



جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY  
كلية الصيدلة | College of Pharmacy

# Faculty Handbook



2025

# **COLLEGE OF PHARMACY**

## **FACULTY HANDBOOK**

**2025**

## Table of Content

Preface.....	4
Overview of the Kingdom of Saudi Arabia and Eastern Region .....	4
1. Imam Abdulrahman Bin Faisal University .....	8
1.1 Vision .....	9
1.2 Mission .....	9
1.3 Values .....	9
2. About College of Pharmacy.....	10
2.1 Message from the Dean .....	10
2.2 College History.....	11
2.3 Vision.....	11
2.4 Mission .....	12
2.5 Values.....	12
2.6 Goals and Objectives.....	12
2.7 PharmD program vision, mission, values and goals .....	13
2.7.1 Vision.....	13
2.7.2 Mission.....	13
2.7.3 Values .....	13
2.7.4 Goals.....	13
2.8 Accreditation .....	14
3.3 Academic Departments.....	23
4. About Program and Curriculum .....	26
4.1 About Doctor of Pharmacy (PharmD) .....	26
4.3 Course descriptions.....	40
5. Committees and Units at COP.....	61
6.1 Code of ethics.....	62
6.2 The rights and duties of the employee .....	63
6.2.1 Rights .....	63
6.2.2 Duties.....	64
7.1 Teaching activities .....	66
7.2 Teaching load.....	67

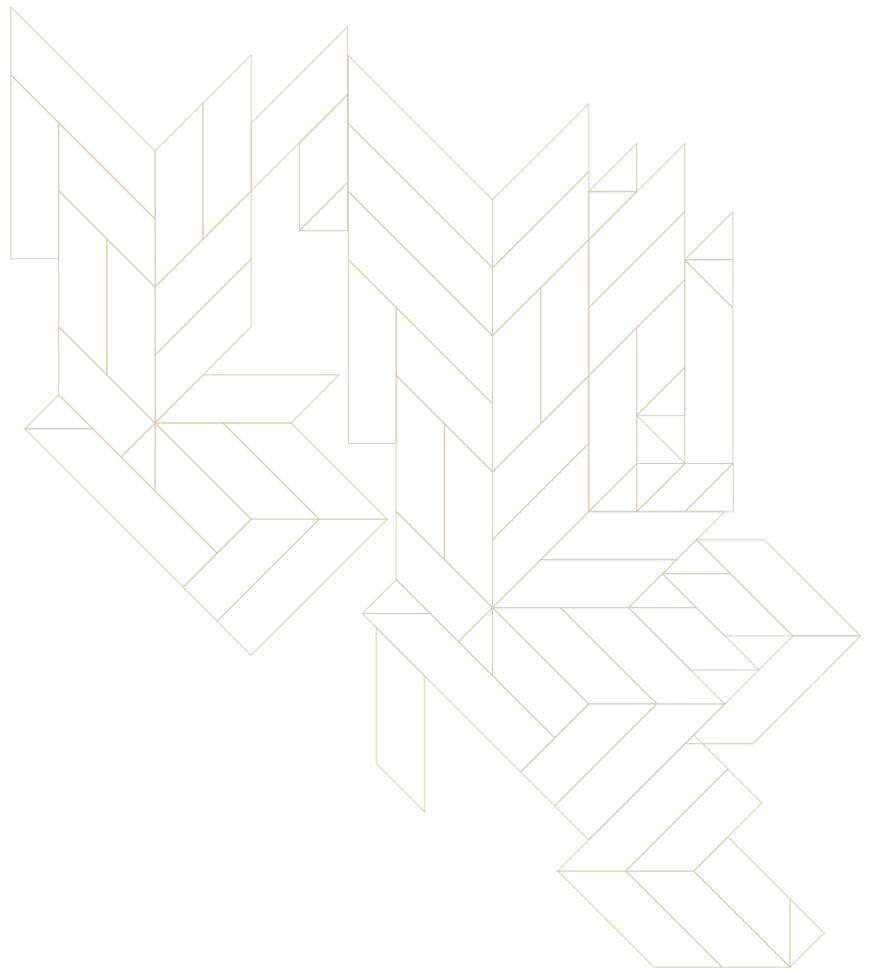
7.3 Curriculum development.....	67
7.4 Course scheduling.....	67
7.5 Hours of instruction and conduct of classes.....	68
7.6 Classroom supplies.....	68
7.7 Office hours.....	68
7.8 Class roster .....	68
7.9 Record of class attendance .....	68
7.10 Cancellation of classes and make-up classes.....	69
7.11 Textbooks and course material.....	69
7.12 Course portfolio .....	70
Purpose.....	70
Scope.....	70
Definitions .....	70
Policies.....	71
Procedure .....	72
Responsibility .....	74
References .....	74
Purpose.....	74
Scope.....	75
References .....	75
Responsibility .....	75
Annual Disclosure.....	75
<b>RULES AND REGULATIONS OF BOARD OF HIGHER EDUCATION.....</b>	<b>75</b>
Vendor-Sponsored Events:.....	76
Personal Use of University/College Resources: .....	76
Lobbying.....	77
9. University Services .....	77
10.1 About the Office of the President. ....	77
10.1.2 Mission.....	77
10.1.3 Values.....	77
10.2 University Vice Presidents:.....	78

10.3 Directorates .....	78
10.4 Deanships .....	78
10.5 Centers .....	79
10.6 Electronic Services.....	79
IAU Electronic Services Portal .....	79
10. Contracting Procedures .....	81
11.1 At the Airport .....	82
11.2 Procedures for reporting and obtaining residence permit.....	82
11.2.1 Signing the Contract .....	83
11.2.2 Issuing Residence Permit (Iqama) .....	83
11.2.3 Post Contracting Procedures .....	83
11.2.4 Iqama Renewal.....	83
What Should You Do If you lost your Iqama? .....	84
11. Duties and Responsibilities .....	84
12. Health Insurance.....	86
13. Housing.....	86
14. Annual Vacation and Transportation.....	86
15. Exit and re-Entry Visa.....	88
16. Bank Account .....	88
17. University Parking Stickers .....	88
18. Imam Abdulrahman Bin Faisal University Recreation Centre .....	89
19. Getting a Driving License .....	89
20.1 Procedures .....	90
21. Schools .....	91
22. Recreation Sites.....	91
22.1 Imam Abdulrahman Bin Faisal University Beach (Recreation Centre) .....	91
22.2 Corniche .....	91
22.3 King Fahd Park .....	92
22.4 Al-Marjan Island.....	92
22.5 Dolphin Village .....	92
22.6 National Museum.....	93

22.7 Heritage Village .....93

22.8 Sultan bin Abdul-Aziz Center for Science and Technology (SciTech) .....93

23. Emergency Phone Numbers .....93



## Preface

The purpose of this Faculty Handbook is to provide new faculty members with general information regarding the university's policies and practices applicable to faculty and to outline the current benefits and other privileges available to faculty members. It also refers the readers to other sources of information when available.

This handbook is not intended to establish or modify current policies of the university. The Handbook does not attempt to cover every rule, regulation or policy in the university, however only those frequently encountered by faculty are provided. Additional information on university policy or benefits can be obtained from the Dean's Office or the Personnel Office.

## Overview of the Kingdom of Saudi Arabia and Eastern Region



The Kingdom of Saudi Arabia is the largest country on the Arabian Peninsula, with a land area of approximately 2,150,000 km<sup>2</sup>. It is geographically the fifth-largest state in Asia and second-largest state in the Arab world. Saudi Arabia is bordered by Jordan on the northwest, Iraq on the north and northeast, Kuwait, Qatar, Bahrain, and the United Arab Emirates on the east, Oman on the southeast, and Yemen on the south, with the Arabian Gulf to its northeast and the Red Sea to its west.

The kingdom of Saudi Arabia was founded in 1932 by king Abdul Aziz bin Abdul Rahman Al Saud, who united the four regions (i.e., Hejaz, Najd, parts of Eastern Arabia (Al-Ahsa) and Southern Arabia (Asir)) into a single state. With the presence of Al-Masjid al-Haram (in Makkah), and Al-Masjid an-Nabawi (in Medina), the two holiest places in Islam, Saudi Arabia is called "the Land of the Two Holy Mosques" and its king "the custodian of the two holy mosques". The Kingdom has an estimated total population of around 34.14 million, of which 10 million are expatriates. Geographically, Saudi Arabia is divided into four major regions – Central, Eastern, Western and Southern. Riyadh is the Capital of the Kingdom of Saudi Arabia and located in the Central region.

Saudi Arabia has the world's largest petroleum reserves and is the world's largest oil exporter. Oil accounts for more than 90% of exports and nearly 75% of government revenues, facilitating the creation of a welfare state. The world largest oil company (ARAMCO) is located in the eastern region.

## The Currency

The Saudi Riyal is the currency of Saudi Arabia and equals 100 Halala. One US dollar is equivalent to 3.75 Saudi Riyal, which is a fixed exchange rate determined by the Saudi Arabian Monetary Agency.

## Calendar

The official calendar in Saudi Arabia is the Islamic Hijri calendar. This refers to the migration of Prophet Muhammad PBUH from Makkah to Medina. Hijri year consists of 354 days (12 months). The equivalent date from the Gregorian calendar is always announced

alongside the Hijri date. Nonetheless, the Gregorian calendar is used in airlines, banks, and many other places.

## Official Holidays

- Weekend: Friday and Saturday
- Eid Al-Fitr Holiday (about 10-12 days. It is at the end of the month of Ramadan)
- Eid Al-Adha Holiday (about 10-12 days. It coincides with the annual Pilgrimage)
- National Day: September 23<sup>rd</sup>.

## National Day

Saudi Arabia celebrates on September 23<sup>rd</sup> every year by the national day. The day when the kingdom was unified and founded by King Abdul Aziz bin Abdul Rahman Al Saud.

## Dammam



Dammam, the capital of the Eastern Region, is located 400 km away east of Riyadh. It is a very important port and now a major commercial center. It was a separate small town but now it has become one big town, linking Al-Khobar and Al-Dhahran. Historians believe that Dammam was initially called DAMDAMA, which means the sound of drums that announce the beginning or the end of the hunting season. Near Dammam are located the

most important centers in the world for the production and refining of petroleum. The population of Dammam is greater than a million.

### **King Fahd International Airport**

The airport is located 20 km northwest of Dammam. It serves most of Eastern Region of Saudi Arabia and in particular the growing urban complex made up of Dammam, Dhahran, Khobar, Qatif, Ras Tanura, while its catchment area also covers Jubail with total population of about 3 million served. The airport is the third major hub for Saudi Airlines.

The terminal complex is planned to accommodate two major terminals: one for Saudi Arabia national air carrier, and the other for foreign air carriers. The terminals and their concourses will face each other across a central area, developed in the manner of a park, extending between the aircraft cross-taxiways at each end of the complex.

### **Climate**

Dammam has a hot desert climate under the Köppen climate classification (BWh). The winter temperatures range from mild to warm but regularly drop to as low as around 8 °C (46 °F) some days. Summer temperatures are extremely hot, typical to most of west Asia and usually exceed 40 °C (104 °F) for about five months. Rainfall in Dammam is generally sparse and usually occurs in small amounts in December. However, some winter rainfall has been comparatively heavy, resulting in waterlogged roads. There have also been several notable incidents of hail. Heavy thunderstorms are not uncommon in winter. Some unusual events often happen during the year, such as dust storms in summer, coming from the Arabian Peninsula's deserts or from North Africa.

## 1. Imam Abdulrahman Bin Faisal University



Imam Abdulrahman Bin Faisal University (IAU), a leading public university in the Kingdom of Saudi Arabia, traces its origins back to 1975 with the establishment of King Faisal University (KFU). At that time, the Dammam campus (now IAU) began with just two colleges and 170 students. Over the decades, it evolved into an independent institution in 2009 as the University of Dammam, and in 2016, it was renamed Imam Abdulrahman Bin Faisal University. With commitment to excellence, IAU has grown into a major academic hub with 19 colleges across the Eastern Province, offering 57 undergraduate and 80 graduate programs. IAU received full institutional accreditation from the National Center for Academic Accreditation and Evaluation (NCAAA) in 2015 and was fully re-accredited in 2022, reflecting its ongoing commitment to academic excellence and quality assurance.

As a preeminent research-based institution, the Imam Abdulrahman Bin Faisal University continues to grow and develop, continually assessing and improving its curricula and expanding its academic capabilities in all disciplines, while at the same time engaging the public in addressing environmental and community challenges. The university has four clusters of colleges:

- Health Professional Cluster Colleges.
- Engineering Cluster Colleges.

- Sciences and Management Professional Cluster Colleges.
- Arts and humanities Cluster Colleges.

For further details of the University and colleges please visit:

<https://www.iau.edu.sa/en/colleges>

### **1.1 Vision**

A leading University achieving distinction nationally, regionally and internationally.

### **1.2 Mission**

Providing creative knowledge, research, and professional services with effective community partnerships.

### **1.3 Values**

Loyalty, Excellence, Teamwork, Transparency, Diversity, Creativity and Social Responsibility.

## 2. About College of Pharmacy

### 2.1 Message from the Dean

It is my great honor to welcome you to the College of Pharmacy at Imam Abdulrahman Bin Faisal University. In a relatively short period of time, our College has made remarkable progress, an achievement made possible only through the dedication, commitment, and expertise of faculty members like you who continue to enrich our academic community year after year. Our mission is centered around three pillars:



1. Providing an exceptional educational experience to our students, the future pharmacists who will advance pharmacy practice in our nation.
2. Conducting high-quality research that contributes to scientific advancement and innovation.
3. Serving our community through meaningful engagement and professional contributions.

To accomplish these goals, we rely on collaboration, mutual respect, and clearly defined roles and responsibilities. Teamwork is at the heart of all we do.

Looking ahead, the College is committed to expanding its horizons by establishing memoranda of understanding with national organizations, building affiliations with leading international universities, and maintaining the national accreditation and pursuing international accreditation.

I am confident that your journey with us will be both rewarding and impactful, and I look forward to the many accomplishments we will achieve together.

Welcome aboard!

Dr. Abdulmalik Alqarni

Dean

College of Pharmacy

## 2.2 College History

The College of Pharmacy (COP) at Imam Abdulrahman Bin Faisal University is a forward-looking academic institution dedicated to excellence in pharmaceutical education, research, and community engagement. Originally established by Royal Decree on July 8, 2011, the College began its journey as the College of Clinical Pharmacy, launching its flagship Doctor of Pharmacy (PharmD) program in 2012/2013 academic year. The College proudly celebrated the graduation of its first cohort in May 2017. In 2025, following extensive consultation with internal and external stakeholders, the College was renamed the College of Pharmacy (COP). This strategic rebranding reflects the College's expanding academic scope, its commitment to international standards, and its readiness to introduce diverse pharmaceutical programs beyond clinical training.

The PharmD program at COP is fully accredited by the National Center for Academic Accreditation and Evaluation (NCAAA) through April 2028, highlighting the College's commitment to quality, continuous improvement, and alignment with national academic standards. As part of its strategic growth, the College will launch its first postgraduate offering, the Master of Integrative Pharmaceutical Sciences, in Fall 2025. This innovative program is designed to bridge the gap between scientific research and applied pharmaceutical practice, preparing graduates for impactful roles in drug development, regulatory sciences, and interdisciplinary research.

Through academic excellence, innovative research, and community partnerships, the College of Pharmacy continues to position itself as a national leader in advancing pharmacy education and contributing meaningfully to the healthcare sector in Saudi Arabia and beyond.

## 2.3 Vision

A leading college in pharmacy education, transformative healthcare, community service, and innovative and translational research.

## 2.4 Mission

To advance pharmacy profession through innovative teaching and learning practices, impactful research, inter-professional collaboration, partnerships, and community engagement in a sustainable environment.

## 2.5 Values

Equality, professional, excellence, teamwork, diversity, creativity & innovation, life-long learning, social responsibility.

## 2.6 Goals and Objectives

**Goal 1:** Excellence in teaching and learning in Pharmacy Education.

### Objectives

- 1.1 strengthen and review PharmD and post-graduate programs.
- 1.2 Improve the pharmacy profession and community engagement.

**Goal 2:** Excellence in research and innovation in pharmacy.

### Objectives

- 2.1. Improve the research eco-system.
- 2.2. Strengthen the research output.

**Goal 3:** Promote social responsibilities of the pharmacy profession.

### Objectives

- 3.1. Promote high standard community services practices.
- 3.2. Strengthen partnership with active community institutions.

**Goal 4:** Build human resource capacity.

### Objectives

- 4.1. Sustain CCP members professional development.
- 4.2. Enhance CCP members' loyalty.

**Goal 5:** Maintain a positive working environment.

### Objectives

- 5.1. Adopt a sustainable and environmentally friendly campus strategy.
- 5.2. Support high quality teaching, research, and recreational facility for faculty and students.

**Goal 6:** Establish an advanced and efficient administrative management system.

## Objectives

- 6.1. Foster efficient administrative system.
- 6.2. Develop robust strategic planning and risk management systems.

**Goal 7:** Establish the culture of financial sustainability

## Objectives

- 1.1. Enforce the culture of financial sustainability.
- 1.2. Support the college financial sustainability.

**Goal 8:** Integrate high-tech solutions across various aspects in the college.

## Objectives

- 8.1. Develop e-learning at the college.
- 8.2. Adopt an effective administrative E-system.

## 2.7 PharmD program vision, mission, values and goals

### 2.7.1 Vision

A PharmD program distinguished for its excellence in teaching and learning, research and community engagement through innovation and collaboration.

### 2.7.2 Mission

To graduate Pharmacists competent in serving the profession in all sectors, providing collaborative patient-centered care, and conducting quality research to promote the health and wellbeing of the public.

### 2.7.3 Values

Professionalism, accountability, Partnership working & collaboration, integrity, leadership, empathy, Distinction, Social responsibility.

### 2.7.4 Goals

1. Promote excellence in pharmacy education.
2. Foster interprofessional education and collaboration.
3. Commit to professional and leadership development.
4. Advance research and innovation in pharmacy.
5. Enhance community engagement and well-being.

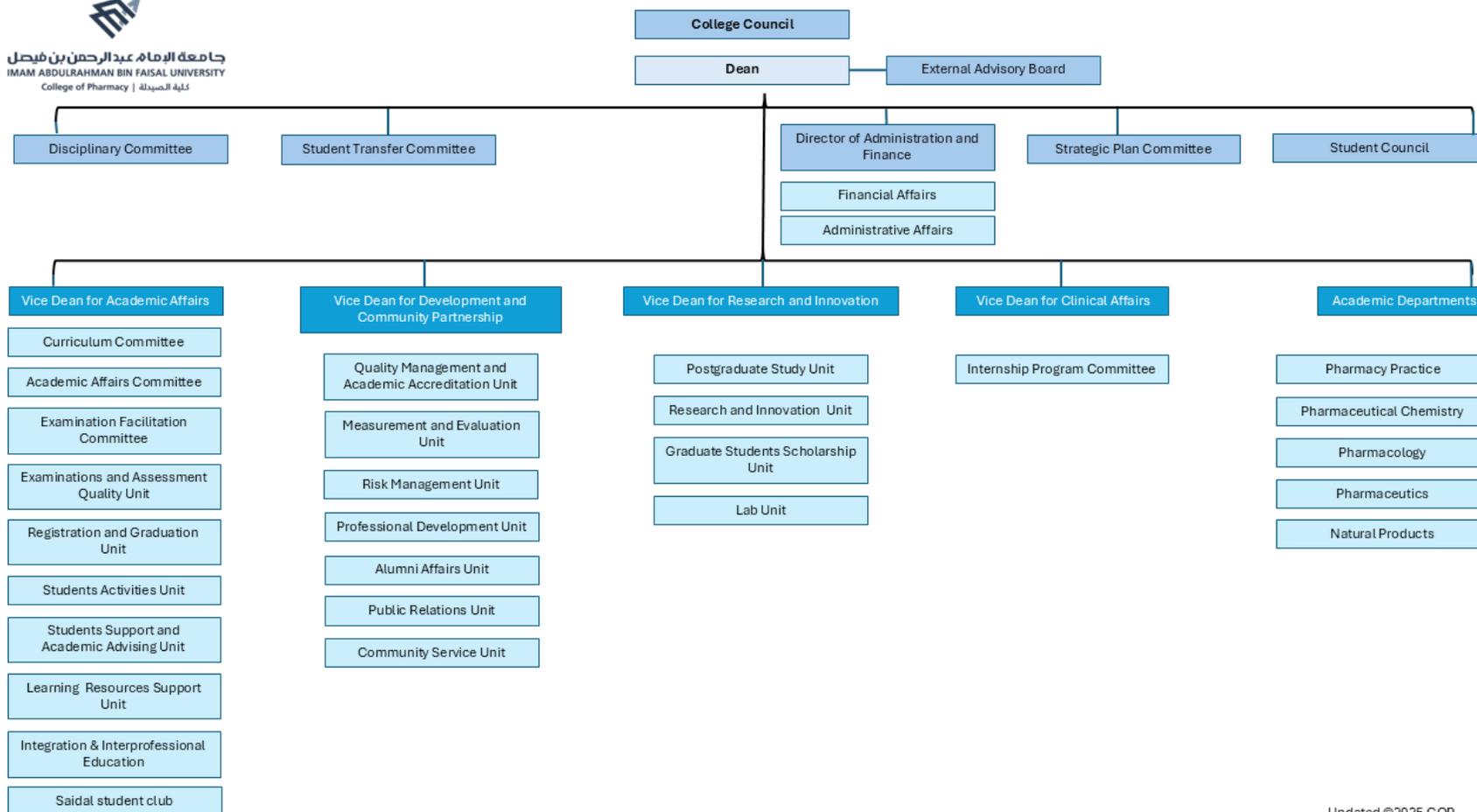
## 2.8 Accreditation

The College of Pharmacy is proud to announce that its Doctor of Pharmacy (PharmD) program has received full accreditation from the National Center for Academic Accreditation and Evaluation (NCAAA), effective through April 2028. The NCAAA, established in the Kingdom of Saudi Arabia, is responsible for setting standards and criteria for academic accreditation and assessment, as well as accrediting post-secondary institutions and their academic programs. The Center is dedicated to encouraging, supporting, and evaluating the quality assurance processes of higher education institutions to ensure that the quality of learning and institutional management aligns with the highest international standards.

In addition to its national accreditation, the College of Pharmacy is currently in the final stages of preparing its self-study report for submission to the Accreditation Council for Pharmacy Education (ACPE), aiming to achieve international accreditation. This step reflects the college's ongoing commitment to academic excellence and global recognition, ensuring that its PharmD program meets internationally benchmarked standards in pharmaceutical education.

# 3. Organization

## 3.1 College structure



Updated ©2025 COP

### 3.2 College Administration

Position	Name	Academic Rank	E-mail	Phone
<b>Dean</b>	Dr. Abdulmalik Alqarni	Associate Professor	amalqarni@iau.edu.sa	31010
<b>Vice Dean for Academic Affairs (VDA)</b>	Dr. Abdulmalik Alqarni	Associate Professor	amalqarni@iau.edu.sa	35548
<b>Vice Dean for Development and Community Partnership</b>	Dr. Fawaz Alotaibi	Associate Professor	fmalotaibi@iau.edu.sa	31105
<b>Vice Dean for Research and Innovation</b>	Dr. Dhafer Alshayban	Associate Professor	dmalshayban@iau.edu.sa	31118
<b>Vice Dean for Clinical Affairs</b>	Dr. Bassem Almalki	Assistant Professor	baalmalki@iau.edu.sa	35561
<b>Chairperson, Dept. of Pharmacy Practice</b>	Dr. Sawsan Kurdi	Associate Professor	smkurdi@iau.edu.sa	0506661550
<b>Chairperson, Dept. of Pharmacology</b>	Dr. Dania Hussain	Assistant Professor	dahussein @iau.edu.sa	35538
<b>Chairperson, Dept. of Pharmaceutics</b>	Dr. Mohamed Akbar	Assistant Professor	mjakbar@iau.edu.sa	35550
<b>Chairperson, Dept. of Pharmaceutical Chemistry</b>	Dr. Mansour Alturki	Assistant Professor	msalturki@iau.edu.sa	35576
<b>Chairperson, Dept. of Natural Products</b>	Dr. Mohammed Aldholmi	Assistant Professor	mjaldholami@iau.edu.sa	35564

### 3.2.1 Administrative Staff

#	Name	Gender	Responsibility	Building #	Cisco #	Email Address
1	Adhari Bukhayt Al-Zahrani	Female	Secretariat of the Vice-Deanship for Clinical Affairs	A4-1	32119	abzahrani@iau.edu.sa
2	Na'eema Sami Al-Rasheed	Female	Secretariat of the Department of Pharmacy Practice	A4-1		nsalrushaid@iau.edu.sa
3	Haleema Ahmad Al-Hamad	Female	Lab Technician	A4-1	35574	haalhamad@iau.edu.sa
4	Bashayer Ali Al-Asfoor	Female	Lab Technician	A4-1	35531	baalasfour@iau.edu.sa
5	Atheer Abdulqader Al-Sulaiman	Female	Supervisor of Administrative Affairs (Female Section)	A69		atsuliman@iau.edu.sa
6	Jumana Ali Al-Daoud	Female	Secretariat of the Department of Pharmacology	A4-1	35152	jaldawood@iau.edu.sa
7	Maryam Ali Al-Saeed	Female	Department of Pharmaceutics	A4-1	35531	maaalsaeed@iau.edu.sa
8	Iman Yousif Al-Jasim	Female	Department of Pharmaceutical Chemistry	A4-1	35531	eyaljassim@iau.edu.sa
9	Sarah Abdulrahim Al-Zarie	Female	Department of Natural Products	A4-1	31297	saalzuraya@iau.edu.sa
10	Zahra Ali Al-Raheb	Female	Human Resources Administration	A69	35579	zaalraheb@iau.edu.sa
11	Maha Mohammed Asiri	Female	Coordination and Registration of Courses (Male & Female Students) – Academic Affairs	A69		mmaseeri@iau.edu.sa
12	Layla Abdullah Al-Ghamdi	Female	Secretariat of the Vice-Deanship for Academic Affairs	A4-1	35532	lasalghamdi@iau.edu.sa
13	Sarah Ayedh Al-Amri	Female	Secretariat of the Vice-Deanship for Scientific Research and Innovation	A4-1	35567	saaalamri@iau.edu.sa
14	Ali Abdullah Al-Sheikh Saleh	Male	Director of Administrative and Financial Affairs	A4-1	31594	aasalah@iau.edu.sa
15	Talal Saeed Al-Qahtani	Male	Office Manager of the Dean	A4-1	35535	tsalqahtani@iau.edu.sa
16	Amal Jasim Al-Binali	Female	College Registrar	A4-1	32119	ajalbinali@iau.edu.sa

17	Hisham Suleiman Al-Khudairi	Male	Administrative assistance	A4-1	31345	halkodery@iau.edu.sa
18	Mohammed Khalid Al-Subaie	Male	Administrative assistance	A4-1	31593	mksubeae@iau.edu.sa
19	Layla Mohammed Al-Hammada	Female	Secretary of the Vice-Dean for Quality, Development, and Community Service	A4-1	35571	lmalhamadah@iau.edu.sa
20	Maram Abdullah Al-Shareef	Female	Classrooms Coordinator	A4-1	31121	nashareef@iau.edu.sa
21	Noha Adnan Al-Bouhamad	Female	Assistant Director of Administrative and Financial Affairs	A4-1	38933	naalbouhamad@iau.edu.sa

### 3.2.2 Faculty Members and Staff

- **Department of Pharmaceutical Chemistry**

**Chairperson:** Dr. Mansour Alturki

No.	Name	Academic Rank	Specialty	E-mail	Phone
1	Dr. Abeer Abdelnaby	Professor	Catalytic Chemistry	aabdelnaby@iau.edu.sa	0551385319
2	Dr. Heba Mohamed	Professor	Pharmaceutical Analytical Chemistry	hsmohammed@iau.edu.sa	35534 0546262270
3	Dr. Ahmed Mostafa	Professor	Pharmaceutical Analytical Chemistry	ammostafa@iau.edu.sa	35549 0562623776
4	Dr. Mohamed Mansour	Associate Professor	Medicinal Chemistry	msmmansour@iau.edu.sa	0566312990
5	Dr. Abdulmalik Al-Qarni	Associate Professor	Pharmaceutical Analytical Chemistry	amalqarni@iau.edu.sa	0599666562

6	Dr. Mohammad Sarafroz	Assistant Professor	Medicinal Chemistry	mskausar@iau.edu.sa	35540 0506295501
7	Dr. Nada Tawfiq	Assistant Professor	Medicinal Chemistry	nztawfeeq@iau.edu.sa	0553037566
8	Dr. Abdulaziz Alkhzaim	Assistant Professor	Medicinal Chemistry	ahalkhzem@iau.edu.sa	35533
9	Ms. Mohsina Bano Shaik	Lecturer	Medicinal Chemistry	mbshaik@iau.edu.sa	35543 0533501411

- **Department of Pharmaceutics**

**Chairperson:** Dr. Mohamed Akbar

No.	Name	Academic Rank	Specialty	E-mail	Phone
1	Dr. Yosra Elnaggar	Professor	Pharmaceutics	yselnaggar@iau.edu.sa	0547455058
2	Dr. Hassan Ghonaim	Associate Professor	Pharmaceutics	hmghonaim@iau.edu.sa	35537 0568704550
3	Dr. Mohammad Jafar	Assistant Professor	Pharmaceutics	mjomar@iau.edu.sa	35539 0502467326
4	Dr. Rayan Mushtaq	Assistant Professor	Pharmaceutics	rymushtaq@iau.edu.sa	35570
5	Dr. Abdullah Aljaser	Assistant Professor	Pharmaceutics	aaljaser@iau.edu.sa	35551
6	Ms. Dr. Loloa Almulhim	Lecturer	Pharmaceutics	laalmulhim@iau.edu.sa	0553435248
7	Mr. Ashfaq Mohsin	Lecturer	Pharmaceutics	aamohsin@iau.edu.sa	0553903597

8	Ms. Saira Zahoor	Lecturer	Pharmaceutics	szahoor@iau.edu.sa	0591793144
---	------------------	----------	---------------	--------------------	------------

- **Department of Pharmacology**

**Chairperson:** Dr. Dania Hussain

No.	Name	Academic Rank	Specialty	E-mail	Phone
1	Dr. Mohammed Taher Ali	Associate Professor	Pharmacology	mtali@iau.edu.sa	31175
2	Dr. Fadhel Alomar	Associate Professor	Pharmacology	falomar@iau.edu.sa	31178 0539200855
3	Dr. Hassan Al-Saad	Assistant Professor	Pharmacology	hamalsaad@iau.edu.sa	0565799145
4	Dr. Faheem Hyder Pottoo	Assistant Professor	Pharmacology	fhpottoo@iau.edu.sa	0504368170
5	Dr. Abdulaziz Almotlak	Assistant Professor	Pharmacology	aaalmotlak@iau.edu.sa	0501228418
6	Dr. Ahmed Alshehri	Assistant Professor	Pharmacology	adalshehri@iau.edu.sa	0555009939
7	Dr. Moyaed Almuslim	Assistant Professor	Pharmacology	mmalmuslim@iau.edu.sa	0567581101
8	Dr. Alaa Alghamdi	Assistant Professor	Pharmacology	aaaghamdi@iau.edu.sa	0595448698
9	Mr. Mohammed Khalid	Lecturer	Pharmacology	mskhalid@iau.edu.sa	0559408969
10	Mrs. Arwa Almutairi	Demonstrator	Pharmacology	akdmutairi@iau.edu.sa	0564469218

- Department of Pharmacy Practice

**Chairperson:** Dr. Sawsan Kurdi

No.	Name	Academic Rank	Specialty	E-mail	Phone
1	Dr. Dhafer Al Shayban	Associate Professor	Pharmacoeconomics	dmalshayban@iau.edu.sa	31118 0501126663
2	Dr. Faten Alhomoud	Associate Professor	Pharmacy Practice	falhomoud @iau.edu.sa	35547 0541092210
3	Dr. Farah Alhomoud	Associate Professor	Pharmacy Practice	fkalhomoud @iau.edu.sa	0547003275
4	Dr. Fawaz Alotaibi	Associate Professor	Pharmacy Practice	fmalotaibi@iau.edu.sa	0558744912
5	Dr. Mohammed Alsultan	Assistant Professor	Pharmacy Practice	mmaalsultan@iau.edu.sa	35569
6	Dr. Wafa AlZlaiq	Assistant Professor	Pharmacy Practice	waalzlaiq@iau.edu.sa	0583155881
7	Dr. Bassem Almalki	Assistant Professor	Pharmacy Practice	baalmalki@iau.edu.sa	35561
8	Dr. Mohammed Ashraful Islam	Assistant Professor	Biostatistics	maislam@iau.edu.sa	0591437560
9	Dr. Beshayer Alshuhail	Assistant Professor	Pharmacy Practice	bmalshehail@iau.edu.sa	0560233365
10	Dr. Khalid alamer	Assistant Professor	Pharmacy Practice	kaalamer@iau.edu.sa	0555900502
11	Dr. Yusef Algarni	Assistant Professor	Pharmacy Practice	ysalqarni@iau.edu.sa	0544814000
12	Ms. Dana Alsugeir	Assistant Professor	Pharmacy Practice	dmalsugeir@iau.edu.sa	0505471561
13	Ms. Raniah Aljaizani	Lecturer	Pharmacology	raaljaizani@iau.edu.sa	35546 0503498311
14	Mr. Syed Azizullah Ghori	Lecturer	Pharmacy Practice	agsayed@iau.edu.sa	0582106942

15	Mr. Veerendra Chandralla	Lecturer	Pharmacy Practice	vchandralla@iau.edu.sa	0545468353
16	Mr. Ahmed Alenazi	Teaching Assistant		aasalanazi@iau.edu.sa	0533380053

- **Department of Natural Products and Alternative Medicine**

**Chairperson:** Dr. Mohammed Aldholmi

No.	Name	Academic Rank	Specialty	E-mail	Phone
1	Dr. Rizwan Ahmad	Associate Professor	Pharmacognosy	rareiyadh@iau.edu.sa	0549831835
2	Dr. Mohd Amir	Assistant Professor	Pharmacognosy	matahmad@iau.edu.sa	0501856412
3	Dr. Yasser Albadr	Assistant Professor	Pharmacognosy	ysalbadr@iau.edu.sa	35577
4	Fatima Aljishi	Lecturer	Pharmacognosy	fsaljishi@iau.edu.sa	0549338188
5	Ibtihal Althomaly	Lecturer	Pharmacognosy	ehalthomaly@iau.edu.sa	0568698089

### 3.3 Academic Departments

Five departments have been established to cover all courses of the PharmD program. These departments include:

#### 1. Department of Pharmacy Practice.

The Department of Pharmacy Practice seeks to be a leader in pharmacy education, research and community services. The department provides the basic and advanced coursework in clinical practice, social and administrative pharmacy and practical skills training components of the curriculum that makes Doctor of Pharmacy graduates able to deliver effective and cost-efficient pharmaceutical care. Students can acquire the knowledge and skills in different specialties of clinical pharmacy and pharmacy practice such as drug information, internal medicine, critical care, ambulatory care, cardiology, infectious disease and clinical pharmacokinetics pharmacoepidemiology, Pharmacoconomics and pharmacy management.

The Department of Pharmacy Practice contributes to the Imam Abdulrahman Bin Faisal University's research mission through collaboration with colleagues from other departments in the college, other colleges at IAU and other health institutions inside and outside the KSA. Our faculty, interns and students are developing and conducting cutting edge research focusing on the improvement of patient care, medication safety and efficacy, adherence and the health-related quality of life.

The Department of Pharmacy Practice contributes to the community service mission through serving the community. The faculty, intern and students are engaged in different community services including promoting the awareness about different medications and other activities. These community campaigns targeted students in the schools, public in the malls and patients in the hospitals.

#### 2. Department of Pharmaceutics.

Pharmaceutics is the discipline of pharmacy that deals with all aspects of the conversion of new effective drugs or old drugs to pharmaceutical forms to be used safely, effectively and appropriate for the patient, both in factories or pharmaceutical preparation laboratories, which is safe and effective. The Department of Pharmaceutics seeks to improve the educational process of the Pharm D program by contributing to the improvement of the quality of pharmaceutical education. The courses offered by the

department focus on basic pharmaceutical knowledge and skills like, fundamental and physical pharmacy, dosage forms design, biopharmaceutics and pharmaceutical quality control. Advanced courses also delivered like pharmacokinetics, new drug delivery systems and pharmaceutical technology, as well as the study of the principles of good manufacturing practice in pharmaceutical industry.

The department implements several teaching methods including the use of the Web Programs. The department contributes to research activities of the college by utilizing the state-of-the-art research laboratory which houses different instrumentation such as differential scanning calorimetry, particle sizer analyzer with zeta potential, automated dissolution system, tableting machine and automated Transdermal diffusion tester and covering the new research areas like nanoparticles.

Faculty members in the department actively participate in community services and campaigns to increase the awareness of people about rational drug use and the optimum use of medications.

### 3. Department of Pharmaceutical Chemistry.

Since the date of its establishment, the pharmaceutical chemistry department has been working with other college departments in preparing pharmacists to work in all branches of the pharmaceutical and health profession including community, hospital, and industry. In addition, courses at the chemistry department contribute to a high extent in developing the required skills for the college graduates, especially those who aim to work in the pharmaceutical industry and research and development.

The Pharmaceutical Chemistry department provides learning experiences based on the best educational practices for all students in different chemistry subjects including organic chemistry, medicinal chemistry, drug design, and pharmaceutical analytical chemistry. These courses emphasize fundamental understanding in the physical, chemical, and biological processes of drugs and drug-related systems, and innovated therapies as well as pharmaceutical analysis and quality control.

The department is dedicated to support excellence in pharmaceutical chemistry education. We are committed to teaching all pharmaceutical chemistry subjects through strong innovative teaching modules. The department is continuously

reviewing its course specs and is always utilizing various teaching and learning strategies that make their students the hub of the learning process and that are integrated with properly aligned assessment plans.

Moreover, the department is well established with several laboratories equipped with state-of-the-art instrumentation. The faculty members have conducted cutting edge scientific research in the fields of medicinal chemistry, drug discovery, pharmaceutical analytical chemistry, and organic chemistry. The department has attracted funding from various organizations and is producing a high number of research articles published in distinct and high impact peer-reviewed scientific journals. In addition, faculty members of the department are also contributing to the students' graduation projects.

Our faculty members actively participate in all community services and campaigns that are held by the college and work hard to implement consultancy services to the different pharmaceutical sector in the region.

#### **4. Department of Pharmacology and Toxicology.**

Department of Pharmacology is the first department among the pharmaceutical sciences departments within the college, that serves in addition; college of medicine, applied medical sciences, nursing, and public health at an undergraduate and postgraduate levels. The department covers pharmacology courses, therapeutics and clinical toxicology as per program needs. Faculty are involved continuously with the latest advances in basic science research such as discovery of new therapeutic targets, and the mechanisms by which drugs produce responses in living cells, to a hospital-based clinical research. While it is thriving to recruit more qualified PhD holders with vast research background and teaching experience, the department continues to support demonstrators and lecturers to pursue their postgraduate education abroad. The department is intending to expand with a toxicology branch in the near future.

#### **5. Department of Natural Products and Alternative Medicine.**

The department is involved in teaching and research activities related to extraction, isolation, analysis and method developments of herbal, pharmaceutical, cosmeceuticals, pesticides and nutraceuticals. Many research projects and articles have been completed and published by the department in high impact factor journals. The

department is collaborating with pharmaceuticals, Pharmacology and Pharmacy practice department for various projects where herbal nano-formulations are prepared, optimized, studied in various in vitro and in vivo animal models. Herbal formulations are tested for the treatment of prevalent diseases in the kingdom, i.e., diabetes, hypertension, cancer etc.

## 4. About Program and Curriculum

### 4.1 About Doctor of Pharmacy (PharmD)

Program title:	<b>Pharmacy (PharmD)</b>
Target award:	<b>Bachelor of Pharmacy (PharmD)</b>
Interim or exit awards:	<b>None</b>
Awarding body:	<b>Imam Abdulrahman Bin Faisal University</b>
Local and international accreditation:	<b>NCAAA (Local)</b>
Location(s) at which program is delivered:	<ul style="list-style-type: none"> <li>- <b>College of Pharmacy,</b></li> <li>- <b>King Fahd Hospital of the University, community pharmacies, pharmaceutical companies and industries.</b></li> <li>- <b>Primary healthcare settings</b></li> </ul>
Modes of delivery and duration:	<b>Full-time 6 Years (5 professional years plus one preparatory year) on campus</b>

## Program Outcomes

The Doctor of Pharmacy curriculum prepares graduates to

1. Describe fundamental scientific knowledge and principles within the scope of the evolving pharmacy profession for prevention and treatment.
2. Demonstrate advanced knowledge of recent advancements in basic and clinical sciences and the expanding role of pharmacists in healthcare delivery systems.
3. Integrate basic and clinical pharmaceutical sciences for application in industry, regulatory, pharmacy practice settings and research.
4. Evaluate scientific and professional literature critically to inform evidence-based practice decisions, design and conduct research, and solve complex problems effectively.
5. Design and deliver an evidence-based patient-therapeutic plan with an interprofessional approach.
6. Communicate effectively with patients and health care professionals within various educational and professional situations
7. Apply mathematical, problem-solving skills, and information technology skills in different pharmaceutical sectors.
8. Demonstrate proficiency in compounding, dispensing, drug development, analysis, and quality control through effective execution of various complex practical activities.
9. Adhere to professional, ethical and legal standards.
10. Demonstrate leadership, management, team-work skills, the potential for entrepreneurship and continuous self-development and learning in various settings.
11. Advocate patient rights to safe and effective medication use in various settings.

## Admission to the program

Eligibility criteria for admission:

All students must fulfil the following criteria to be considered for the selection process:

- Students pass all courses provided in the preparatory year program.
- Score an average of at least C in General English Language in the preparatory year program.
- Score an average of at least C in Chemistry in the preparatory year program.
- Score an average of at least C in General Biology in the preparatory year program.
- Score an average of at least C in Physics in the preparatory year program
- Has a record of good conduct.
- Successfully pass any examination or personal interviews as determined by the University Board.
- Be physically fit.
- Satisfy any other conditions the University Board may deem necessary at the time of application.

## 4.2 Program Study Plan

### Year 1 (Preparatory Year)

Level 1											
#	Course Code	Course Title	اسم المقرر	Credit Units	Credit Units			Contact Hours			Prerequisites
					Theory	Lab/Practical	Clinic, Field ...	Theory	Lab/Practical	Clinic, Field ...	Course Code
1	ENGL 101	General English Language 1	اللغة الإنجليزية العامة 1	4	0	4	0	0	16	0	
2	BIOL 105	Biology 1	أحياء 1	3	2	1	0	2	2	0	
3	PHYS 106	Physics	فيزياء	3	2	1	0	2	2	0	
4	COMP 107	Computer Skills	مهارات الحاسب الآلي	3	2	1	0	2	2	0	
5	ISLM 181	Creed and Family in Islam	العقيدة والأسرة في الإسلام	2	2	0	0	2	0	0	
<b>Total</b>				15	8	7	0	8	22	0	

<b>Grand Total</b>	15	30
<b>Total no. of courses having applied (partial/full) component (practical/lab/clinic/field etc.):</b>	4	

Level 2											
#	Course Code	Course Title	اسم المقرر	Credit Units	Credit Units			Contact Hours			Prerequisites
					Theory	Lab/Practical	Clinic, Field ...	Theory	Lab/Practical	Clinic, Field ...	
1	ENGL 102	General English Language 2	اللغة الإنجليزية العامة 2	3	0	3	0	0	10	0	ENGL 101
2	ENGL 103	English for Academic and Specific Purpose	اللغة الإنجليزية للأغراض الأكاديمية والتخصصية	3	0	3	0	0	6	0	
3	BIOL 108	Biology 2	2أحياء	3	2	1	0	2	2	0	
4	CHEM 109	Chemistry	كيمياء	3	2	1	0	2	2	0	
5	LRSK 104	Learning & communication Skills	مهارات التعلم والاتصال	2	2	0	0	2	0	0	
6	ARAB 182	Arabic Language Skills	مهارات اللغة العربية	2	2	0	0	2	0	0	
<b>Total</b>				16	8	8	0	8	20	0	
<b>Grand Total</b>					16			28			
<b>Total no. of courses having applied (partial/full) component (practical/lab/clinic/field etc.):</b>										4	

- **Year 2**

Level 3											
#	Course Code	Course Title	اسم المقرر	Credit Units	Credit Units			Contact Hours			Prerequisites
					Theory	Lab/Practical	Clinic, Field ...	Theory	Lab/Practical	Clinic, Field ...	
1	PHCH 201	Pharmaceutical organic chemistry 1	الكيمياء العضوية الصيدلانية 1	3	2	1	0	2	3	0	
2	PHCY 202	Foundation of health care and pharmacy practice	أسس الرعاية الصحية وممارسة الصيدلانية	2	2	0	0	2	0	0	
3	ANAT 203	Anatomy and histology	علم التشريح والأنسجة	3	2	1	0	2	3	0	
4	BIOCH 204	Biochemistry 1	الكيمياء الحيوية 1	2	2	0	0	2	0	0	
5	PHYL 205	Physiology 1	علم وظائف الأعضاء 1	2	2	0	0	2	0	0	
6	PHCT 206	Physical pharmacy	الصيدلة الفيزيائية	3	2	1	0	2	3	0	
7	HIST 281	History and civilization of KSA	تاريخ وحضارة المملكة	2	2	0	0	2	0	0	
<b>Total</b>				17	14	3	0	14	9	0	
<b>Grand Total</b>					17			23			
Total no. of courses having applied (partial/full) component (practical/lab/clinic/field etc.):										3	

Level 4											
#	Course Code	Course Title	اسم المقرر	Credit Units	Credit Units			Contact Hours			Prerequisites
					Theory	Lab/Practical	Clinic, Field ...	Theory	Lab/Practical	Clinic, Field ...	Course Code
1	PHYL 208	Physiology 2	علم وظائف الأعضاء 2	2	2	0	0	2	0	0	PHYL 205
2	BIOCH 209	Biochemistry 2	الكيمياء الحيوية 2	2	2	0	0	2	0	0	BIOCH 204
3	PHCT 210	Pharmaceutical calculations	الحسابات الصيدلانية	2	1	1	0	1	2	0	
4	PHCH 211	Pharmaceutical Analytical Chemistry	الكيمياء التحليلية الصيدلانية	3	2	1	0	2	3	0	
5	PHCT 212	Pharmaceutics 1	صيدلانيات 1	3	2	1	0	2	3	0	
6	PHCH 213	Pharmaceutical organic chemistry 2	الكيمياء العضوية الصيدلانية 2	2	2	0	0	2	0	0	PHCH 201
7	NAPT 214	Fundamentals of natural products	أساسيات النواتج الطبيعية	3	2	1	0	2	3	0	
8	ISLAM 282	Islamic ethics and values	الأخلاق والقيم في الإسلام	2	2	0	0	2	0	0	
<b>Total</b>				19	15	4	0	15	11	0	
<b>Grand Total</b>					19			26			
<b>Total no. of courses having applied (partial/full) component (practical/lab/clinic/field etc.):</b>										4	

- Year 3

Level 5											
#	Course Code	Course Title	اسم المقرر	Credit Units	Credit Units			Contact Hours			Prerequisites
					Theory	Lab/Practical	Clinic, Field ...	Theory	Lab/Practical	Clinic, Field ...	Course Code
1	PHCT 301	Pharmaceutics 2	صيدلانيات 2	2	2	0	0	2	0	0	PHCT 212
2	PHCY 302	Pharmacy ethics, Law and regulation	اخلاقيات وقانون ولوائح الصيدلة	2	2	0	0	2	0	0	
3	NUTR 303	Clinical nutrition and dietary supplements	التغذية العلاجية والمكملات الغذائية	3	3	0	0	3	0	0	
4	STAT 304	Biostatistics	الإحصاء الحيوي	1	0	1	0	0	2	0	
5	MICRO 305	Microbiology	علم الأحياء الدقيقة	3	2	1	0	2	3	0	
6	NAPT 306	Complementary and Integrative Medicine	الطب التكميلي والتكاملي	2	2	0	0	2	0	0	NAPT 214
7	RESM 307	Pharmacoepidemiology and research methods	علم وبائيات الدواء ومنهجية البحث	3	3	0	0	3	0	0	
8	BUS 381	Entrepreneurship	ريادة الأعمال	2	2	0	0	2	0	0	
<b>Total</b>				18	16	2	0	16	5	0	
<b>Grand Total</b>					18			21			
<b>Total no. of courses having applied (partial/full) component (practical/lab/clinic/field etc.):</b>									2		

Level 6											
#	Course Code	Course Title	اسم المقرر	Credit Units	Credit Units			Contact Hours			Prerequisites
					Theory	Lab/Practical	Clinic, Field ...	Theory	Lab/Practical	Clinic, Field ...	Course Code
1	PHBT 309	Pharmaceutical biotechnology	التقنية الحيوية الصيدلانية	2	2	0	0	2	0	0	
2	CLPH 310	Community pharmacy and self-care	صيدلية المجتمع والعناية الذاتية	2	2	0	0	2	0	0	
3	PHARM 311	Introduction to pharmacology	مقدمة في علم الأدوية	3	2	1	0	2	3	0	
4	PHCH 312	Principles of drug action	مبادئ عمل الدواء	2	2	0	0	2	0	0	PHCH 213
5	PATH 313	Pathophysiology	علم فسيولوجيا الأمراض	2	2	0	0	2	0	0	PHYL 208
6	PHCT 314	Drug delivery systems	أنظمة توصيل الدواء	2	2	0	0	2	0	0	
7	CLPH 315	Evidence-based practice and Drug information	الممارسة القائمة على الأدلة ومعلومات الأدوية	2	1	1	0	1	2	0	
8	IMMUN 316	Immunology	علم المناعة	2	2	0	0	2	0	0	
<b>Total</b>				17	15	2	0	15	5	0	
<b>Grand Total</b>					17			20			
Total no. of courses having applied (partial/full) component (practical/lab/clinic/field etc.):										0	

Summer semester						
#	Course Code	Course Title	اسم المقرر	Clinic, Field...		Prerequisites
				Credit Units	Contact Hours	Course Code
1	CLPH 333	Introductory Pharmacy Practice Experience 1	التدريب الصيدلي الميداني التمهيدي 1	2	40	CLPH 310

- **Year 4**

Level 7											
#	Course Code	Course Title	اسم المقرر	Credit Units	Credit Units			Contact Hours			Prerequisites
					Theory	Lab/Practical	Clinic, Field ...	Theory	Lab/Practical	Clinic, Field ...	Course Code
1	PHCH 401	Medicinal chemistry 1	الكيمياء الدوائية 1	3	3	0	0	3	0	0	PHCH 312
2	PHARM 402	Pharmacology 1	علم الأدوية 1	3	3	0	0	3	0	0	PHARM 311
3	CLPH 403	Patient care skills 1	مهارات رعاية المرضى 1	2	1	0	1	1	0	3	
4	CLPH 404	Pharmacotherapy 1	العلاج الدوائي 1	5	4	0	1	4	0	3	PHARM 311 PATH 313
5	PHCH 405	Instrumental analysis	التحليل الآلي	3	2	1	0	2	3	0	PHCH 211
6	PHCT 406	Biopharmaceutics and pharmacokinetics	الصيدلة الحيوية وحركية الدواء	2	2	0	0	2	0	0	PHCT 206
<b>Total</b>				18	15	1	2	15	3	6	
<b>Grand Total</b>				18			24				
<b>Total no. of courses having applied (partial/full) component (practical/lab/clinic/field etc.):</b>										3	

Level 8											
#	Course Code	Course Title	اسم المقرر	Credit Units	Credit Units			Contact Hours			Prerequisites
					Theory	Lab/Practical	Clinic, Field ...	Theory	Lab/Practical	Clinic, Field ...	Course Code
1	PHCH 407	Medicinal chemistry 2	الكيمياء الدوائية 2	3	3	0	0	3	0	0	PHCH 312
2	PHARM 408	Pharmacology 2	علم الأدوية 2	2	2	0	0	2	0	0	PHARM 311
3	CLPH 409	Patient care skills 2	مهارات رعاية المرضى 2	2	1	0	1	1	0	3	
4	CLPH 410	Pharmacotherapy 2	العلاج الدوائي 2	5	4	0	1	4	0	3	PHARM 311 PATH 313
5	CLPH 411	Patient safety and informatics	سلامة المرضى و المعلوماتية	3	3	0	0	3	0	0	
6	CLPH 412	Clinical pharmacokinetics	حركية الدواء السريرية	2	1	1	0	1	3	0	PHCT 406
7		Elective course 1	1 مقرر اختياري	2	2	0	0	2	0	0	
<b>Total</b>				19	16	3	0	16	3	6	
<b>Grand Total</b>					19			25			
Total no. of courses having applied (partial/full) component (practical/lab/clinic/field etc.):										3	

Summer semester						
#	Course Code	Course Title	اسم المقرر	Clinic, Field...		Prerequisites
				Credit Units	Contact Hours	Course Code
1	CLPH 444	Introductory Pharmacy Practice Experience 2	التدريب الصيدلي الميداني التمهيدي 2	2	40	PHCH 401 PHARM 402 CLPH 403 CLPH 404

- **Year 5**

Level 9											
#	Course Code	Course Title	اسم المقرر	Credit Units	Credit Units			Contact Hours			Prerequisites  Course Code
					Theory	Lab/Practical	Clinic, Field ...	Theory	Lab/Practical	Clinic, Field ...	
1	PHCH 501	Medicinal chemistry 3	الكيمياء الدوائية 3	2	2	0	0	2	0	0	PHCH 312
2	PHARM 502	Pharmacology 3	علم الأدوية 3	2	2	0	0	2	0	0	PHARM 311
3	CLPH 503	Pharmacotherapy 3	العلاج الدوائي 3	5	4	0	1	4	0	3	PHARM 311 PATH 313
4	CLPH 504	Patient care skills 3	مهارات رعاية المرضى 3	2	1	0	1	1	0	3	CLPH 404 & CLPH 410
5	PHCT 505	Industrial pharmacy	الصيدلة الصناعية	2	2	0	0	2	0	0	
6	PHCY 506	Pharmaceutical economics and policies	اقتصاديات وسياسات صيدلانية	2	2	0	0	2	0	0	
7	PHCY 507	Graduation project	مشروع التخرج	IP	0	0	3	0	0	9	RESM 307
8	MGMT 508	Pharmacy management and leadership	الإدارة والقيادة في الصيدلة	2	2	0	0	2	0	0	
9		Elective course 2	2 مقرر اختياري	2	2	0	0	2	0	0	
<b>Total</b>				19	17	0	5	17	0	15	
<b>Grand Total</b>					19			32			
Total no. of courses having applied (partial/full) component (practical/lab/clinic/field etc.):										3	

Level 10											
#	Course Code	Course Title	اسم المقرر	Credit Units	Credit Units			Contact Hours			Prerequisites
					Theory	Lab/Practical	Clinic, Field ...	Theory	Lab/Practical	Clinic, Field ...	Course Code
1	CLPH 510	Pharmacotherapy 4	العلاج الدوائي 4	5	4	0	1	4	0	3	PHARM 311 & PATH 313
2	PHCH 511	Medicinal chemistry 4	الكيمياء الدوائية 4	1	1	0	0	1	0	0	PHCH 312
3	PHARM 512	Pharmacology 4	علم الأدوية 4	1	1	0	0	1	0	0	PHARM 311
4	CLPH 513	Advanced patient care	رعاية المرضى المتقدمة	1	0	0	1	0	0	3	CLPH 404 & CLPH 410 & CLPH 503
5	PHTX 514	Clinical toxicology	علم السموم السريري	2	2	0	0	2	0	0	PHARM 502
6	BUS 515	Pharmaceutical marketing and business	الأعمال والتسويق في الصيدلة	2	2	0	0	2	0	0	
7	CLPH 516	Total parenteral nutrition (TPN)	التغذية الوريدية الكاملة	2	2	0	0	2	0	0	NUTR 303
8	PHCY 507	Graduation project	مشروع التخرج	6	0	0	3	0	0	9	RESM 307
<b>Total</b>				20	12	0	5	12	0	15	
<b>Grand Total</b>					20			27			
<b>Total no. of courses having applied (partial/full) component (practical/lab/clinic/field etc.):</b>										3	

- **Year 6 (Internship)**

**List of Advanced pharmacy practice experience (APPE):**

#	Rotations	اسم الدورة	No. of weeks	APPE Core or Elective
1	Community Pharmacy	صيدلية المجتمع	4	Core
2	Ambulatory Patient Care / Outpatient Pharmacy	رعاية مرضى العيادات الخارجية / الصيدلية الخارجية	4	Core
3	In-Patient Pharmacy	الصيدلية الداخلية	4	Core
4	Internal Medicine	الطب الباطني	4	Core
5	Critical Care	العناية الحرجة	4	Elective
6	Nephrology	أمراض الكلى	4	Elective
7	Solid Organ Transplant	زراعة الأعضاء	4	Elective
8	Oncology/Hematology	الأورام / أمراض الدم	4	Elective
9	Pediatrics	طب الأطفال	4	Elective
10	Pediatrics Critical Care	العناية الحرجة للأطفال	4	Elective
11	Neonates	حديثي الولادة	4	Elective
12	Infectious Diseases	الأمراض المعدية	4	Elective
13	Cardiology	أمراض القلب	4	Elective
14	Parenteral Nutrition	التغذية الوريدية	4	Elective
15	Psychiatry	الطب النفسي	4	Elective
16	Saudi Food and Drug Authority	الهيئة العامة للغذاء والدواء	4	Elective
17	Pharmacy Administration	الإدارة الصيدلية	4	Elective
18	Drug Information Center	مركز معلومات الأدوية	4	Elective
19	Toxicology and Poison Control	السموم	4	Elective
20	Pharmaceutical Manufacturing	التصنيع الدوائي	4	Elective
21	Drug Company	شركة الأدوية	4	Elective
22	Medication Safety	سلامة الدواء	4	Elective

23	Quality Assurance	ضمان الجودة	4	Elective
24	Academia	الأكاديمية	4	Elective
25	Health Informatics	المعلوماتية الصحية	4	Elective
26	Pharmacoeconomics and Formulary Management	اقتصاديات الدواء	4	Elective

\* Mandatory rotations (4 rotations – 16 weeks)

\*\* Elective rotations (7 rotations– 28 weeks)

### • Elective Courses 1

#	Course Code	Course Title	اسم المقرر	Credit Units	Level	Credit Units			Contact Hours			Prerequisites
						Theory	Lab/Practical	Clinic, Field ...	Theory	Lab/Practical	Clinic, Field ...	Course Code
1	PHCH 451	Computer Aided Drug Design	تصميم الدواء بمساعدة الحاسوب	2	8	2	0	0	2	0	0	PHCH 312
2	PHCT 452	Cosmetic Formulations	صبيغة مستحضرات التجميل	2	8	2	0	0	2	0	0	
3	NAPT 453	Natural Cosmeceuticals	مستحضرات التجميل الدوائية الطبيعية	2	8	2	0	0	2	0	0	
4	PHCY 454	Foundation of Clinical Trials	أسس التجارب السريرية	2	8	2	0	0	2	0	0	
5	PHCH 455	Drug Discovery	استكشاف الدواء	2	8	2	0	0	2	0	0	

## • Elective Courses 2

#	Course Code	Course Title	اسم المقرر	Credit Units	Level	Credit Units			Contact Hours			Prerequisites  Course Code
						Theory	Lab/Practical	Clinic, Field ...	Theory	Lab/Practical	Clinic, Field ...	
1	PHCY 551	Social and Behavioral Pharmacy	الصيدلة الاجتماعية والسلوكية	2	9	2	0	0	2	0	0	
2	NAPT 552	Poisonous and Abused Natural Products	النواتج الطبيعية السامة والمساء استخدامها	2	9	2	0	0	2	0	0	
3	PHCT 553	Pharmaceutical Quality Control	رقابة الجودة الصيدلانية	2	9	2	0	0	2	0	0	PHCH 405
4	MED 554	Precision Medicine	الطب الدقيق	2	9	2	0	0	2	0	0	PHARM 311
5	PHCT 556	Good Manufacturing Practice	الممارسة الجيدة في التصنيع	2	9	2	0	0	2	0	0	

\*Include elective courses in separate tables as groups Elective 1, Elective 2.. (if needed)

## 4.3 Course descriptions

### Year 2: First Semester (Semester 3)

#### Pharmaceutical Organic Chemistry 1 ( PHCH 201 )

This course covers the fundamental concepts of saturated hydrocarbons, substituted hydrocarbons, and their chemistry, with a focus on their importance and applications in the pharmaceutical industry. Topics covered include acid-base theories, nomenclature, synthesis, properties, and the pharmaceutical significance of alkanes, alkyl halides, alcohols, ethers, epoxides, phenols, and sulfides. The course will also cover bonding and structural isomerism, stereochemistry, and their biological applications.

## **Foundation of health care and pharmacy practice ( PHCY 202 )**

This course provides a comprehensive overview of pharmacy and its education process as well as its subjects from admissions to advanced training. In addition, students will explore the various aspects of the Saudi Arabian healthcare system, including its organization, structure, financing mechanisms, delivery models, and regulatory frameworks.

## **Anatomy and Histology ( ANAT 203 )**

This foundational course provides students with a solid understanding of essential anatomical terminology and concepts, which are critical for a comprehensive grasp of body systems morphology. It also imparts core knowledge of human anatomy at both the gross and microscopic levels, offering a wide-ranging overview of body structures. It also introduces the fundamentals of neuroanatomy by outlining the structure of the nervous system, alongside embryology to provide insights into human development. The theoretical knowledge acquired in this course is complemented by practical application. A variety of educational activities are utilized to bridge the gap between theory and practice, which is vital for the effective application of anatomical principles within the realm of clinical pharmacy.

## **Biochemistry 1 ( BIOCH 204 )**

The course covers the fundamental concept of biochemistry and application of biochemistry in human life with focusing on the chemistry of carbohydrate, amino acids, protein, lipids, nucleic acids, vitamins, as well as enzyme and enzyme regulations.

## **PHYSIOLOGY 1 ( PHYL 205 )**

The Physiology 1 course provides students with a comprehensive understanding of the normal functions of the human body and its underlying mechanism. The basic aim is to highlight the relationship between systems and how they help to maintain the functioning of the whole body. Special emphasis is laid on homeostasis and the control systems that maintain it.

## Physical pharmacy ( PHCT 206 )

This course offers students a comprehensive understanding of the fundamental concepts and theories in physical pharmacy. Throughout the course, students will develop a solid foundation in the principles of physical pharmacy that are essential for the design and development of pharmaceutical products. The course covers a wide range of topics, including thermodynamics, molecular interactions, solubility, states of matter, surface phenomena, chemical stability and kinetics, and rheology. Students will learn how these principles apply to the formulation, manufacturing, and stability of pharmaceutical products. The course utilizes a combination of lectures and laboratory experiments to enhance students' understanding of the theoretical concepts and their practical applications. Through hands-on experiments, students will gain valuable experience in measuring and analyzing physical properties of pharmaceutical substances. By the end of the course, students will possess the knowledge and skills necessary to comprehend and apply the physical and chemical principles underlying the development and performance of pharmaceutical products.

## تاريخ وحضارة المملكة العربية السعودية ( HIST 281 )

يحتوي المقرر على استعراض الجوانب التاريخية والحضارية للمملكة العربية السعودية وإرثها الثقافي، وجهود حكامها في بناء الدولة السياسي والحضاري ودورهم في خدمة القضايا العربية والإسلامية والإنسانية، وتحقيق رؤية 2030 في مجال السياحة والتراث الوطني .

## Year 2: Second Semester (Semester 4)

### PHYSIOLOGY 2 ( PHYL 208 )

The Physiology 2 course provides students with a comprehensive understanding of the normal functions of the human body and underlying mechanism. Basic aim is to highlight the relationship between systems and how they help to maintain the functioning of the whole body. Special emphasis is laid on homeostasis and the control systems that maintain it.

### **Biochemistry 2 ( BIOCH 209 )**

The course covers the metabolic pathways and regulations of carbohydrates, amino acids, proteins, nucleic acids, lipids, steroids, heme, xenobiotics, free radicals, and antioxidants and their implications in human diseases.

### **Pharmaceutical calculations ( PHCT 210 )**

The Pharmaceutical Calculation course aims to equip students with a fundamental understanding of calculations relevant to pharmacy practice. Students will develop the necessary skills to effectively handle various types of calculations commonly encountered in the field. This includes calculations involving concentration expressions, density, and specific gravity, as well as the ability to manipulate and modify formulas to achieve desired results. Additionally, students will learn essential skills to accurately solve a diverse range of pharmaceutical calculation problems. By acquiring proficiency in pharmaceutical calculations, students can significantly reduce dispensing errors and contribute to improved patient outcomes. The course emphasizes the importance of precision and accuracy in calculations, providing students with the knowledge and tools necessary for successful pharmaceutical practice.

### **Pharmaceutical Analytical Chemistry ( PHCH 211 )**

This course provides students with a comprehensive understanding of analytical chemistry principles and their application in the pharmaceutical industry. It covers topics such as controlling error sources and implementing effective error control strategies. Students will learn to analyze measurement uncertainty and employ statistical methods for data analysis. The course emphasizes expressing drug and impurity concentrations using various units, including molarity, mass fraction, and percentage. Additionally, students will gain insights into chemical equilibrium's significance regarding drug stability and solubility. Volumetric techniques in pharmaceutical analysis will be explored, with hands-on training in designing and executing analytical methods like volumetric titration. Spectroscopic instrumental techniques will also be covered, with hands-on practice using

the spectrophotometer and Excel spreadsheets to develop calibration curves and calculate drug concentration in pharmaceutical preparations.

### **Pharmaceutics 1 ( PHCT 212 )**

This course is designed mainly to provide pharmaceutics lessons concerning the preparation and evaluation of various pharmaceutical dosage forms. This course forms the foundation of therapeutics, as no drug can be administered to patients without an appropriate dosage form and different dosage forms can result in different pharmacokinetics and therapeutic outcomes. Additionally, it will equip students with fundamental knowledge about the design of pharmaceutical dosage forms, which will be useful in their studies on pharmacokinetics and pharmacotherapeutics

### **Pharmaceutical Organic Chemistry-2 (PHCH 213 )**

The Pharmaceutical Organic Chemistry-2 course is designed to provide students with a fundamental understanding of the basic chemical structures of various categories of organic compounds. The course aims to teach students to identify these structures and describe the different functional groups, including their structures, chemical reactions, and biological importance. Additionally, the course aims to demonstrate the relationships between the chemistry of organic compounds and their pharmaceutical and medicinal applications, providing students with a greater understanding of the practical applications of organic chemistry. Finally, students will learn to analyze chemical reactions, including predicting starting materials, final products, and their mechanisms. Overall, the course aims to provide students with a comprehensive understanding of the principles of organic chemistry and their practical applications in the real world.

### **Fundamentals of Natural Products ( NAPT-214 )**

This course describes the natural sources of drugs (plants, animals, microbes, minerals etc.), main active constituents, therapeutic uses, possible side effects of the primary metabolites (CHO, Lipids, Waxes) and secondary metabolites (alkaloids, glycosides, tannins, resins and resins combinations, phenolics, volatile oils, and fixed oils). The classification and nomenclature of natural products are also discussed in the course.

Moreover, the course involves essential techniques for identification, extraction, isolation, quality evaluation and standardization of natural products (as per WHO and FDA guidelines).

### **Year 3: First Semester (Semester 5)**

#### **Pharmaceutics 2 ( PHCT 301 )**

This course offers an overview of sterile dosage forms, including parenteral and ophthalmic preparations. Students will learn the critical aspects of pharmaceutical compounding, sterilization techniques, testing, monitoring, IV admixture, extemporaneous preparations, and the compounding and dispensing of hazardous drugs and controlled substances in hospital pharmacy settings. Additionally, the course will cover radiopharmaceuticals and nuclear pharmacy, fundamentals of prescription interpretation, and the practical application of these topics through lab and hospital pharmacy visits and demonstrations.

#### **Pharmacy ethics, Law and regulation ( PHCY 302 )**

The general description of the law and ethics course is to introduce to the pharmD students to the concept of law in Saudi Arabia, define ethics and how it is differentiated from law, define the different levels of ethical decision making and review the code of ethics for pharmacists during their practice.

#### **Clinical Nutrition and Dietary Supplements (NUTR-303 )**

The course describes the sources, characteristics, health effect, and possible toxicities of macronutrients (carbohydrates, fat, protein), vitamins (fat-soluble vitamins and water-soluble vitamins), minerals (macro minerals and microminerals), probiotics and prebiotics, enzymes, and other food supplements besides their applications in pharmacy practice settings as per Saudi FDA regulations. Types and amounts of dietary requirements; types of nutritional assessments to identify malnutrition and diet-related disease states; enteral and parenteral nutrition support; food allergy and intolerance; and food-drug interaction are also demonstrated in the course. Moreover, the course focuses on the clinical nutritional

intervention for specific disease states (cancer, cardiovascular diseases, diabetic, gastrointestinal diseases, hepatobiliary diseases, kidney diseases, metabolic and respiratory stress etc.).

### **Biostatistics ( STAT- 304 )**

Biostatistics is a comprehensive course designed to provide clinical pharmacy students with a complete understanding of statistical methods and their applications in clinical practice and research. This course explores the principles and techniques of biostatistics, focusing on their relevance to clinical pharmacy practice. The course aims to equip students with the necessary skills to interpret and critically analyze clinical data, evaluate therapeutic interventions, and make evidence-based decisions in patient care.

### **Microbiology (MICRO 305)**

This course covers the basic and clinical concepts of medical microbiology to understand and learn various infectious diseases caused by different microorganisms like bacteria, viruses, parasites, and fungi . This course covers the microbiological properties of various microbes, pathogenesis mechanisms, virulence factors, clinical features and laboratory identification of various microbes. In addition, prevention and control mechanisms of different microorganisms and effective prophylaxis of major infectious diseases. Students are taught about the proper use of antimicrobial agents to treat various infectious diseases and the importance of antimicrobial resistance to anti-microbial drugs and its prevention.

### **Complementary and Integrative Medicine ( NAPT-306 )**

This course provides the students with thorough understanding of the various CIM modalities (naturopathy, cupping, acupuncture, manual therapies etc.) in the health care system for the treatment of different disease. The course teaches students how to incorporate complementary and alternative therapies into a patient-specific therapeutic plan for the treatment of various chronic and emerging diseases (such as CVS, CNS, UTIs, RTIs, liver and digestive system, musculoskeletal, cancer, and leishmania etc.) while maintaining patient safety.

## Pharmacoepidemiology and Research Methods ( RESM 307 )

This course provides students with an overview of the variety of research methods used in pharmacoepidemiological research and the skills to determine which research method/s best answer/s their research question. Research challenges, including appropriate selection of design, research participants, sample size, data collection, selection of appropriate measures, data analysis and interpretation of results are studied.

It encompasses the understanding of presentation, analysis, interpretation of collected data.

In addition, this course the basic in terms of pharmacoepidemiology measurement mathematical skills and its interpretation.

## BUS 381 ريادة الأعمال

يعزز المقرر مفهوم الفكر الريادي وأهمية ريادة الأعمال على الصعيد الشخصي والاقتصادي. ويستعرض كيفية تحويل الأفكار إلى مشاريع تطبيقية وفقا لأسس وخطط إنشاء المشاريع التجارية السليمة، وتحقيق رؤية المملكة 2030 في مجال خلق فرص العمل من خلال دعم ريادة الأعمال.

## Year 3: Second Semester (Semester 6)

### Pharmaceutical Biotechnology (PHBT 309 )

Pharmaceutical Biotechnology course is designed to educate PharmD students about the basics of genetics as well as the tools of pharmaceutical biotechnology for the production of therapeutic proteins, vaccines and clonal antibodies. The course also covers essential techniques used in drug discovery and cell and gene therapy. The course incorporates self-learning tasks to improve students' skills of self-learning and development and broaden the student's knowledge of the subject.

### Community pharmacy and self care ( CLPH 310 )

This course provides a comprehensive overview of community pharmacies, their services, pharmacist duties in the various community pharmacy settings, in addition to

diagnosing and assess community patients with minor illnesses and decide on the proper medication regimens.

### **Introduction to Pharmacology ( PHARM 311 )**

This course introduces students to the foundations of Pharmacology, including its principles, drug actions, and adverse effects. It covers key drug classes, such as diuretics, vasodilators, NSAIDs, and glaucoma treatments, while exploring pharmacogenomics and safety regulations. The laboratory component emphasizes ethical animal use, safety protocols, and simulation technologies, supported by interactive and problem-based learning. The course also promotes the application of the 3 R's (Replacement, Reduction, Refinement) in pharmacological research.

### **Principles of drug action ( PHCH 312 )**

This course introduces the students to medicinal chemistry and describes the basic principles of the pharmacodynamics and pharmacokinetics properties of drugs, and the medicinal chemistry of drugs acting on autonomic nervous system including both cholinergic and adrenergic.

### **Drug delivery systems ( PHCT 314 )**

This course offers a comprehensive exploration of different drug delivery systems, encompassing their design, development, and implementation. Students will gain a comprehensive understanding of the various types of drug delivery systems available and their applications in pharmaceutical practice. Students will gain insights into novel drug delivery systems, exploring emerging technologies and innovative approaches in the field. The course also addresses the challenges encountered in drug delivery, such as ensuring drug stability, minimizing toxicity, and enhancing targeting efficiency.

### **Evidence Based Practice and Drug Information ( CLPH 315 )**

This course introduces students to Evidence-based Practice (EBP) and Drug Information Services (DIS). Students will learn the principles of scientific writing integrity, formulate answerable questions, explore various drug information resources, retrieve

pertinent information, and evaluate the quality of literature. They'll also develop skills in responding to drug information requests, creating drug monographs, categorizing evidence quality, and making evidence-based conclusions. Additionally, students will gain familiarity with citation manager software and actively participate in journal club discussions, enhancing their critical appraisal and communication skills within the context of EBP and DIS.

### **Immunology ( IMMUN 316 )**

This course covers the basic and clinical concepts in immunology including adaptive and innate immunity, immunological products and their applications in prophylaxis, therapy and diagnosis; antigen-antibody reactions, immune-regulation, immunological memory and tolerance, peculiarities of the immune system including autoimmunity, transplantation and rejection; specific topics including anatomy of the immune system, organs, tissues, cells and soluble factors of immune system; the immune response and vaccination, humoral immunity, cell-mediated immunity, hypersensitivity reactions, immune deficiency disorders, transplantation and tumor immunology.

### **Year 3: Summer Training**

#### **Introductory pharmacy practice experience 1 ( CLPH 333 )**

### **Year 4: First Semester (Semester 7)**

#### **Medicinal chemistry 1 ( PHCH401 )**

This course provides the students with thorough understanding of the medicinal chemistry and pharmacological activity of endocrine and steroidal drugs including sex hormones and corticosteroids as well as nonsteroidal anti-inflammatory, cardiovascular agents, antitussive and antihistamine.

#### **Pharmacology 1 ( PHARM 402 )**

Systemic pharmacology focuses on pharmacokinetic, pharmacodynamic principles, mechanism of action, adverse drug reactions and drug-drug interactions commonly seen in

clinical pharmacy practice. The scope of coverage will be drugs used in cardiovascular diseases, drugs for blood disorders, drugs for diabetes, drugs used for obesity, hormonal drugs (pituitary and hypothalamic hormones), drugs used in thyroid disorders, corticosteroids, male and female sex steroids, contraceptive and fertility drugs, drugs used in genito-urinary system, drugs acting on bone and mineral homeostasis, drugs used in asthma and chronic obstructive pulmonary disease (COPD), antitussives and mucolytic agents, drugs for smoking cessation.

### **Patient Care Skills 1 ( CLPH 403 )**

This course is composed of introductory foundation to pharmaceutical care practice focusing on the patient-centered care. This practical and simulation-based course will cover the 5 steps of the patient care process (1) collecting subjective and objective information about the patient; (2) assessing the collected data to identify problems, determine the adequacy of current treatments, and set priorities; (3) creating an individualized care plan that is evidence-based and cost-effective; (4) implementing the care plan; and (5) monitoring the patient over time during follow-up encounters to evaluate the effectiveness of the plan and modify it as needed. Simulation pharmacy/clinic will be utilized during the practical sessions to promote hands on experience.

### **Pharmacotherapy 1 ( CLPH404 )**

This course will explain the principles and the updated guidelines to treat cardiovascular, endocrinological, gynecological, and respiratory. During the course the students will go over the clinical presentation and diagnosis of the disease followed by determining the desired therapeutic plan. Additionally, they will be indicating the appropriate management along with evaluating the therapeutic outcomes. Moreover, this course will explain the principles and the updated guidelines to treat the diseases mentioned above.

### **Instrumental Analysis ( PHCH 405 )**

The Instrumental Analysis course provides students with a comprehensive understanding of analytical techniques used in scientific research and industrial

laboratories. It covers sample preparation, chromatographic techniques, spectrophotometry, infrared spectroscopy (IR), and mass spectrometry. The course includes both theoretical knowledge and hands-on laboratory exercises, allowing students to develop practical skills in instrument operation, data analysis, and troubleshooting. By the end of the course, students will be well-equipped to perform accurate and reliable analytical experiments and make informed decisions in various scientific and industrial contexts.

### **Biopharmaceutics and pharmacokinetics ( PHCT 406 )**

It includes the principles of biopharmaceutics, clearance, volume of distribution, orders of kinetics, compartmental models, plasma protein binding; first-pass and second-pass metabolism; physicochemical and dosage form factors influencing bioavailability; assessment and measurement of key biopharmaceutical properties, bioequivalence, and biopharmaceutical classification scheme (BCS); influence of dosage regimens on the plasma concentration-time profile of a drug in the body and factors involved in steady-state plasma concentration of a drug. Practice/lab: Dissolution, bioavailability, bioequivalence, and relevant calculations; may use semi-log graph paper or software for computation.

### **Year 4: Second Semester (Semester 8)**

#### **Medicinal chemistry 2 ( PHCH 407 )**

This course provides the students with thorough understanding of the medicinal chemistry and mode of action of drugs acting on the cardiovascular system and the CNS

#### **Pharmacology 2 ( PHARM 408 )**

Systemic pharmacology focuses on pharmacokinetic, pharmacodynamic principles, mechanism of action, adverse drug reactions and drug-drug interactions commonly seen in clinical pharmacy practice. The scope of coverage will be drugs used in the central nervous system (antipsychotic, antidepressants, anxiolytic, sedative and hypnotic agents, ADHD, Parkinsonism and other movement disorders, Alzheimer's disease, epilepsy, local and

general anesthetics, drugs of abuse and opioid analgesics), drugs used in rheumatoid arthritis, drugs for gout, and dermatological agents.

### **Patient Care Skills 2 ( CLPH 409 )**

This course is a continuation to what students have learned in Pharmaceutical Care 1. The patient-centered care learning experience will continue here with some important topics such as medication adherence, transition of care and medication reconciliation, medication errors and adverse drug reactions, drug/drug and drug/food interactions, Intravenous, prescription processing and health literacy. Also, in this course students are expected to learn about the role of pharmacist providing the care to special populations including geriatrics, pediatrics, pregnant women. Additionally, in this course student will learn about the medical literature evaluation and how apply it in the patient-centered care. Simulation pharmacy/clinic will be utilized during the practical sessions to promote hands on experience.

### **Pharmacotherapy 2 ( CLPH 410 )**

The course focuses on renal, psychiatric, neurology, bone disorder, dermatology, and pain management. During the course the students will go over the clinical presentation and diagnosis of the disease followed by determining the desired therapeutic plan. Additionally, they will be indicating the appropriate management along with evaluating the therapeutic outcomes. Moreover, this course will explain the principles and the updated guidelines to treat the diseases mentioned above.

### **Patients Safety and Informatics ( CLPH 411 )**

This course will provide comprehensive overview of the safety measures and tools in the hospitals also on the technology used in the hospital to improve the use of medications.

### **Clinical Pharmacokinetics ( CLPH 412 )**

This course focuses on the basic principles of clinical pharmacokinetics for the purpose of optimizing drug therapy. Its emphasis on therapeutic drug monitoring of high-risk drugs e.g., aminoglycosides, vancomycin, voriconazole and posaconazole, methotrexate, digoxin,

cyclosporine, tacrolimus and sirolimus, theophylline, phenytoin, carbamazepine, valproic acid, and lithium. Case studies of different patient populations with co-morbidities are utilized which enable the students to apply the clinical pharmacokinetic concepts in a practical context.

### **Computer-Aided Drug Design ( PHCH 451 )**

This course provides the students with an introductory knowledge of computer-aided drug design, including structural modeling and molecular dynamics.

### **Cosmetic Formulations ( PHCT 452 )**

This course provides an overview of the fundamentals of cosmetics. It covers the science and technology behind different cosmetical products for personal, skin, hair, and dental care. This course focus on principles of product development, selection of appropriate ingredients, and the formulation process for different cosmetic products. In addition to that, the course will also cover the role of active ingredients and nanotechnology in cosmetic formulations as well as introduction to the regulatory framework and safety considerations for cosmetic products.

### **Natural Cosmeceuticals ( NATP 453 )**

This course explores the roles and applications of natural cosmeceuticals in pharmaceutical markets. During the course, students will gain an understanding of skin functions, types, and the difference between natural cosmeceutical products and cosmetic products, along with how cosmeceuticals can be commercialized and marketed. Students will learn about the important active ingredients in cosmeceutical products in this course. For instance, fruit acids, vitamins, antioxidants, growth factors, stem cells, peptides, amino acids, glycosaminoglycans, and other natural compounds from plants, animals, and microorganisms. The safety of essential oils and allergy concerns are discussed in addition to their applications in natural cosmeceuticals. Moreover, uses of natural cosmeceuticals in a variety of skin conditions, including acne and rosacea, daily skin repair, pigmentation, hair loss and others are also covered

## **Foundation of Clinical Trials ( PHCY 454 )**

This course provides a thorough exploration of the field of clinical trials, which is a critical component of medical research supported by both government and private entities. Clinical trials are instrumental in providing definitive answers to significant clinical questions, especially pertaining to the efficiency and effectiveness of novel treatment approaches. Some clinical trials aim to generate hypotheses, while others serve as vital measures for verifying therapeutic outcomes.

The "Foundations of Clinical Trials" course provides a comprehensive overview of the ethical considerations, fundamental principles, and execution strategies related to conducting clinical trials in medical research. Emphasis is placed on protecting the welfare of participants through concepts like equipoise, informed consent, and intent-to-treat analysis. The course will explore different study designs including single-arm, crossover, factorial, sequential multi-stage, and dose-finding designs. Additionally, students will learn about systematic participant allocation methods such as randomization (including blocked or stratified approaches) and consideration of prognostic factors. Furthermore, the course will also cover data collection and analysis techniques, including the use of statistical measures to determine treatment efficacy and safety, including statistical methods for sample size determination, monitoring of adverse events, and endpoint analysis.

## **Drug Discovery ( PHARM 455 )**

The goal of the course is to prepare students to contribute to the drug discovery process by providing them with a comprehensive understanding of the principles and practices involved in developing new drugs.

## **Year 4: Summer Training**

### **Introductory Pharmacy Practice Experience 2 ( CLPH 444 )**

Hospital pharmacy training is 5-week duration. It covers the Inpatient and Outpatient pharmacy (2 weeks each), inventory and narcotics, clinical services and intravenous admixing/compounding. (2 days each).

The main objective of course is to provide students with an opportunity to put into practice skills they have learned while in college. In addition, students will have an opportunity to enhance those skills, obtain the perspective of a work environment and benefit from a mentor or supervisor's experience and advice. The course includes the first interaction on full scale between students and the hospitals in order to see and practice (under preceptors' supervision) the real-life work of the hospital pharmacists.

### **Year 5: First Semester (Semester 9)**

#### **Medicinal Chemistry 3 ( PHCH 501 )**

This course provides the students with thorough understanding of the medicinal chemistry and mode of action of GIT and antimicrobial drugs.

#### **Pharmacology 3 ( PHARM 502 )**

In this course, pharmacological aspects of drugs commonly used to treat bacterial, fungal, viral parasite infections in human will be discussed. Additionally, the course will cover drugs that widely used to treat GIT disorders.

#### **Pharmacotherapy 3 ( CLPH 503 )**

This 5-credit course will explain the role of clinical pharmacists in choosing the optimal antibacterial agents for different infectious diseases. The course will highlight the role of pharmacists in preventing antibiotic overprescribing to reduce antibiotic resistance. Moreover, this course will explain the principles and the updated guidelines to treat the most common infectious diseases such as: pneumonia, meningitis, tuberculosis, upper respiratory tract infections urinary tract infections, skin and soft tissue infection, osteomyelitis, etc. In addition, this course will cover HIV, Brucellosis and principles of critical care pharmacotherapy.

#### **Patient care skills 3 ( CLPH 504 )**

This course is designed to provide the students with the skills needed to identify medication-related problems and to provide medication therapy management services for

diabetics, pulmonary disorders, psychiatric disorders, cancer, renal failure and gastrointestinal disorders, which will enable the students to understand his/her responsibilities as a pharmaceutical care practitioner and prepare them for advanced pharmacy practice experience (APPE). In addition, this course will also provide students with skills needed to rationalize the use of vaccines for preventable bacterial and viral diseases alongside considering the vaccine safety.

### **Industrial pharmacy ( PHCT 505 )**

This course offers a comprehensive understanding of the pharmaceutical industry, focusing on unit operations, manufacturing processes, quality control, quality assurance, and regulatory compliance. Students will learn about various stages of manufacturing process, manufacturing techniques, quality control, packaging, labeling, and regulatory guidelines.

### **Pharmaceutical economics and policy ( PHCY 506 )**

The course is to introduce students to Pharmacoeconomics (PE), PE research and its application in pharmacy practice. This course is an introduction to the role of Pharmacoeconomics (PE) in medical decision making from multiple perspectives. It will introduce the concepts of types of PE/Cost effectiveness analysis (CEA), general computation involved in these analyses, and how to evaluate a CEA. This course also will introduce students to the concept of pharmaceutical policies such as those implemented by government (I.e., government plays a role in health and in the provision of medications) or by private bodies. This course will teach the students the different pharmaceutical policies that are used for reducing pharmaceutical expenditure and the medications prices from economic preceptive. Furthermore, this course provides a framework for understanding the economic dimensions of pharmaceutical policy and the different models used. Students will learn to think systematically about the issues including pharmaceutical spending, medication prices and what pharmaceutical policies they should use based on the current challenge.

### **Graduation project ( PHCY 507 )**

This is a practical course that will allow students to work on a real world problem. It is typically a team work with up to two (2) members. The aim is to help students to select related project topics and get the project completed efficiently, through guiding them in searching reliable literature, preparing and presenting results, and writing the reports.

### **Pharmacy Management and Leadership ( MGMT 508 )**

This course thoroughly explores the dynamic field of pharmacy management and leadership. Topics cover the foundational principles of effective pharmacy management and the complexities of organizational structures and financial acumen. Students will develop competencies in crafting and executing strategic and business plans, optimizing pharmacy operations, and cultivating effective leadership styles and team dynamics. The course emphasizes acquiring critical networking and communication skills, adaptability within the healthcare sector, and commitment to patient-centered care and quality improvement.

### **Social and Behavioral Pharmacy ( PHCY 551 )**

This course will provide comprehensive overview of the psychosocial aspects of medication use by the patients. Also, this course focuses on management principles such as planning, organizing, directing, and controlling pharmacy resources applied to various pharmacy practice settings and patient outcomes.

### **Poisonous and Abused Natural Products ( NAPT 552 )**

This course covers the most important poisonous and psychoactive organisms and compounds that are associated with significant risk. Throughout the course, students will learn important information regarding poisonous and abused natural products. The course teaches students how to identify numerous hazardous plants' toxicities, clinical symptoms, and toxicity management. In addition, toxicity conditions of different organisms and creatures such as algae, lichens, fungi, and mushrooms are also discussed along with their toxicity signs and treatment strategies. Chemical analysis and biological properties of natural substance of abuse is also an integral part of this course.

### **Pharmaceutical Quality Control ( PHCT 553 )**

The course "Pharmaceutical Quality Control" provides students with a comprehensive understanding of quality control in the pharmaceutical industry. Students will learn about quality management systems, good manufacturing practices (GMP), and the principles of quality standards, regulations, and guidelines. Topics include raw material sampling, auditing, specifications, test methods, reference standard materials, validation, instrument qualification, calibration, analytical method development, drug stability, and stability-indicating methods. Through this course, students will gain practical skills to apply quality control concepts in real-world scenarios, ensuring safe and effective drug therapy.

### **Precision Medicine ( MED 554 )**

The course focuses on instilling an understanding of the core principles of pharmacogenetics and pharmacogenomics and the impact precision medicine will have on improving clinical outcomes.

The main objective of course is to enable the student to understand the and interpret how variability in genomic and genetic data may be expressed in disease phenotypes and the subsequent implications that enable the development of targeted therapies and/or empowering individualized therapies.

### **Good Manufacturing Practice ( PHCT 555 )**

This course provides students with a comprehensive understanding of the principles, regulations, and practices essential for ensuring the quality, safety, and efficacy of pharmaceutical products. GMP is the foundation of pharmaceutical manufacturing, emphasizing stringent quality control standards and compliance with regulatory requirements.

## **Year 5: Second Semester (Semester 10)**

### **Pharmacotherapy 4 ( CLPH 510 )**

This course will explain the principles and the updated guidelines to manage immunological disorders, solid organ transplant, critical care, and oncology. During the course the students will go over the clinical presentation and diagnosis of the disease followed by determining the desired therapeutic plan. Additionally, they will be indicating the appropriate management along with evaluating the therapeutic outcomes. Moreover, this course will explain the principles and the updated guidelines to treat the diseases mentioned above.

### **Medicinal Chemistry 4 ( PHCH 511 )**

This course provides the students with a thorough understanding of the medicinal chemistry and mode of action of anticancer and immunosuppressant drugs.

### **Pharmacology 4 ( PHARM 512 )**

This course discusses the pharmacodynamic (MOA) information and major pharmacokinetic (ADME) aspects of drugs to predict their therapeutic usage, adverse effects and interactions with herbs/food/other drugs to better justify their prescription in patient population. The scope of coverage would be immunosuppressant drugs and drugs used in the treatment of cancer, including chemotherapy, targeted therapies, hormonal therapies, and immunotherapies.

### **Advance patient care ( CLPH 513 )**

This course introduces students to the importance of interprofessional relationships and the importance of pharmacists within the multidisciplinary team. Furthermore, ten comprehensive case studies will be included in this course of which the students are given the chance to apply the knowledge and skills in different case scenarios and settings. The cases will give the students the chance to apply pharmaceutical care to different patient populations including Cardiovascular, endocrine, Infectious disease and renal disease patients.

### **Clinical Toxicology ( PHTX 514 )**

The course provides the fundamental concepts of toxicology as they relate to specific organs & body systems. The toxic effects of major therapeutic drug classes and common toxicants are discussed, with special focus on learning the general and specific clinical approaches used to manage cases of drug overdose & poisoning.

### **Pharmaceutical Marketing and Business ( BUS 515 )**

This course provides an overview of the marketing and business principles and processes in the pharmaceutical industry. Students will explore the various aspects of pharmaceutical marketing, including the industry environment, product development, pricing strategies, supply chain management, and promotional activities. Students will also examine the role of Medical Affairs and Regulatory Affairs in the pharmaceutical industry and how these functions impact marketing strategies. Additionally, the course will cover the new four Ps of pharmaceutical marketing, which include patient engagement, predictive analytics, personalization, and precision. The course will incorporate case studies and real-world examples to help students understand the practical applications of pharmaceutical marketing strategies. By the end of the course, students will have a solid understanding of pharmaceutical marketing and be able to analyze business cases within the industry.

### **Total parenteral nutrition (TPN) ( CLPH 516 )**

This course typically explores parenteral nutrition principles, formulations, and administration of parenteral nutrition to patients who cannot receive adequate nutrition through oral or enteral routes. Students learn about various components of TPN solutions, including macronutrients, micronutrients, and electrolytes. Emphasis is placed on calculating appropriate dosages, adjusting TPN regimens based on clinical conditions, and preventing complications. This course will also cover facilities required for admixing of TPN, drug-nutrient interactions, compatibility, and stability of TPN formulations.

## Year 6: internship year

The 11-months training course with 11 rotations is an experiential learning that integrates knowledge learned in the classroom with practical application and development of skills in professional settings. It focuses on pharmaceutical care (medication therapy management) for patients mainly in hospitals. Students will learn how to provide advanced clinical pharmacy services in various medical specialty environments under the direct supervision of clinical preceptors. They will gain some experiences in professional judgments, accountability and the following clinical skills:

- Professional communication with patients and healthcare providers, while working in pharmacies as well as in the clinical departments
- Patient care including therapeutic decision making by selecting appropriate drug therapy and monitoring the therapy. Students will be actively involved in the management of diseases, patients' monitoring, care planning and follow-up, patients chart review including the patients' lab data, medication history, drug information and discharge medication counselling.
- Organizational and professional skills required to work in community as well as institutional pharmacy settings.

## 5. Committees and Units at COP

College of Pharmacy had structured various committees and units for the efficient and smooth functioning of the college which follows as:

- i. Academic affairs committee: Chairperson, Dr. Abdulamlik Alqarni
- ii. Assessment and examination Quality Unit: Chairperson, Dr. Mohamed Gomaa
- iii. Student Support and Academic Advising Unit: Chairperson, Dr. Nada Tawfeeq
- iv. Curriculum committee: Chairperson, Dr. Dr. Abdulamlik Alqarni
- v. Community Service Unit: Chairperson, Dr. Hassan Ghonaim
- vi. Exam facilitation committee: Chairperson, Dr. Mansour Alturki
- vii. Risk Management Unit: Chairperson, lecturer Fatima Aljeshi

- viii. Strategic Planning Committee: Chairperson, Dr. Abdulmalik Alqarni
- ix. Student Activities Committee: Chairperson, Dr. Abdulaziz Alkhzem
- x. Scientific Research Committee: Chairperson, Dr. Dhafer Mahdi Alshayban
- xi. Field and Experiential Training Unit: Chairperson, Dr. Bassem Almalki
- xii. Quality Committee: Chairperson, Dr. Ahmed Mostafa

## 6. Faculty Code of Ethics and Charter

### 6.1 Code of ethics

In my capacity as employee of Imam Abdulrahman Bin Faisal University, because I strongly and unconditionally believe in my responsibility toward the university that I belong to, motivated by the foundations on which our principles and morals are built, at the top of which are truthfulness, honesty, high moral values and respect for order and law, and out of my keen desire to apply and uphold the work ethics which require me to monitor my own self in my own best interest as well as the interest of the community where I live, and operates within the context of the culture, norms, and laws of the Kingdom of Saudi Arabia.

Hence, having now thoroughly read and clearly understood without the shadow of any doubt or confusion the contents of the above introduction, and having been informed of and acquainted with the rules and regulations which regulate the rights and duties of the university employee, I hereby pledge, undertake and unconditionally accept to commit to the highest moral standards of honesty, truthfulness, integrity, transparency in all activities and works entrusted to me, including, but not limited to, the following:

1. I shall obey and respect all related and applicable university regulations, instructions and laws.
2. I shall carry out and execute the related duties and activities with due diligence and maximum degree of accuracy efficiency, transparency and professionalism.
3. I shall hold fast and stick to the principles of equality, integrity, and respect
4. I shall commit to the highest degree of decency, good behavior and morals.
5. I shall deal with my colleagues with the spirit of a single team.
6. I shall refrain from any act that constitutes directly or indirectly violation of the principles of integrity, transparency and professionalism.

7. I shall refrain from any duty that conflicts with the nature of my work in the university.
8. I shall seek and work hard on upholding the good name and image of the university.
9. I shall be held accountable and responsible for all my acts and utterances which are inconsistent with the nature of my profession in the university
10. I shall boost and consolidate the culture of trust, citizenship and human rights.

## 6.2 The rights and duties of the employee

The job as defined by management scholars is: a set of duties and responsibilities identified by a competent authority. A job may be vacant or else filled by a person appointed by a competent authority to perform on a permanent or temporary basis the duties and responsibilities of the position against a specific wage. The employee is a person who is hired in a statutory capacity to perform the tasks of job against a set wage and who avails of the rights and privileges associated therewith.

### 6.2.1 Rights

The employees, administrators and technicians will be required to operate in a fashion that brings them respect, appreciation and justice just like the other effective individuals in higher education and its institutions. Therefore, it is the right of the employees of various forms and shapes to be treated in an objective manner without bias in all their rights and acquisitions during their career. Employees must not be subjected to any harassment or discrimination in their work and must be allowed to avail of all circumstances which enable them to perform their duties in the best manner possible. They have the right to benefit from the training and qualification programs which help them to improve their professional work and upgrade their functional and academic grades and ranks.

For more information on the rights and privileges of the employees, please see the “Civil Service Council Law on the Affairs of Saudi Universities’ Personnel, Faculty members and similar categories and its executive rules, promulgated by decision No. 4 / 6 / 1417, of the Higher Education Council, adopted in the Council’s session held on 26 Sha’ban 1417 and sanctioned by High Order dated 22 Sha’ban 1418.

### 6.2.2 Duties

The duties of a “university professor/teaching faculty member” stem from the qualities, characteristics and principles to be fulfilled in the personality of the faculty member which include, but not limited to, integrity, rectitude, honesty, capability, efficiency, neutrality, equality and freedom of research, subject to compliance with the Islamic values and principles which constitute the bedrock foundation of the Saudi community system. Such duties can be summarized as follows:

1. I shall refrain and desist from establishing personal relationships with the students, while keeping my behavior at bay from anything or act that may raise suspicions or doubts, such as accepting gifts or personal courtesies and compliments with the students or their families at the expense of the educational process.
2. I shall refrain from giving private tutoring and lessons and keep at a distance from any act that is likely to diminish, compromise or tarnish the integrity of the university professor.
3. I shall exert every effort within my capacity to direct the students, seek to resolve the difficulties and problems that they may encounter, extend care to all without any discrimination or bias, avoid overloading the students with any roles or works which are not part of their key duties, and allow space for discussion and objection within the boundaries of the educational process.
4. I shall refrain from disclosure of the student’s secrets which I may be privy to unless such disclosure is based on a court order or avoidance of gross damage to others.
5. A university professor is prohibited from committing in a negative or a positive way any acts that may constitute participation in cruel or inhumane treatment of the student, or otherwise collude in or instigate such acts. A university professor is by the same token prohibited from taking advantage of his or her knowledge or skills to offer assistance in a way that may be detrimental to the student’s psychological, emotional or academic stance.
6. A university professor must stay within the boundaries of his or her skills and solicit the help, in case of need, from the professors who are more knowledgeable and

efficient than him or her, particularly in the field of scientific research. He or she must avoid negligence, variations in and falsification of the research findings and abuse a fabrication of the research conclusions.

7. A university professor is required to track and follow up on the developments as they unfold in his field of specialty, seek to develop his or her skills on an ongoing basis, should consider and be attentive to the standards of efficiency to attain perfection upon discharging his duties.
8. A university professor must be aware of and familiar with the emerging and new developments in the subject matter of his or her specialty as well as knowledge of the community's educational culture, the educational issues at hand and teaching methods and styles. A professor must apply the quality standards to the subject he or she is tasked with teaching in a manner that enables the graduate to achieve the required standards of proficiency.
9. A university professor must exercise patience be mild- mannered with his/her students and colleagues, takes under his care the students whom he or she senses have the academic and moral aptitude and efficiency to feed the university teaching faculty with fresh and highly qualified and capable elements.
10. A university professor will be committed to applying the university policies related to the scientific content and the targeted educational products. He or she must heed and be mindful to the relative weight of both the contents of the teaching process and the examinations alike.
11. While assessing the students, a university professor must take into consideration the academic standards of higher education and scientific research facilities as well as clarity and transparency in assessing the grades without discrimination for any reason that is not related to the students' academic abilities.
12. In non-urgent cases, a university professor may apologize, for personal reasons or reasons related to the profession, for not being able to offer academic help from the beginning or in any stage while the research is progressing. However, such apology will not be accepted in urgent cases.

13. In the absence of another specialist, a specialist university professor may not refuse any scientific consultation if he or she is asked to.
14. A university professor will be required to report to the competent authorities any suspicious cases which involve betrayal of scientific trust, giving detailed report on the case at the time it was offered to him or her. The professor may invite another colleague to participate in debating the case and drafting the report before presenting the case and the report to the competent entity in the university.
15. In the event a university professor ceases mentoring one of his or her students for any reason whatsoever, he or she must provide his or her substitute professor with the correct and valid information, in writing or verbally, he or she believes is necessary for continuation of the work.
16. A university professor is expected to support, encourage and back up all efforts intended to boost scientific research in universities and academic research centers and must work hard to attain the highest universal standards and levels by discharging his or her duties in support of sustainable faith in college education and academic research institution.
17. A university professor will assume any other duties he or she may be tasked with within the boundaries of his or her academic or administrative capabilities.

## **7. Employees Academic Responsibilities and Duties**

### **7.1 Teaching activities**

The University considers the faculty's role in teaching and educational engagements as primary and essential. A faculty member, as a teacher, shall discharge his/her teaching responsibilities by presenting materials accurately and effectively in accordance with the approved course objectives and course outlines. He/She should make every effort to encourage students to learn and perform better, and in this respect, he/she shall adopt teaching methods. He/She should convey at the beginning of the semester the instructional objectives of each course and see that the objectives are fulfilled through course-related activities. Apart from the classroom teaching assignments, a teacher has the responsibility

to develop a relationship with students in which he/she should act as an intellectual guide, counselor, advisor and mentor.

## 7.2 Teaching load

Teaching load for a full-time teaching instructor in a regular semester may vary from semester to semester depending upon the requirements of the department and the number of available staff. For faculty members holding professorial ranks, the maximum teaching load in a semester is 14 contact session's periods per week. Additional load, over and above the normal teaching load, would result from supervision of graduation projects, and summer work reports and coordination of multi-section courses if appointed as a course coordinator. The department may reduce the course load of a member who is assigned a special duty by the department, the College or by the University. Up to 40 hours periods per week, faculty members are expected to be available for professional duties. Typical teaching load along with other responsibilities of faculty, and their equivalent, is as follows:

#	Position	Teaching units
1	Professor	10
2	Associate professor	12
3	Assistant professor	14
4	Lecturer	16
5	Demonstrator (Teaching assistant)	16

## 7.3 Curriculum development

Each faculty member should have a continuing commitment to the development of subjects in his/her field. He or she should review and update the course contents, as and when necessary, to reflect new developments and advances.

## 7.4 Course scheduling

All on-campus credit courses are scheduled by the VDAA and the Registrar's Office under the Deanship of Admissions and Registration. The request for a change in the scheduled class time can be made only if there is a conflict and/or a strong justification. The request must be filed with the Registrar's office through the chairman of the department, citing the reasons.

## 7.5 Hours of instruction and conduct of classes

The duration of each lecture and laboratory session is indicated by the Registrar's office. An instructor is responsible to the department offering the course and to the college dean for orderly and competent conduct of classes and all teaching activities. Faculty members are expected to start and finish their scheduled classes promptly on time.

## 7.6 Classroom supplies

Each classroom is fitted with a smart board or white board, an overhead projector, a screen, markers and dusters. A faculty member is also expected to develop new courses to include new advances and topical issues, which would strengthen the academic curricula. He or she should work in collaboration with other faculty members in his/her field to seek continuous updating and improvement of curricula.

## 7.7 Office hours

Instructors are expected to schedule and keep a reasonable number of weekly office hours for student meetings and consultations. Office hours should be scheduled at times convenient to students. The minimum number of office hours is normally specified by the department. The academic departments require that the instructors post their scheduled office hours for the convenience of students and provide the department with a copy of their posted office hours.

## 7.8 Class roster

It is the responsibility of the instructor to ensure that all names of students who are officially admitted to the course are duly registered in the official class roster supplied by the Deanship of Admissions and Registration. The official class list is also posted on-line on the website of the Deanship, access to which can be made by the instructor.

## 7.9 Record of class attendance

A regular student is expected to attend all classes and laboratory sessions. To discourage class absenteeism of students, the university enforces a policy on class attendance in which a regular student will not be allowed to continue in a course and take the final examination, if his unexcused absences exceed 15% of the lecture and laboratory sessions scheduled for

the course or, if his or her attendance, allowing for both excused and unexcused absences, is less than 75% of the scheduled class and laboratory sessions. A course instructor should therefore keep a record of class and laboratory attendances of all students. A grade of DN in a course is given, if the student's unexcused absences are more than 15% of the lecture and laboratory sessions scheduled for the course.

### **7.10 Cancellation of classes and make-up classes**

An instructor may cancel a class due to sickness, emergency leave, official business trip or assignment or any other unforeseen, unavoidable events. In such cases, he must inform the department of the cancellation with justification and also notify the class. For all cancelled classes, make-up classes must be scheduled to complete the course coverage. It is the responsibility of the instructor to make arrangements for the extra class meetings at a suitable time free of conflict with student's academic engagements. The department should be informed of the scheduling of all make-up classes.

### **7.11 Textbooks and course material**

Wherever necessary, a scheduled course has a designated textbook, which has been adopted by the department. As all students registered in a course will have a copy of this book, an instructor may freely refer to the textbook as and when necessary. The adoption of a textbook does not restrict the instructor to use this book exclusively in his teaching and therefore he may freely adopt other references to supplement teaching material, which may include his own prepared lecture notes. Where there is no designated textbook, an instructor must rely on his own collection of materials and whenever necessary and appropriate, he should distribute the course materials to the students in his class.

An instructor can propose a new textbook, either as a replacement for an existing one or as a new addition for a course where there is no designated textbook, by following the university's procedure, which requires approval of the department, the college and the university.

## 7.12 Course portfolio

The university maintains a policy on course portfolio, according to which an instructor is required to prepare a course file with necessary documentation and submit it to the department on completion of the course. The course file should contain materials in accordance with the department's policy and may include syllabus, instructor's report, and copies of homework, projects and examinations and samples of students' work.

# 8. Policy and Procedure

## 8.1 Policy and procedure for faculty grievance

### Purpose:

The aim of this policy is to provide a fair, internal process for resolving employment related disputes that arise between faculty or academic staff members and administrators. The formal procedures described in this policy are intended to be used only when matters cannot be resolved informally.

### Scope:

This policy applies to all faculty or academic staff members and administrators.

### Definitions:

1. *Grievance*: A written complaint filed by a faculty or academic staff member against a faculty member and or an administrator of the College/University alleging a violation of University/College policy or established practice e.g. improper, arbitrary, or discriminatory application of university rules, regulations, standards, practices, and/or procedures relating to the conditions of employment or to other circumstances giving proper grounds for complaint.
2. *Faculty member*: A person with a paid University appointment at the rank of professor, associate professor, assistant professor, lecturer or instructor.
3. *Administrator*: A person appointed as the head of an administrative unit, director, department chair, dean, or separately reporting director.

4. *Policy*: A written statement of principles and procedures that govern the actions of faculty, academic staff, and administrators, including written rules, bylaws, procedures, or standards.
5. *Practice*: Actions taken by the administrator within an administrative or academic unit based on customs or standards in that unit which are usually unwritten but of long-standing duration, and for whose existence the grievant can offer evidence.
6. *Violation*: A breach, misinterpretation, or misapplication of existing policy or established practice.

### Policies:

- The faculty grievance policy is designed to provide due process for faculty members. This policy will apply anytime a grievance is filed by a COCP faculty member against a faculty member or an academic administrator / administrator where no other COCP policy is appropriately applied.
- Grievances may include work assignments, work schedules, working conditions, annual evaluations, or the interpretation or application of a rule, regulation, or policy.
- The formal procedures described herein are intended to be used only when matters cannot be resolved informally. A faculty or academic staff member who feels aggrieved should first seek an informal resolution at his/her department level before filing a formal grievance to the college Dean under this policy.
- If a member of the committee is involved with the grievance or may have a conflict of interest with hearing the case, the member is expected to excuse him / herself from committee for the duration of the case.
- On proper request for a complaint / hearing, the College Dean shall establish an ad hoc committee of five persons with appropriate expertise and without bias or direct interest in the outcome and to adherence to hearing procedures assuring a full and impartial hearing strictly on the merits of the cases. The committees shall comprise of:
  1. Vice Dean (assigned by the Dean).
  2. Chair / head of one department (other than complainant's department).

3. Representative from Vice Deanship for Quality and Development.
  4. Two COCP faculty members (other department).
- The Dean shall designate one member of the committee to act as a chair. The grievant or accused shall have the right to challenge committee appointments supported by adequate grounds. The challenged member shall be excused if Dean finds adequate justifiable evidences. He shall then appoint replacements for the member excused.
  - The committee shall review and evaluate grievances brought forth by a faculty member and shall submit a recommendation concerning the grievance to the Dean. The Committee is intended to provide a fair, internal process for resolving employment related disputes that arise between faculty or academic staff members and administrators.

#### Procedure:

1. To initiate a formal grievance, the employee shall present the grievance in writing to his or her supervisor within seven calendar days from the date of the action that is the subject of the grievance. The employee's statement of complaint must include the employee's recommendation(s) for resolution of the grievance. Relevant documents or any other information pertinent to the matter should also be provided. Once the grievance has been committed to writing, it cannot be changed.
2. Immediate supervisors and department heads must respond to the employee in writing within seven calendar days of receipt of the grievance.
3. If an employee's immediate supervisor is the subject of the grievance, the employee may file the grievance in writing directly to the Chair of the committee.
4. Once received by the committee, the process is as follows:
  - Hearings shall be scheduled as expeditiously as possible with due regard for the schedule of both parties. On the rare occasion when a party fails to respond to repeated attempts (not more than one week) to schedule a hearing or unreasonably delays the scheduling of a hearing, the Grievance

Committee will schedule the hearing for the first date available to the panel members and the other party.

- The Grievance Committee shall convene the hearing panel and shall be present during all formal proceedings. The Grievance Committee shall provide written notice of the time and place of the hearing, the names of counsel, the names of any witnesses, and copies of any documents submitted by the parties and deemed relevant by the Grievance Committee, to each party at least seven days before the hearing.
- The hearing shall be conducted in good faith and must be completed within 14 calendar days unless the Grievance Committee determines that an extension of time is necessary.
- All hearings shall be recorded. A party may request and obtain a copy of the recording from the Grievance Committee.
- Hearings shall be closed unless the parties agree otherwise.
- The privacy of confidential records used in the hearing shall be respected.
- All parties may present their cases in person and may call witnesses on their behalf. The names of witnesses must be provided to the Grievance Committee at least seven (7) days prior to the hearing date.
- A party may elect not to appear, in which event the hearing will be held in his or her absence.
- All parties are entitled to counsel of their choice. The name of counsel must be provided to the Grievance Committee at least seven (7) days prior to the hearing date.
- Any party or counsel shall be entitled to ask pertinent questions of any witness or the other party at appropriate points in hearings. The grievant bears the burden of proving that there has been a violation of policy or established practice. A hearing panel shall decide whether the evidence supports the allegations made by the grievant.
- The Grievance Committee shall report their findings and recommendations in writing within 14 days of the completion of the

- hearing to the Grievance Committee, who shall forward them to the grievant, the respondent, their counsel, and the appropriate supervisor.
5. If the grievance is not satisfactorily resolved by the Committee or if the employee does not receive a response in accordance with the timelines outlined in this policy, the employee may submit a written response stating why the decision is unacceptable to the following persons in the order listed:
    - i. Department head
    - ii. Concerned Vice Dean
    - iii. Dean
  6. Failure to respond to the employee within the time limit allows the grievant to automatically submit the grievance to the next higher appeal level.
  7. All records and information related to grievance proceedings shall be kept confidential to the degree permitted by law. The Grievance Committee, parties to the grievance and other relevant administrators and faculty (including witnesses, presiding officers, and panel members) shall respect the confidentiality of information and records and the privacy of all parties whose interests are affected by a grievance.

**Responsibility:**

1. Dean, College of Pharmacy
2. Vice Deans
3. Department Chairs
4. Faculty
5. Administrative Staff

**References:**

1. Board of Higher Education articles 82-91

## 8.2 Policy and procedure for conflict of interest

**Purpose:**

The purpose of this policy is to ensure that administrators, faculty, and staff of the college avoid “conflict of interest” with respect to the affairs of the college and the university. This

policy provides guidance for all faculty and staff when considering potential conflicts of interest, as it is their responsibility to disclose these issues. The college is committed to operating in an ethical and legal manner, and in compliance with all government statutes, university policies, Compliance Program and Code of Conduct. Faculty and staff are urged to avoid or disclose interests and activities that may conflict with the proper discharge of their official duties.

### **Scope:**

The policy applies to all College of Pharmacy faculty, staff, and students.

### **References:**

Rules and Regulations of Board of Higher Education

### **Responsibility:**

- Dean, College of Pharmacy
- Vice Deans
- Department Chairs
- College of Pharmacy Faculty
- Administrative staff
- Interns and Students

### **Annual Disclosure:**

All administrators, faculty, and staff of the College of Pharmacy will annually sign a Statement of Disclosure/Conflict of Interest, and will excuse themselves from all activities that are related to conflicting issues.

Note: for other COCP policies, please refer to the Policies and Procedures manual.

## **RULES AND REGULATIONS OF BOARD OF HIGHER EDUCATION**

The University Board may accept donations, grants, bequests and endowments. It may also accept conditional donations for special purposes that do not violate the University main objective.

These donations are deposited into an independent bank account to be spent on specified purposes according to the following rules:

1. These donations must be deposited into an independent bank account with the Saudi Arab Monetary Agency or any local bank and transferred over yearly.
2. Assets are valued as soon as they become possessions of the University.
3. All donations, grants, bequests and endowments inheritances are registered in a special registry.
4. Spending from donations, grants, bequests and endowments is subject to these rules:
  - a. If the donation, bequest or endowment is in cash or an asset and the donator specifies how to use it, it must be fulfilled according to his request.
  - b. If the donation, bequest or endowments is in cash or an asset and the donator does not specify how to use it, the University Board has the right to specify other ways of spending.
  - c. Spending from the independent bank account is subject to possession of official documents and should be supervised by the auditor.
    - The University president can spend up to one million riyals. If any amount above one million is required, the approval of the University Board is necessary.
    - The auditor regularly monitors and reviews the donations, grants, bequests and endowments and the independent bank account, and reports on them.
    - The auditor must make sure that all the donated estates and materials are registered in the University records according to the accounting rules and report them.

### **Vendor-Sponsored Events:**

Prior to planning or attending a vendor-sponsored program, faculty and staff will need to consider if it may constitute a violation of the applicable governments ethics statutes, including any “anti-kickback laws”. Faculty and staff are urged to contact their immediate supervisor for advice on this matter.

### **Personal Use of University/College Resources:**

Faculty and staff are responsible for protecting University and College resources, including but not limited to: property, personnel, time, equipment, vehicles, computer software, trademarks, and intellectual property. Limited personal use of University and College resources may be permitted under certain conditions. Faculty and staff are urged to contact their immediate supervisor with specific questions or concerns regarding use of University / College resources.

### **Lobbying:**

Under no circumstances shall University or College resources may be used for lobbying or promoting or opposing an initiative under consideration by the government / university administration. This prohibition includes the use of employee work time to engage in these activities.

## **9. University Services**

### **10.1 About the Office of the President.**

#### **10.1.1 Vision**

To fulfill the administrative needs of the students, faculty and staff at IAU while being committed to becoming the nation's leading public university.

#### **10.1.2 Mission**

To ensure a smooth workflow between all levels of administration at IAU and the students, faculty, staff, the local community as well as other relevant entities.

#### **10.1.3 Values**

- Committed to the ideals and ethics inherent to Islam
- Employ effective communication
- Create a working environment where team spirit is encouraged
- Promote equality and excellence
- Encourage the practice of continuous learning

- Preserve the confidentiality of official transactions
- Introduce accountability into the workplace
- Promote fairness and impartiality

## 10.2 University Vice Presidents:

- Office of the Vice President
- Office of the Vice President for Academic Affairs
- Office of the Vice President for Postgraduate Studies and Scientific Research
- Office of the Vice President for Studies, Development and Community Service
- Office of the Vice President for University Branches

## 10.3 Directorates

- Directorate for Public Relations and Media
- Directorate for Legal Affairs
- Directorate for the University Campus
- Follow up Directorate
- Directorate of the Office of the Financial Controller
- Directorate General of Procurement and Competitive Bidding

## 10.4 Deanships

- Deanship of Admissions and Registration
- Deanship of Student Affairs
- Deanship of University Studies
- Deanship of Preparatory and Supporting Studies
- Deanship of Graduate Studies
- Deanship of Scientific Research
- Deanship of Human Resources
- Deanship of Library Affairs
- Deanship of Information and Communication Technology
- Deanship of E-learning and Distance Learning
- Deanship of Quality and Academic Accreditation
- Deanship of University Academic Development

- Deanship of Community Service and Sustainable Development

## 10.5 Centers

- Institute for Research and Medical Consultations (IRMC)
- Centre for Architectural Studies and Research
- University Counseling Center
- Center for Scientific Publications
- Documents Center
- Alumni and Career Development Center
- Office of Collaboration and Knowledge Exchange
- Office of Scientific and Academic Chairs
- Patents and Technology Transfer Office

## 10.6 Electronic Services

### IAU Electronic Services Portal

<https://eservices.iau.edu.sa/>

This portal serves the student, faculty and staff of IAU. The portal is designed to be user friendly and easy to navigate and also provides our visitors with a variety of new and improved features. Through this portal faculty member can access students records, update his/her information, request a form, etc. Here are some important IAU Webpages that can be access through the IAU e-services portal:

### 10.6.1 PeopleSoft

**URL:** <https://sis.iau.edu.sa/psp/hcs9prd/?&cmd=login&languageCd=ENG&>

**Deanship:** Admission and Regulation

#### Functions

- Student's data
- Staff timetables
- Marks entry and grading (Self Service ® Faculty Center ® Gradebook)
- Other

**How to access it**

- *Course Co-ordinator* contacts Mr. Talal Alqahtani at the Dean's Office
- Phone up Mr. Osman on 32709 or e-mail Mr. Khaled (Technical Support Section) at [supp.ar@iau.edu.sa](mailto:supp.ar@iau.edu.sa) and provide him the following information:
  - 1) Full name
  - 2) Iqama/ID no.
  - 3) Date of Birth (DOB)
  - 4) Course names and codes
  - 5) E-mail address
  - 6) Contact no. – extension and mobile no.
- Put in the User ID and Password obtained and complete the task as required.

### 10.6.2 Library Resources Off-Campus



**URL:** <https://ezp.iau.edu.sa/login>

**Deanship:** Library Affairs

**Functions:** All literature searches

- Summon Web Scale Discovery – printed and electronic books, journals and databases in both Arabic and English
- A-Z Title List of e-books and e-journals
- Journal Citation Report (JCR)

**How to access it**

- Go to the website and put in your Username (IAU e-mail username without “@iau.edu.sa”) and Password (IAU e-mail password).
- Search some information for teaching and research as appropriate.

### 10.6.3 Estibana

**URL:** <https://estibana.iau.edu.sa>

**Deanship:** Quality and Academic Accreditation

#### **Functions**

- Retrieve students evaluation of your courses and teaching skills
- Fill in the Academic Job Satisfaction (AJS) survey
- Fill in the Library User Satisfaction survey
- Fill in the Vision, Mission and Values survey

#### **How to access it**

- Go to the website and enter your Username IAU e-mail username without “@iau.edu.sa”) and Password (IAU e-mail password).
- Complete the requested surveys during the allocated period of time.

### 10.6.4 Blackboard: Virtual Learning Environment

**URL:** <https://vle.iau.edu.sa/webapps/login>

**Deanship:** E-learning and Distance Learning

#### **Functions**

- Upload or download any teaching material.
- Communicate with students, e.g. announcements, alerts, etc.
- Create virtual classrooms and other activities.

#### **How to access it**

- Go to the website and put in your Username (UD e-mail username without “@ud.edu.sa”) and Password (UD e-mail password).
- Develop the virtual learning environment as appropriate.

## 10. Contracting Procedures

You will find in this section a guidance of all the steps of the process that should be followed once you arrive safely to the airport to facilitate and accelerate the hiring and payment of allowances.

## 11.1 At the Airport

When you have arrived to King Fahd International Airport, a representative from the University will be waiting to pick you up from the airport to a temporary residence which is either a hotel or furnished apartment in the city of Dammam. Permitted length of stay there is five days. After your arrival to the temporary residence and taking a period of rest from the fatigue of traveling, the next morning you are expected to go to the university, Building (10) where there is a set of procedures that you are required to do in order to facilitate and accelerate the hiring and payment of allowances.

**Please do not forget to bring the original of the following documents on first arrival (The documents must be attested by Foreign Affairs and Ministry of Higher Education)**

- Your own degrees and teaching certificates and other similar documents.
- Birth certificates, self, spouse, children as appropriate.
- Marriage certificate, essential if your spouse and/or dependents do not accompany you when you first come to the Kingdom and you wish to have visas issued for them later.
- For children enrollment in school in the KSA, a certified record of vaccinations in necessary. For most institutions, the WHO Vaccination Certificate is usually sufficient and sometimes required. If possible, you should contact the school in which you are thinking of enrolling your child prior to leaving your home country to determine what documents will be required.
- ID photos for yourself and your family.

## 11.2 Procedures for reporting and obtaining residence permit

On the first day, you are expected to go to the Deanship of faculty and personnel at the university in the building 10 second floor to do the following:

- Submit the original copies of your own degrees and teaching certificates and other similar documents.
- Receive the contracting forms.
- Submit the contracting forms after filling them.

- Receive special medical examination forms necessary to issue the residence permit.
- Request Identity letters that are required for renting a house, buying a car .etc.

#### 11.2.1 Signing the Contract

- After the submission of your required documents and forms, and within one week, please contact the Deanship of faculty and personnel affairs to make sure that the contract is ready for signature.

#### 11.2.2 Issuing Residence Permit (Iqama)

- After receiving the medical examination forms, you need to go to King Fahd Hospital to perform the required laboratory investigations. The results will be ready within one to two weeks.
- After receiving the medical reports, you need to contact the faculty services department in the first floor of Building 10 taking with you:
  - Medical reports and laboratory results
  - 3 photos for you and every family member.
  - 500 SR for you and for any of your sons or daughters who are older than 18 years.

#### 11.2.3 Post Contracting Procedures

After signing the contract and obtaining the iqama, you should submit an application for an IAU ID card from Faculty and Personnel Affairs (Building 10, 2<sup>nd</sup> floor), as well as a user name and password.

#### 11.2.4 Iqama Renewal

The iqama is valid for one year (Hijri calendar) and then you must pay for renewal. Officially, it can be renewed up to two months in advance of the expiry date – 3 months in an emergency. Wife/Husband and children must be present in the Kingdom for the renewal of a family iqama. Take the money with you and one photo for each passport holder to the passport office. Renewal takes about 10 days.

Make sure the entire family is in the country at the renewal time. If your wife husband and children are out of the country when your iqama expires, they will not be included on the

new iqama. Thus, the re-entry portion of their visas will be invalid and a new entry visa must be obtained prior to returning to the Kingdom. Contact the University for assistance.

#### **What Should You Do If you lost your Iqama?**

- Report loss to passport office
- Place notice advertising the loss in a newspaper (required by law), cost SR150
- Pay fine: SR1000
- Pay SR100-300 for replacement, depending on validity. (Replacement takes 6 to 8 weeks).

## **11. Duties and Responsibilities**

- The faculty member is subject to the duties and responsibilities explained in the Charter of the university and for issues not addressed by the Charter, the rules and regulations of the National Employment Charter will be followed.
- Honesty, good conduct and abiding by the rules and regulations of the Kingdom of Saudi Arabia.
- The faculty member and his or her dependents will respect the customs and traditions of the Kingdom, particularly with regard to the non-violation of religious moral and non-interference in politics.
- Observing the vision, mission, values and strategic goals and objectives of the College and the University.
- Faculty members are expected to be available for professional duties up to 40 hours per week. Teaching load of faculty members may vary from semester to semester based on the requirements of the department and the number of the available teaching staff. Teaching load is 10 teaching units for a professor, 12 teaching units for an associated professor and 14 teaching units for an assistant professor.
- Each faculty member should contribute actively in the department activities and duties.
- Attendance and active participation in Departmental Board Meetings.

- Each Faculty member should participate in the curriculum development through continuous development and improvement of his/her courses by working on collaboration with other faculty members based on new advances in the field.
- Awareness of the program objectives and the competences required for graduation from the PharmD Program and taking these (objectives and competencies) in consideration while teaching and evaluating students.
- Providing students with best knowledge and relevant training abilities during the educational activities for the courses he/she is teaching.
- Each faculty member is expected to schedule specific number of office hours for students' advising and consultation. The minimum number of office hours is normally specified by the department, and it should be announced to the students.
- Active participation in programs promoting skills of faculty members organized by the College or the University.
- Enhancing and encouraging team-work and cooperation spirits within his/her department.
- Performing scientific research in his/her field of specialization.
- Doing his/her best to publish his/her scientific work in highly prestigious refereed journals in accordance with regulations followed by Vice Presidency for Higher Studies and Scientific Research.
- Participating in highly prestigious international conferences to present his/her own work.
- Avoiding any kind of plagiarism in scientific research.
- Participation in applying quality assurance systems.
- Prepare course reports, course portfolios of his/her own courses and annual report on professional, academic and research achievements.
- Participation in activities related to Community Service.

## 12. Health Insurance

Insurance is obligatory in KSA. As government employees, IAU faculty and staff and their families are eligible for free medical treatment at King Fahd Hospital of the University and in the governmental health care centers/hospitals.

## 13. Housing

The University may provide the faculty with accommodation otherwise he/she will be paid an annual housing allowance based on his/her salary. This should occur at the beginning of each annual contract. For those whose contract period is less than one year, this payment will be proportioned. If both spouses are employed by the university, only the higher housing allowance will be paid. No housing allowance is payable to female contractees married to a Saudi citizen.

Furnishing allowance of 50% of the annual housing allowance will be paid if the university has not provided furnished accommodation to the faculty. This payment will be paid only once for the whole duration of the contract.

In the case of the contract duration being for less than one year, a proportionate amount of the furnishing allowance will be paid; the balance is payable only upon renewal of the contract for a period no less than the first period.

## 14. Annual Vacation and Transportation

- The faculty and his family are eligible to get travel tickets at the beginning of the contract (maximum four full tickets including the faculty).
- The faculty is entitled to get 60 days paid annual vacation.
- For faculties who have worked for less than one year, the vacation is proportional to the period worked.

- The faculty may be granted emergency leave not exceeding ten days annually on full pay. The number of days of emergency leave taken will be deducted from the annual leave allocation. The faculty is not entitled to a ticket when taking emergency leave.
- The faculty may be granted exceptional unpaid leave not exceeding one semester without termination of the contract. The faculty is not entitled to any benefits during this period of exceptional leave.
- If a faculty cannot fulfill his duties due to ill health, he is entitled to one month's leave on full pay which can be extended to two additional months on half pay. The faculty is not entitled to this if he becomes ill outside the Kingdom. This leave is not transferrable to the succeeding year. If the illness is due to or caused by his work, the faculty is entitled to double the amount of leave mentioned above.
- Confirmation of the sickness and the period of sick leave follows the rules of the Saudi employees.
- The female contractees is entitled to forty-five days maternity leave. On the death of her husband, a female contractees is entitled to confinement leave (one month for non-Muslims).
- Return tickets should be provided to the faculty with his family (maximum four full tickets). For faculties who have been contracted locally but reside abroad, return tickets will be given after the first two-year period of employment.
- End of the contract travel tickets should be provided to the faculty and his family (maximum of four full tickets). This does not apply to faculties residing in the Kingdom who have served less than two years or those who have been transferred to another sponsor within the Kingdom according to the rules and regulations.
- In case faculty will request cash payment instead of the tickets, only half of the amount of the tickets will be given.

### **The family of the faculty includes**

- The spouse, or guardian of the female faculty.
- Those supported by the faculty, which includes:
  - Sons under the age eighteen years
  - Unmarried daughters

- Parents
- Brothers under the age of eighteen
- Unmarried sisters

For the above mentioned members to accompany the faculty, prior approval is required from the Recruiting Office.

## 15. Exit and re-Entry Visa

Exit re- entry visa is required when you would like to travel abroad the kingdom. It can be obtained at any time with the approval letter of College administration and the payment of visa fee SR 200 single entry and SR 500 for the multiple entries per passport directly to the ministry of interior account through online banking or ATM. You can issue visa online for dependents once you have created account on the web site of Ministry of Interior ([www.moi.gov.sa](http://www.moi.gov.sa)), however you will have to get exit re- entry visa issued from university jawazat office for yourself.

## 16. Bank Account

For new bank account you will need:

- Identity Letter (Shahada Tareef) from Personnel department, University administration.
- Copy of your Iqama.
- Fill out online bank account application form and get reference number.
- Book an appointment and visit the nearest branch or you can directly meet the bank manager.

## 17. University Parking Stickers

To get the IAU parking sticker for your vehicle you will need:

- Copy of your vehicle registration card
- Copy of Driving license
- Copy of Iqama
- Copy of you university card

Visit the main security office at the old campus for the parking sticker.

## **18. Imam Abdulrahman Bin Faisal University Recreation Centre**

IAU recreation membership card can be obtained from the recreation office, located at the second floor of NCB bank building in the main university campus with an annual charge of SR 50-100. Only members and their family can benefit of recreational activities at University beach at Half Moon. You can take guests on payment at the reception of IAU beach. Beach administration provides table, chairs, rugs and curtain on request, nominal fee is charged for these items.

## **19. Getting a Driving License**

The following documents will be required:

- Passport size photographs
- Original Iqama and a copy of it
- Passport copy and visa copy
- Driving license of your native country
- Original blood group report from any hospital. (You can get it done from the Medical lab outside the driving school for SR30).

The above mentioned documents should be submitted to the Al Khobar Driving School located on the service lane of Dammam-Khobar Highway. It's best to reach the school early, by 7:00 am at least! Talk to someone you find in the school and they will be able to guide you with the rest of the procedures.

## 20.1 Procedures

- Get your native driving license translated into Arabic. This can be done from any of the typing centers or inside the driving school on paying a nominal fee.
- Get your file prepared and ready. Submit all your documents at the File preparation center close by and get it done. Charge: SR.30
- Pay the License Fee. It's SR.200 for FIVE years and SR.400 for a TEN years license. There are people ready to get this done on the spot through their mobile for SR.30. Or you can get the payment done through online banking or ATM against your iqama number.
- Enter the school with your file and get your eyes tested as well as your License checked.
- Now go to the courtyard for the initial driving test.
- Once you pass the test go to hall and pay for the instruction class that would be conducted on the same day. Your file will be held and you will be given a receipt instead which mentions the hall number and the time of your instruction class. Be on time for this mandatory class where you will be briefed on the computer test. (N.B. If you fail the test, will be asked to attend 15days of driving classes).
- Go to designated hall for the instruction class. You'll be given a book/chart of traffic signs and rules when you attend the class. Your receipt will be stamped after the class and the date and time of the computer test will be announced, which would probably be the next day.
- The test is 20 MCQs for 30 minutes. The pass mark is 15/20.
- Once you pass the computer test, you will be called immediately for the driving test.
- If you pass the test, you will get your file back.
- Submit your file at the hall, then you will get your driving license.
- CONGRATULATIONS. You will feel that this is one of your greatest achievements ever.

N.B. If you have a Canadian or American driving license, there will be no need to go through all this process. All what you will do is to get it translated and go directly with your medical

report and blood group and pay the fees. You will receive your driving license on the same day or may be on the next working day.

## 21. Schools

The university may pay children tuition fees to the faculty children in the following conditions:

- The child has not been accepted by a government school.
- The age of the child is no less than six years of age and no greater than eighteen years.
- The child is attending school within the Kingdom.
- The university is not responsible to provide funds for education outside the Kingdom.
- The total education allowance is 25,000 SAR, distributed as following: 10,000 for the first child, 7,500 for the second one, 5,000 for the third and 2,500 for the fourth.

## 22. Recreation Sites

### 22.1 Imam Abdulrahman Bin Faisal University Beach (Recreation Centre)

It is located at Half-Moon Bay. Facilities for faculty and staff members and their families include a family swimming beach, changing rooms with showers and toilets and shaded picnic areas.

### 22.2 Corniche



It includes green spaces and sandy areas, children's playgrounds, kiosks and service facilities. It is a local destination of families and friends for leisure time, especially in the evenings after work to enjoy.

### 22.3 King Fahd Park



It lies between Dammam and Dhahran cities on the Al Khaleej highway. It is considered as one of the largest parks in the Eastern Province. A main water current measuring 570 meter by 15 meter graces this park. Besides, the park has numerous waterfalls, eight bridges to facilitate people's movement from one side to the other, and two artificial lakes, huge amusement rides, many restaurants and other service facilities fill the park.

### 22.4 Al-Marjan Island

It is an artificial island connected to the Dammam pier across a bridge. It has everything that tourist and family's need, such as green spaces, seating areas and children's playgrounds. Also, you can enjoy a sea ferry by special boat rides to and from the island.

### 22.5 Dolphin Village

It is an entertainment village located at the entrance of Al-Marjan Island (Coral Island) on the Al Dammam Corniche. It contains amusement rides, a swimming pool, daily dolphin and seal shows and, circus during Eid vacations and national events.

## 22.6 National Museum

The National Museum gives focus to the history of Islam. The museum has over ten different galleries, several courtyards and there is a section of the house that holds several items owned by the founding King of Saudi Arabia. The Museum is located on the 4<sup>th</sup> floor of the Dammam Public Library, opposed the Dammam Stadium on the cross lane from the Dammam-Al Khobar Highway.

## 22.7 Heritage Village

The Heritage Village is a top sight in Dammam. The building is five stories and has amazing architect. You will find ancient weapons, jewelry, extremely old photos and several other rare items. You also have the option of dining in one of the several rooms in this beautiful building. Each room is decorated in traditional Arabian decor.

## 22.8 Sultan bin Abdul-Aziz Center for Science and Technology (SciTech)



SciTech is one of the major projects executed by Sultan Bin Abdul Aziz Al-Saud Foundation. Located on Al-Khobar Corniche, in the Eastern province of Saudi Arabia, the center is a 14,100 square meter concrete building that uses state of the art technologies and architectural designs on an area of 21,700square meters.

The main target of “SciTech” is to educate the community, specifically the youth, and expose them to the basics and applications of science. The simple way these scientific exhibits are explained and demonstrated, using interactive means, makes your visit to “SciTech” an educational and fun experience.

## 23. Emergency Phone Numbers

Police	911
Fire Department	998

Saudi Red Crescent	997
Road Security	996
Traffic Accident	993
Passport Department	992
Public Security	989
Electricity	933
Najm (Najm Insurance Services Company)	9200 0560

\*\*\*\*\*

**College of Pharmacy**  
**Dammam**  
**King Faisal Road (Coastal Road)**  
**Phone: +966 13 33 35535**  
**Fax: + 966 13 333 0290**