patient.

Therefore, the pharmacy program in the Faculty of Pharmacy, MSA University, is revamped in such a way to offer its students a number of courses in the curriculum that emphasize written and oral communication skills, ethical and social responsibilities, cultural competence, health literacy, pharmacy practice and other competencies. All what a pharmacy graduate needs to work as an efficient member of an inter-professional team are woven throughout the curriculum in didactic and realistic course work.

Holders of a bachelor degree in pharmaceutical sciences may opt for enrolling in graduate studies in a variety of programs such as industrial pharmacy, clinical pharmacy, pharmacology, pharmaceutical chemistry, and pharmacognosy which complement the professional and scientific objectives of this program.

## Vision

The faculty aspires to attain academic and research excellence, and to maintain wide-reaching recognition. It also strives to graduate pioneer pharmacists capable of competing in local, regional and international markets, and to participate in pharmacy professional development and community service.

## Mission

Faculty of Pharmacy, October University for Modern Sciences and Arts is committed to offering a state-of-the-art educational programme with British partnership to graduate a competent pharmacist capable of providing high quality services in the field of health care. Also, the Faculty is involved in scientific research and community service for the development of the environment.

## Strategic Goals

- A competitive pharmaceutical programme that aims to attract eminent national and international students.
- Academic and applied research in the field of drug development.
- Upsurge of the community participation.
- Sustainability and development.

### University of Greenwich

The University of Greenwich offers the best of worlds, city and country. As a student, you are on the doorstep of London, but with the cream of Kent - rolling hills, pub-to-pub walks, seaside resorts and historic sites - not far away.

Education is about breadth as well as depth. It is about places and people, sights and heritage as well as books and keyboards. So let us tell you a little about how we were born and how we have grown.

The University traces its roots to 1890, when Britain's second polytechnic was opened near the Thames at Woolwich to teach practical and commercial skills to London workers. An innovator from the start, the polytechnic pioneered the country's first part-time day-release and sandwich courses. Over the years, a range of specialist organizations have joined the institution, giving it diverse strengths in subjects such as teacher training, architecture, engineering and history. The name Thames Polytechnic was adopted in 1970. We became the University of Greenwich when we were awarded university status in 1992.

The University is proud of its diverse student body. People from more than 100 countries choose to study at Greenwich, part of an international student community of 4,000. Services for students with disabilities or who have dyslexia give support to more than 1,000. Many of our black and other ethnic-minority students participate in a mentoring scheme, which pairs them with highfliers in the City and elsewhere. Students benefit from a research environment where staff shares their expertise and specialist facilities. At Greenwich, we set high standards for teaching quality and provide professional training opportunities for all lecturers. We also measure students' views on our services through our annual student satisfaction survey, and if shortcomings are found, we address them.

Each year, the University offers its most distinguished buildings as part of the London Open House architectural festival, an event enabling the public to appreciate some of the capital's architectural gems.

The University also takes part in the annual Greenwich and Docklands International Festival, a celebration of music, theatre, dance and other performing arts in and around the borough. Our ongoing support of Black History Month has brought a range of special events to the Greenwich Campus, including talks, presentations, and exhibitions.

Also on the Greenwich Campus, the Stephen Lawrence Gallery showcases the work of artists' formal backgrounds. Recent exhibitions include Trace, A Work Examining the Processes of Memory, and Candy Pop and Juicy Lucy, staged within an ice cream van, and inspired by the artist's childhood memories of her father's job selling ice creams.

### Partnership

The School of Science at the University of Greenwich has had a partnership with the Faculty of Pharmacy, October University for Modern Sciences and Arts since 2004. Over the years, significant developments regarding the quality provision and the enhancement of the curriculum through engagement with the University of Greenwich and MSA staff (Masters and Ph.D. scholarships in Greenwich University, annual conferences, staff development sessions) have resulted in the Faculty of Pharmacy at MSA offering its students a British-validated pharmacy program that comprises up-to-date courses covering a wide spectrum of pharmaceutical and biotechnological sciences. Courses and credit hours lies within the framework of the rules and regulations of the Egyptian Supreme Council of Universities as well as of our British partner, University of Greenwich. MSA/UoG collaboration is continuously monitored by an external examiner governed under the Umbrella of the British quality assurance and audit organization.

The partnership first started, when all MSA University programmes were based in the first and original campus in the Dokki area of Cairo. MSA constructed a new campus at 6<sup>th</sup> of October City that was opened officially in June 2005. All of the Dokki-located students were transferred to the new campus on a year-by-year basis until all undergraduate students were finally based at the new campus.

### Programme Management

The B.Sc. in Pharmaceutical Sciences degree is a named programme, within the University framework. The quality and content of the curriculum is the responsibility of the programme leader. The programme leader reports to the Faculty Dean. Individual courses within the programme have a designated course coordinator responsible for the day-to-day delivery.

### Faculty Dean

Dean is responsible for the educational and administrative affairs of the Faculty and representing it on the University Board. The Dean is responsible for the implementation of University Board decisions at Faculty level, the supervision of curriculum development, and the development of the Faculty. The Dean collects and evaluates instructors and students' feedback and through the Faculty Board agrees any actions necessary to address issues arising from feedback. The Dean is responsible for ensuring that students receive appropriate support and guidance to assure that they are able to meet the learning outcomes of their programme.

### Vice Dean for Educational and Student Affairs

- Supervise the preparation of schedules.
- Study the needs for hiring full-time and part-time academic staff members.
- Study the needs for educational and scientific instruments and equipment.
- Care of student activities.
- Overseeing the implementation of the committees he/she is responsible for.

### Vice Dean for Research and Graduate Studies:

- Overseeing the implementation of the faculty scientific research plan.

- Work to attract scientific research projects having community applications.
- Propose and organize conferences.
- Preparation of the regulatory rules for graduate studies.
- Follow-up Central Library, regarding the faculty and its various departments.
- Overseeing the implementation of the committees he/she is responsible for.

## **Vice Dean for Community Service and Environmental Development:**

- Prepare and develop community service plan.
- Overseeing the implementation of community services.
- Overseeing the implementation of the committees he/she is responsible for.

## **Programme Leader**

The programme leader plays a key role in maintaining the quality and standard of the educational process. The current programme leader has been nominated on the fall semester of 2014, and has the following responsibilities:

- To ensure that the programme is delivered in accordance with the approved learning and teaching strategies.
- To prepare a programme handbook.
- To prepare the annual monitoring reports and the critical appraisal.
- To ensure that the assessment takes place in accordance with the approved assessment strategy and that the external examiners receive assessment information.
- To lead the process of re-validation whenever required and monitor the requirements of any external reference points.
- To lead the process of programme review and update and to report to the dean on the operation of the programme.

- To attend University and Faculty assessment boards and the board of study.

## Link Tutor

Link Tutor is responsible for ensuring the maintenance of the standards and delivery of the collaborative Programme, and for effective liaison with the key administrators in each Institution. Both Greenwich University Link Tutor and MSA Link Tutor are allocated to the programme of study. They are responsible to Greenwich University for ensuring the maintenance of standards; delivery of the programme and effective liaison between the Greenwich University and MSA. The responsibilities are as included in 'Guidance in the Quality Assurance Handbook of Greenwich University'.

## Head of Department

- Supervise the teaching and research activities of the department.
- Oversee the scientific and administrative affairs in the department under the policy formulated by the Faculty Board in accordance with the provisions of the laws, regulations, and decisions applicable.
- Propose the distribution of lectures, tutorials, and other university responsibilities in-between the department staff members; presented and discussed at regular meetings of the department.
- Prepare proposals mandate for hiring full-time and/or part-time teaching staff for the department to be submitted to the department meetings followed by the Faculty Board.
- Follow up implementation of the decisions and the policies of the department and the faculty.
- Supervise the technicians and assistants in the department labs.

- Representing the department in the periodical meetings of the ‘Board of Study’ and results accreditation council ‘Assessment Program Board’.
- Representing the department in the meetings of the Faculty Council.
- Participate in the Faculty specialized committees altogether.
- Give lectures for his/her subject(s).
- Follow-up of department teaching staff, monitor and evaluate department teaching and lecturer assistants.
- Supervise the theoretical, practical, and oral examinations of the department subjects.
- Supervising the distribution of master's and doctoral dissertations on the staff members of the department.
- Follow-up the implementation of the research and community plans in the department.
- Do other similar work tasks as assigned to him.

## Course Coordinator

The course coordinator is responsible to the programme leader for:

- The organization and management of the course.
- The quality of the student experience.
- Current course contents, in collaboration with the teaching team.
- External examiners liaison.
- Advising the programme leader on programme resource issues.
- Library resource issues.
- Discussing the organization and content of the course with the teaching team.
- Engaged in the moderation and evaluation of the course.

### Faculty Teaching Staff

The actual delivery and assessment of courses are important factors in determining the quality of the student experience and the standards of the University's degrees. Teaching staff have a key role in this aspect of the assurance of quality and standards for courses delivered. The teaching staff has the following responsibilities:

- Contributing to the preparation of the 'Programme Handbook'.
- Delivering and teaching the course according to the course outline included in the Handbook.
- Ensuring that the lectures and tutorials assigned in the schedule are delivered in the specified time all over the semester.
- Providing extra help to students whenever needed.
- Closely following-up the performance of all students and providing support and advice whenever needed.
- Coordinating the delivery of the course to include innovative learning methods.
- Reviewing the adequacy of the learning resources to support the course including teaching accommodation, laboratories and workshops, books, journals, software and equipment, and to advise the Programme Leader as appropriate.
- Informing the Programme Leader immediately of any issue that could have an impact on the student's learning experience.
- Taking responsibility, at course level, for the implementation of the University policy on student participation.
- Coordinating the preparation, monitoring, scheduling, and distribution to students of coursework assignments with accompanying assessment criteria, submission dates and return.
- Ensuring the prompt return of coursework to students.

- Coordinating the preparation of examination papers for submission to the 'Control Unit' by the published deadline date, and their checking prior to being sent to the External Examiner.
- Attending the first 15 minutes of any examination component and indicate clearly where they may be contacted for the duration of the examination.
- Attending the meeting of the Programme Assessment Board and the Board of Study to confirm the accuracy and completeness of the student performance data presented to the Board.

### Teaching Assistants

Teaching assistants have a key role in the teaching and learning process through their working with students in close relationship. They have the following responsibilities:

- Delivering and teaching the practical course according to its outline stated in the Programme Handbook.
- Ensure that the practical sessions supply the students with the intended knowledge and skills.
- Inform the Programme Leader of any issue that may have impact on the students' learning experience.
- Provide an additional support to the students whenever needed.
- Closely follow up the performance of the students.
- Ensure that the practical sessions are delivered in their specified time all over the semester.
- Help in future planning to update the practical courses.
- Offer advice and guidance during the registration of courses.
- Offer academic, social and personal advice to the students.

### **The Quality Assurance & Accreditation Unit:**

The Quality Assurance & Accreditation Unit is responsible for monitoring the implementation of the quality standards of NAQAAE in the whole institutional and educational performance through:

- Follow up the academic activities including setting the academic reference standards, programme specifications, course specifications, programme report and course reports, in addition to ensure that the learning outcomes accomplishes the Faculty vision which in turn achieves the University vision and strategic goals.
- Follow up the performance evaluation and quality assurance in the different Faculty academic and administrative departments.
- Supervise the implementations of teaching and learning strategies accredited by the Faculty.

## Faculty-Departmental Office staff contact details

### Senior staff

NAME	TITLE	DEPARTMENT	ROOM	E-MAIL
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# Student Handbook

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# Programme Details and Specifications

### 1. Awarding Institution

University of Greenwich

### 2. Teaching Institution

October University for Modern Sciences and Arts

### 3. Faculty/Department

Faculty of Pharmacy

### 4. Final Award

Honours Degree (B.Sc.)

### 5. Programme Title And Approved Endorsements

Honours Degree (B.Sc.) in Pharmaceutical Sciences

### 6. Accredited by

Egyptian Supreme Council of Universities (ESCU)

### 7. Maximum/ Minimum Period(s) of Registration

F/T: Full Time Maximum 10 years

Minimum 5 years

### 8. Programme Code

PHG



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### 9. Last Revision Date for Programme Specification

September 2015

### 10. External Reference Points, e.g. subject benchmark statements and professional body requirements

- Egyptian Supreme Council of Universities (ESCU) regulations
- Criteria set up by Committee for Pharmacy Education of the ESCU
- National Academic Reference Standards (NARS)
- QAA subject bench mark statements
- MSA University Council
- MSA Faculty of Pharmacy Quality Assurance and Accreditation Unit

### 11. Entry Requirements

- MSA follows the regulations and requirements of the Egyptian Supreme Council of Universities and the Egyptian Admission Office for Students Recruitment, which are subject to changes on a yearly basis.
- Prospective students have to pass the MSA English placement test before enrolment.
- For transfer students (from either a different faculty or different university), an Equivalence Committee, comprising two faculty members and the programme leader is responsible for reviewing and comparing transferable course descriptions ,and deciding which courses to be considered equivalent to courses delivered in the Faculty report to the University President and the Admission Office.

### 12. Educational Aims of the Programme and Potential Career Destinations of Graduates:

The B.Sc. Pharmaceutical Sciences programme aims to provide the graduate with the necessary knowledge, skills, and attitudes needed for his/ her career development and develop professional competencies in different fields of pharmacy practice especially



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patient care, community service and industry; preparing him/her for various pharmaceutical job careers and helping him/her to be a self and continuous learner.

### **13. Summary of skills development for students within the programme:**

The abilities and skills set out in the subject benchmark as those that should be developed in all pharmacy higher education programme are subdivided into the following categories: intellectual skills, practical skills, numeracy skills, communication skills, information and communication technology (ICT) skills, interpersonal/teamwork skills, and self-management and professional development skills. These skills are developed in the subject-specific context of pharmaceutical science to give students wider applications for continuous personal development and in the world of work. The subject skills developed encompass technical knowledge and abilities specific and appropriate to the focus of this honours Degree programme in pharmaceutical science such as health and safety, personal development, business and people management, team building, computer-based and other technical skills with a particular focus on research and analysis skills.

### **14. The programme provides opportunities for students to achieve the following outcomes:**

#### **Knowledge and Understanding:**

Students are expected to show considerable understanding of:

1. Principles of basic, pharmaceutical, medical, social, behavioral, management, health and environmental sciences as well as pharmacy practice.
2. Physico-chemical properties of various substances used in preparation of medicines including inactive and active ingredients as well as biotechnology and radio-labelled products.
3. Principles of different analytical techniques using GLP guidelines and validation procedures.



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4. Principles of isolation, synthesis, purification, identification, and standardization methods of pharmaceutical compounds.
5. Principles of drug design, development, and synthesis.
6. Properties of different pharmaceutical dosage forms including novel drug delivery systems.
7. Principles of various instruments and techniques including sampling, manufacturing, packaging, labelling, storing and distribution processes in pharmaceutical industry.
8. Principles of pharmacokinetics and biopharmaceutics with applications in therapeutic drug monitoring, dose modification and bioequivalence studies.
9. Principles of hospital pharmacy including I.V. admixtures, TPN and drug distribution system.
10. Principles of public health issues including sources and control of microbial contaminations well as sanitation, disinfection, sterilization methods and microbiological QC of pharmaceutical products.
11. Principles of body function in health and disease states as well as basis of genomic and different biochemical pathways regarding their correlation with different diseases.
12. Aetiology, epidemiology, laboratory diagnosis and clinical features of different diseases and their pharmacotherapeutic approaches.
13. Pharmacological properties of drugs including mechanisms of action, therapeutic uses, dosage, contraindications, ADRs and drug interactions.
14. Principles of clinical pharmacology, pharmacovigilance and the rational use of drugs.
15. Basis of complementary and alternative medicine.
16. Toxic profile of drugs and other xenobiotics including sources, identification, symptoms, management control and first aid measures.
17. Methods of biostatistical analysis and pharmaceutical calculations.
18. Principles of management including financial and human resources.



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19. Principles of drug promotion, sales and marketing, business administration, accounting and pharmacoeconomics.
20. Principles of proper documentation and drug filing systems.
21. Regulatory affairs, pharmacy laws and ethics of health care and pharmacy profession.

### **15. The programme provides opportunities for students to develop the following skills:**

#### **Intellectual skills:**

1. Apply pharmaceutical knowledge in the formulation of safe and effective medicines with new drug delivery systems.
2. Comprehend and apply GLP, GPMP, GSP, and GCP guidelines in pharmacy practice.
3. Apply qualitative and quantitative analytical and biological methods for QC and assay of raw materials as well as pharmaceutical preparations.
4. Recognize and control possible physical and/or chemical incompatibilities encountered during drug dispensing.
5. Select appropriate methods for isolation, synthesis, purification, identification, and standardization of active substances from different origins.
6. Apply principles of bioinformatics and computer-aided tools in drug design.
7. Apply various principles to determine the characteristics of biopharmaceutical products.
8. Select and assess appropriate methods of infection control to prevent infections and promote public health.
9. Utilize the pharmacological basis of therapeutics for proper selection and use of drugs in various disease conditions.
10. Select medicines and route of administration based on understanding of etiology and pathophysiology of diseases.
11. Calculate and adjust dosage and dose regimen of medications.



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12. Assess drug interactions, ADRs and pharmacovigilance.
13. Apply principles of pharmacoconomics in promoting cost/effective pharmacotherapy.
14. Analyze and interpret experimental results as well as published literature.
15. Analyze and evaluate evidence-based information needed in pharmacy practice.

### **Subject Practical Skills**

Student will be able to do the following:

1. Use the proper pharmaceutical and medical terms, abbreviations and symbols in pharmacy practice.
2. Handle and dispose chemicals and pharmaceutical preparations safely.
3. Compound, dispense, label, store and distribute medicines effectively and safely.
4. Extract, isolate, synthesize, purify, identify, and/or standardize active substances from different origins.
5. Monitor and control microbial growth and carry out laboratory tests for identification of infectious and non-infectious diseases.
6. Assess toxicity profiles of different xenobiotics and detect poisons in biological specimens.
7. Apply techniques used in operating pharmaceutical equipment and instruments.
8. Maintain public awareness on rational use of drugs and social health hazards of drug abuse and misuse.
9. Advise patients and other health care professionals regarding safe and proper use of medications.
10. Conduct research studies and analyze the results to reach valuable conclusions.
11. Employ proper documentation and drug filing systems.



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### **Transferable/key skills**

Students will be able to do the following:

1. Communicate clearly by verbal and written means.
2. Retrieve and evaluate information from different sources to improve professional competencies.
3. Work effectively in a team with health care providers to optimize patient safety.
4. Use numeracy, calculation and statistical methods as well as information technology tools.
5. Practice independent learning needed for continuous professional development.
6. Adopt ethical, legal and safety guidelines.
7. Develop financial, sales and market management.
8. Implement writing and presentation skills.
9. Demonstrate creativity and time management abilities.
10. Demonstrate critical thinking, problem-solving and decision-making abilities.

### **Graduate Attributes**

Pharmacy graduates work in a multidisciplinary profession and must acquire the necessary attributes in various pharmacy aspects for pursuing their career. They should demonstrate comprehensive knowledge, clear understanding and outstanding skills as follows:

1. Handle chemicals and pharmaceutical products effectively and safely with respect to relevant laws and legislations.
2. Capable of formulating, preparing pharmaceutical products from different sources and participating in systems for dispensing, storage and distribution of medications.
3. Perform various qualitative and quantitative analytical techniques and fulfill criteria of GLP and GPMP to assure the quality of raw materials, procedures, and pharmaceutical products.



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4. Provide information and education services to community and patients about rational use of medications and medical devices.
5. Comprehend principles of pathophysiology of diseases and participate with other health care professionals in improving health care services using evidence-based data.
6. Plan, design, and conduct research using appropriate methodologies.
7. Develop presentation, promotion, marketing, business administration, numeric and computation skills.
8. Demonstrate capability of communication skills, time management, critical thinking, problem-solving, decision-making and team-working.
9. Perform responsibilities in compliance with legal, ethical, and professional rules.
10. Able to be a life-long learner for continuous improvement of professional knowledge and skills.

### **16. Teaching, Learning and Assessment Methods related to the programme learning outcomes and skills sets:**

#### **Knowledge skills**

##### *A. Teaching and learning methods:*

A1 to A21 are delivered through lectures, tutorials, laboratory/practical classes. At level one, lectures are intended to supply core principles and information, while tutorials provide an opportunity for students to apply these principles through participation in interactive learning. However, as students progress in the programme, towards more independent learning, they will be expected to extend and supplement material by using literature and electronic sources of information, which include their allowed access to the University of Greenwich (UoG) electronic library.

##### *B. Assessment methods:*



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The assessment methods are specified in the course specifications. Courses are assessed in various ways, utilizing typically a combination of coursework, laboratory practical sessions and written examinations. The nature of the coursework is appropriate to the subject area and learning outcomes outlined in the course specification for each.

## Intellectual skills

### *A. Teaching and learning methods:*

Intellectual skills are developed through lectures, tutorials, and coursework assignments. The preparation of an extended independent final year project encourages independent learning activities.

### *B. Assessment methods:*

A variety of assessment methods is used that include formal examinations, essay coursework, oral presentations, and a written research in the final year.

## Practical skills:

### *A. Teaching and learning methods:*

Subject practical skills are developed in a coordinated and progressive manner throughout the programme. These skills are highlighted in practical laboratory sessions. Practical sessions associated with pharmaceutical analysis, formulation and drug delivery (integrated into courses at all levels) qualifies students for employment in the pharmaceutical industry; critical analysis skills are developed throughout the courses in both practical-based and class-based scenarios to help students for the critical evaluation and criticism of data.

### *B. Assessment methods:*

A variety of assessment methods is applied to assess subject practical skills, critical review of modern analytical techniques, and computer-generated and statistical evaluations of



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pharmaceutical data. All assessed laboratory reports are written according to accepted Good Laboratory Practice (GLP).

## Transferable skills

### *A. Teaching and learning methods:*

Computer, problem-solving, teamwork, practical laboratory and presentation skills are developed. These skills are enhanced in seminars, workshops, practical laboratory sessions and coursework assignments.

### *B. Assessment Methods:*

A variety of assessment methods are used to assess transferable key skills. These include problem solving assignments and peer-reviewed oral presentations. These assessments are contextualized in A, B and, C above.

## 17. Programme Structure: Levels, Courses and Credits

Awards and Credits: Honours Degree (B.Sc.) in Pharmaceutical Sciences.

Level 1: 1 <sup>st</sup> Semester					
Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Tutorial	Practical	
CSP101	Computer and Applications	2	0	2	3
ENG 101	English for Academic Purpose and Medical Terminology	3	0	0	3
MTH 101	Mathematics	2	0	0	2
PC 111	Organic Chemistry (1)	2	0	2	3
PG 101	Pharmacognosy (1)	2	0	2	3
PT101	Introduction to Pharmaceutics	2	0	0	2
PC 102	General and Physical Chemistry	2	0	0	2

Level 1: 2 <sup>nd</sup> Semester					
Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Tutorial	Practical	
PC 123	Analytical Chemistry (1)	2	0	2	3
ENG102	English Language for Study Skills	3	0	0	3
PT 102	Physical Pharmacy	2	0	2	3
PC 112	Organic Chemistry (2)	2	0	2	3
PG102	Pharmacognosy (2)	2	0	2	3
PO101	Anatomy and Histology	2	0	2	3

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Level 2: 3 <sup>rd</sup> Semester					
Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Tutorial	Practical	
PC 223	Analytical Chemistry (2)	2	0	2	3
ENG201	English Language for Research Purpose	3	0	0	3
PM 204	General Microbiology and Immunology	2	0	2	3
PC 211	Organic Chemistry (3)	3	0	2	4
PT 201	Pharmaceutical Dosage Form (1)	2	0	2	3

Level 2: 4 <sup>th</sup> Semester					
Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Tutorial	Practical	
PG212	Chemistry of Natural Products (1)	2	0	2	3
PC 224	Analytical Chemistry (3)	2	0	2	3
PO201	Physiology	2	0	2	3
MS 201	Pharmaceutical Business Administration	2	0	0	2
PT 203	Pharmaceutical Dosage Form (2)	2	0	2	3
PM 203	Pharmaceutical Microbiology	2	0	2	3
BS 202	Psychology and Sociology for Pharmacy	2	0	0	2

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Level 3: 5 <sup>th</sup> Semester					
Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Tutorial	Practical	
PG311	Chemistry of Natural Products (2)	2	0	2	3
PB 301	Biochemistry(1)	2	0	2	3
PC 321	Instrumental Analysis	2	2	0	3
PM 302	Medical Microbiology	2	0	2	3
PO311	Pharmacology (1)	3	0	2	4
PT 302	Biopharmaceutics and Pharmacokinetics	2	0	2	3

Level 3: 6 <sup>th</sup> Semester					
Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Tutorial	Practical	
PG313	Chemistry of Natural Products (3)	2	0	0	2
PB 303	Biochemistry(2)	2	0	2	3
RS 302	Ethics and Safety	2	0	0	2
PT 303	Pharmaceutical Dosage Form (3)	2	0	2	3
PM 303	Pathophysiology and Parasitology	2	0	2	3
PC 331	Pharmaceutical Chemistry (1)	2	0	2	3
PO312	Pharmacology (2)	2	0	2	3



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<b>Level 4: 7<sup>th</sup> Semester</b>					
<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>			<b>Credit Hours</b>
		<b>Lecture</b>	<b>Tutorial</b>	<b>Practical</b>	
PB 401	Clinical Biochemistry and Molecular Biology	2	0	2	3
PO411	Bioassay and Biostatistics	2	0	2	3
PT 411	Industrial Pharmacy (1)	2	0	2	3
PC 431	Pharmaceutical Chemistry (2)	2	0	2	3
	Elective (1)	-	-	-	3
PL 401	Clinical Pharmacokinetics	2	2	0	3

<b>Level 4: 8<sup>th</sup> Semester</b>					
<b>Course Code</b>	<b>Course Title</b>	<b>Contact Hours</b>			<b>Credit Hours</b>
		<b>Lecture</b>	<b>Tutorial</b>	<b>Practical</b>	
PT 413	Industrial pharmacy (2)	2	0	0	2
MS 401	Marketing and Drug Promotion	2	0	0	2
PT 422	Pharmacy Practice	2	2	0	3
RS 401	Research Methodology	3	0	0	3
PO422	Toxicology and First Aid	2	0	2	3
	Elective (2)	-	-	-	3
PM 401	Biotechnology	2	0	0	2

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Level 5: 9 <sup>th</sup> Semester					
Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Tutorial	Practical	
PL 504	Clinical Pharmacy and Drug Information	2	2	0	3
PO512	Clinical Pharmacology and Drug Interaction	2	2	0	3
PC 532	Drug Design	2	2	0	3
PC 521	Quality Control and Quality Assurance	2	0	0	2
RS 501	Independent Studies in Pharmaceutical Sciences	-	-	-	4
	Elective (3)	-	-	-	3

Level 5: 10 <sup>th</sup> Semester					
Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Tutorial	Practical	
PL 503	Therapeutics	2	2	0	3
PT 502	Drug Delivery Systems	2	0	0	2
PT 522	Sterile Products	2	0	0	2
RS 502	Research Project	-	-	-	6
PM 501	Public Health	2	0	0	2
PT 531	Pharmaceutical Ethics and Legislation	2	0	0	2

### Elective Courses

Elective courses are offered to Junior and Senior students who have finished the corresponding pre-requisite of each elective. The Faculty Assessment Board determines the elective courses offered each semester and the academic advisers offer help to students concerning choosing the elective. New courses might be added and other courses might be modified to cope with the vast rapid development in the different Pharmaceutical fields.

#### These are some offered elective courses:

Course Code	Course Title	Contact Hours			Credit Hours
		Lecture	Tutorial	Practical	
PT401	Cosmetics Preparations	2	2	0	3
PT402	Nuclear Pharmacy	2	2	0	3
PG 411	Herbal Medicine	2	2	0	3
PC 502	Designing Organic Synthesis	2	0	2	3
PC 422	Oils and Fats	2	2	0	3
PC 423	Water Analysis	2	0	2	3
PC 432	Advanced Medicinal Chemistry	2	2	0	3
PM 411	Diagnostic Microbiology	2	0	2	3
PB 411	Applied Clinical Analysis	2	0	2	3

### Summer Training

Training is an integral part of the pharmacy programme. Every student will have the opportunity to spend certain hours training in pharmacy settings with

special emphasis on community and hospital pharmacies. Students commence training after the end of the 3<sup>rd</sup> year. The aim of this practical training is to get the student acquainted with the role of pharmacist in community, hospital and/or industrial pharmacy.

The student and the University will share in finding acceptable training opportunities (300 hours) in one or more of the following settings:

### **1. Community pharmacy:**

To gain practical experience in dispensing prescription, counseling patients and responding to their symptom, health promotion, and medication review. Students will get hands-on experience in providing pharmaceutical services to nursing and residential homes and will know how to reduce the harm that drug misuse inflicts on society. This training will open an opportunity to the student to practice giving advice to patients and other health care professionals.

### **2. Clinical and Hospital pharmacy:**

This training will allow students to have a clinical appraisal function, be directly involved with patients, practice of giving advice to other professionals and learn how to develop treatment protocols, the students will also have the chance to counsel and educate patients on the best use of their medicines as well as monitoring the effects of their therapy. Some hospital pharmacies have facilities for preparation of special medicines, such as complex cancer treatments. Others have special licenses for the small-scale manufacture of medicines which are not commercially available. The trainee will have the opportunity to share experience and to practice in part this unique feature.

### 3. Pharmaceutical industries:

The students will be able to gain experience in formulation of new products, planning and optimization of drug development strategies, advising on regulatory issues, marketing and managing scale-up and large scale production of medicines.

### Curriculum Structure according to National Academic Reference Standards (NARS)

Sciences	% according to NARS	% at Faculty of Pharmacy Curriculum
Basic Sciences	10-15 %	14.44%
Pharmaceutical Sciences	35- 40 %	35.00%
Medical Sciences	20- 25 %	20.55%
Pharmacy Practice	10-15 %	15.00%
Health and Environmental	5-10 %	5.55%
Pharmacy Management	2- 4 %	2.22%
Behavioral Sciences	2- 4 %	2.22%
Discretionary	Up to 8 %	5.00%

### Course Specifications

Please refer to the programme handbook for course specifications

### Personal and Tutorial Support Arrangements

Faculty of Pharmacy, MSA University considers one of its main goals to provide a unique, friendly and pleasant atmosphere for the students. Staff members and students interact together constantly as members of one large family.

The Faculty Registrar and Student Affairs offers advice, help and support to students, this includes:

- Advice on solving problems and the procedures to be followed.
- Enrolment and fees payment.
- Registration procedure.
- Advice on career placement and training opportunities.
- Disability support and guidance.
- Attendance excuses.
- Receive appeals and complaints.
- Counseling.
- Enrolment/Graduation Certificates.
- Providing advice on any issue that concerns students' welfare other than the above.

### Subject Advice and Educational Guidance

The Faculty of Pharmacy's main mission is to provide a well-rounded unique learning environment for the students. Faculty of Pharmacy has introduced many methods to provide academic advice and aid to all students through the following channels:

#### **Academic Adviser:**

Academic advisers are available for students to offer advice and guidance during and

after registration of courses.

Starting from entry level, students are divided into small groups of at most 25. Each staff member/teaching assistant is responsible for one group. S/he is always there for his/her students to offer academic, social and personal advice throughout the 5 years of study in the Faculty.

The students' academic progress is always followed up where students are categorized into:

### **Under academic probation students:**

Failure to earn a minimum grade-point average of 2.0 will automatically place the student under academic probation during the fall or spring semester that follows. During this period, an action plan is set for them under the supervision of the Quality Assurance Unit, besides the academic supervisor in order to improve their cumulative GPA. Students under academic probation receive individualized recommendations, professional guidance, and academic intervention to help them take the appropriate steps to enhance academic progress. They are required to make regular meetings with their supervisors until they clear probation.

### **Orange zone students**

Once the student's cumulative GPA falls between 2-2.5, he/she is placed under the orange zone, where a faculty mentor will be assigned to the student, to counsel the student and assist him/her to establish a plan of study before falling under academic probation.

### **High achievers students**

The Faculty continues to boost the number of high achiever students by organizing an event per semester, where the high achievers are recognized and

awarded.

## International Student Support

MSA runs 24 offices in various countries. The offices are located in Saudi Arabia (3), Kuwait (4), Palestine (6), Jordan (10), Syria (1). MSA established testing centers in both Saudi Arabia and Jordan where the new comers are allowed to sit for the English Placement Exam to facilitate the admission procedure of the international students. Moreover, MSA has always maintained a healthy and fruitful relationship with cultural attaches in Arab embassies.

We live in a global world, boundaries have vanished and cultures have mixed together. MSA has created open communication channels with Arab and Non-Arab Universities in order create a Model of United Nations (MSA MUN), Model of Arab League, and Model of World Health Organization (MSA MWHO). In addition, 'The International Day Festival' is a popular event held by MSA University.

## Individual/Group Study:

Teaching assistants are available to offer extra help to students. They work with students either individually or in small groups according to their individual needs.

## Information for Students with Special Needs

As an educational institution and employer, MSA recognizes the equal rights for all students. Thus, within this context, MSA supports any student with any form of physical disability who would require special tutorial help in academic reading and writing. Students with physical disabilities are taken into consideration not only in respect to examination arrangements but also in attendance and in the



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marking of coursework and examination papers, provided that the student has reported it at an early stage. Disability that may require consideration and when necessary, MSA offers one to one deemed tutorial help.

MSA is committed to a continuous programme of upgrading its buildings in order to improve accessibility for the disabled by incorporating provisions for wheelchair users. The campus includes ramps, lifts, and toilets for special needs persons.

### English Language and Learning Support

MSA is an English language medium instruction university. Students are required to sit for an 'English Language Placement Exam' during admission. According to the exam result, the student is placed in intensive English courses that range from the upper intermediate (ENG 90), or Upper intermediate/Advanced (English 101).

Students who need additional help and who have finished all the University language requirements are urged to contact the English Support Unit in the Faculty of Languages to arrange for extra help or to attend extra group sessions.

Graduating students are advised by their faculties to refer to the English Support Unit for guidance and support for writing their graduation documentation and referencing ethics.

### Information & Learning Resources Services

Learning resources and support are provided by MSA through different channels:

#### IT Unit Services

The unit offers IT Services to the entire University. It is also responsible for:

Maintaining the IT infrastructure in the University.

1. Providing hardware and software packages for the faculty requirements.
2. Maintaining equipment.
3. Equipping all computers with different operating system platforms, database management systems, programming languages, software development kits, and education software tools to provide suitable training for different fields of specialization.
4. Providing support to all instructors and students in using the audio-visual aids provided by the University.

#### Library Services

MSA library keeps books and periodicals ordered by University faculties. It also offers online educational and research recourses. In addition, video, cassette tapes, and CD ROMs are provided for all subjects. Two computer labs are annexed providing access to the internet. All students and staff have their username and password for accessing all online recourses on campus or from their homes.

### **Book Store**

The bookstore is responsible for distributing textbooks to students at the commencement of each semester. The bookstore is connected to the University database to ensure the proper dissemination of textbooks among students.

### **Transportation Services**

For all information regarding MSA transportation facilities, students are kindly requested to visit room B114, theoretical building.

### Health, Safety & Welfare

Students have the same health and safety responsibilities as the employees at MSA and they must take reasonable care of their own health and safety and those of other people. Students' actions should not put them or other people at risk. Students must follow health and safety instructions/rules and report any faults or shortcomings in health and safety arrangements to the University Security Office/Faculty student affairs office. All students without exception are expected to comply with all health and safety regulations operating within the University, in laboratories, workshops and other hazardous places, to acquaint themselves with these regulations. Failure to do so is a serious breach of University regulations.

MSA provides on campus clinic with qualified practitioners (physicians) who are available for the students throughout the week. The clinic is equipped with first aid kits and medication.



# Arrangements and Opportunities for Students to Give Feedback Boards of Study

The purpose of the Board of Study is to provide a forum for discussion between students and staff involved in all aspects of the programme.

The membership includes:

- Chair (Dean)
- Representative from UoG
- Director of Quality Assurance & Audit Unit
- Programme Leader, Faculty Link Tutor, all Module Leaders (or their representatives) wherever feasible.
- Student representatives (almost two for each year).
- Support services representatives (IT, Admission, HR, PR, Examination Unit, Library, etc.).
- Secretary to take the minutes

The student representatives are responsible for notifying the Board with the students concerns, suggestions, and complaints.

A meeting is held each semester normally in week six to eight as specified in the Quality Assurance Calendar. Dates of the Boards of Studies are published on MSA website and on MSA Academic Calendar, and Quality Assurance Calendar.

The agenda must include all major items but further items suggested by the student representatives and members of the committee may be added where appropriate.

The minutes should cover all agenda items and include a summary of the main points of discussion and an action/outcomes list. Any actions required include the timescale, the name of the person responsible, and when a report back to the Board is expected.

They should also include progress on actions from the previous minutes.



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Within five working days of the meeting, a Chairs' Action List will be published and circulated to all those with action points to deal with and to the Quality Assurance and Audit Unit Head. In addition, copies should be put on appropriate student notice boards.

### **Staff/Module Evaluation Survey**

Students are required to complete the online evaluation (for Module/instructor/teaching assistant). This is considered an anonymous channel for receiving student feedback. Reports of evaluation are sent to the Dean and the respective Head of Department/Programme Leader for action.

Head of Board of Trustees, President, Vice Presidents and Director of Quality Assurance also receive a copy. The process of the online evaluation usually commences after the midterm exams and is announced on the University Academic Calendar and on MSA website.

### **Open Door Policy**

MSA University adopts an open door policy for receiving student feedback.

### **MSA Official Facebook Page**

This is a new official channel for students' feedback. Students can login to <http://www.facebook.com/MSAUniversity.News> to share their feedback.

### **Complaints Procedure**

This section includes all complaints about unfair academic measures taken by staff against students during the semester (for complaints about grades, refer to the Examination & Grading System). Students may also submit petitions to be exempted from certain rules or regulations such as assigned academic load or disqualification actions or module prerequisites.



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The complaints procedure ensures that the student's opinion about any action taken against him/her is handled. Students submit their verbal/written complaints/petitions to the students' affairs office/programme leader. Students must submit their complaints within one month of the occurrence of the action otherwise MSA is under no obligation to consider this complaint. The processing of these complaints is the responsibility of the office of Students' Affairs/programme leader. The complaint is discussed with the concerned staff member(s). An immediate feedback is given to the student if the student feels that the matter has been treated justly or the action has been remedied then the complaint is filed.

In the event that the student is not satisfied with how the complaint is handled, the issue is escalated to the Faculty Dean. If the student is still unsatisfied, the issue can be presented to the University President for final decision.

### **Information related to the MSA/UoG Collaboration**

Access to University of Greenwich electronic resources

As a part of the collaborative agreement between the Faculty of Pharmacy at MSA University and the University of Greenwich, since 2007/2008 and until now, MSA pharmacy students receive a banner ID and a login password to University of Greenwich port, which allows the students to get a full access to UoG resources including its e-library.

### **UK study abroad joint program**

Faculty of Pharmacy of MSA developed a joint cooperation with Greenwich University as a distinguished academic partner in the field of drug delivery and formulation.

Faculty of Pharmacy, MSA, was looking forward to offering its students an in depth overview of the newest strategies and achievements in the drug delivery field through this summer elective course 'Advanced Drug Delivery'. Joint cooperation was meant to



## **Student Handbook**

strengthen the course's learning outcomes and expand the student's knowledge and skills. Selected students are offered three weeks of theoretical courses at the MSA campus followed by two weeks of practical work in UoG. Students participating in this course are able to link the theoretical part with the practical part and finally are capable of addressing various issues relevant to the development of therapeutic strategies employing drug delivery technologies.

For information concerning the deadline for application and the acceptance criteria, contact the course coordinator and Programme Leader.

### **Teaching, Learning, and Assessment Arrangements**

The overall teaching and learning strategies used to deliver this programme aim at supporting independence and self-learning. This is achieved by active discussions during lectures and tutorials, in addition to guided independent study. The teaching strategies also promote creative thinking as well as ingenious use of resources; this is realized through the use of assignments, pharmacy-related activities and the graduation research project. The final strategy is the promotion of teamwork and the spirit of collaboration; this is supported through the use of group activities, such as group assignments and research projects.

#### **The programme is delivered through the use of:**

- Lectures (including visual aids, audio and audio - visual materials) which are mainly delivered as presentations and are aimed at providing knowledge and guidance in learning. External visiting lecturers are encouraged to demonstrate the practical applications of the theoretical studies to students.
- Group tutorials: which are linked to lecture topics and depend directly on taught and independently acquired information from primary and secondary information sources.



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- One to one tutorials: for advice and feedback on assignments, supervision of final year graduation projects and personal tutoring in case of special needs.
- Laboratory classes: which are aimed at developing practical skills associated with the subject matter.
- Seminars: an interactive way of teaching, they include a variety of presentations, discussion groups, simulations and role - playing. They emphasize and demonstrate the ideas gained and concepts comprehended. They also develop communication and problem-solving skills.
- Guided independent studies: this includes research and assignments associated with lectures, laboratory classes, and seminars. It is based on the library and electronic references given by the lecturers or acquired independently.
- Academic counseling: it informs students of the rationale, content, aims and objectives of the programme as a whole through open discussion of timetables and activities especially in the early stages of the course.
- External links: The programme has several links with the community and pharmaceutical industry. Visits to pharmaceutical companies under supervision of staff members, are regularly arranged to which the students are encouraged to join. The University also invites distinguished speakers in the field of pharmacy and pharmaceutical industry as well as environmental and health provisions.

To successfully complete the programme, the student is expected to complete a total of 180 credit hours, which are divided into 14 credit hours of University requirements including English language, computer science and mathematics courses, 21 credit hours of collateral requirements, which include behavioral sciences, management sciences and research and seminar, and finally 145 credit hours of core requirements that cover aspects like: pharmaceutical chemistry, pharmacognosy, clinical pharmacy, microbiology, pharmaceutics, biochemistry, and pharmacology.



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The contact hours of each course are dependent on its credits hours, for instance courses with 2 credit hours encompass 2 contact hours of lectures every week, while 3 credit hour courses encompass 4 contact hours every week (2 hours of lectures and 2 hours of laboratories/ tutorials). Similarly, courses with 4 credit hours encompass a 5 contact hours every week (3 hours of lectures and 2 hours of laboratories/tutorials).

Students are expected to undertake a commitment for personal study, this usually involves about 25% of the contact hours. Therefore, for a 3 credit course the student is expected to undertake about 1 independent personal study hour per week, while for 4 credit course the student is expected to undertake about 1.25 hours of independent personal study per week.

### Student Progression

The progression of pharmacy students at MSA is based on a pre-requisite system. The student cannot progress to the next course without having passed its pre-requisite course. Courses of the first semester have no pre-requisites except the English course ENG 101, that requires passing the MSA English placement exam.

Students progress through their programme by successfully completing tasks ranging from descriptive understanding, data analysis and interpretation, and problem solving. Each stage of the programme is supported by laboratory classes, which provide training in the acquisition of manual practical skills and in the collection of good quality and consistent data from different instrumentations and other sources. The complexity of tasks, planning required to complete laboratory work, and scope for individual interpretation increases as time progresses, culminating in the research project allowing for independent thought.

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The programme grading follows the following criteria

GPA	Marks	Grade
4	$\geq 90\%$	A
3.67	85 - < 90 %	A-
3.33	80 - < 85 %	B+
3	75 - < 80 %	B
2.67	70 - < 75 %	B-
2.33	65 - < 70 %	C+
2	60 - < 75 %	C
0	< 60 %	F (Fail)

For English, Math and Computer courses, the assessment follows the following criteria:

Grade	Marks
	$\geq 90\%$
A-	85 - < 90 %
B+	80 - < 85 %
B	75 - < 80 %
B-	70 - < 75 %
C+	65 - < 70 %
C	60 - < 65 %
C-	56 - < 60 %
D+	53 - < 56 %
D	50 - < 53 %
F (Fail)	< 50 %

## The Calendar of Assessment

There are two main periods of assessment during the academic year:

1. At the end of the Fall Semester.
2. At the end of the Spring Semester.

- The period of final assessment includes a deadline for submitting all work to be assessed as well as concluding all the examinations. At the end of each period of assessment, the MSA University Assessment Board meets to approve the results of all modules and awards qualifications.
- The academic load is the number of registered credits per student each semester and credits acquired by students are based on the number of modules passed from the academic load registered.

## GPA Calculation

### Semester GPA:

$$= \frac{\sum(\text{Number of credit hours of each module in the given semester}) \times (\text{corresponding GP})}{\text{Semester total credits in the current semester load}^*}$$

(\* ) excluding pass-fail module credits and transferred modules from other universities.

### Cumulative GPA:

$$= \frac{\sum(\text{Number of credit hours of each module registered up to date}) \times (\text{corresponding GP})}{\text{total credits registered up to this date}}$$

A Student cannot be graduated with a cumulative GPA less than C (which is 2).

Cumulative GPA for MSA degree is based on the total credits of all modules.

B.Sc. Degree(National Univ. Grade)	MSA Letter Grade	MSA GPA	UK Honours Level
<b>Excellent</b>	A, A-	$\geq 3.67$	1st Class
<b>Very Good</b>	B+, B	$\geq 3.0$	2.1
<b>Good</b>	B-, C+	$\geq 2.33$	2.2
<b>Satisfactory</b>	C	$\geq 2.0$	3rd Class

Taking into consideration the minimum grade requirements mentioned above, cumulative GPA for the equivalent Greenwich Award will be based on the total credits of 300 and 400 modules.

### Progression of Students

Progression is determined by the number of credit hours completed by students as indicated in the five-year-plan.

### Graduation

- Students shall automatically receive the award of MSA University upon completion of the requisite number of credits with a cGPA equivalent to C or above at the end of the semester during which the total was achieved.
- Graduation ceremonies are usually held every year in September for Fall, Spring, and Summer semesters graduates.

### Failing a Module

Students must meet the deadline for submission of all coursework in accordance with the requirements of MSA University and module staff.

A student is deemed to have failed in the following cases:

- a. Students who fail to attend **75%** of all lectures and tutorials (F1).
- b. Students who fail to attend the final exam (F2).
- c. Students who fail to achieve **30%** of the marks in the final exam (F3).

### Incomplete Modules

If a student fails to attend the final exam due to any emergency or extenuating circumstance, and the University President approves the non-attendance, then an incomplete grade will be agreed. Coursework grades are transferred to students who are given an (I) grade. Subsequently, the student

will be allowed to sit for the final exam of this module at the next opportunity.

### **Progression and Repeat Policy**

Students may not repeat any module they have passed unless it is a requirement of an accreditation board or is crucial to the student's academic progression. Students who fail to maintain a minimum cumulative GPA of 2 will be put under probation and will be allowed to repeat modules with a grade of (F). The grade used in the final GPA is the final grade achieved by the student.

### **Condoned Failures**

Condoning regulation for the MSA Faculty of Pharmacy applies only if the student has passed the final exam:

- ENG90 is not condoned.
- Cases of graduating students are given extra attention.
- For students who fail courses; max 5 marks can be distributed among failed courses if the students passed the final exam.
- Course with the highest mark will be selected for condonement first.
- For failed courses with equal marks, less important course will be condoned first.

Failures can only be condoned by the University Assessment Board. Students are not allowed to question the grant/refusal to grant condonement.

### **Grade Appeals**

- Faculty staff correct the answer sheets with coded numbers in the final

examinations so that the identity of the student remains completely anonymous thus insuring that the assessment is truly objective reflecting the students' true academic standard. Each answer sheet is marked by two examiners and revised by a third examiner.

- Despite this accurate grading procedure, students are allowed to appeal against their final grade. Students need to fill a 'Grade Appeal Form' available from the Faculty Registrar. The Faculty Registrar sends all grade appeals to the 'Examination Unit'. The 'Examination Unit' checks the students' total grade from the records available and also checks that there is no indication that the examiner has not missed any question during the grading of the answer sheet. Any case requiring the alteration of student's grade is reported by the 'Examination Unit' to the Faculty Registrar who notifies the student.

### **Adoption of Results**

Students' results are adopted after passing through the following:

#### **Faculty Assessment Review**

The Faculty of Pharmacy Assessment Review Panel is held annually and include:

1. The Faculty Dean
2. The Faculty Vice Deans
3. FDLQ
4. Programme Leader
5. University of Greenwich delegates
6. External examiners assigned by the QA agency of UK



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**The review procedures takes place in three consecutive days and include:**

1. Panel meeting in day 1 where the review details are discussed
2. Panel review of students' progress through investigating students' work along the academic year; this includes students' courses' portfolios, graduation project portfolio and dissertations, assignments, quizzes, ..etc.
3. Panel Monitor different patterns of assessment (formative and summative) and review grade distributions and second marking.
4. Panel comments are then taken to the University assessment board.

### **University Assessment Board**

The University assessment board is held annually following the Faculty Assessment Review and it includes:

1. The University President
2. The Faculty Dean
3. The Faculty Vice Deans
4. FDLQ
5. Programme Leader
6. University Director of Quality
7. Heads of Departments
8. Ethics Committee Coordinator
9. University of Greenwich Delegate(s)
10. External examiners assigned by the QA agency of UK
11. Representative from the examination control unit

➤ **The board discusses the following:**

1. Students final results and honours
2. Condoned students
3. Students under probation
4. Issues related to ethics and safety
5. External examiners' recommendations raised during the Faculty assessment review.

After the results are ratified by the University Assessment board, they are considered official and are published on notice boards, on the University website and sent to the students MSA email no sooner than 24 hours and no later than five (5) days following the assessment board.

### General Policies

#### Payment of Fees Policy

**Students should refer to MSA Academic Calendar for the dates of payment for each semester.**

#### Advising and Registration Policy

- The Advising and Registration Period for each semester is announced on MSA Academic Calendar almost two months prior to the academic year. Students *must adhere to this period* as delaying registration after the commencement of the semester will affect their academic progression and will also be counted as absence.
- Students are eligible to register the full load of the semester as long as he/she is not under probation. Students must refer to the Faculty as for the respective permitted load.
- After completing the Advising and Registration process successfully, students receive their bookstore receipt from the Faculty and are advised to visit MSA Book Store to receive their books.
- Students are allowed to register for a maximum of seven credit hours during the Summer Semester. However, if this is the student's last semester, he/she is exceptionally allowed to register for nine credit hours.

#### Online Registration Procedure

To successfully register online, the student is requested to adhere to the following steps:

1. Login to ***msa.edu.eg***.
2. Click on “***Student Login***”



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3. Click on “**Register now**”
4. Enter your MSA username and password. In case you encounter any problem, contact MSA server team, ext: 2131/2132.
5. Now you are introduced to “***Student Registration link***”, where you can select your modules through a 'Drag and Drop' process.
6. After completing your schedule, click “***End Registration***”.
7. At this point, kindly check with the Faculty regarding the logistics of approving your schedule. There are two scenarios:
  - Either your schedule will appear in your academic advisors account for approval/modification, consequently, you will receive an email notification of his/her feedback
  - Or you must visit the Faculty to approve/modify your schedule. This step is crucial, or else you will not be considered registered.
8. Upon approval of your schedule, you can receive your book receipt from the Faculty.
9. Students are not allowed to register for graduation courses except in the regular semesters exclusively i.e. Fall and Spring semesters.

### Add and Drop of Modules Policy

Students should refer to MSA Academic Calendar for the dates of 'Add and Drop' of modules (courses) for each semester.

### Attendance Policy

The contact between the staff and student is the most effective means of learning. Class discussions and comments enhance the students' understanding

of the module content providing a new dimension to the learning experience. For these reasons, students are required to satisfy certain attendance requirements. Students who fail to attend 75% of all lectures and tutorials/Labs for a given module are deprived from the final exam and automatically fail the module. This includes absences for medical reasons and emergencies. Students are required to check regularly with the respective teaching assistants/Student Affairs Department/e-learning as to the number of absents reached in each module.

### **Late Arrival Policy**

Late arrivals disrupt the class and interrupt other student's concentration. Students are only allowed into the class during the first five minutes. Otherwise, they miss the class and are recorded as 'absent'.

### **Late Submission Policy**

Students are notified of the deadline for work submission for all pieces of their work at the start of the semester. Failure to meet the deadline results in the deduction of 10% of their mark for each working day.

## Misconduct Procedures

### Academic Misconduct Procedures:

MSA University complies with the Rules and Regulations of the Ministry of Higher Education in Egypt as per decree 49 for the year 1972, as well as the Rules and Regulations of the Private Universities in Egypt as per decree 101 for the year 1992.

MSA students are expected to be honest in their academic endeavors. To falsify the results of one's research, to use the words or ideas of others as their own, to cheat in an examination, or to allow another to commit an act of academic dishonesty corrupts the basis of the academic process.

#### The act of plagiarism includes:

- Quoting another person's actual words, complete sentences or paragraphs, or entire piece of written work without acknowledgement of the source.
- Using another person's ideas, opinions, or theory even if it is completely paraphrased in one's own words, without acknowledgement of the source.
- Borrowing facts, statistics or other illustrative materials that are not clearly common knowledge without acknowledgement of the source.
- Copying another student's essay test answers.
- Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own.
- Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work. When in doubt about rules concerning plagiarism, students are urged to consult with the Faculty staff.

### **Procedure of Investigating Plagiarism and Academic Dishonesty**

#### **During in-module Assessments:**

This procedure applies only to in-module assessment (e.g. assignment or coursework) and can only be applied once per module. It covers the following offences:

- Plagiarism.
- Contract writing of assessment by third party.
- Fabrication of results or conclusion.
- Collusion.

Where the marker of the assessment suspects that the student's submitted work is plagiarized or one of the above offences has been committed, the marker shall interview the student to establish that an offence has been committed or to demonstrate the plagiarized work and the proportion of the plagiarized work. During this interview, the marker shall give the students the opportunity to present his or her case and mitigating circumstances, if any.

#### **Depending on the severity of the plagiarism or the offence being committed, the marker may take one of the following actions:**

1. In case of first offence, (not deliberate or intended, one which has arisen inadvertently through mistake or ignorance), student may receive one of the following penalties as determined by the Module Leader or Programme Leader.
  - a. Students are reminded of the seriousness of their act and is given a verbal warning.
  - b. Students are reminded of the seriousness of their act and are asked to sign a 'Plagiarism Warning Form' (a written warning).
  - c. Redo the same assessment or a new assessment within a set

deadline. The new mark shall not exceed the mark awarded for the offended work, if any.

- d. Redo the same assessment or a new assessment and the new mark shall not exceed the pass mark.
  - e. Exclude the plagiarized part of the assessment and mark the work accordingly.
  - f. Award a zero grade to the assessment under investigation.
2. In case of second offence, the issue is escalated to the programme Leader/Dean. The penalty may reach failing the assignment grade/coursework of the module where the act has been attempted.
  3. In case of repeated act, the issue is escalated to the Respective Dean who directly reports to the University President for final decision. The penalty in this case may reach failing the module where this offence was committed or more than one module.
  4. In severe cases, the issue is escalated to the University President and the penalty may reach dismissal from the University for one semester or more based on the circumstances of the case.

### **Exam Conduct Regulations**

- Students must have their MSA IDs available for inspection.
- Strict silence must be observed at all times in the examination room.
- The examination is deemed to be in progress from the time students enter the room until all the scripts have been collected. Students must not speak to or otherwise communicate with any other students throughout the examination.
- Students should avoid cheating during the examination or he/she will be subject to misconduct act.



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- A student who causes a disturbance during the examination will be required to leave the room and may be subject to misconduct act.
- Students are advised not to bring personal belongings into the examination room.
- All briefcases, bags, books, pencil cases etc. must be placed to one side of the examination room as instructed by the proctor and not left beside the desks.
- Students are advised to avoid bringing any material related to the exam.
- It is also prohibited to borrow any tools inside the exam room. Every student must bring with him the needed tools for each exam. The University is not responsible for providing any tool during the exam.
- Students are not allowed to visit the toilet during the exam duration, except in medical cases approved from the floor supervisor.
- Students are not allowed to enter the exam hall before the proctors.
- Students are strictly prohibited to enter exam rooms with their mobile phones.
- All answers must be in English, unless otherwise instructed on the exam template. Slang language should be avoided.
- It is forbidden to write in pencil in the answer sheet.
- It is strictly prohibited to enter the exam rooms with programmable calculators unless otherwise specified on the exam template.
- Every student is assigned to a specific room for each subject.
- Students have to check their rooms and seat numbers on the bulletin board before every exam.

Any violation to these rules will be documented by the proctor in the “Exam Misconduct Form” and reported to the Exam Floor Supervisor who should investigate the case and submit a report to the University for legal action.

## Procedure of Investigating Academic Misconduct During Exams

نظام تأديب الطلاب:

يستمد نظام تأديب الطلاب بجامعة أكتوبر للعلوم الحديثة والأداب من قانون تنظيم الجامعات المصرية ولائحته

التنفيذية و الصادر في 2006

1. يعتبر مخالفة تأديبية كل إخلال بالقوانين واللوائح والتقاليد الجامعية وعلى الأخص:
  - a. الأعمال المخلة بنظام الكلية أو المنشآت الجامعية.
  - b. التحرىض على الامتناع عن حضور الدروس والامتحانات والأعمال الجامعية الأخرى.
  - c. كل فعل يتناهى مع حسن السير والسلوك داخل الجامعة أو خارجها.
  - d. كل إخلال بنظام الامتحان وكل غش في الامتحان أو الشروع فيه.
2. كل طالب يرتكب غشاً في امتحان أو شروع فيه ويضبط في حالة تلبس يخرجه العميد أو رئيس لجنة الامتحان ويحرم من الامتحان في المقرر أو أكثر.

3. العقوبات التأديبية هي:

- i. التنبية شفاهة أو كتابة.
- ii. الإنذار.
- iii. الحرمان من بعض الخدمات الطلابية.
- iv. الحرمان من حضور دروس أحد المقررات لمدة لا تتجاوز شهراً.
- v. الفصل من الكلية لمدة لا تتجاوز شهراً.
- vi. الحرمان من الامتحان في مقرر أو أكثر.
- vii. إلغاء امتحان الطالب في مقرر أو أكثر.
- viii. الفصل من الكلية لمدة لا تتجاوز فصلاً دارسياً.
- ix. الفصل النهائي من الجامعة.

4. عميد الكلية له حق توقيع العقوبات الست الأولى

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5. يصدر قرار إحاله الطالب إلى مجلس التأديب من رئيس الجامعة من طلقاء نفسه أو بناء على طلب العميد.
6. يشكل مجلس تأديب الطلاب على النحو التالي:
  - I. عميد الكلية الذي يتبعه الطالب أو من يختاره عميد الكلية نائبا عنه (رئيسا لجنة).
  - II. وكيل الكلية أو أحد رؤساء الأقسام.
  - III. عضو من أعضاء مجلس الكلية.
7. لا يجوز الطعن في القرار الصادر من مجلس تأديب الطلاب إلا بطريق الاستئناف ويرفع الاستئناف بطلب كتابي يقدم من الطالب إلى رئيس الجامعة خلال 15 يوم من تاريخ إبلاغه بالقرار و على رئيس الجامعة إبلاغ هذا الطلب إلى مجلس التأديب الأعلى خلال 15 يوم.
8. يشكل مجلس التأديب الأعلى من:
  - I. رئيس الجامعة أو من يختاره نائبا.
  - II. رئيس الشؤون القانونية بالجامعة.
  - III. أستاذ من الكلية التي يتبعها الطالب.
9. يجوز الأمر بإعلان القرارات الصادرة بالعقوبات التأديبية داخل الكلية و يجب إبلاغ القرارات إلى ولی أمر الطالب.
10. تحفظ القرارات الصادرة بالعقوبات التأديبية عدا التنبيه الشفوي في ملف الطالب.

### **Dismissal from Class**

Students dismissed from classes for insubordination or other disciplinary reasons are not to return to class until the faculty member concerned permits it and in some cases after being referred to the Dean's office.

### **General Conduct Regulations**

MSA University expects its students to be mature, honest and responsible members on campus and in their larger community. Any behavior that infringes upon the rights, safety, property and privileges of another person or which impedes the educational process of MSA University is unacceptable.

MSA students are expected to show their outmost respect towards their fellow students, staff members and MSA University as a whole. Any improper conduct such as physical violence, fighting, bullying and harassment of others represent behavior that is not conducive to an educational environment, will not be tolerated. Immediate disciplinary action will be taken against violators ranging from social probation to dismissal.

All students must carry their University ID cards and provide it to University personnel upon entrance/request. MSA University continues to recognize that its responsibility is linked with the protection of its students, faculty staff and property.

Members of MSA community are expected to abide by Egyptian Laws, and are subject to them. If any student violates Egyptian law and/or acts in a way that damages the reputation of the institution, the violation may obligate the University to carry out appropriate disciplinary action, which may include expulsion from the University. Moreover, MSA reserves the right to review and address incidents that take place off campus in which MSA students are involved.



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Article 34C of the Egyptian Drug Law states that “anyone would be penalized if convicted of possessing drugs on educational premises”. It is therefore the policy of MSA to prohibit handling of drugs by students on University campus. Disciplinary action for violations would result in immediate dismissal from the University.

All students are obliged to switch their mobile phones during class time. Any student who violates this policy may be asked to leave the class immediately and will not be permitted to return until the next lecture. This will be counted as an inexcusable absence. All mobile phones must be switched off in the libraries and computer labs. Ringing phones and loud conversation on these premises disturb faculty and students trying to read or study.

Students are responsible for the behavior of their guests at all times and are held accountable should the guest cause disturbance or damages. Guests must attain a security clearance from security personnel prior to entering University premises. There should be a valid and acceptable reason for visiting the University. The University retains the right not to grant entrance clearance as it feels appropriate.

It is not allowed to be in the University campus with no justified purpose after the working hours unless granted a written approval from the University.

University staff are allowed parking space inside the University premises.

Students are not permitted to park inside the University campus. Designated parking areas are allocated for students outside the University gates.

Dress code is expected to conform to the educational setting. For example, males are prohibited from wearing shorts and slippers. The University’s public image should guide their selection of dress.



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The University reserves the right to alter and amend regulations if they are found to be unsatisfactory for prevailing circumstances. Such amendments will be communicated and incorporated in the document at the University's earliest convenience.

### Career Opportunities and Placement

MSA considers one of its main goals is to provide a unique, friendly and pleasant atmosphere for its students. Staff members and students interact together constantly as members of one large family.

MSA is keen to provide its students with competitive programmes that aim to prepare them to compete effectively in the job market. The Career Placement Center (CPC) is part of MSA HR department; it provides feedback on the skills required by the job market in a specific programme. The office also provides feedback on points of strengths of MSA graduates and comments on areas that require improvement. This continuous effort ensures the currency of our programme and its relevancy to the needs of both national and international employers.

The CPC provides a full range of HR activities that include recruitment, training, and internships. The CPC benefits MSA students and graduates by creating a link between them and the corporate world, providing them with a comprehensive knowledge of the market and giving them firsthand enhancing experience of what to expect in the practical life.

The CPC organizes periodical job fairs that aim to provide students with exceptional work opportunities. The office also contacts new employers to increase the number of companies joining the fair and to improve the standard of the portfolio of companies recruiting MSA graduates.

The Alumni Department was created for Alumni services and activities. It offers a range of benefits for MSA University graduates such as: Reunion, training sessions, employment opportunities, events, competitions, career advising, special discounts and rates.



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Its slogan is 'Belong, Believe, Build' and that's because the department's main objective is to make graduates feel that they belong to the University even after graduation, to believe in themselves and their capabilities and to finally build on that by developing their skills and finding the career that best suits them.

The Alumni Department enables graduates to build their personal and professional network, empower career transitions and reconnect with fellow alumni, (to contact the department: [training@msa.eun.eg](mailto:training@msa.eun.eg)).