



**DEPARTMENT: ADM/DEAN OFFICE**

**TITLE: Administrative Policy of the Faculty**

CODE: ADM/ DO – PP – 02

IMPLEMENTATION DATE: 18/01/2021

REVIEW DATE: 18/01/2024

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## 1. Policies

### 1- Mission, vision, objectives et values of the faculty

The **mission, vision, goals and values of the faculty** are in line with those of the Lebanese University, of which the faculty is an integral part. They are prepared by the educational committee in consultation with the administrative staff, the quality committee, students and external parties (central administration, ministry of health, other faculties of pharmacy). They are brought to the attention of stakeholders through an exhibition and electronic distribution (email and website). The mission, vision, goals and values will be evaluated on an ongoing basis, based on **the faculty's strategic action plan**.

### 2- Structure of the faculty

The faculty is structured according to the current **organization chart**. Since the Dean is the conductor, the respective academic and administrative department heads are directly responsible for the work that takes place there. Members of the administrative and academic body follow the **job description** assigned to them, which is compatible with the laws in force at the university. Apart from routine responsibilities, the faculty sets up **work committees** in specific areas, to meet the needs of administrative management, external visibility or academic, pedagogical quality, or any other specific mission.

The faculty also has its place in the University Council; the Dean takes an active part in it. The dean also participates in **several central committees of the University**, including the Quality Committee and the Research Committee.

### 3- Work Environment

The direction creates a harmonious working environment, based on the faculty's **charter of ethics and the charter of rights and duties of students**: respect for others, listening to others, open-door policy, non-discrimination.

In addition, respect for the physical environment is also an obligation of faculty members, based on **the faculty's environmental management plan**. As the faculty building is relatively new, the Faculty therefore has adequate premises in sufficient numbers to accomplish its mission. The administrative, teaching and research premises are well



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equipped, comfortable, welcoming and comply with current health and safety standards. The practical work and research laboratories are relatively well equipped; new equipment is purchased there on a regular basis. The work there follows strict **safety and hygiene standards**, explained in the **laboratory regulations**

#### **4- Cooperation with professionals**

Cooperation with professional partners is established there; the latter contribute to professional internships and juries for student dissertations and theses. According to the **internal regulations and the internship agreements of the faculty**, they are full members of the faculty

#### **5- Diffusion of information's**

Any official document necessary for information, policy, procedure, decision, charter, courses or other administrative document or educational brochure should be distributed to the parties concerned under the laws of the Lebanese University in force. In addition, electronic distribution, **by email and on the website**, is added as required, based on the Dean's decision.

#### **6- Collaboration with external parties**

The faculty is open to any collaboration **with external parties**. It is currently involved in several collaborative projects:

- Professional Master in collaboration with Saint Joseph University
- Research projects in collaboration with other faculties of the Lebanese University and other universities on a regular basis
- Research projects for doctoral students in co-supervision and co-supervision of an international order
- Establishment of continuing education programs, in collaboration with the private sector
- Participation in scientific committees of the Order of Pharmacists
- Participation in national and international expert committees, particularly in collaboration with the World Health Organization
- Establishment of the society of Academic Pharmacists in Lebanon, bringing together teachers and researchers from all faculties of pharmacy



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- Dean member of the International Commission of Deans of French Expression Pharmacy (CIDPHARMEF), and member of the Evaluation Commission of other faculties within CIDPHARMEF.

### **7- Financial Resources**

Although most of the **faculty's funds** come from the University, the faculty also enjoys autonomy in the management of these funds; she also has the freedom to raise funds outside the University. It collaborates with the private sector, in a transparent manner and while avoiding conflicts of interest, to improve its financial endowment

### **8- Admission of students.**

The student admission policy is implemented, according to the **internal regulations document**. The selection criteria are defined and implemented; students can appeal in case of refusal of admission. The number of admitted students is established (numerus clausus of 70 students per year).

The Faculty works with national health organizations to establish the skills expected of pharmacy graduates and the needs in terms of the number of graduates; this kind of collaboration exists especially with the Order of Pharmacists

### **9- Progression of students**

The Faculty distributes the rules regarding student progress during their studies in **the student guide**, which include: standards of success, recovery, failure, exclusion, re-admission, recognition of credits. The Faculty also disseminates the charter on fraud and plagiarism, especially in the ethics charter. The Faculty ensures that these rules are applied rigorously; ad hoc committees could be formed in the event of violation of these rules, and action is taken by decision of the dean or the faculty council, depending on the seriousness of the offense.

### **10- Service of students**

Information regarding student services offered by the Faculty and the University are easily accessible to students (health services, psychological services, financial assistance); they are available in the student manual. **University services** are also available as needed, especially with regard to career counseling. A document detailing student services is available. The



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Faculty also provides a vaccination program for hospital internships, in collaboration with the health centers on campus

## **11- Representation of students**

In each class, **two delegates are elected**, in order to dialogue with the administration and the teaching staff. Although the presence of delegates is desirable in the pedagogical and quality committees, frequent meetings prevented them from actively attending. However, students **participate** in setting up timetables, exam dates, and evaluating courses and programs. An ongoing dialogue has been established between the deanship, heads of academic departments, and teachers on the one hand, and students on the other hand, through the open door policy. This is confirmed in **the charter of rights and duties** of students; the faculty encourages freedom of expression, leadership and professionalism. A **complaints box for filing anonymous complaints** is also available to everyone.

**The Pharmaclub**, a club that connects graduates and current students, is an official spokesperson and a full partner in the faculty; this is confirmed by its internal regulations.

## **2. Purpose**

To ensure an effective management of the faculty work environment

## **3. Supervision**


Dean-General Secretary-Chiefs departments

## **4. Scope of implementation**

Administrative and academic staff

## **5. Supporting equipment/materials**

Complaints box-Website-Bulletin Board

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## 6. Related documents

<b>Policies and Procedures</b>	<b>Code</b>
<b>Templates</b>	<b>Code</b>
Job description	AD-HR-JD
<b>Records/Logs</b>	<b>Code</b>
Faculty strategic plan	AD/QA-SP-01
Organizational chart	AD/QA-FO-SP-01
Charter of ethics	ACD/AC –R- CE- 05
Charter of rights and duties of students	ACD/ACC –R- DDE- 04
Terms of references Committees	AD/QA-TOR
Laboratory regulations	AD/ACC-PP-20
Safety and hygiene standards	ACD/ACC-PP-21
Faculty internal rules and regulations	<b>AD/SG–R- RIF- 02</b>
Student Guide	ACD/ACC-R-SG-04

## 7. Procedures

## 8. Related Risks

## 9. Definitions

The administrative policy is the set of guidelines for the administration of the Faculty of Pharmacy of the Lebanese University. This contract contributes to consolidating the training of pharmacists; If adopted by all members of the faculty, and reviewed periodically to meet the administrative needs of management of the faculty.

## 10. Abbreviations

## 11. References

Internal rules and regulations of the faculty