



Libyan International Medical University

Faculty of Pharmacy

**Study and Examination Regulations for The Doctor of Pharmacy Program
Annexed to Decree No. (1) of The University Council
12th of January 2021**

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Chapter I: General Provisions

Article (1) Designation

When adopted, this document is called the "Study and Examinations regulations for the Doctor of Pharmacy Program".

Article (2) Entry into Force

The provisions of this regulation shall apply to all students studying in the Doctor of Pharmacy Program at the Libyan International Medical University.

Article (3) Definitions

The terms and phrases, wherever they appear in these regulations, signify the meanings set out below:

- University: Libyan International Medical University.
- Faculty: Faculty of Pharmacy at the University.
- Study Stage: The time period of a number of educational years consisting of educational blocks that include integrated, overlapping and homogeneous curricula.
- Course: It's a curriculum consisting of a group of teaching activities with specific goals/contents and activities and may be associated with other courses in the study plan.
- Main Course: It's a course at the level of the program and the student doesn't graduate until after it has been successfully completed.
- General Course: It's a course that must be studied and passed by all applicants of the first university degree, regardless of their specialization.
- Supportive Courses: It's a course that must be studied and passed by all students of the first university degree according to their academic specialization.
- Elective Course: it's a course that the student chooses to study with the condition of successfully passing it. The student chooses the course from among the elective courses offered in the program, and it's not counted in the student's general average.
- Free Course: It's a course determined and chosen by the student according to his desire. It may be part of the university's programs or outside of it. It's equivalent to one academic unit and is not counted in the general average.
- Capstone Project: It's a coordinated effort that uses the human, technical, administrative and financial recourses in order to achieve a specific goal according to community priorities within a fixed time period.
- Volunteering Work Requirements: It's for the student to have voluntary work during his studies at the university and to be organized by a special list prepared by the relevant body of the university and approved by the university council.

- **Study Program:** It's a set of integrated courses with a specified sequence and known objectives that give the student, upon success, a certificate that qualifies the student to work.
- **Remedial Program:** A study program which is an academic period that proceeds enrollment in the main educational program of the Faculty, and the student must successfully pass his courses according to the admission requirements of PharmD program, before starting in the program.
- **Maximum Period Required for Graduation:** It's the period during which the student must complete all graduation requirements and its equivalent to the duration of the original program plus half of its duration.
- **Student's Performance Measurement and Evaluation:** It's the process of evaluating the performance of students and this includes the usual exams and other modern methods for evaluating the student's performance.
- **Distance Learning:** It's every educational process in which there is no direct communication between the student and the staff member.
- **Blended Learning:** It's a type of education that includes an integration of educational activities through direct and indirect communication between the student and the staff member.
- **E-Learning:** It's an education in which electronic devices (aids) are used regardless of whether the teacher or the supervisor and the student are in separate locations or not.
- **Academic Year:** It's a study period that usually ranges from 9 to 12 months, depending on the type of specialization.
- **Curriculum Development Committee:** It's a committee concerned with supervising the development and follow-up of the curriculum.
- **Learning block:** A set of educational problems and activities that contain specific educational objectives relating to different courses with different ratios and periods of time which are specified by the Curriculum Development Committee.
- **Educational Problem:** A way to introduce a problem with educational objectives, designed to motivate the student's abilities to deduct those objectives and to impart skills that qualify him/her to acquire the elements of the academic material through self-research under guidance, supervision and academic follow-up.
- **Clinical Skills:** Practical skills complementary to theoretical attainments acquired by the student during his/her studies through practical educational sessions.

Article (4) Purpose

To organize the procedures for the implementation of the Doctor of Pharmacy Program in order to achieve the objectives of the program and ensure the quality of its outcomes within the limits of the applicable laws and regulations.



Chapter II: Introduction to The Faculty

Article (5) Foundation of The Faculty

The Faculty was founded according to Decree No. 593 of the year 2007 concerning the establishment of a non-governmental university under the name of the “Libyan International Medical University”.

Article (6) About the Faculty

The Faculty of Pharmacy is one of the faculties of the Libyan International Medical University and the education it provides is a stage of higher education.

The faculty adopts educational and research programs that contribute to raising the level of health care in Libya and to developing pharmaceutical policy through participation in the restructuring of the health system in Libya.

The Faculty works through the consolidation of academic links with faculties, universities, as well as bodies that are concerned with good pharmaceutical practice and education, locally and internationally, with the aim of developing field training programs for students and continuous education programs for human resources' development.

The Faculty of Pharmacy also looks forward to starting postgraduate programs in order to meet the need of society and academic institutions of specialists in various and modern fields in Pharmacy. This may be achieved through cooperation with corresponding regional and international institutions.

Article (7) Language of Instruction

English is the language of instruction in the Faculty except for certain courses of a special nature, which are taught in Arabic.

Article (8) Academic Departments

1. The Pharmaceutical Sciences Department, which includes the following units:

- Medicinal Chemistry
- Pharmaceutics
- Basic Medical Sciences

2. The Pharmacy Practice Department, which includes the following units:

- Clinical Pharmacy
- Hospital Pharmacy
- Pharmacoeconomics
- Professional Skills and Behaviors



The Faculty Council has the right to propose the repeal or creation of departments or units when necessary, and the repealing or creation of departments and units requires the approval of the University Council.

Article (9) Academic Degrees Awarded by The Faculty

The Libyan International Medical University, at the request of the Faculty of Pharmacy Council, grants the following degrees:

- Firstly: Bachelor's of PharmD Degree organized by this regulatory document and symbolized by BPharmD
- Secondly: An occupational specialization license (Diploma), a Master's degree and a Doctoral degree, which are organized via other special regulatory documents.

Article (10) System of Study at the Faculty

1. The Faculty adopts the academic year system.
2. The duration of study at the Faculty is five academic years, where the fifth year includes the clinical training. The duration of study is divided into study periods that include academic years divided into learning blocks. The number of learning blocks vary from year to year, and the annexed table shows the distribution of courses at different educational levels.
3. The duration of study at the Faculty is divided as follows:
 - Phase I (Foundational Stage), it includes the first and second years.
 - Phase II (Professional Stage I), it includes the third and fourth years.
 - Phase III (Professional Stage II), it includes the 20th educational block, advanced pharmacy practice experience, and the whole period of clinical training.
4. The study is conducted in the Faculty in the form of interactive activities in line with self-guided learning strategies.
5. Clinical training is carried out for a period of no less than 1200 hours according to its own regulations.
6. Laboratory and clinical skills are provided through practical educational sessions.
7. Graduation requirements include:
 - Successfully passing all Main, Supportive and Optional courses.
 - The research project, where at the end of the third year, the students are divided into groups by the Scientific Research Committee of the Faculty according to the topics of the researcher and the supervisors. Work on the research project continues throughout the fourth year, and the research is submitted at the end of the 20th block of the fifth year. After the capstone discussion, the student is required to hand the Faculty an electronic copy of the research in its final form.
 - The introductory pharmacy practice experience: includes summer training between the third and fourth years for a period of not less than 300 hours in the relevant authorities in pharmacy services, and between the fourth and fifth years for a period of not less than 100



hours in pharmacies and hospital wards, under the supervision of the Experimental Education Committee of the Faculty.

- Volunteer work is a general requirement for the university, and is organized according to special regulations.

Phase I: Foundational Stage Years (Y1 & Y2)		Phase II: Professional Stage I Years (Y3& Y4)		Phase III: professional stage II Year (Y5)	
Y1	Y2	Y3	Y4	Y5	
Block I: Drug Delivery (10 Weeks)	Block V: Immunology (6 Weeks)	Block IX: Infectious Diseases (7 Weeks)	Block XV: Neurological & Psychological Disorders (9 weeks)	Block XX: Professional Development (10 Weeks)	APPE Structured Clinical Rotation (minimum 1200 hrs)
Block II: General Dispensing (8 Weeks)	Block VI: Pharmacogenomics (6 Weeks)	Block X: Oncology Disorders (4 Weeks)	Block XVI: Eye & Skin Disorders (3 Weeks)		
Block III: General Basic Sciences (6 Weeks)	Block VII: Drug Discovery (7 Weeks)	Block XI: Cardiovascular System and Pulmonary Disorders (6 Weeks)	Block XVII : Musculo-skeletal Disorder (3 weeks)		
Block IV: Bio-medical Sciences (6 Weeks)	Block VIII: Drug formulation (4 Weeks)	Block XII: Gastro-intestinal System & Liver Disorders (4 Weeks)	Block XVIII: Life Stages (4 Weeks)		
		Block XIII: Renal Disorders (3 Weeks)	Block XIX: Hospital Pharmacy (8 Weeks)		
		Block XIV: Endocrine & Reproductive Disorders (4 Weeks)			

Chapter III: Admission and Transfer

Article (11) Admission Terms and Procedure and Regulation

1. The applicant must have a high (secondary) school diploma or an equivalent that is recognized, certified and approved by the relevant authority.
2. The student should be able to continue studying in the field of pharmacy, supported by the necessary skills.
3. The applicant must have achieved the required percentage for admission to the Faculty.
4. If the applicant is non-Libyan, it is required that the procedures for his residence in Libya, during the period of his study, be valid and in compliance with the relevant systems, laws and regulations, with the exception of this condition when applying distance learning in its full form.
5. The student must pay the fees and expenses of his studies in accordance with the regulations and rules of the University.

6. The number of students admitted to study should be proportional to the capacity and the capabilities of the Faculty.
7. If the applicant meets all the previous conditions, he/she will undergo a personal interview where the outcome will determine whether he/she will be accepted or rejected. Additionally, the Faculty may, conduct entrance examinations for the applicants.
8. The student and his/her guardian will then submit a declaration stating that they have comprehensively and fully understood these regulations as well as the tuition fees regulations decreed at the university and pledge their commitment to the provisions contained.
9. The student's guardian will then sign the contractual form with the University in all matters relating to the student's study at the University. The University Registrar is authorized to represent the Faculty and thus sign the contract with the applicant's guardian.

Article (12) Equivalizing Academic Qualifications

1. A specialized committee for equivalizing qualifications will be established at the Faculty to receive applications from students wishing to transfer in the beginning of the academic year, with the committee deciding on the applications for transition from accredited Faculties within 45 days from the date of submission.
2. The Faculty may allow the applicant to join the study according to a preliminary equivalency at the beginning of the year and on his personal responsibility until the completion of the final equivalency procedures. In all cases, he is not allowed to enter the final exams until after completing the final equivalency procedures and is not accepted until after all the required procedures have been completed.
3. The student must spend at least two academic years in the Faculty before graduating.
4. The student may move between the different educational systems in the program and in accordance with the regulations governing that.
5. The equivalency procedures apply to students of other programs who wish to change their course within the university.

Chapter IV: System of Study and Examinations

Article (13) Faculty Guidelines

Without contravention of the provisions of these regulations and the general regulations, the Faculty Council must prepare its own guidelines, including the system of study, the distribution of educational blocks and the academic advising systems in a manner that ensures the student's familiarity with the system of study and the basic provisions of the regulations in force at the Faculty, to be announced in visible and easily accessible way.



Article (14) Renewal of Enrolment and Study Holidays

Students must renew their enrolment before every academic year and no later than two weeks from the beginning of study in accordance with the procedures adopted by the General Registrar administration of the University. Students must also pay tuition fees in accordance with the regulations and rules of the University. Students whose renewal is not established within the prescribed period will be considered suspended from study and will be treated as such in accordance with the regulations.

Article (15) Suspension of Enrolment

A student may suspend his/her enrolment within a month from the beginning of the academic year in accordance with the procedures approved by the General Registrar's administration and with the consent of the Faculty provided that the period of suspension does not exceed one continuous academic year or two non-continuous academic years during the study period. In this regard, the student is subject to the university's tuition fees regulations in terms of financial treatment, and the period of suspension of registration shall not be counted from the period specified for graduation.

Article (16) Dropout

The student is considered to have dropped out in one of the following cases:

1. If he was absent from the studies for illegal reasons and for a period of more than 4 continuous weeks.
2. If the student didn't renew his academic enrollment within the allowed period.
3. The Faculty Council may, in exceptional cases, treat the conditions of the students who dropped out by giving them an exceptional opportunity that does not exceed one academic year, and the student is subject to the of tuition fees regulations approved by the university in this regard in terms of his financial treatment.

Article (17) Attendance and Perseverance

Students enrolled in different academic years must adhere to attend and participate in scientific sessions, Tutorials, seminars, lectures, and practical lessons for each course. The Faculty Council may, after being giving a warning, deprive the student from sitting for the final exam for any course if the percentage of absence exceeds 25% of the total educational activities, and he is considered failed, unless the student presents an acceptable excuse to the Faculty Council through the examination and study office.

Article (18) Student Assessment

The Faculty adopts the continuous assessment system in evaluating students as follows:

1. The main courses, clinical skills courses within the foundational stage, supporting courses, general and elective courses: continuous assessment marks represent 60% of the total course grades, and the final exams score represents 40% of the total course grades.

2. The main courses within the professional stage: continuous assessment scores represent 70% of the total course grades, and the final exams marks 30% of the total course grades.
3. Free courses: the student must bring proof of attendance of equivalent to one academic block from the authority supervising the course.

Article (19) Duties of The Student

1. Commitment to attend and participate in all activities and events organized by the Faculty and to perform any required educational obligation.
2. Abiding to the regulations and rules of studies in the Faculty and University.
3. Commitment to professionalism and ethical charters at the Faculty and University.
4. Participation in educational programs that are based on community needs and related to the graduate work.

Article (20) Curriculum Development Committee

On a recommendation from the Faculty Council, a scientific committee for curriculum development is formed, consisting of members of the teaching staff, permanent or external, specialized in the field of study at the Faculty, a representative of the Pharmacy Education Office, a representative of the Quality Assurance Office at the Faculty and representatives of stakeholders.

Provided that the representatives of the Pharmacy Education Office supervise the workflow of the committee and ensuring its communication with the university's Vice-Deanship for Learning Affairs, and the parties concerned with carrying out the tasks of the committee which consists of the following:

1. Designing and developing the curricula in the Faculty to achieve the learning outcomes of the study program in accordance with the requirements of local and international accreditation.
2. Achieving the vertical and horizontal integration of the curriculum.
3. Preparing the program and the course descriptions.
4. Recommending the creation and development of different learning strategies to ensure the achievement of the learning outcomes assigned to the program.
5. Adoption of the evaluation report and evaluation plans for curriculum development processes.
6. Communicating with the relevant parties in the implementation of the Faculty curricula.
7. Coordination with the Vice Dean of Learning Affairs regarding any proposals that lead to a fundamental change in the content curriculum, learning strategies, or assessment methods.
8. Recommending the formation of specialized committees according to the need.
9. Preparing a report on the implementation of the committee's tasks.



Article (21) Study and Examination Office

The Faculty's Study and Examinations Office undertakes the following tasks:

1. Preparation of the academic agenda for the Faculty and following up on its implementation.
2. Preparation of the general study schedules for the various years, monitoring their application and making any necessary adjustments, while considering the optimum utilization of the University's common capabilities.
3. Adoption of the weekly schedules for the Faculty.
4. Distribution of students into study groups
5. Monitoring the attendance of students.
6. Monitoring the attendance of collaborating faculty members.
7. Preparing continuous assessment schedules and supervising its implementation.
8. Preparing final exams schedules.
9. Preparing academic courses guidelines before the start of the academic year.
10. Granting powers, following up on the use of the study and examinations system, and the learning management system, and legalizing the period of authority.
11. Submitting monthly reports for presentation at the Faculty Council meetings.

Article (22) Examination and Invigilation Committee

The Faculty Council forms a committee for conducting and supervising examinations under the name of the "Examination and Invigilation Committee". The members of this committee include the head of the Study and Examinations Office and the Faculty Registrar. The Examination and Invigilation Committee is responsible for all matters relating to the conduct and organization of final examinations in the Faculty either conducted on campus or on distance and, in particular, the following:

1. Take all necessary measures to prepare for the conduct of exams.
2. Establishing the necessary rules and regulations for conducting, supervising, correcting and monitoring examinations.
3. In all cases, final examination papers may not be destroyed before three years have passed since the announcement of the results.
4. Preparing reports on the conduct of the examinations and delivering this report to the Faculty administration for approval.
5. Preparing lists of results, graduates and suspended/dismissed students and sending them to the Faculty Council.
6. Receiving student appeals regarding exams and dealing with them.
7. Doing all tasks assigned to it by the Faculty Council within the framework of the general objective of the exams.

Article (23) Grades and Passing and Failing Percentages in The First Sitting of Examinations

Firstly: Grades:

Student grades are calculated according the following percentages:

Level	Symbol	Points		Blocks	Supportive Courses	Clinical Skills Course		
Outstanding	A+	3.60 Up to 4.00		90% Up to 100%	90% Up to 100%	Pass	90% Up to 100%	
Excellent	A	3.40 Up to <3.60		85% Up to <90%	85% Up to <90%		85% Up to <90%	
Upper Very Good	B+	3.20 Up to <3.40		80% Up to <85%	80% Up to <85%		80% Up to <85%	
Very Good	B	3.00 Up to <3.20		75% Up to <80%	75% Up to <80%		75% Up to <80%	
Upper Good	C+	2.80 Up to <3.00		70% Up to <75%	70% Up to <75%		70% Up to <75%	
Good	C	2.60 Up to <2.80		65% Up to <70%	65% Up to <70%		65% Up to <70%	
Upper Acceptable	D+	Blocks	Supportive Courses	63% Up to <65%	63% Up to <65%		63% Up to <65% 35 Up to <60	
		2.52 Up to <2.60	2.40 Up to <2.60					
Acceptable	D	Blocks	Supportive Courses	60% Up to <63%	50% Up to <60%		60% Up to <63%	
		2.40 Up to <2.52	2.00 Up to <2.40					
Fail	F	Blocks	Supportive Courses	35% Up to <60%	35% Up to < 50%		Fail	35% Up to <60%
		1.40 Up to <2.40	1.40 Up to <2.00					
Ungraded	U	Blocks	Supportive Courses	0% Up to <35%	0% Up to <35%	0% Up to <35%		
		0.00 Up to <1.40	0.00 Up to <1.40					

Secondly: Passing and Failing Percentages

1. A student is considered to have successfully passed if he/she received at least 60% of the total marks in any educational block or main course.
2. A student is considered to have successfully passed if he/she received at least 75% of the total marks of clinical skills course.
3. A student is considered to have successfully passed if he/she received at least 50% of the total marks for any supporting, general and elective course.

Article (24) Conditions for Re-Sitting Examinations

1. Re-sitting of examinations will be held once a year according to the dates set by the Study and Examinations Office at the Faculty. The student is required to pay the financial fees due

for re-sitting an examination in accordance with the financial regulations adopted by the University.

2. A student is entitled to re-sit an examination in one of the following cases:

- If he/she was absent from the first sitting of the final examination of any academic course.
- If he/she was denied access to the first sitting of examinations due to exceeding the percentage of permitted absence.
- If he/she received a "Fail" or " Ungraded" grade in any educational course in the first sitting of an examination.

Article (25) Passing and Failing Grades in The Re-Sitting of Examinations

1. In the re-sitting examinations, percentages of the grades of the years' work are kept according to the following:

- From the 1st block to the 8th block by 30% represented in the evaluation of the Problem-Based Learning Sessions.
- From the 9th block to the 18th block by 25% represented in the evaluation of the Problem-Based Learning sessions.
- The 19th block by 25% represented in the evaluation of them Team-Based Learning sessions.
- The 20th block by 30% represented in the evaluation of them Research-Based Learning sessions.

2. Students receive an "Acceptable" grade in the educational courses that they successfully passed in re-sitting examinations, even if their grade is higher than that.

3. The Faculty Council can grant students the right to maintain the passing grade of re-sitting examinations in the event of being justifiably absent from the first sitting of examinations.

Article (26) Transition and Repetition

1. A student will repeat the academic school year in all its main courses if they fail in any main course in the re-sitting session while they are not required to re-study any supporting courses that they have successfully passed.

2. A student will be transferred from one academic year to the other after he/she has passed all the required main courses, where the total of which represents the student's general grade for the same year.

3. The grades of supporting, general and elective courses are not calculated in a student's general grade.

4. The student is transferred to the next academic year from the same stage in the case of failure in the re-sitting examinations of any of the supporting courses, it is stipulated that the student doesn't move from one stage of study to another except after he successfully completes all academic courses.

5. The first sitting for the graduation examination will take place within two weeks of completing the study of the educational block, the re-sitting session will be held within a month of releasing

the results of the first sitting exams. For those who did not pass, a supplementary examination will be held in the same year and before completing the clinical training.

Article (27) General Grade

The general grade for the Bachelor's degree in the Doctor of Pharmacy Program is calculated on the basis of the cumulative total grades obtained in all academic years, including the grades of the graduation project. A student graduates with Honors if his/her final grade is "Excellent" with the condition that his/her general grade has never fell below "Very Good" in any academic year as well as never having failed an examination he/she took. Students are arranged at graduation according to their accumulative total.

Article (28) Endorsment of Results

The final results for transitional years ' examinations are endorsed by the Faculty Council, and the final results for the graduation year are endorsed by the University Academic Council.

Article (29) Appeals and Review in Cases of Failure

A student that fails may appeal for a review according to the following rules and procedures:

- Submit the application within three days of the result announcement.
- Fill out the review form and complete the procedure in accordance with the specific regulations approved by the university.
- The attendance of the student and his guardian for the review on the date specified in advance by the Faculty administration.
- Provided that the examination and invigilation committee of the Faculty broadcasts these applications within a period not exceeding one week from the date of their receipt, and their results are presented to the Faculty Council for approval and issuance of instructions in this regard.

Chapter V: Warning and Dismissal

Article (30) Academic Warning

A student is warned in the following cases:

1. If the student discontinues his/her studies without a legitimate reason for at least a continuous month in the academic year.

2. If the student receives "Ungraded" as a general grade in any year after the 2nd academic year, and the warning appears automatically in the study and examination system, and the student is notified through the learning management system.

Article (31) Administrative Warning

In the event of the occurrence of any disciplinary judgments according to the general regulations of the university, it shall be accompanied by an administrative warning, provided that these warnings are added in the system of study and examinations, and the student is informed of them through the learning management system.

Article (32) Dismissal from Studies

Students are dismissed and lose their right to study in the following cases:

1. If the student receives "ungraded" as a general grade for two consecutive years.
2. If the student exceeds the maximum period required for graduation, which is 8 years.
3. If the student received the maximum number of warning which is 3 warnings per academic year.



Chapter VI: Disciplinary Provisions

Article (33) Violations, Penalties and Disciplinary Proceedings

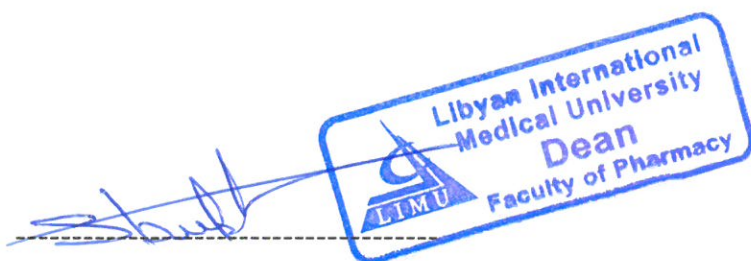
For an issue where no provision is made in this regulation, the provisions relating to offences, penalties and disciplinary measures that are contained in the study, examinations and discipline regulations used at this University and Libyan universities are applicable to all students of the Faculty of Pharmacy.

Article (34) Changing the Regulations

No change in the regulation shall be deemed valid unless it is approved by the University Council on the basis of suggestions presented by the Faculty_Council.

Article (35) Enforcing the Regulations

The provisions of these regulations will be effective from the date of their adoption by the University Council.



Dr. Salma Abdelkerim Bukhatwa
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Dr. Mohamed Saad Ambarak
President, LIMU

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