Faculty of Pharmacy Accreditation Plan

DPP & PharmD (2021) – HCERES

The following committees should be created, to implement the accreditation process:

Committee	Role
AS Com : Accreditation Steering committee (=Academic Strategy)	Works on the faculty organization/governance processes and steers the accreditation endeavor (oversees the work of other committees)
St Com : StudenTL Committee	It is a committee that works on establishing an office for students' orientation, with a clear strategy
Tr Com : Training committee	This is the committee related to trainings and internships; it does the organization, evaluation, and validation, in agreement with external stakeholders
QA Com: Quality Assurance committee	Committee or office that organizes quality assurance in the faculty; interested in policies and procedures generation, and assessment of all aspects of the academic life (teaching, learning, satisfaction, outcome…).
TL Com: Teaching & Learning committee	It will develop the pedagogic (teaching & learning) strategy, from competencies, learning outcomes, syllabi, pre-requisites and co-requisites to curriculum and diploma supplement
Res Com: Research Committee	Promotes research culture in the faculty for staff and students through a comprehensive strategy

Minimum Required Documents by HCERES

- Organizational chart of the Faculty
- Governance chart of the programme
- Programme annual report (if applicable)
- Programme description and targeted competencies
- Sample of modules/courses
- Statistics on student numbers over the last 4 years,
- Statistics on student success and integration into the job market
- Quality assurance system implemented
- Sample of evaluation questionnaires
- Evaluation monitoring report
- Student handbook
- Any other document considered useful for the evaluation and the self-assessment report.

Area 1: Aims of the study programme	Description of actions/documents	Responsible
Standard 1-1: The study programme has explicit objectives with regard to knowledge and skills to be acquired		
The objectives of the study programme with regard to knowledge and skills to be acquired are clearly defined and communicated to students and other stakeholders.	Update and diffuse mission/vision/objectives of the faculty; organizational chart, governance chart and annual reports (4 years) For students: ▪ Update student guide ▪ Update presentation performed on welcoming/orientation days For trainers: ▪ Training supervisors: identify supervisors in each governorate who are willing to host LU trainees and to receive a training about the objectives/ competencies expected by our faculty ▪ Hospital/industry representatives: call for meeting	AS Com St Com Tr Com
The name of the study programme is clear with regard to its objectives and content, and can be understood by all stakeholders	Teaching & Learning strategic document Mapping courses to competencies (already done for masters) Evaluation of level of comprehension of the objectives of each diploma: survey for students and staff	TL Com AS Com QA Com
In the European Higher Education Area, a description or Diploma Supplement is appended to the degree to specify the knowledge and skills acquired by the student.	Supplement already present upon demand and applicable for Masters & Doctorate : update	AS Com
Standard 1-2: Outcomes in terms of job opportunities and further studies are explicitly stated.		
Students and other stakeholders are aware of outcomes in terms of job opportunities and further studies.	Job openings already done for Masters/ Doctorate Job openings present in students' guide and in pamphlet: update related documents	AS Com
The study programme is clearly positioned in terms of further study programmes	Benchmarking with diplomas present in other universities Survey to LU graduates regarding their current professional status	AS com; Lina QA com (Students' club?)
The study programme is positioned with regard to the business world in which graduates will eventually be employed.	There are suggestions that are not mandatory [Add ref for core competencies, advanced competencies].	AS Com

Area 2: Position of the study programme	Description of actions/documents	Responsible
Standard 2-1: The study programme states its position in the local, regional, national or international environment, as applicable.		
The study programme is positioned within the local, regional, national or international range of study programmes.	Role of the Lebanese University overall as a public institution, benchmark with other private institutions (Ranking results).	AS com
The study programme has identified its current or future partnerships	List of partners in training, European and research projects, established through a survey with faculty members	AS com
Standard 2-2: There is a clear link between the study programme and research		
The study programme has an explicit position with regard to the world of research. The laboratories, doctoral schools and other higher education bodies or institutions, including international institutions, which support the study programme have been clearly listed.	List of the laboratories, doctoral schools and other higher education bodies or institutions, including international institutions, which support the study programme	AS com
The contribution of associate or guest lecturers or researchers supports strong links between teaching and research.	List of eventual associate and guest lecturers, particularly at the Master's level	AS com
The study programme includes components of teaching through research or just in association with research (laboratory-based project or internship, seminars, etc.).	List of eventual laboratory-based projects, internship, and seminars; focus on research related projects Survey on the use of research through teaching	Tr Com QA com
Standard 2-3: The study programme explicitly states its relationships with businesses, associations and other cultural or industrial partners, including international partners		
There are partnership agreements between the institution and businesses, associations or institutions involved in an activity linked to the study programme.	List of agreements with hospitals and other pharmaceutical or health institutions	Tr Com
There are agreements in place with organizations that represent a business sector or profession	Idem; focus on professional masters' related agreements	Tr Com
Standard 2-4: The study programme explicitly states the added value of its partnerships with foreign higher education institutions		
Cooperation agreements or partnerships (regardless of whether they award qualifications) have been signed with foreign institutions and are adapted to the aims of the study programme	List of framework conventions from the International Relations Department	AS com
Mechanisms are implemented to encourage the mobility of students, teaching and administrative staff.	List of scholarships granted by the Lebanese University	AS com

Area 3: Study programme teaching structure	Description of actions/documents	Responsible
Standard 3-1: The structure of the study programme is adapted to the different student academic pathways		
The study programme includes a set of teaching units (courses) that is consistent with the objectives defined. The duration of each module (in hours) and the workload expected of students (in hours) are explicitly stated and known.	Curriculum details, with different pathways clearly described; samples of modules	TL Com
The study programme is organized so that students can gradually specialize	Mapping of the courses outcomes with competencies level (Fundamental, Intermediate, Advanced)	TL Com
The study programme has taken into account the challenges associated with lifelong learning and new forms of distance learning.	A clause can be added about these points in the Internal regulations document Talk about professional masters' programs, additional certificates (DU…), and distance learning (online learning, digital methods)	AS Com
The study programme is able to accommodate students with special needs or requirements (disability, students with sporting commitments or in employment, etc.).	A clause can be added about these points in the Internal regulations document: accommodate students with special needs or requirements (disability, students with sporting commitments or in employment, etc.).	AS com
Standard 3-2: The content of the study programme is consistent with the requirements of the socioeconomic world.		
The study programme includes components to prepare students for employment and inform them about the working world.	Highlight components of the training related to professional success	Tr com
The study programme includes components that focus on understanding the world of research and its results.	Highlight components of the programme related to research (undergraduate and master levels) List the students' projects that were published in peer-reviewed journals	TL Com Res com
The study programme includes practical work components.	Curriculum details, with Practical Work highlighted	TL Com
The study programme includes teaching components in at least one foreign language	Curriculum details, highlighting French and English sections	TL Com
Standard 3-3: Projects and internships are a key teaching tool, with specific support mechanisms		
Internships and projects are included in the study programme curriculum.	List of internships over the last 4 years List of thesis projects over the last 4 years	Tr com Res com
The objectives, methods and assessment of projects and internships are explicitly stated and understood by students.	Training manual with clear details Thesis manual with clear details Proof that both are on the website (students' section)	Tr com Res com AS com

A service is in place to support students in looking for internships and developing their career plans.	Students' orientation service establishment and strategy	AS com
Standard 3-4: The study programme allows students to acquire additional skills that are useful for employment or further study		
Courses that allow students to acquire additional skills that are useful for further study or employment are proposed and students are made aware of their monitoring and validation or certification methods.	Highlight pre-requisite courses for masters' programs Student handbook to include details on validation and certification methods Students handbook to be available on the website	TL Com AS com AS com
In the European Higher Education Area, the additional skills acquired are listed in the description or Diploma Supplement appended to the degree.	Diploma supplement form to be developed and displayed for undergraduates	TL Com
Standard 3-5: The study programme encourages the use of digital technologies and other innovative teaching methods.		
The study programme offers students teaching on information and communication technologies	Highlight information and communication technology courses in the curriculum	TL Com
Interactive (e.g. online courses and exercises, collaborative tools, etc.) or innovative teaching practices (e.g. project-based learning, serious games, active learning in lecture theatres, etc.) are encouraged.	Highlight DIGIHEALTH involvement and describe the center for digital teaching and learning that is being installed.	TL Com
Standard 3-6: The study programme offers specific tools for successful programme completion.		
There are refresher courses for some students starting the study programme.	Highlight how specific learning outcomes are consequently organized	TL Com
Students receive individual support (from a personal tutor or via another system).	Describe students' orientation from Day 1 and subsequently Establish and consolidate the students' orientation office	AS com
The study programme implements tools for successful programme completion (tutoring, division into ability groups, etc.).		
There are opportunities to transfer to other study programmes for a change of career plan while retaining some or all of the European credits acquired in the European Higher Education Area	Highlighted through the law 2225 (LMD and Bologna process adoption by the Lebanese University)	AS com
Standard 3-7: The study programme prepares students for the international environment		
Learning one or more foreign languages is clearly identified in the curriculum	French and English sections to be highlighted in the curriculum description	AS com
Some modules are taught in a foreign language	Not applicable	

The study programme encourages international mobility through sending and receiving students via international partnerships.	List of scholarships and international mobility (see above)	AS com
In the European Higher Education Area, European credits acquired under international exchanges are subject to a formally defined process communicated to students	Highlight the fact that the ECTS from Lebanon are accepted in Europe (Law 2225)	AS com

Area 4: Management of the study programme	**Description of actions/documents**	**Responsible**
Standard 4-1: The study programme is implemented by a formally identified teaching team.		
The study programme is managed and has sufficient administrative and teaching resources (administration office, classrooms, libraries, computer rooms, etc.) to enable it to fulfil its mission.	List of full time and part time faculty members; ratio to students List of administrative and technical staff Map of the faculty (rooms, offices, …) All should be available on the website	AS com
One or more consultation bodies that bring together all study programme players (teachers, students, administrators) meet on a regular basis.	No one consultative body exists; no board of trustees, no advisory board	Deanship
Students, and more broadly, any audiences concerned, are aware of the list of teachers and their roles. Teachers receive training.	Put the lists of faculty members on the website Training program for teachers to be developed and applied	AS com
The role and responsibilities of members of the teaching team are clearly defined.	Present bylaws related to teaching and organization of representative councils at the LU	AS com
The proportion of teaching entrusted to external teachers from the industrial, socio-economic or cultural sectors is consistent with study programme aims. Their skills and responsibility level is consistent with the study programme.	Highlight ratio of professionals versus academic faculty members Skills of professionals involved in teaching should be highlighted	AS com
Standard 4-2: Knowledge is assessed according to specifically stated methods communicated to students.		
The composition, role and meeting arrangements of the various examination boards are defined and communicated to students.	Develop procedures for examinations (written, oral, jury for thesis…) Make sure it is on the website	QA com AS com
Methods for testing knowledge are explicitly stated and consistent with the expected results of the study programme.	Highlight knowledge testing principles in the internal regulations/bylaws	AS com

The rules for validation of skills are clearly stated.	Highlight skills validation in the internal regulations/bylaws (competencies assessment)	AS com
In the European Higher Education Area, the rules for attributing European credits are explicitly stated and comply with national and European regulations or directives.	Based on law 2225	AS com
Standard 4-3: The study programme works to monitor skills acquisition.		
Teaching and practical professional units are expressed as skills.	Clear mapping of competencies framework with program objectives and learning outcomes	TL Com
The study programme uses a skills portfolio or similar tool to help students formally record skills acquired.	The skills' portfolio is adopted among students; it complements the diploma supplement	TL Com
In the European Higher Education Area, the skills and competencies acquired are listed in the descriptive annex to the degree or in the Diploma supplement.	Not applicable as such; diploma supplement exists but applied on demand. National Qualifications Framework exists but it is not officially adopted by the MEHE.	AS com
Standard 4-4: Student numbers and the different enrolment regimes for the study programme are clearly identified		
Student numbers for the study programme are monitored regularly.	Student numbers to be shown for the last 4 years; figures and graphs from the IT department	QA com
Study programme recruitment and appeal are analyzed with regard to the applications and context.	Admission procedure to be highlighted from the internal regulation document; appeals are not allowed	AS com
Student recruitment methods are transparent and clearly defined		
Flows of international students are identified and analyzed	The ratio of international students is measured (<10%)	AS com (Students affairs)
Standard 4-5: The study programme has comprehensive information on graduate outcomes.		
The study programme collects and tracks graduate data.	QA to conduct regular surveys, through Students' club (see above)	QA com
The methods and results of graduate surveys to collect information about their situation, employment level and business sector are defined and implemented by the institution and/or study programme.		

Stakeholders are aware of the pass rates, proportion of graduates who continue their studies and graduate employment rates. This information is regularly updated and published.	Pass rates, proportion of graduates who continue their studies and graduate employment rates are to be regularly gathered and published on the website (last 4 years)	QA com
Standard 4-6: The study programme is based on a publicly available quality assurance and ethics policy		
Methods for student evaluation of teaching, analysis of this evaluation and any follow-up actions are explicitly defined.	An assessment plan is to be developed by the QA committee, including teaching evaluation forms; complain box procedure and follow up actions to be archived. Quality assurance plan summary.	QA com
Student and graduate evaluation of the study programme is taken into account in the self-evaluation process.	Exit survey to be included in the assessment plan	QA com
The study programme is subject to regular and periodic external evaluations	Regular external evaluation reports as proofs (ex: CIDPHARMEF for pharmacy)	AS com
The study programme has defined and implemented anti-fraud and/or anti-plagiarism and/or anticorruption measures.	Anti-fraud and anti-plagiarism procedures to be developed and applied	QA com