



**LEBANESE UNIVERSITY**  
**Faculty of Pharmacy**

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# **Students' Guide**

# **2019-2020**

*Faculty of Pharmacy - Lebanese University*  
*Rafic El Hariri University Campus - Hadath - Lebanon*

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## Dean of the Faculty of Pharmacy

### كلمة عميد كلية الصيدلة

أبنائي الطلاب،

عامٌ جامعيٌّ جديدٌ يطلُّ علينا وکلي أمل وثقة بأن نعمل جميعاً إدارةً وأساتذةً وطلاباً على تحقيق ما نطمح إليه بأن نحافظ على ما أنجز ونواصل مسيرة النجاح والتقدم. وهي مناسبة لأن أرحب بالوافدين الجدد مبارکاً لهم نجاحهم بالالتحاق بالكلية متمنياً لهم عام دراسي متوج بالنجاح. لقد حافظت الكلية ومنذ نشأتها على المستوى المتميز للتعليم أسوةً بباقي الكليات الطبية في الجامعة وهذا الأمر لم يكن ليتحقق لولا الجهود الطيبة التي بذلها ولا زال أساتذة الكلية وموظفيها.

إنّ الإنتماء للجامعة هو فخر لنا جميعاً وهو أيضاً مسؤولية كبيرة ملقاة على عاتقنا وهي أيضاً مسؤولية كل طالب وفي مختلف السنوات الأكاديمية بأن يحافظ ويحترم القوانين المرعية الإجراء ويتابع دروسه بانتظام ويحافظ على ممتلكات الكلية في قاعات التدريس والمختبرات.

أهلاً وسهلاً بكم جميعاً في كلية الصيدلة مقرونًا بالقول "من جدّ وجد ومن زرع حصد".

عميد كلية الصيدلة

عاصم القاق

## **Quality department**

The quality department has prepared, under the diligent direction of the deanery, this guide is dedicated the students of the Faculty of Pharmacy. Its main objective is to make student life easier, and to enable students to benefit the most from their faculty.

In this guide are presented:

- General Organization of the Faculty,
- Different administrative services,
- Key program information,
- Organization of courses and exams,
- Library: utility and operation,
- More information.

We would like to thank all those who contributed to the development of this guide and very warmly, the students who agreed to review it, this guide being mainly intended for them.

A guide, of course, cannot be exhaustive: students may refer to specific departments of the Faculty for additional information.

First of all, we would like to congratulate the students who completed a first registration in the faculty of Pharmacy and thus successfully joined their colleagues in pharmaceutical studies.

We invite you to read the contents of this guide which offers you information about the curriculum, the examination process, and the internal organization of the faculty. One last word: we wish you success in your studies and a pleasant academic year!

**Quality Committee**

## WELCOME TO THE FACULTY: "WELCOME DAY"

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At the beginning of the academic year, new students are invited to the "*Welcome Day*" (date to be confirmed each year). Following a welcoming session full of practical information, new students will have the opportunity to meet students from other years in a friendly environment and ask questions about their arrival and their first steps at the faculty. Information sessions on study plans, course enrolments and exams are also planned within the faculty.

## HOME/INTEGRATION AND ORIENTATION

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Within the faculty, the administrative coordinator provides students with useful information regarding the organization and optimal course of their learning, in accordance with the faculty opening hours. Any student needing an assistance in administrative formalities, or looking for an address, a schedule, an interlocutor, etc. can send his/her question directly by email to: [student-affairs-LU@outlook.com](mailto:student-affairs-LU@outlook.com).

# 1. GENERAL DESCRIPTION

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The Faculty of Pharmacy, is a public higher education institution. Although originally founded as an integral part of the Faculty of Medical Sciences (Medicine, Dental Surgery, Pharmacy), it became in 1993 an autonomous faculty by a ministerial decree.

The Faculty of Pharmacy is an innovative, diverse and modern faculty, which offers, after five years of study, a "Doctor in pharmacy practice" degree. This diploma is equivalent to a Master 1 (M1) and allows students to enroll after graduation directly in a M2 and choose to specialize in a Professional M2 or a Research M2. The professional masters cover 4 pharmaceutical fields: clinical pharmacy, pharmaceutical MBA (unique diploma in Lebanon), Pharmaceutical Industry (in collaboration with the Faculty of Science) and Industrial Cosmetology and Dermo-pharmacy (in collaboration with the Faculty of Pharmacy of the USJ). The research M2 offered are in the following fields: Pharmacology and Toxicology, Pharmaceutical Biotechnology and Clinical Pharmacy and Pharmaco-epidemiology. Outside the LMD structure system and after the 5th year, students can also enroll in a one year Pharm D program and complete a clinical internship, an internship in community pharmacy or in hospital pharmacy.

The "Doctor in pharmacy practice" diploma also enables students to enroll in M2 within other faculties of the Lebanese University, such as quality management, risk management, public health (health education and promotion option or epidemiology and bio-statistics option), and neurosciences.

## 1.1 MISSION

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In agreement with the mission of the Lebanese university, the Faculty of Pharmacy works in the public sector to provide pharmacy students and post-graduates with patient-centered education to meet the society's evolving health care needs; it is committed to ensuring academic, scientific and professional excellence.

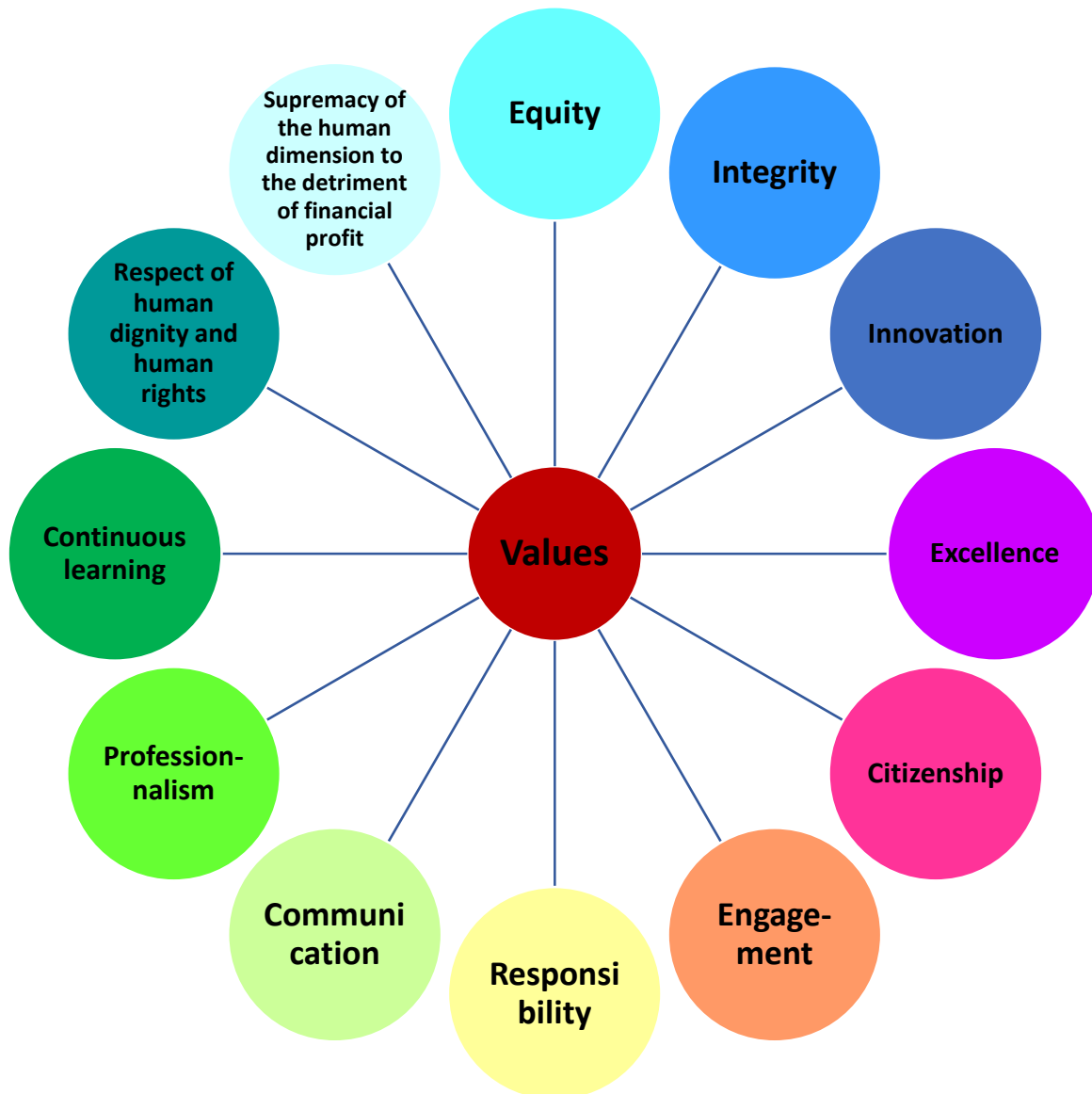
## 1.2 VISION

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The Faculty of Pharmacy will be recognized nationally as an academic center of excellence for providing a patient-centered quality education that meets the society's health care needs, and for its contributions to research.

The Faculty will contribute effectively to the public health system reform in the country and will be considered the partner of choice for healthcare professionals and the interface of all potential partners operating in the country.

## 1.3 VALUES



## 1.4 GOALS

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- Effective, efficient, innovative, diverse and patient-centered education, enabling the acquisition of the necessary skills for the different pharmaceutical professions;
- Quality guaranteed by the continuous evaluation of programs and processes.
- An environment open to communication, innovation and participation;
- Partnership for the development of professional practice;
- Scientific progress and research support;
- Respect of values and ethics;
- Support of continuous professional development.

## 2. FACULTY COUNCIL

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The faculty council is composed of the following members

- Dean, Council Chair: Prof. Assem AL KAK
- Academic departments:
  - Basic sciences
  - Drug related sciences
  - Professional practice
  - Clinical Pharmacy
  - Research and Masters
- Representative of the faculty members at the faculty council
- representative of the faculty members at the university council
- Secretary General: Ms. Layla CHAYYA

## 3. ACADEMIC STAFF

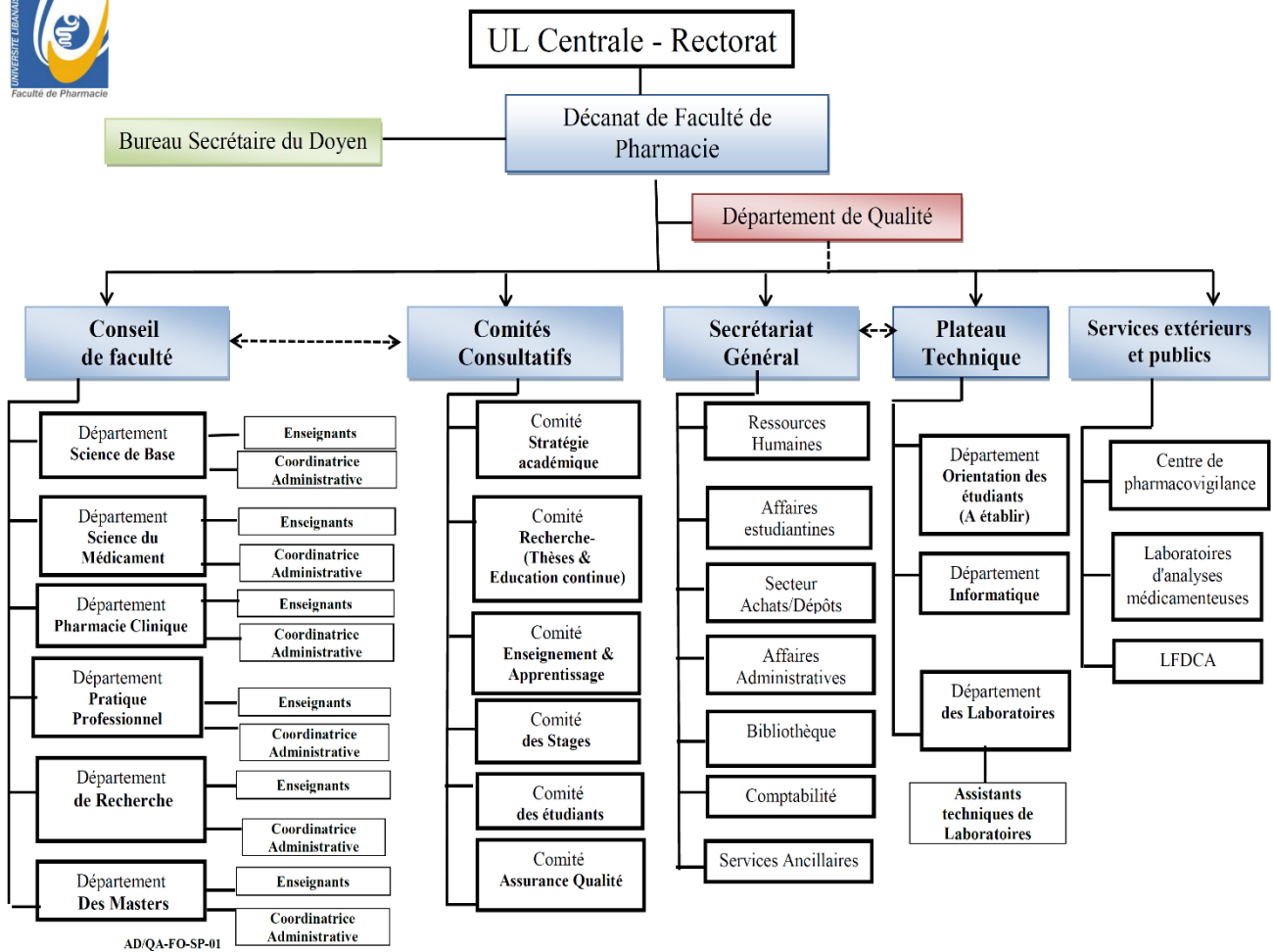
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The academic staff includes full-time and part-time PhD instructors and professional instructors. The majority of instructors are pharmacists and scientists. In parallel, they carry out basic research (pharmacology, medicinal chemistry, pathophysiology) and clinical research.

Pharmacists who do not have a Ph.D. provide an education oriented toward professional practice in several fields (management, patient communication, quality approach, pharmaceutical industries, etc.).

Pharmacists-preceptors supervise the internships of student-pharmacists in community pharmacies and hospitals.

## 4. ADMINISTRATIVE FLOWCHART

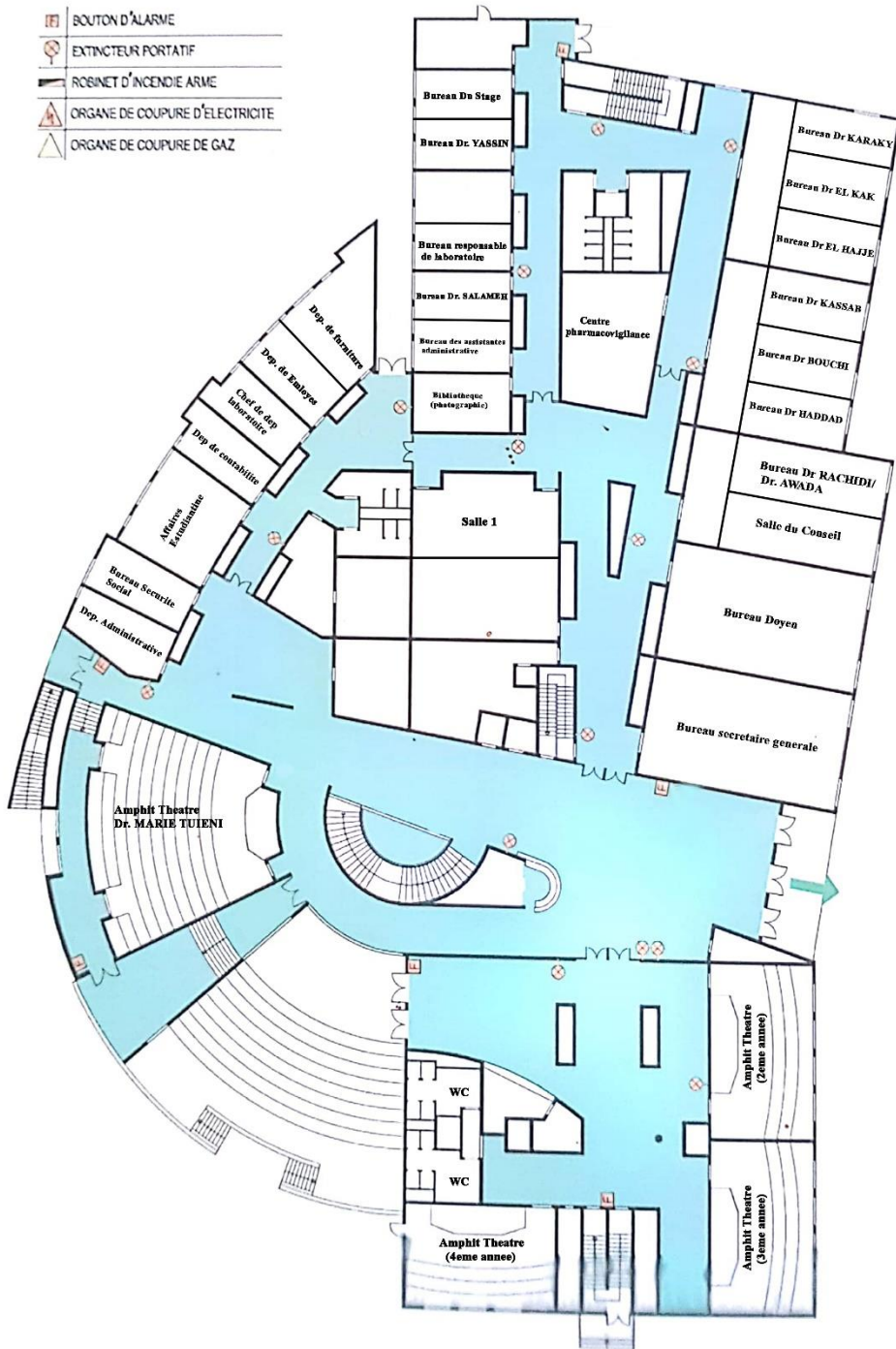




# 5. FACULTY MAP

R.D.C.

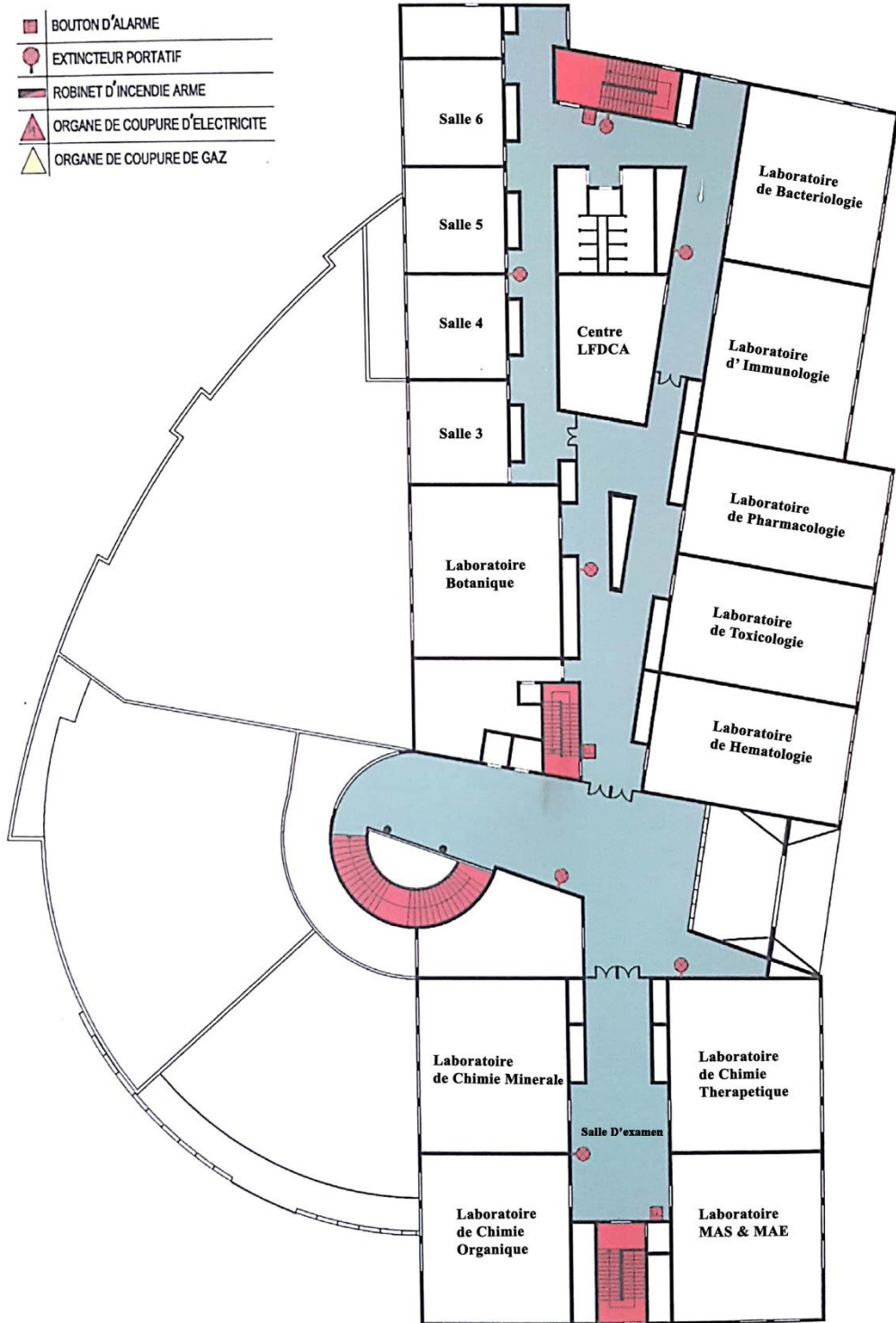
الطابق الأرضي



# 1<sup>er</sup> étage

# الطابق الأول





## 6. CURRICULUM AND STUDIES

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The Faculty of Pharmacy is innovative, diverse, patient-centered, not product-based, that provides the acquisition of pre-defined skills for a pharmacist. The faculty programs are:

<b>undergraduate program</b>	<b>5 years</b>	<b>Doctor in pharmacy practice (equivalent M1)</b>
<b>Professional Masters M2</b>	<b>1 year</b>	<b>Clinical Pharmacy Pharmaceutical MBA Pharmaceutical industry Industrial Cosmetology and Dermopharmacy</b>
<b>Pharm D</b>	<b>1 year</b>	<b>Doctor of pharmacy, clinical or community pharmacy or hospital pharmacy option.</b>
<b>Research Masters M2</b>	<b>1 year</b>	<b>Pharmacology and Toxicology Pharmaceutical Biotechnology Clinical Pharmacy and Pharmaco-Epidemiology</b>

Complementary professional internships (12 months) are integrated every year in different pharmaceutical fields: community pharmacy, hospital, industry, clinical pharmacy, and clinical research.

## 7. EDUCATIONAL COMMITTEES AND BODIES

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They hold a central position in the faculty structure in accordance with its internal regulations (validated by the Faculty Council on 31 January 2015). These committees are under the direct responsibility of the Dean. They are usually managed by a coordinator. Students participate in a few. ***For more information on the operation and constitution of these committees, kindly consult the website of the faculty.***

<b>Committee name</b>	<b>Responsibilities</b>
<b>Quality assurance committee</b>	<ul style="list-style-type: none"> <li>– Coordinate the work of committees</li> <li>– carry out course evaluation by students</li> <li>– Prepare and follow up the annual plan to improve the quality in the faculty</li> <li>– Prepare Key Performance Indicators (KPI)</li> <li>– Identify and implement measures for the prevention, correction and improvement of processes and products and ensure their regular follow-up until the achievement of the quality objective</li> <li>– Write the self-assessment reports required for accreditation</li> <li>– Improve the quality of the program, the scientific research as well as the educational, administrative and financial management of the faculty</li> <li>– Prepare faculty policies and procedures according to the standards applied.</li> </ul>
<b>Thesis, Research and Continuous Professional Development Committee</b>	<ul style="list-style-type: none"> <li>– facilitate and promote scientific life within the faculty</li> <li>– Update thesis guides for all levels of education</li> <li>– Develop a strategic action plan for research at the Faculty</li> <li>– Assess the Faculty's research products and activities</li> <li>– Help prepare and submit instructors' files</li> <li>– Prepare the research charter.</li> <li>– Develop a continuous professional development education plan for academic and administrative staff as well as for graduates</li> </ul>
<b>Academic strategy committee (Teaching &amp; Learning; Training)</b>	<ul style="list-style-type: none"> <li>– Examine the qualification framework on which the curriculum was built</li> <li>– Update the curriculum in accordance with the competency framework</li> <li>– Update syllabuses based on desired learning outcomes</li> <li>– Ensure compliance between teaching methods and evaluation methods to meet predefined objectives</li> <li>– Ensure regular and formative assessment of teaching and instructors to improve the quality of teaching &amp; learning at the Faculty of Pharmacy</li> <li>– Develop related policies and procedures</li> <li>– Track the smooth running and progress of internships and their impact on both knowledge and skills</li> <li>– Regularly develop the Faculty's Website</li> </ul>
<b>Laboratory hygiene and safety committee</b>	<ul style="list-style-type: none"> <li>– Improve the safety and working conditions of laboratory staff</li> <li>– Ensure regulatory oversight of hygiene and safety</li> <li>– Analyze and assess the risks of workplace accidents and incidents</li> <li>– Write safety instructions</li> <li>– Manage chemical and biological waste</li> <li>– Propose the necessary measures to ensure the safety and protection of the physical and mental health of students and employees</li> <li>– Prepare and follow the workplace safety training program</li> <li>– Prepare the list of laboratory needs</li> </ul>

<b>Students' Committee</b>	<ul style="list-style-type: none"> <li>– Serve as a bridge between faculty administration and students;</li> <li>– Support students' rights and interests</li> <li>– Cultivate student responsibility and educate them to become part of the development process</li> <li>– Promote student leadership</li> <li>– Help and facilitate activities (seminars, training, conferences, field trips ...).</li> <li>– Develop a plan for student activities</li> <li>– Update the students' guide</li> </ul>
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## 8. REGISTRATION AND RE-ENROLLMENT

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Registration documents will be available to students on the faculty's website:

- Medical certificate
- Vaccination certificates (Hepatitis B and tetanus)
- Photos (2)

Administrative and academic registration must be completed in the academic year, before the defined deadlines.

second year students should register no later than 10 days after the publication of the results of the entrance examination.

### 8.1 STUDENT CARD

At the end of the registration process, each student receives a multi-service card that should be kept throughout his academic year. The student card provides access to all Libraries of the Lebanese University, as well as to the library network.

- Each student will receive his card from the Student Affairs Department from October once he completes his registration.
- This card is laminated (Photo to be inserted)
- It must be submitted with the re-enrollment documents for the following year.
- It is essential for all faculty activities requiring identity checks
- In particular, it is essential during the course of the examinations.

If the card is lost, the following steps/documents are needed:

- Notification of the card loss to Student Affairs Department (for more information contact the Student Affairs Office)
- A photo
- A renewal request form to be submitted to the Dean
- The file should be submitted in the student affairs department.

## 8.2 KNOWLEDGE AND SKILLS ASSESSMENT

- For the admission in the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> years, students must have an overall average of at least 10/20 in each course. They must also fulfil the required aptitude and knowledge and validate the corresponding internships for each academic year.
- A second session is scheduled for students with grades below 10/20. For grades between 8 and 10 out of 20, the student is entitled to compensation, provided he has an overall average of 11/20 per semester. Compensation is applicable on a maximum of 5 credits per semester; otherwise, the student should do a second session of exams on failed courses.
- In case of failure, students are allowed to re-register in an academic year once per cycle (unless an exceptional exemption was granted by the president of the LU upon the suggestion of the faculty council). Pharmacy studies should therefore be completed in a maximum of 7 years; otherwise, the student will be expelled from the program.

## 8.3 REGISTRATION CERTIFICATE

Students who need a registration certificate from the faculty can obtain it from the Students' Affairs Department. For further information, contact the Student Affairs Department.

## 8.4 DIGITAL IDENTITY

When registered at the faculty, each student receives an ID and password that allow him/her to access an institutional email address (@ul.edu.lb), to have a secured personal work environment, to download certain softwares, to view course materials on the web and to access the University's virtual library system.

## 8.5 HEALTH INSURANCE AND ACCIDENTS

The law requires students to pay a minimum fee per year at the beginning of the academic year, with the amount varying according to the level of education. Every student is required to be covered for sickness or accidents by the National Social Security Fund, except in case of prior coverage with another insurance.

The Student Affairs Department is available for further information. Reception: Monday to Thursday from 8 a.m. to 3:30 p.m. and Friday from 8 a.m. to 1 p.m.

## 9. CERTIFICATE AND TRANSCRIPT

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Currently, the faculty issues only one transcript of grades for each academic year. It is up to students to make legalized copies. To obtain the transcript, a request should be filed at the Student Affairs Department.

### 9.1 EXAMINATION RESULTS

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The results are communicated after the deliberation sessions. A request for access to copies is possible during the week following the publication of the results. It must be filed to the secretary general.

#### **In case of absence**

The student will have to submit a medical report to the Student Affairs Department and note the official submission number. This report is necessary in case of absence from practical and/or tutorial work, and course examinations. Do not hesitate to contact instructors, tutors, the Student Affairs Department, or the administration for further information.

### 9.2 CHANGE OF ADDRESS

Students are required to communicate in writing and as soon as possible their change of address to the Student Affairs Department.

## 10. LEAVE

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The leave is granted by the Rectorate of the University.

## 11. LIBRARY

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The library's mission is to acquire, manage, conserve and provide valuable resources for teaching and research in the health sciences. It also provides assistance and support to users to successfully use new information and communication technologies and to access online documentation.

The library provides students with specialized documentary resources, as well as workspaces equipped with computers. It also offers lending services, documentary research assistance and training for the use of documentary resources. Access to the library is highly recommended as it contributes to the success of university studies. Students must be aware of and comply with the library's operating rules in order to benefit effectively from its services.

The central library is located on the university campus outside the Faculty of Pharmacy and it is shared with the faculties of medicine, dentistry and public health; It includes:

- An open access room for viewing books, encyclopedias and recent periodicals,
- An archive room.



- An open access room for consultation and loan of works, equipped with an anti-theft and video surveillance system,
- Reading rooms.

### 11.1 PROVIDED SERVICES

- Registration (compulsory to benefit from the various services)
- Loan of documents
- Bibliographical information
- Training and documentary research support
- Access to reading rooms.

### 11.2 SCHEDULE

The library is open from 8am to 6pm, Monday to Thursday and 8am to 1pm on Friday, from September to July. It is closed in August and on public holidays. Any schedule changes will be timely displayed to students.

### 11.3 LIBRARY RULES

Books in the library are a precious asset, many of which are irreplaceable. For the benefit of all, they must not be lost, damaged or scribbled.

As the library is a place of work and research, all users are asked to:

- Respect the officers and officials of the library,
- Never consider the library premises as a meeting or gathering place,
- have a proper dress, not to smoke or drink, to respect absolute silence in reading rooms and in hallways,
- Never appropriate or try to appropriate library documents,
- not damage any work or equipment,
- Respect the terms of on-site consultation or home loan of library documents

## 12. DORMS

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The main buildings on campus house a space where security agents are available to students for information regarding general reception or orientation in the building. They can provide assistance and advice in the event of theft or loss of an object.

## 13. EDUCATION

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### 13.1 EDUCATION GOAL

The aim of pharmaceutical studies is to train competent pharmacists capable of participating, as scientific leaders of a health profession, in the development of their discipline, in improving the country's health conditions as well as in teaching and research, while being adapted to their social and economic environment and open to the world.

### 13.2 LANGUAGE OF INSTRUCTION

The main language of instruction at the faculty is French; for English speakers, an English section is available. However, passive knowledge of French is essential for all students. Pharmacy education consists of two cycles of study over five years. It leads to the Doctor in pharmacy practice degree:

#### 13.2.1 FIRST CYCLE

2nd and 3rd years

The student acquires general knowledge and skills] (theoretical courses, tutorials and practical work in basic and pharmaceutical sciences). A 2-months per year internship in community pharmacies introduces him to the pharmacy practice.

#### 13.2.2 SECOND CYCLE

4th and 5th years

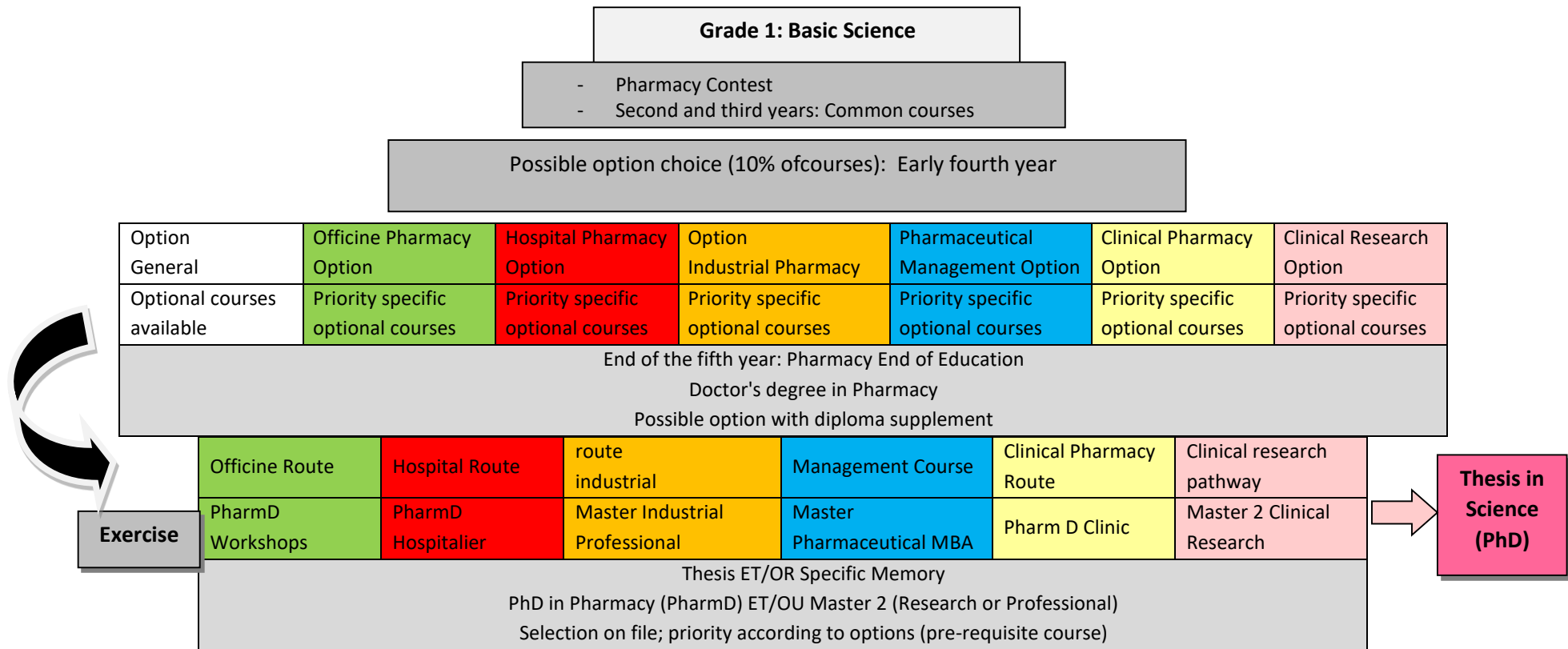
- More pharmaceutical studies (theoretical courses, tutorials and practical work in pharmaceutical sciences).
- A 2-months internship in the community pharmacy
- Clinical pharmacy internship in hospitals in the 5th year.

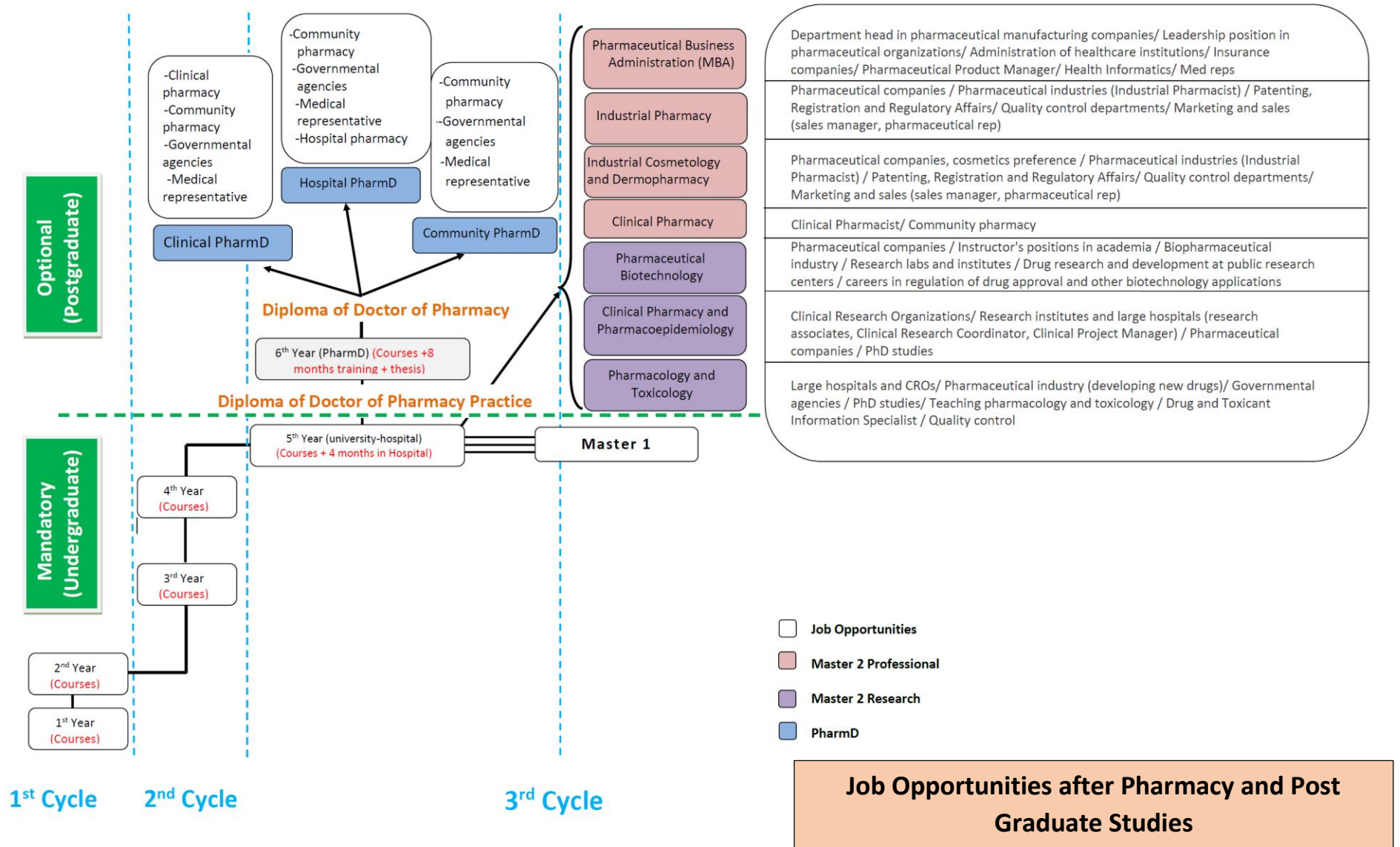
At the end of his clinical pharmacy internship, the student will defend a thesis to obtain the " Doctor in pharmacy practice " diploma. It will be issued to him after validation of the courses and internships.

### 13.3 TRAINING ORGANIZATION

The pharmaceutical studies are organized in semesters and are delivered from the beginning of September till the end of July.

The courses contain Lectures (CM), tutorials (TD) and Practical Work (TP). In addition, optional courses are available for students from the second year and result in a competency-based diploma supplement, particularly if students have validated the entire optional course. Optional paths are offered for the following disciplines: Clinical Pharmacy, Pharmaceutical Industry, Pharmaceutical Management, Research in Pharmacology and Toxicology and Research in Biotechnology





## 14. SYLLABUS

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The systematic presentation of the courses syllabi at the beginning of each semester is of great importance. These syllabi will clearly present for each course the instructor's expectations, the courses evaluation methods, the bibliographical resources, the teaching techniques used, recommended learning methods and the acquired competencies and learning outcomes.

The modules of pharmaceutical studies and their distribution by year and semester and their duration are set according to the following tables:

**Licence****3rd semester**

COURSE OB		matter	theory	TD	HO CHI MINH CITY	Stages	credits	Concomitant
Birds	L3 210	Organic Chemistry II	20	15	20		4	
Turn	L3 841	Human rights/Pharmaceutical ethics/patient right	36				3	
BIOL	L3 100	Structural Biochemistry	24				2	
Birds	L3 211	General Chemistry - Mineral	12	8	30		3	
PHAR	L3 400	Introduction to the Science of Medicines	30		20		4	
BIOL	L3 101	Animal Biology and Cytology II	15	5	20		3	
BIOL	L3 102	immunology	24	10	20		4	
Sant	L3 700	first aid	20				2	
COMM	L3 800	F/A language		45			3	
COURS ON		Choose 1 optional course	theory	TD	HO CHI MINH CITY	Stages	credits	Concomitant
INFO	L3 831	Basic computing			20		2	
State	L3 811	Basic statistics	10	10			2	

**Licence****4th semester**

COURSE OB		matter	theory	TD	HO CHI MINH CITY	Stages	credits	Concomitant
PHCG	L4 300	General pharmacognosia and pharmaceutical botany	24	10	20		4	
BIOL	L4 104	Metabolic biochemistry	30		20		4	
PHMC	L4 562	Introduction to informal practice	20				2	
BIOL	L4 105	General and neuromuscular physiology	35				3.5	
BIOL	L4 107	biophysics	20	15			3	

**Licence**

**5th semester**

COURSE OB		matter	theory	TD	HO CHI MINH CITY	Stages	credits	Pre.Requis	Concomitant
STAG	L5 900	Pharmaceutical Practice I				300	6		
BIOL	L5 108	Physiology of major functions	30		20		4		
BIOL	L5 109	Microbiology - Bacteriology	25	5	20		4		
PHAR	L5 401	General Pharmacology	20				2	BIOL (L4105)	
Birds	L5 214	Basic spectral and electrochemical analytical methods	18	15	30		4		
BIOL	L5 110	Microbiology - Virology	15	5			2		
BIOL	L5 111	Molecular and cellular biology	20				2		
PHAR	L5 402	Pharmaceutical calculations	10	10			2		
COMM	L5 803	Professional communication skills		20			2		
COURS ON		Choose 1 optional course	theory	TD	HO CHI MINH CITY	Stages	credits	Pre.Requis	Concomitant
BIOL	L5 112	Hydrology and Bromatology	20				2		
Sant	L5 702	Oral health	20				2		
PHCT	L5 607	Distribution and Dispensation of M	10	15			2		Industry - Officine - Management
PHCG	L5 301	Toxic and ornamental plants	20				2		

Birds	L4 213	analytical chemistry	20	15	20		4		
BIOL	L4 106	haematology	24		10		2.5		
COMM	L4 801	Patient Coaching	10	10			2		
COURS ON		Choose 1 optional course	theory	TD	HO CHI MINH CITY	Stages	credits	Concomitant	
Sant	L4 701	Health and care system in Lebanon	20				2		

## 6th semester

COURSE OB		matter	theory	TD	HO CHI MINH CITY	credits	Pre.Requis	Concomitant
BIOL	L6 113	parasitology	15	5	10	2		
BIOL	L6 114	mycology	15	5	10	2		
Birds	L6 215	Separation methods	15	10	15	3.5		
PHCT	L6 600	Galenic Pharmacy	36		15	4		
INFO	L6 832	Specialized computer science		20	20	2.5		
PHAR	L6 403	Special Pharmacology I	20			2	PHAR (L5 401)	
PHAR	L6 404	pharmacokinetic	30	10		4		
BIOL	L6 115	Pathophysiology	48			4		
State	L6 812	Biostatistics I	10	15		2		
Sant	L6 703	Aspect psychocomportemental	10	15		2		
COURS ON		Choose 1 optional courses	theory	TD	HO CHI MINH CITY	credits	Pre.Requis	Concomitant
BIOL	L6 116	Food microbiology	20			2		
PHCT	L6 615	Pharmaceutical application in officine	20			2		
Gesture	L6 821	Marketing Strategies	20			2		Management + Workshops
PHMC	L6 502	Clinical Semiology	20			2		clinical

Spectral Analytical Methods C, TD, TP (13H - 10H - 3pm); Basic electrochemical analytical methods C, TD, TP (5H - 5H - 3 p.m.)

Pharmaceutical Practice I: 10 weeks (300h)



**Master 7th semester**

COURSE OB		matter	theory	TD	HO CHI MINH CITY	Stages	credits	Pre.Requis	Concomitant
STAG	M1 901	Pharmaceutical Practice II				240	4		
PHAR	M1 405	Special Pharmacology II	36		10		3.5	PHAR (L5 401)BIOL (L6 115)	
PHCT	M 1 610	Biopharmacie	30	15			4		
PHMC	M1 520	Nutrition	25				2.5		
Sant	M1 704	public health	20				2		
PHAR	M1 407	Therapeutic Chemistry I	30		20		4	PHAR (L5 401)BIRD (L3 210)	
PHCT	M1 602	Quality Control	5		30		2		
PHAR	M1 409	Toxicology I	30		20		4		
COURS ON		Choose 2 optional courses	theory	TD	HO CHI MINH CITY	Stages	credits	Pre.Requis	Concomitant
Birds	M1 217	Advanced Separation Analytical Methods	10		20		2		Industry + Biotechnology
Gesture	M1 822	Management of the pharmaceutical company	24				2		Management & Hospital + Officine
PHMC	M1 500	Clinical Immunology	20				2		clinical
PHMC	M1 501	Clinical Pathology	20				2		clinical

**Master 8th semester**

COURSE OB		matter	theory	TD	HO CHI MINH CITY	credits	Pre.Requis	Concomitant
PHAR	M 2 410	Special Pharmacology III	35		10	4.5	PHAR (L5 401)BIOL (L6 115)	
PHCT	M 2 603	Industrial Pharmacy	30		24	5		
PHAR	M 2 412	Therapeutic Chemistry II	36	15		4.5	PHAR (L5 401)BIRD (L3 210)	
BIOL	M2 117	Clinical Biochemistry	25			2.5		
PHMC	M2 521	Hospital Pharmacy	25			2.5		
PHCG	M 2 302	Special pharmacognosia	30		24	5	PHCG (L4 300)	
Turn	M 2 842	Pharmaceutical legislation and ethics	20			2		
COURS ON		Choose 2 optional courses	theory	TD	HO CHI	credits	Pre.Requis	Concomitant

					MINH CITY			
PHAR	M2 414	Drug addiction and Doping	20			2		Clinic 'Officine' Pharmacology
PHMC	M2 507	Pharmacogenetics and gene therapy	20			2		Clinical Research/Pharmacology
Birds	M2 218	Advanced Spectral Analysis Methods	10		20	2		Industry + Biotechnology
PHCT	M 2 604	Pharmaceutical engineering and innovative forms	20			2		industry
Gesture	M 2 823	quality assurance	20			2		Management
Gesture	M2 824	Introduction to accounting	20			2		Management
PHMC	M2 529	Clinical Semiology	20			2		clinical
PHMC	M3 506	Infectious Diseases	20			2		Clinic, hospital and officine

***Pharmaceutical Practice II: 12 weeks (240 H)***

**Master****9th semester**

COURSE OB		matter	theory	TD	Stages	credits	Pre.Requis	Concomitant
STAG	M3 910	Pharmaceutical Practice III			300	6		
PHAR	M3 415	Interactions	25			2.5	PHAR-L6 403 PHAR-M1 405 PHAR-M2 410	
PHCT	M3 572	Organic	20			2		
PHMC	M3 511	Introduction to clinical pharmacy	20			2		
PHMC	M3 640	Special Clinical Pharmacy	40			4		
PHAR	M3 416	Clinical Pharmacokinetics	20	10		3		
NUTR	M3 630	Clinical nutrition	20			2	PHMC-M1 520	
PHAR	M 3 431	Toxicology II	20			2	PHAR-M1 409	
PHMC	M3 521	Dermopharmacy and cosmetology	25			2.5		
COURS ON		Choose 2 optional courses	theory	TD	Stages	credits	Pre.Requis	Concomitant
PHAR	M3 430	Toxicocinétique	20			2		pharmacology
PHMC	M3 545	Introduction to epidemiology in the pharmaceutical field	20			2		Clinic-Officine
PHCT	M3 606	Clinicogalenic Pharmacy	20			2		Clinic-Officine
PHAR	M3 418	Toxicology Risk Assessment and Management	20			2		Industry/Officine/ Pharmacology
PHAR	M 3 620	Clinical Trial Methodology I	20			2		clinical
PHMC	M3 515	Radioactive drugs	20			2		
PHMC	M3 518	oncology	20			2		pharmacology

**Master****10th semester**

COURSE OB		matter	theory	TD	Stages	credits	Pre.Requis	Concomitant
STAG	M4 903	<b>Clinical Internship</b>			420	7		
STAG	M4 904	Pharmaceutical Practice IV			350	7	STAG (M3 910)	
THES	M4 1	thesis			320	8		
PHMC	M4 519	OTC and Pharmaceutical Counseling	24			2		
RSCH	M4 002	Preparing the research paper	12	30		3		
PHMC	M4 520	Clinical cases	30			3		

**Pharmaceutical Practice III: (12 weeks; 300h)**

**Clinical internship: 4 months (420 h)**

**Pharmaceutical Practice IV: 2 months (350 h)**

**: OTC (7pm), Veterinary Products (5H)**

## 15. PROGRAMS, SCHEDULES AND CALENDARS

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The programs are updated annually and published on the faculty's website. The calendar of the academic year, setting the official dates of the beginning of courses and university holidays is decided by the faculty council no later than the end of the previous academic year.

Students and staff are made aware of the courses schedule and exam periods (excluding formative assessment) by posting them on boards, and/or on the University's website at the beginning of each semester.

All these elements are also displayed on the boards corresponding to each year in the main hall of the faculty.

Apart from entrance exams, formative assessment and midterms, the university organizes two final exam sessions per semester for each course (refer to the internal regulations for final and midterm grade, compensation, etc.). The second session of the two semesters is postponed to September, in case of failure or other cause of absence (even if motivated).

### 15.1 OPTIONAL COURSES

Several optional courses are offered during the study years, depending on the choice of the students. In addition, in order to facilitate the integration of the student into the new university environment, especially for basic and then clinical sciences, the teaching of French or English is organized on an optional basis. Computer courses with tutorials are also organized in this way.

### 15.2 PROFESSIONAL PRACTICE

The aim is to put the student in direct contact in the field and familiarize him/her with the activities and practices of the profession in its various aspects, thereby applying his/her theoretical knowledge acquired at the Faculty. Students whose study plan includes enrolling in an internship can contact the internship coordinator. A request will be forwarded to the Dean of the Faculty for approval. The internship is an integral part of the study plan and will be recognized, it takes place in a pharmaceutical or medical structure (pharmacy, hospital, laboratory, ...). The total duration of the internships is at least 12 months in order to obtain the diploma in the 5<sup>th</sup> year and to enroll in the Order of Pharmacists of Lebanon; the internships of Master or PharmD are additional.

### 15.3 INTERNSHIPS

During the various internships spread over all the years of study, you will get to know the profession of pharmacist. This experience is beyond knowledge acquisition, instead, it offers you

the unique opportunity to learn about the world of pharmacy from different perspectives in order to master and better assume your role as a future professional.

The schedules and organization of the internships are defined by the departments and the relevant committee. An initiation will be conducted at the beginning of each internship with the distribution of an internship guide. The internship committee is available and will assist you during this important period to ensure efficient and effective learning.

The validation of the internship will take place at the end of the internship period and will vary according to the internships carried out (simulation, oral validation, written exam etc). Kindly refer to the proper procedure and manuals.

In the event of a major problem during your internship, you have the option to contact the assigned an internship coordinator who is ready to help you to resolve these problems.

## 15.4 THE CHARTER OF REVIEWS

The publication of the charter of examinations of the Lebanese University- Faculty of Pharmacy is carried out to respond to a quality demand regarding the organization and validation of exams in line with the institution's academic policy.

The charter of examinations is a pact between the three communities, students, teachers, and administrative staff, which establishes a set of principles and practicalities and specifies the rights and duties of each in the conduct of the exams in order to:

- Ensure equity and transparency towards students
- Support instructors and administrative staff in the organization of knowledge evaluation
- Ensure that jury members respect their deliberations and the decisions they make

## 15.5 EXAM JURIES

### 15.5.1 JURY DESIGNATION

The President of the University appoints each year, by decree and based on the recommendation of the faculty council, the president and the members of each of the juries of faculty examinations, masters and theses.

### 15.5.2 Jury Composition

- entrance exam jury (refer to the internal rules of the Faculty of Science)
- Deliberation jury: instructor-researchers, instructors, or qualified personalities who contributed to the teachings, or who were selected based on their skills, upon the proposal of the teaching staff. Additional grades may be granted by the Jury, as well as harmonization of exam results. Deliberation must take into account the existing compensation rules. minutes are documented after each deliberation.

- Thesis jury: is responsible for the thesis and its defense; it consists of the chair of the jury, the thesis director, and a reviewer. The composition of the jury must be displayed and published.
- Internship and simulation validation jury: made up of internship or academic coordinators and any other pharmacist-instructor at the faculty.
- Discipline and instructional jury: appointed by the rector in case of fraud or misconduct.

## 16. EXAMS ORGANIZATION

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### 16.1 EXAMS LOGISTICS

#### 16.1.1 Access to classrooms

Students are advised to be present in front of the examination classroom before their opening (10 minutes before the beginning of the exam). Students must arrive before the beginning of the exams, present their student cards and sign to confirm their presence in the assigned classroom and seating.

Students must be punctual and respect the exam timings. It is up to the academic proctor to decide whether access to the examination room of a late candidate is compatible with the smooth running of the exam. This tolerance may not exceed 30 minutes after the beginning of the test and will not result in additional time for the late student. Moreover, this tolerance is not applicable to entrance exams.

#### 16.1.2 The instructions

In the absence of explicit precision, all documents and materials are prohibited. Students must leave their bags, mobile phones and other means of communication at the entrance to the exam room. Any student caught in possession of a means of communication may be subject to disciplinary proceedings for fraud or attempted fraud.

The exams take place under the supervision of one or more instructor and one or more members of the University's administrative staff. Supervisors are appointed by the dean.

In particular, supervisors monitor the respect of the seating allocated to the students, and ensure the smooth running of the exams. They must remind students of the exam instructions at the beginning of each day.

#### 16.1.3 Exits

As a matter of principle, no student may be allowed, except in an emergency, to leave the examination room before the minimum flow of half of the time spent on the test. No student may remain in the examination rooms after handing over his copy, at the end of the exam or between exams, unless explicitly stated otherwise.

#### **16.1.4 Exam copies**

A student who does not return his copy will be considered failed. Copies are corrected in accordance with the principle of anonymity.

Exam copies are nominal administrative documents. Students have, upon request, the right to consult their copies for educational purposes. This right must be granted to them within a maximum of one month. Copies can only be accessed after the jury has announced the final results of the examination and copies are usually consulted on site in the presence of the instructor concerned.

Students are also entitled, on their request and within a reasonable time, to an individual meeting with the instructor.

The exam copies must be kept by the student affairs department for at least 5 years, after the publication of the results.

#### **16.1.5 The Minutes**

A report, written by the lead proctor of each classroom, is signed by all the supervisors. This document mentions, among other things, the beginning and end hours of the exam, the number of students summoned, the number of students present and the number of copies presented. It must also indicate students' delay and mention any particular event and the presence, if necessary, of a report of presumption of fraud.

#### **16.1.6 The instructor in charge of the exam classroom:**

- retrieves the envelope containing the exam copies from the general secretariat
- Reminds students of exam rules
- Must ensure ongoing proctoring throughout the exam period
- Ensure the smooth running of the exam
- Collects copies of all students (even if it is a blank copy) and obtains their signatures
- Counts copies and establishes the minutes of the exam
- Submits the lists and minutes of the exam to the general secretariat.

#### **16.1.7 The Administrative Supervisor:**

- Must be present in the examination room at least fifteen minutes before the start of the test and ensures the readiness of the classroom
- Checks the identity of the students and obtain their signatures at the entrance of the classroom and/or during the exam
- Ensure that students are properly seated according to the pre-specified seating plan
- Checks, if necessary, for the implementation of special devices for students with special needs

#### **16.1.8 Student Affairs department:**

- Is responsible for the preparation of exam rooms
- Provides signatures lists
- Informs proctors about their missions and the proper measures for incidents or fraud
- Implements the necessary and suitable provisions for students with special needs
- Summons proctors for each exam

#### **16.1.9 IT department**

- In the presence of the course instructor (in case of absence, the head of the department), the IT personnel performs the grade entry and calculations of the averages
- IT department prepares deliberation minutes

#### **16.1.10 General secretary**

- Provides proctors with exams embedded in sealed enveloped
- Ensures the smooth running of the exam
- At the end of the exam, receives and stores the exam copies as well as the classroom minutes and signature lists.

### **16.2 EXAMS NOTIFICATION**

The administrative and academic registration at the university, for the diploma concerned by the exam, is an absolute condition to do the exam.

When not included in the exam schedule, students are called to written, oral or practical exams through documents displayed on the boards and/or *via* the University's website at least 15 days before the exams. The display specifies the date, time, duration and location of the exam. The list of authorized documents and calculation instruments is discussed and approved by the course/Lab instructor and the dean.

### **16.3 STUDENTS' RIGHTS AND OBLIGATIONS REGARDING EXAMS**

The subject matter of examination should cover the topics taught or studied, the practical work and directed work as well as the required readings. It can also cover previously acquired knowledge. The subject must respect the principle of neutrality of the public service.

The instructor is responsible for the form, nature and delivery of the exam. He ensures the renewal of content from one exam to another.

Students must be aware of the knowledge evaluation methods, the rules of study and the charter of examinations.

No distinctive signs to identify students should be affixed to the copies.

The written exams must include, in addition to the questions:



- The name of the university and the name of the faculty
- The academic year, the semester, the diploma, the course
- The date of the exam
- The duration of the exam
- Authorized documents and/or materials
- The nature of the exam (short response questions, Multiple Choice Questions, essay...)

All exams must be handed over to the general secretary within the deadline set by the faculty (review the current Directive).

### **16.3.1 The student has the right to:**

- Have two exam sessions per semester (the date of which is set by the dean).
- exam overlapping is not permitted and it is up to the administration to assist the student, upon his request, with exam time management.
- Have special accommodations in case of special needs following a proper notification of the case (surveillance, accessibility of the room, use of appropriate equipment, increased time etc.).
- Right to equal treatment during exams (preparation, hearing and composition time, correction conditions...)
- Continue the exam when he has defrauded or attempted to defraud (refer to the "fraud" part), except in the case of expulsion.
- anonymity when correcting midterm and final written tests.
- be aware of the composition of the jury, if any
- receive his grades after deliberation of the jury within an acceptable timeframe, on his SISOL account and confidentially.
- consult his copies in the presence of the teacher.
- file a complaint in the event of any violation of one's dignity, freedom of expression, and rights

### **16.3.2 The student has a duty to:**

- Respect exam and test rules. Any fraud or attempted fraud is subject to sanctions, the gradation of which is indicated in the appropriate procedure
- Appear at the examination site before the specified time
- Be in possession of his student card and present it spontaneously for identity checks
- not disturb the smooth running of the event
- Follow the supervisor's instructions
- fill the exam alone and personally, unless otherwise-indicated
- Use only the exam material made available to him
- Use only authorized personal documents and/or materials as indicated by the instructor
- sit in the space indicated by the supervisor or by placed ID number
- Wait for the permitted time to leave the examination room

- present his exam copy, even if it is a blank copy. The absence of a copy is equivalent to an unjustified absence from the exam
- Make sure the copy is anonymous before handing it over. Any distinctive sign on the copy will be considered an attempted fraud
- Request correction of an error in results within a maximum of one month.

## 17. EXAMS PROCEEDINGS

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All the exams evaluating the knowledge must be carried out in the educational premises with the exception of the personal or collective work requested from the student that should be handed over or presented orally on a fixed date.

### 17.1 STUDENTS' ACCESS TO EXAM ROOMS

On the day of the faculty exam or entrance exam, a student must have his student's card and must be registered on the list of examinees. In addition, he will be required to present a recent official identification document (identity card or passport) at the request of the proctor in case of a suspected fraud.

A student who cannot prove his identity can take the exam but his identity will have to be verified at the end of the exam by any means deemed valid by the proctor.

If a student shows up at the time of the exam without being on the signature list, he or she is allowed to take the exam; however, the obtained grade in this exam will only be taken into account after verification of the legitimacy of his presence.

In the event of a strike, bad weather or other emergencies in the country, the course instructor has the option of delaying the opening of the envelopes containing the exam copies, or as per the dean's decision to postpone the exam.

### 17.2 EXAM RUNNING

- The administrative staff of student affairs department prepares the examination rooms (distribution before the examination of copies and draft paper, provision of sufficient copies for supervisors...).
- The administrative staff must ensure, before each exam, that the means are put in place to enable candidates with special needs to take the exams in suitable conditions that may compensate for their difficulties.
- Copies are anonymous for all written midterm and final examinations (this excludes continuous formative assessment and practical work exams).
- Supervisors are allowed to make any seating change if deemed necessary for the exam to proceed smoothly.

### 17.3 EXAM PROCTORING

The supervision of each examination room is carried out without interruption for the whole duration of the exam by instructors, accompanied by administrative staff if necessary, in accordance with their duty obligations. The course instructors may be present at the time of their exam, but do not supervise themselves; the number of supervisors is adapted to the number of students and the configuration of the classroom. The recommended proportion is one supervisor for every 20 students.

**How it takes place:** As soon as the students are seated, the lead proctor indicates the time of the start and end of the exam, and recalls the rules of the exam and the copies are distributed. If the nature of the exam requires additional oral information, it is preferentially given at the beginning. At the end of the exam, a report is prepared by the lead proctor, indicating the number of students enrolled, the number of students present, the number of copies collected and the observations or incidents recorded.

### 17.4 ASSESSMENT METHODS

Knowledge and Skills acquisition based on the pre-specified learning objectives can be assessed by a project, formative assessment, a midterm and a final examination, which can be written or oral depending on the subject matter.

The weighting of each assessment, the weighted averages and the rules of compensation are specified in the internal regulations.

### 17.5 The Final exam

It corresponds to a written evaluation of the entire teaching period and is carried out at its end. It is summoned (board or website display or mail); it is organized after the end of the semester, in general. Written tests are anonymous.

### 17.6 The midterm exam

It is an exam that covers a part of the course and follows the same requirements of the final exam (written test, anonymity, etc.). There is no second session for a midterm exam.

### 17.7 Formative assessment

- It consists of tests organized according to a schedule defined by the course instructor.
- It can be carried out, according to the choice of the course instructor, in the form of a written or oral test (at least 2 per semester), a lab report, a project to be handed over to the instructor, a presentation, etc.
- May cover a variable part of the knowledge or skills to be acquired
- Is not summoned and is not included in the exam schedule
- Can take place during teaching hours.
- These tests are generally not anonymous and their score contributes to the final score.

### **17.8 The oral test**

This type of test may be considered a formative assessment, a midterm or a final examination depending on the subject matter. Oral questions are, by definition, individual assessments and, although the oral examination period is common, the subject may be different for each student.

### **17.9 The written test**

This type of test may be a formative assessment, a midterm or a final examination. In the context of formative assessment, the forms of written tests are diverse. Their modality is specified by the course instructor.

### **17.10 Practical Work Assessment (TP)**

The evaluation of practical work can take various forms, not anonymous, to be brought to the attention of students:

- formative assessment that takes into account diligence and work during sessions
- Lab report;
- Lab practical exam;
- Written or oral test for experimental data analysis;
- Or other forms ...

regarding practical exam organization, it is important to specify whether the events take place in specific rooms or in standard classrooms.

The organization of the tests in specific Laboratories is the responsibility of the laboratory department, in coordination with the course instructor.

It can be conducted outside the midterm or final exam period; it is generally recommended that they take place one week before the final exams of the semester.

### **17.11 Evaluation of internships, projects and bibliographical research:**

Internships, projects or bibliographical research can be evaluated in several ways: written reports, defense, internship portfolio, presentations, posters, etc. Due to their nature, there is no second session for these evaluations.

In the event of failure in the final validation of the internship, the student is required to resume two months of community pharmacy internship in addition to the oral exam.

### **17.12 Simulation evaluation:**

Students skills can be assessed during a day reserved for simulations in simulation laboratories, once available.

## 18. COPIES CORRECTIONS; JURY DELIBERATIONS; PROCLAMATION OF RESULTS

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### 18.1 CORRECTION OF COPIES

- The written midterm and final exams are corrected and returned to the general secretary anonymously. This is not applicable for the lab and the tutorial exams.
  - The feedback can be put on the exam copy or on an ancillary document. The grade should be written as words and as numerals.
  - The weighting of each exam type is specified in the internal regulation. A double correction is mandatory unless an opposite decision is approved and announced. The criteria for correction or a scale must be given to the second corrector.
  - The lifting of anonymity and the processing of grades is done in the administration and in the presence of the instructor or the head of the department (refer to the applicable procedures).
  - The final grade will be released after the end of the deliberations.
  - The deadlines and methods for transmitting grades are set in advance in the procedures.
  - The total loss of copies requires the re-organization of the concerned exams.
- If a few copies are lost, a decision will be considered on a case-by-case basis.

### 18.2 JURY DELIBERATION

- The jury is summoned by its president.
- The majority of the members of the jury must be present during the deliberation which takes place in a private session.
- The jury deliberates sovereignly the results obtained by the students in formative assessments, midterm and final examinations and takes into consideration the rules of compensation. Deliberation is not subject to justification.
- The jury is competent to harmonize the grades in case of a substantial difference in scoring between several correctors of the same test or between several tests.
- The jury can award additional points. The jury's decisions are final and without appeal, excluding the occurrence of material errors. Any material error must be reported to the jury chair, who then reunites the jury to make the correction.

### 18.3 RESULTS COMMUNICATION

The student has access to his grades on the faculty website, after the introduction of a personal password. The deadline for reporting the results is a maximum of eight working days after the

deliberation. Students obtain an individual transcript of their grades from the students' affairs department.

An official ranking of the 5 years of study will take place at the end of the fifth year to allow the selection of students for excellence scholarships.

The student has the right to ask for a certificate of success or transcript that must be provided within two weeks after the announcement of the results to students and their request.

## 19. INCIDENTS AND DISCIPLINARY PROCEDURES

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### 19.1 INCIDENTS AND DISTURBANCES TO PUBLIC ORDER

#### 19.1.1 Inadequate number of exam copies or incomplete documents

- If the incident is detected before the exam distribution, it is necessary to delay the start of the test in order to proceed to the recovery of the complete exams and in sufficient numbers;
- If the incident is detected after the exam distribution, the exam must be stopped until the complete resolution of the incident, or the time lost would be compensated. If the incident cannot be resolved, it is advisable to postpone the test with a new exam.

#### 19.1.2 Error in the subject of an exam

A cancellation of the test followed by a reorganization of a new one should be considered.

### 19.2 PLAGIARISM

It is a form of infringement which consists, for its author, of incorporating in its production (book or any document) the entirety or extracts of the work of another author without having obtained his permission.

However, when the student merely performs "short quotations" of texts, intended to illustrate his words, the author's permission is not necessary. However, the student has to reformulate the quotation using his own style and cite this source as a reference. A word for word transcription of a section of a text or a complete text without attribution and without quotation marks is considered a fraud.

### 19.3 FRAUD

In the event of a fraud or attempted fraud during an exam, the lead proctor takes all measures to stop the fraud or attempted fraud without interrupting the student(s)' participation in the test. The expulsion of a student is only possible in the event of a substitution of a person or of disturbances affecting the smooth running of the tests.

The supervisor, faced with a flagrant offence or an attempted fraud, must take all necessary measures to stop the fraud, including: putting an end to discussions between students, for example by changing their seats; seize unauthorized documents (books, courses, cheat sheets, etc.); confiscate electronic devices used without the right to search them. It is up to the lead proctor to decide whether to remove the student's copy and expel him from the examination room.

The lead proctor must prepare a report of the facts. These minutes are signed by the author, by the other supervisors present during the test, and by the student suspected of fraud or attempted fraud. If the student refuses to sign, it is mentioned in the minutes.

The lead proctor communicates the minutes and all the seized documents, with the exception of the student's copy, to the dean. In the event of disciplinary proceedings against a student, and until the judgment concerning him has been pronounced, the copies, disputed or not, are corrected; the student performs his other exams, and any jury deliberates as in the absence of fraud and no sanction will be applied. If the disciplinary jury imposes a sanction, the disputed exam copy is automatically cancelled for the student.

**No transcripts, certificates of achievement or diplomas will be issued to the student until the disciplinary jury has rendered its judgment.**

## 19.4 DISCIPLINARY PROCEDURES

The procedure is not public. The Disciplinary Instructional Panel meets to study the case; it is made up of 2 instructors and an elected student. The investigating jury summons as soon as possible the student suspected of fraud or attempted fraud, the witnesses, and the corrector. Throughout the procedure, the student may be accompanied by a defender of his choice (generally an instructor). A designated reporter will formulate the investigation report.

This phase will be followed by the judgment to be delivered in the presence of the dean, the jury and the student.

### 19.4.1 PENALTIES FOR FRAUD OR ATTEMPTED FRAUD OR DISORDER OF PUBLIC ORDER

- The warning
- Blame
- Exclusion from the establishment for up to 5 years
- The definitive exclusion from the establishment
- The exclusion of any public institution of higher education for a maximum of 5 years
- The definitive exclusion of any public institution of higher education

Any sanction cited above and imposed in the case of fraud or attempted fraud committed during an examination or thesis results in the nullity of the corresponding test. The sanctioned student may turn to the presidency of the University.

## 19.5 DIPLOMAS

The diplomas are granted after jury deliberation. Certificates of achievement, transcripts or other documents are provided on request within 2 weeks of the announcement of the results (if the final diploma cannot be issued within this period) by the student affairs department.

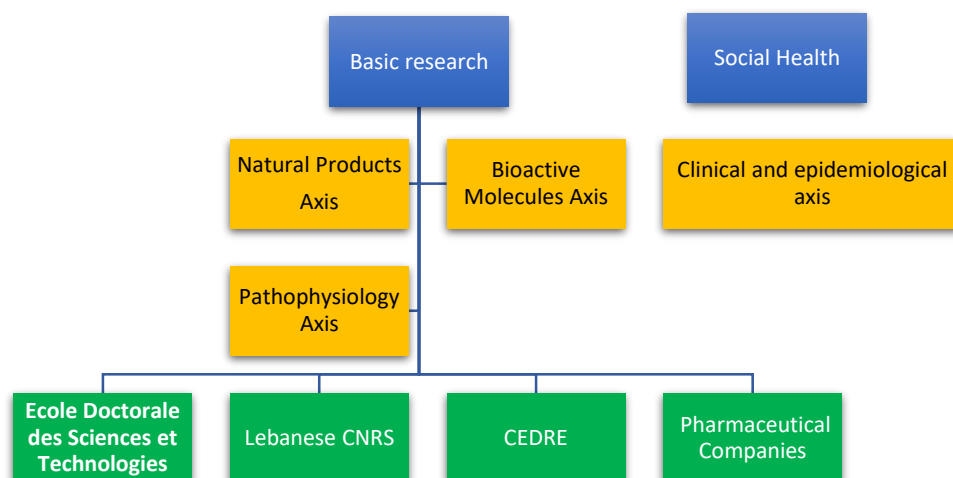
The final diploma is signed by the Dean, the president of the Lebanese University and the Minister of Education and Higher Education. A graduation ceremony can be organized and set by the Dean.

## 20. RESEARCH

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Currently, research projects are being carried out in collaboration with the Lebanese CNRS and other projects are being carried out in the framework of international collaborations. The research priorities of the faculty are focused on four axes:

- Axis1. properties of natural products and medicinal plants (research and development)
- Axis 2. mechanisms of action of bioactive molecules (research and development)
- Axis 3. pathophysiology and biological markers (research and development)
- Axis 4. clinical and epidemiological research (operational research): Observational research: public health, pharmaco-epidemiology, clinical epidemiology, evaluation of professional practices, clinical pharmacy





## 20.1 RESEARCH TEAMS ACCREDITED BY THE FACULTY COUNCIL

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Research Team	Responsable et Membres
<b>Clinical &amp; Epidemiological research</b>	<u>Samar Rachidi</u> ; Amal Al Hajje; Pascale Salameh; Sanaa Awada; Nadine Saleh; Salam Zein; Dalia Khachman; Roula Ajrouche; Lina Ismail, Nazih Bou Chahine
<b>Valorisation des Ressources Naturelles et Produits de Santé (LVRNPS)</b>	<u>Assem Elkak</u> ; Edmond Chebli; Ghassan Ibrahim; Issam Kassab ; Ali Jaber ; Racha Karaki
<b>Research &amp; Development of drugs and Natural Products</b>	<u>Edmond Cheble</u> , Ahmad Yassine, Ghassan Ibrahim, Marianne Haddad, Ali Jaber, Farah Ibrahim
<b>Bioactive molecules mechanisms of action</b>	<u>Issam Kassab</u> ; Racha Karaki
<b>Pathophysiology and biological markers</b>	<u>Rania Azar</u> ; Lina Ismail
<b>Chemical Synthesis and Extraction of Polysaccharides from Seaweed</b>	<u>Marianne Haddad</u> ; Salam Zein

## 21 OTHER ACTIVITIES

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The Faculty of Pharmacy organizes with the ministries of Higher Education and Health the equivalency examination (Colloquium) of pharmacy diplomas issued by other private universities in Lebanon or by foreign universities.

Pharmacists instructors the Faculty of Pharmacy are part of the Lebanese order of Pharmacists and some are members of its scientific committees. A few are on the drug boards at the Ministry of Public Health.

## 22 DIPLOMAS AND END-OF-STUDY NOTES

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To obtain a Doctor in Pharmacy Practice degree, students who have passed the theoretical and practical exams, validated their internships and passed the 5th year exams, must defend their thesis in front of a jury.

To obtain the Doctor in Pharmacy diploma (Pharm D), after a sixth year of pharmacy, the student discusses with instructors the topics that could make the theme of his PharmD thesis work. He will make the choice with his thesis supervisor, and will begin his work under his direction.

- The student may choose a thesis subject according to the list proposed by the instructors and accepted by the faculty council.
- The thesis subject is related to the pharmacist's professional activity. The thesis can take various forms (bibliographic analysis, research work, survey, etc.)

- Each instructor can supervise several subjects, such as 5<sup>th</sup>, Master and PharmD theses
- The faculty council must give a prior consent for a subject of thesis to be conducted by more than one student
- The president of the university appoints the members of the juries based on the proposal of the Dean
- Each jury is composed of three members: the thesis supervisor, and two examiners selected, preferably, from among the faculty teaching staff. A specialist professional may also be part of the thesis jury
- The defense of the thesis will take place every year between the months of July and November
- The jury may admit the thesis with one of the following merits: (grade out of 20)
  - Excellent: one equal to or greater than 18 (rarely attributed).
  - very good: 16 to 17.99
  - good: 14 to 15.99
  - Admitted (without merit): 10 to 13.99

In the case of thesis refusal, amendments and additions may be requested and a new date for defense is set according to the general measures.

The detailed recommendations can be found in the thesis guide available on the website and as a hard copy under the following conditions:

- The student must complete the registration form.
- The thesis, that will be defended, must be typed.
- The 5<sup>th</sup> year thesis must include a maximum of 30 pages, while the PharmD thesis must have a maximum of 60 pages, (excluding the tables of content, the bibliography and the tables and figures).
- The thesis cover page should follow the model adopted by the faculty administration
- The manuscript is written on A4 paper (210x297mm) with no borders or stains
- The exterior cover must be cardboard according to the model found in the library.
- The table of content must be detailed and paged at the beginning of the manuscript.
- The introduction is not considered a chapter.
- the Vancouver or APA referencing styles should be adopted for in-text citations and the reference list.
- The student is required to personally give a copy of his manuscript to each of the jury members.
- He must complete the defense authorization form with the consent of the thesis director to set a defense date within 2 to 4 weeks.
- During the public defense, the student must present his work in 15 to 30 minutes followed by a discussion with the jury members.
- The jury draws up a defense report which will be handed over to the dean secretary.

If the thesis is accepted, the student should submit to the library three hard copies of his thesis, after which a provisional certificate will be given to him by the students' affairs department.

## 23 EXAMS: PRACTICAL ADVICE

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The exams must be an opportunity to meet an assessment of the acquired knowledge, but also to prove their adherence to the ethics and values defended by Galien's Oath in Pharmacy. Students are invited to reflect on this in the letter sent to them each year by the Dean, who wishes them good luck in their exams and reminds them of the essential instructions to follow.

1. Don't be late. No student may be admitted to the exam room once the exam subjects are known.
2. Don't forget your student ID. It will be indispensable to you.
3. Don't take a mobile phone, calculator or any other Electronic device. They will not be admitted to the examination room, except in the case of a specific indication by the instructor; your documents, or bags will not be admitted to the examination room, except in the case of open book exams.
4. You must show up at least half an hour before the start of each exam. When you arrive and at the entrance to your exam room, sign the attendance Lists. Sit in the chair holding your number.
5. Once seated, place your student card in front of you for the whole duration of the test.
6. Write legibly and without strikethrough your identity on exam copies.
7. Sometimes, students forget to do so and we collect anonymous copies that cannot, of course, be taken into account. This may result in you being absent when viewing the results.
8. Do not put distinctive signs or signatures on your exam copies.
9. The answers will be written with an ink of the same color for the whole test.
10. After the test is distributed, don't put yourself in situations that may be considered fraudulent: in particular, don't communicate with and don't disturb your peers
11. Avoid any fraud attempt. It would be unfortunate if you harmed your exams and your future by dishonest behavior that do not meet the ethics of the profession you chose to practice at the end of your studies. instructors will be strict about this type of behavior that may result in the immediate exclusion from the examination room, the cancellation of your exam or other disciplinary sanctions. The Disciplinary Board deplores each year having to judge a number of cases of fraud. Make your faculty a fraud-free institution and rely solely on your personal work and involvement to succeed and earn everyone's esteem.
12. Similarly, is considered fraud all written information on the exam tables. If you notice that there is an independent written word, report it to your proctors at the beginning of the test and ask to change places.
13. In case you don't feel able to answer questions, don't leave the room at the beginning of the test. Take time for reflection and use your memories and experience.
14. In case you have decided to leave the room, you will only be able to do so after half of the time initially assigned to the test has run out.  
During the exam period, work with calm and serenity. Exams assess what you've learned and acquired. They are not intended to trap you.

If there is a particular problem, please inform the lead proctor. He'll be listening.  
At the end of exam time, stop writing and hand over your copies to the proctors.  
Do not leave the room, even if you finished, within ten minutes of the end of the test, until all copies are collected and counted.

These measures are common to all examinations and entrance exams organized by the Faculty

## 24 INTERNAL REGULATIONS ON PRACTICAL WORK

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1. The presence of students in the totality of the practical work is mandatory.
2. Access to the labs is strictly prohibited to any student who does not belong to the group, unless the instructor has authorized it.
3. Wearing a white lab coat is mandatory and, as a safety measure, long hair should be tied back.
4. It is forbidden to eat or drink in the laboratory.
5. Cell phones are prohibited during the lab session.
6. Students must handle lab equipment with the utmost care
  - a. Do not use a device and its accessories without knowing how they work.
  - b. In the event of an accident (broken glass, disabled device...) inform the assistant.
7. Lab sessions should not be disturbed under any circumstances. After the start of the session, no delays are allowed. At the end of the session do not leave the laboratory before:
  - a. Rinsing your glass material, cleaning and tidying your equipment and benches.
  - b. informing the assistant in charge.
8. The followings will be displayed for students:
  - a. The distribution of students in lab groups,
  - b. The schedule of lab sessions,
  - c. The stop and resuming dates of labs,
  - d. Exam schedules.
9. In case of absence:
  - a. A missed lab session must be justified within 48 hours; this justification will be notified to the responsible instructor.
  - b. Any missed lab session may be caught up by the student and the dates of the make-up sessions are communicated to the students by the responsible instructor. Absence from the make-up session will be sanctioned by a zero score.
  - c. Three omitted lab sessions are sanctioned by the zero score on the lab exam unless a force majeure was documented and approved.
10. This regulation will be posted and distributed to instructors and students. It can be completed according to the educational **requirements**.

## 25 CONTINUOUS PROFESSIONAL DEVELOPMENT

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It is provided in the training services, but also via a series of scientific events through the committees, departments and scientific societies in which instructors are heavily involved. Continuing post-doctoral education can be provided by university diplomas and university certificates, which should be validated by the faculty council and the university council before their beginning.

## 26 SOCIOCULTURAL AND SPORTS ACTIVITIES

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The Faculty of Pharmacy encourages all students to organize their time to study effectively, without neglecting their social and sports activities. Events are organized by the students, during the year and for the end-of-year ceremonies. Sports facilities are available to students on campus. In addition, student associations, such as the Pharmaclub, also organize a range of activities. Students establish their program of activities at the beginning of the year.

## 27 DECLARATION OF STUDENT RIGHTS

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**Foreword:** The rights of students set out in this statement require the university to ensure that all regulations and policies concerning them comply with these rights.

### **1-The right to a quality university education**

Students have the right, taking into account the human and material resources at the University's disposal, to training programs which adequately meet the general objectives of the various cycles of study, to respect the program in which they are registered as well as to a fair assessment.

Consequently, and without limitation:

1.1 Students are entitled, for each course in which they register, to a written course plan

1.2 Students have the right to have, within a reasonable time, an evaluation of all their work (essays, dissertations, theses, exams and internship reports or other) reflecting the training and learning objectives of the " pedagogical activity as well as feedback on this evaluation even upon consultation of these documents after correction, in compliance, where applicable, with the conditions necessary to maintain the validity of the instruments used

1.3 Students have the right to a review of their evaluation marks and to have, within a reasonable time after the end of each term, an individual and official transcript

1.4 Students have the right to instruction in French or in English, unless otherwise decided for educational or expert purposes, in which case such information appears either in the directory or in a notice published when registering for the course

1.5 Students have the right to access to several sites that the university provides them with, in order to have the research articles they need during their training and to have, within the resources of the University and within the compliance with its administrative rules, fair access to equipment, premises and services intended for them

1.6 Students have the right to have a very precise calendar of the academic year, from the start of each year and a reasonable alert before a deviation

1.7 Students have the right, from the start of the course, to discuss, in accordance with the content and established objectives, the supervision conditions and methods of evaluation proposed, as well as to suggest modifications to the person in charge of the course.

1.8 Students have the right to choose their class and promotion director in order to ensure good coordination with the students

1.9 Students have the right to support activities that promote learning and the success of their studies

## **2-The right to information**

Students have the right to information about policies, regulations, administrative rules that affect them, as well as to information necessary for the pursuit of their studies.

Consequently, and without limitation:

2.1 Students have the right to information concerning the offer of the courses provided for in their program

2.2 Students have the right to be informed, as soon as possible and in writing, of any administrative decision affecting the continuation of their study program or research project

2.3 Students have the right to be informed in writing of any decision taken in their regard and affecting their rights

2.4 Students have the right to be notified within a reasonable time of any disciplinary proceedings taken against them.

2.5 Students have the right to have all requested administrative transactions within a specific and reasonable timeframe

2.6 Students have the right to be informed in advance of strike days as well as the absence of a teacher and not on the same day, as much as possible

### **3-The right to participate in university life**

Students have the right to participate in university life in such a way as to enable them to assume the responsibility they have for their training and thus to contribute, with the other members of the university community, to the development of the university. University.

Consequently, and without limitation:

3.1 Students have the right to evaluate the lessons themselves and thus to contribute to the evaluation of the courses

3.2 Students have the right to be represented by students, full members, on the committees, commissions and councils provided for in the statutes and regulations and whose mandate explicitly deals with their study conditions. and life at the University

3.3 Students have the right to obtain a formal certificate of their participation in these committees.

3.4 Students have the right to participate in the development and any overhaul or major modification of the general policies of the University, in particular those relating to the evaluation of its programs and services, as well as to the " development of university policies and study programs offered by the various university units

3.5 Students have the right to be involved in the activities presented on the university campus (Gym, swimming pool, football fields, basketball, tennis, etc.) and therefore have the right to access these sites for periods of time. days that the university specifies

### **4-The right to a quality environment**

Students have the right to a quality environment in the pursuit of their university education.

Consequently, and without limitation:

1.1 Students have the right to normal conditions of health and safety in the pursuit of their university activities.

1.2 The student who, after having used the usual channels, considers himself infringed by a right recognized in the Declaration shall submit a written complaint to the immediate superior of the person whom he holds responsible for the violation of his rights.

The person who receives a complaint responds in writing to the complainant no later than 10 working days after receipt of the complaint.

If there is no agreement at this first level, the student applies to the Quality Assurance Committee, responsible for the application of student rights, which in turn must make a final decision on the complaint; this decision is informed to the candidates.

## **5-In terms of exams**

**The student has the right to / to:**

- Have two exam sessions per semester (the date of which is set by the dean). Overlapping of examinations is not allowed and it is up to the administration to help the student under his request to carry out good time management.
- Have special arrangements (in the event of a disability, for example), subject to communication conditions (supervision-secretariat, accessibility of the room, use of appropriate equipment, increased time, etc.).
- Equal treatment during the tests (preparation, audition and composition time, correction conditions, etc.)
- Anonymity of correction of the partial and final written exams
- Know the composition of the jury
- Communication of his notes after deliberation by the jury within an acceptable timeframe, by computer and in a confidential manner
- Consult his exam papers in the presence of the teacher
- Submit a complaint in the event of any violation of their dignity, freedom of expression, and rights



**The student has the duty to:**

- Respect the regulations for exams and tests. Any fraud or attempted fraud is subject to penalties, the gradation of which is indicated in the appropriate procedure
- Arrive at the examination site before the time indicated on the invitation
- Be in possession of your student card and present it spontaneously for identity control
- Do not disturb the smooth running of the event
- Follow the instructions given by the supervisor
- Compose alone and personally, unless otherwise specified in the event
- Use only the composition material made available to him
- Use only authorized personal documents and / or materials as indicated by the teacher
- Dial in the place indicated to him by the supervisor or by numbered assignment if notified
- Wait for the time allowed to elapse before leaving the examination room
- Make a copy, even if it is a white copy. The absence of a copy is equivalent to an unjustified absence from the test
- If necessary, ensure the anonymity of your copy before handing it over. Any distinctive mark on the copy will be considered an attempted fraud.
- Request the correction of an error in results within a maximum period of one month.

**Application of student rights**

All members of the university community are bound, in their dealings with students, to respect the rights set out in the Declaration.

**Student Rights Enforcement Committee**

Usually, the Quality Assurance Committee takes care of this mission. If necessary, an ad hoc committee is formed by the dean, to solve a problem of considerable importance: this committee is made up of the dean, representative of professors, representative of students, administrative representative and a representative of the quality committee. This committee should:

1 Receive complaints and propose solutions.

2 Report on their work once a year to the dean

3 Add recommendations and rights if the committee has found the need then this statement is always open to supplements and additions.

## 28 CHARTER OF ETHICS OF THE FACULTY OF PHARMACY

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### "Ethics in the teaching and teaching of ethics"

#### ***Inspired by the charter of the International Commission of Deans and Faculties of Pharmacy of French Expression (CIDPHARMEF)***

The ethics of the Faculty of Pharmacy of the Lebanese University is an applied ethic where the scope of application is limited to the Faculty. Aspects of pharmaceutical ethics in community or industrial practices, or even basic research, are therefore deliberately left silent; they are taught in the pharmaceutical ethics course.

The Charter of Ethics is a moral commitment that the Faculty of Pharmacy makes.

The Faculty of Pharmacy's Charter of Ethics applies to two areas:

- The ethics of the institution (in its academic and research activities)
- Initial and continuing education in pharmaceutical ethics.

#### ➤ **Preamble**

All the Faculties of Health Sciences, including those of Pharmacy, base all their activities on the values that inspire respect for the dignity of the human person and solidarity. These universal values are intended to govern the links between the actors of the health system: patients, medical doctors, pharmacists, instructors, researchers and students. The specific values have already been set at the Faculty of Pharmacy of the Lebanese University, adopted by the Faculty Council, and are part of the internal regulation. They are distributed throughout the faculty, to instructors, employees and students.

These values require the Faculty to respect its commitments to the students it educates, to the instructors and researchers who ensure its dynamics, and to the institutions on which it depends and those affiliated with it. Responsibility to society requires optimizing the quality of the education and research that are organized within it.

The Faculty of Pharmacy of the Lebanese University complies with the laws and regulations in force in Lebanon. Where the activities in its responsibility are not legally codified, or if this codification is not sufficiently explicit, the Faculty must draw on the recommendations of national

and/or international ethics committees. In all cases, the Faculty of Pharmacy bases its activities on respect for human rights.

### ➤ **The objectives of the Faculty of Pharmacy**

The educational aim is to train a responsible pharmacist, that is, a Man of Science who listens and provides health based services to a population at the individual and collective level, by securing and optimizing health products engaged in the therapeutic protocols adopted. To this end, the Faculty seeks to reconcile the response to each individual's health needs with the available health resources. As a result, initial and continuing education in pharmaceutical ethics is one of the Faculty's educational priorities.

The purpose of research in the Faculty of Pharmacy is the production of knowledge for the immediate or potential individual benefit of patients and/or a collective benefit that takes into account the impact on the environment, individuals and society. At the Lebanese University, research is active and managed by a research policy focused on several themes, in basic and applied research.

For its services, the Faculty of Pharmacy has a partnership with other stakeholders in the healthcare system; the aim is to ensure the best level of health for all citizens by respecting a spirit of equity and the optimal use of resources. The Faculty is working to provide continuing education services in the form of University Diplomas.

From the principles that inspire the mission and services of the Faculty of Pharmacy, it follows that the purpose of pharmaceutical education and research cannot be essentially lucrative. This is certainly in harmony with the mission of the Lebanese University, which is a public institution. On the other hand, from these same principles, it stands out that the Faculties of Pharmacy ensure the evaluation of their activities. This is applied in the Faculty of Pharmacy of the Lebanese University and contributes to the improvement of teaching.

The ethical dimension of these different missions is embodied in the societal responsibility that pharmacy faculties can have whenever stakeholder concerns are taken into account in the practices and professions of the faculty. For example, the Faculty of Pharmacy has a duty to participate in the design, implementation and evaluation of health policies through the development of collective health projects involving the various partners in order to prepare students as soon as possible for their future role as health actors. The answer to these different expectations, requires from the faculties of pharmacy strong values and rigorous ethics.

### ➤ **The Faculty of Pharmacy's academics**

The criteria for selecting resource people are the professional skills specific to each function in accordance with institutional objectives and in accordance with the goals assigned to pharmaceutical education as defined in the Faculty. The recruitment and promotion of academic, administrative and technical faculty members by the Faculty of Pharmacy is based on fair and

transparent criteria and methods, without discrimination related to race, sex, age, socio-economic, political or religious affiliation.

All instructors and/or researchers, as well as technical and administrative staff, must accept the principle of a third party's assessment and ethical appreciation for everything they undertake to do in their missions.

➤ **The ethics of pharmacy students' learning**

Entry and selection during studies at the Faculty of Pharmacy are based on criteria and methods that are fair, without discrimination related to race, sex, and socio-economic, political or religious affiliation. The only criteria chosen are those consistent with the goals inherent in pharmaceutical education as defined by the internal regulations and with the individual abilities of the student. The Faculty of Pharmacy ensures that all students in initial education and all practitioners in continuing education have equity in access to learning methods in accordance with the set objectives and by optimizing the means at its disposal.

***Regarding students' participation in clinical education***

The initial and continuing education of pharmacists is a process of acquiring professional skills. This requires practice. As a result, pharmacy students need technical equipment adapted to their training needs and an environment conducive to the practice, especially the dispensing of health products such as hospital pharmacy. The relationship with the patient, the medical and paramedical team may take place in a hospital-university setting or in other hospital or out-of-hospital facilities.

Therefore, within the agreements that bind them to the healthcare Institutions, the Faculty of Pharmacy of the Lebanese University applies procedures that ensure respect for professional confidentiality in relation to patients treated in healthcare institutions.

***Regarding the organization of studies and internships***

The Faculty of Pharmacy promotes, for itself and with partner institutions, recommendations and procedures for the ethical quality of studies and internships, in accordance with the purpose of pharmaceutical education. It guarantees the quality and ethics of the training for which it is directly responsible, through the development of procedures adapted to the various academic activities.

***Regarding the knowledge taught***

The Faculty of Pharmacy is responsible for the ethical dimension of the use of knowledge that is dispensed during its curricula: this knowledge taught is not necessarily neutral in terms of what it implies; in all its dimensions, it must respect the dignity of the human person in ensuring the quality of the health products dispensed.

➤ **The ethics of research in the Faculty of Pharmacy**

The Faculty of Pharmacy supports its academic research with the principles of humanism, integrity and scientific quality

***Regarding the students participating in the research***

Students acting as assistants for research benefit from the same consideration as other research staff, both in terms of general work conditions as well as selection and evaluation criteria.

***Regarding the research laboratories of the Faculty of Pharmacy***

The themes and methods are chosen according to the best expected effects and according to the most beneficial benefits for people subject to research, for the population and for the environment. These choices cannot justify the loss of professional independence of the researchers or the Faculty of Pharmacy itself. These choices involve respect for the dignity of the human person and his environment.

The analysis and disclosure of the research results ensures the protection of the included individuals according to the principle of medical confidentiality.

Through his research activities, each researcher connected to the Faculty contributes to his own reputation as well as that of the institution and the laboratory to which he is affiliated, with respect for other researchers.

***Regarding patients or healthy volunteers participating in the research***

Pharmacists involved in clinical studies with other healthcare professionals need the participation of patients or healthy volunteers in their research. In the conventions that bind it to these individuals and to health care institutions, the Faculty of Pharmacy agrees procedures that ensure respect for the dignity and autonomy of those willing to research taking into account the principles of charity and confidentiality.

Strict ethical rules must be applied when donating bodies, organs and human products in post-mortem for research or teaching; they respect in all cases the will of the donors when it has been expressed and the laws in force.

***Regarding use of animals in research***

Any use of animals for experimentation involves the moral responsibility of each person involved. The Faculty of Pharmacy is morally responsible for the experiments carried out on laboratory animals on its premises; it enforces the best practices of animal experimentation and respect for animal ethics in biomedical research practices.

***Regarding the use and valorization of research results***

The Faculty of Pharmacy of the Lebanese University is responsible for the ethical dimension of the knowledge derived from the research carried out under its aegis. This is aimed at an immediate or potential individual benefit of patients and/or a collective benefit that takes into account the potential impact on the environment, individuals and society.

The knowledge derived from the research work is not necessarily neutral and has an ethical aspect. The use of this knowledge can only be considered ethical if it meets certain criteria, the main of which is the respect for the dignity of the human person. The potential consequences and benefits must benefit all the research actors, the first of which are the patients involved.

All researchers, including students, must benefit from the scientific results in proportion to their active participation in the work, provided that it does not affect their professional independence in their care, research or teaching activities. The Faculty provides researchers, including the students involved, with recognition of their intellectual property.

➤ **The ethics of cooperation with other Faculties of Pharmacy**

Cooperation on education and research is implemented with Lebanese or international private institutions. In these cooperation agreements, each institution recognizes the same values centered on human dignity, applies the same criteria centered on the principle of justice and respects the same commitments of transparency and accountability as in its national or regional agreements.

➤ **Learning about pharmaceutical ethics**

The Faculty of Pharmacy has an explicit training program in pharmaceutical professionalism, which includes initial and continuing training in pharmaceutical ethics.

## 29 THE RULES OF GOOD CONDUCT

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Studying at the Faculty of Pharmacy entails following a number of rules, including basic rules of good conduct. They are essential to community life and are of particular importance in a faculty that teaches health sciences, sciences for which the culture of ethics and mutual respect is fundamental. It is important, in this regard, to be aware of the internal regulations of the faculty. (Consult the internal regulations for further information).

## 30 A TOBACCO-FREE FACULTY

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Make our faculty a tobacco-free faculty, as prevention is fundamental to this regard. It is important that students are the first guarantors of this prevention and become aware of the importance of not endangering their health and youth for smoke!