



كلية دبي للصيدلة للبنات
Dubai Pharmacy College for Girls

STUDENT HANDBOOK

AY 2021-2022

DUBAI QUALITY
APPRECIATION
PROGRAM

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Haji Saeed Bin Ahmad Al Lootah

Founder



Eng. Yahya Saeed Al Lootah

Vice Chairman

Member, Board of Trustees



Message from the Founder

*I am happy to learn that Pharmacy College for Girls is bringing out this edition of **Student Handbook**. Surely this will have an up -to- date information about courses, academic activities and rules and regulations of the College.*

It gives me profound satisfaction to find that I succeeded in seeing the girls in the Emirate study Pharmacy course in their own country. Hence, I personally derive immense pleasure in having been afforded a great opportunity to serve the cause of Pharmacy education in this country through the establishment of Dubai Pharmacy College for Girls.

The College aims at preparing girls as Pharmacists and making them aware of their rights and duties stipulated on moral issues based on Islamic ethics and values. I am sure that most parents will have major attraction towards such a specialized institution to educate their daughters in it. This will also enable them to grow in a secure and caring environment and adopt a meaningful career full of service to mankind.

I, on my part, endeavor to see the College become a higher seat of learning with latest facilities, including highly experienced and internationally qualified faculty.

I wish the students of this College all success.

Haji Saeed Bin Ahmed Al Lootah

1923-2020

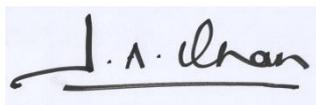
Message from the Dean



On behalf of the management, faculty and staff, I welcome you to Dubai Pharmacy College for Girls. Since inception in 1992, it has remained dedicated to innovative ideas in Pharmaceutical education. The [Student Handbook](#) brings together information on the objectives of the college, the policies, academic rules and regulations, all of which apply to general student conduct and behaviour.

While I encourage to fully utilize our many academic resources, I also believe strongly in student involvement and leadership development. There are ample opportunities for you to participate in campus events, services and intellectual, cultural and recreational activities and community engagement. Your involvement in these activities is an important part of your education and our university tradition. It is important for you to know that our campus is a community of caring people. Our faculty and staff are dedicated to providing you with every opportunity for an excellent learning experience. This is evidenced by our commitment to each student's success.

Please become familiar with the contents of the [Students Handbook](#) because it is intended to be your guide along the way.



*Prof. Saeed Ahmed Khan
Dean, Dubai Pharmacy College for Girls*

Objectives of the College

(وقل رب زدني علماً)

say, "O my Lord! advance me in knowledge." (Surah Ta-ha 114)

The objectives of Dubai Pharmacy College for Girls, a non-commercial educational trust, guided by Islamic morals and principles are,

- to admit, educate, and train Muslim girls who have the desirable personal and intellectual qualities that predict a successful career in pharmacy practice.
- to meet the pharmaceutical needs of society.
- to serve the profession and the community and
- to advance pharmaceutical knowledge through research.

Dubai Pharmacy College for Girls has designed and upgraded its Courses to suit with all of the aforementioned careers. Dubai Pharmacy College for Girls (DPCG) also provides all round academic facilities to its students. The students get the best scientific training and knowledge which will make them eligible as pharmacists to boost the vast scientific and industrial development.

A tradition of excellence

Since our founding in 1992, Dubai Pharmacy College for Girls has played a major role in transforming pharmacy from a professional practice to a major field of clinical research. Today, we continue pushing the boundaries in education and research that will make your work a part of a proud tradition.

Career Choices

From neighborhood pharmacist to federal regulatory agencies, DPCG graduates have the Professional Practice Experience and broad educational base to assume leadership roles in pharmacy-related industries. With a changing health-care landscape and pharmacist shortage, DPCG graduates are more in demand than ever. The world of opportunities awaits them.

Real –Life Research

DPCG sits at the nexus of a ground breaking life sciences research center. You'll have access to state-of-the-art laboratories and opportunity to work with Professors who actively add new knowledge to the field. That's why DPCG received accreditation from Ministry of Higher Education and Scientific Research in 1998 and won the Dubai Appreciation Award in 2004.

A committed Academic Community

DPCG is a close-knit community with accessible faculty. You'll receive the one-on-one attention of a smaller program, but reap the benefits of world class research center. A network of dedicated students, faculty and alumni share a common goal – excellence in pharmacy and pharmaceutical sciences. DPCG experience is all about the vast professional development, leadership and social opportunities the college provides

Islamic Ambience

"Verily the men of knowledge are the inheritors of the Prophets"

-Prophet Muhammed (PBUH)

DPCG captures that very profound notion and creates an Islamic atmosphere adhering to the standards of faith, and yet so fully furnished with all the necessities of a modern institution. It reframes the idea of learning - bringing together the message of peace, the serenity and tranquility that further enhances the learning ambience.

Vision and Mission

Vision

“To serve the healthcare community by nurturing competent and professional pharmacists while promoting a learning environment that fosters innovation, leadership, continued professional development and quality assurance making DPCG one of the leading institutions for the Pharmacy education in the world”.

Mission

“DPCG is committed to provide accredited pharmacy education at undergraduate and graduate level to female students based on Islamic values, advancement of pharmaceutical knowledge through research and community service in order to serve pharmacy profession, scientific community and public”.

Study Program of the College:

Course offered	BPharm	MPharm in Clinical Pharmacy
Degree Title	Bachelor of Pharmacy	Master of Pharmacy
Type and Duration	Full-time, 4.5 years	Full-time, 2 years
Academic year	September to Mid-July	September to Mid-July

1. Admissions Policy

Admission to the Dubai Pharmacy College for Girls is entirely on merit and on the basis of ability to achieve for femal students. We operate an admissions policy which ensures equality of opportunity to all applicants. Applications are welcomed from students with excellent academic potential and the college recognizes the importance of admitting applicants to a degree suited to their ability and aspirations. Therefore, the selection process incorporates interview component to take account of all aspects of an application and not just an applicant's academic profile. Applications for admission to female students are considered without regard to any inappropriate distinction e.g. ethnicity or national origin, nationality, marital status or socio-economic background. However, college requires the students to adhere to Islamic conducts.

	For BPharm	For MPharm
Entry requirement	Higher Secondary/ Intermediate/10+2/GCE-A level "12 Grade" or equivalent with science subjects (Physics, Chemistry, Biology or Mathematics) from a school recognized by Ministry of Education, U.A.E. with not less than 85% marks in aggregate.	BPharm with a CGPA of 3.0 on a scale of 4.0, or its equivalent
Other qualifications accepted	IGCSE, GCSE, GCE A Level 80%	--
Stream of study	Science – Physics, Chemistry, Biology or Mathematics recognized by Ministry of Education, U.A.E.	BPharm
English Proficiency Requirements	<ul style="list-style-type: none"> - Internet Based Test (IBT) TOEFL 61 out of 120 - International English Language Testing System (IELTS-Academic) 5.0 - EmSAT 1100 – 1225 <p>Exceptions are:</p> <ul style="list-style-type: none"> - A native speaker of English who has completed her undergraduate education in an English 	<ul style="list-style-type: none"> - Internet Based Test (IBT) TOEFL 79 out of 120 - International English Language Testing System (IELTS-Academic) 6.0 - EmSAT : 1400 - 1525 <p>Note: Students recognized Bachelor's degree and an EmSAT score of 1250 or its equivalent on another standardized test approved by the CAA, such as TOEFL score of 530 (197 CBT, 71 iBT), or 5.5 IELTS academic are provided conditional admission to the MPharm program based on the below stated conditions. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:</p> <ol style="list-style-type: none"> a. must achieve an EmSAT score of 1400 or equivalent, by the end of the student's first semester of study; b. may take a maximum of six credit hours in the first semester of study, not including intensive English courses; c. must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in the first six credit hours of credit-bearing courses studied in the MPharm program; <p>A student with a recognized baccalaureate degree with a grade point average of 2.50 on a 4.0 scale or its established equivalent may be admitted conditionally to the Master's program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:</p> <ol style="list-style-type: none"> a. may take a maximum of nine credit hours in the first semester of study b. must achieve an overall grade point average of 3.00 on a 4.0 scale in the first nine credit hours for the Master's program
Entry eligibility	Passing interview	Passing interview

To try to ensure that all applicants and their advisers have access to up-to-date and factually correct information, we provide exhaustive information about all aspects of our admissions procedures through our extensive range of publications and our website.

The Interview Process

Based on the CAA Standards 2019: Applications are initially screened by the Head of Enrolments and Records for completeness of requested information, adequacy of the applicant's course work, and grades. Other committee members then review each screened application with regard to the applicant's personal characteristics and qualifications.

Based on this initial screen, the most qualified applicants are then invited for an on-campus interview with one member of the Admissions Committee and a faculty or staff member. Towards the end of the interview, the applicant is given the opportunity to ask questions about various aspects of the program. All off-campus applicants have the opportunity to meet individually with a staff member to address any questions regarding professional program prerequisite completion or other issues of concern.

All interviews are conducted once the application documents are screened and verified by the Head of Enrollment and Records. Students are notified if they will be admitted, wait-listed, or denied admission. In making admissions decisions, the Committee evaluates student attributes and a set of admissions criteria that are established by the Admissions Committee and is reviewed annually.

Candidates should submit a certificate in proof of having good character and provide evidence for their emotional, social and academic maturity from the Head of the Institution last attended.

BPharm Conditional Admission

Conditional admission will be allowed for not achieving the Arabic Language EmSAT score but not for English Language, Mathematics and Science subjects (or equivalent admission test in these subjects) or overall High School Certificate, applicable for BPharm as mentioned above.

2. Student Rights & Responsibilities

Statement of Student Rights and Responsibilities

Every student who enrolls at DPCG has a right to a student-centered education, research and services. Students should positively contribute to the safe learning environment by maintaining high standards of integrity and academic honesty at the same time familiarizing themselves with and adhere to all policies and regulations of the College.

Student Rights

For a registered student in Dubai Pharmacy College for Girls the rights are:

1. To obtain pharmacy education according to a well-established educational program and in a suitable educational environment.
2. To attend theory and practical classes regularly and to participate in scientific discussions held in the class as directed by the faculty .
3. To participate in all students activities sponsored by Student Union.
4. To benefit from facilities offered by the College such as library, hostel, transportation and others.
5. To get the identity card issued annually from the College after payment of its fees in order to prove that she is a student in the College.
6. To appear in all examinations and evaluations conducted according to the regulations of the College.

7. To get health care facility in case of emergency and first aid only. The College will not be responsible for expenses of treatment in any case and only transportation can be provided to and from medical clinics in Dubai.
8. To get social care services offered by the College.
9. To have a residence visa sponsored by the College for hostel students as per the rules. The student will bear all expenses for her residence visa.
10. To get the following certificates from the College:
 - a. An annual certificate to prove that she is studying in the College.
 - b. A certificate to prove her academic level which she obtained as per the College records.
 - c. A certificate for the expenses required for her College study.
 - d. A certificate for her good behavior and discipline in the College.
 - e. A graduation certificate after she fulfills all the requirements needed for graduation as per College rules.
 - f. A release certificate from the College.

Note:

All the certificates mentioned above in (10 a to f) should be issued as per the College rules and also according to the requirements of the student. The first copy of all certificates issued will be free of charge. If the student needs another copy then it will be given by charging a nominal fee fixed by the College. But photocopies (like the original) of certificates will be given free of charge.

Student's Responsibilities

The duties of the students are:

- 1.To do her best to achieve the goals set by the College as mentioned in the regulations of the College.
- 2.To do her best to achieve high level of scientific and educational standard. To achieve the desired level, she should not hesitate in taking help from the administration, the Dean and staff members of the College so that there is no hindrance in her way.
- 3.To follow all the rules and regulations of the College for academic and scientific activities.
- 4.To participate positively in evaluating the College development and performance by giving advice and written suggestions to the College administration in the questionnaire annually or by other means.
- 5.To participate in community engagement services organized by the college.
- 6.To handle all the properties of the College like instruments, equipments etc., carefully.
- 7.To be cooperative in adopting all the College principles especially the following:
 - (a) To be punctual in offering prayers
 - (b) To maintain good relationship with her colleagues
- 8.To inform the College administration or the Dean about misbehaviour or any mistakes committed by any student, which may give bad reputation to the College.
- 9.To pay the fees regularly as required by the College.

Regulation of Student Behavior: The guidelines and procedures for roles and responsibilities of students documented in DPCG Policies and Procedure Manual E. Students will be applicable for distance learning. As an additional guideline specifically for distance learning, DPCG will follow **Student Behavior Management Distance Learning 2020** as provided by the Ministry of Education, UAE. This shall be communicated with students, faculty and staff.

Students Dress Code Policy:

General Code:

- a. All students should adhere to Islamic rules and cover their heads with proper hijab.
Note: Face cover/Abayas not mandatory
- b. All students should abide by established Dress Code when in the college/Professional

Practice Experience sites and their photo ID badge

- c. The appearance of the students and trainees, shall be reflective of the professional standards established by the training site.
- d. Clothing shall not indecently expose parts of the body, be transparent, or display obscene or offensive pictures and slogans
- e. Attire shall be clean and shall have proper fit and length. The following apparel is considered inappropriate:
 - Torn, ripped or frayed clothing.
 - Midriff or off-the-shoulder blouses, sweaters or dresses.
 - Tight, sheer or revealing clothes.
 - T-shirts (tight)
 - Shorts.
 - Excessive tattooing on neck/arms/hands.
- f. Excessive jewelry, perfumes and make-up should be avoided.
- g. Long skirts should not be flowing and should not trail.
- h. All staff shall wear their photo ID badge while in college or training sites for security reasons.

Laboratory Department

All students in the laboratory are required to adhere to the following:

- a. Wear clean white coats with ID Badges.
- b. Hair coverings are to be tightly secured around the head. Frequent readjustment of hair coverings should be avoided during performance of laboratory procedures as this may result in contamination.
- c. Sandals and open-toed shoes and high heel shoes are not permitted.
- d. Jewelry must in no way interfere with patient or staff safety. The wearing of rings, bracelets, watches
- e. Fingernail should be clean, well-cared for and short. Nail polish, artificial and long natural fingernails are not permitted.

Proper Use of Institutional Facilities

- **Misuse of information technology facilities:** Unauthorized use or alteration of computing devices and associated peripherals, communications infrastructure and related equipment, facsimile machines, scanners, copiers, telephones, mobile phones, video and other multimedia devices and all forms of software. (Such resources and tools are made available to employees and other designated users in support of their teaching, research, and administrative activities and to students in support of their respective academic objectives and requirements. Their use is circumscribed by the laws and regulations of the UAE, such as the UAE Cyber Crimes Law, the Penal Code of the United Arab Emirates).
- **Disruption/Obstruction:** Obstructing or interfering with DPCG functions or any activity disturbing the peace and good order of the college.
- **Destruction of Property:** Intentionally or recklessly damaging, destroying, defacing, or tampering with college property or any other person or business on campus.
- **Forcible Entry or Trespassing:** Forcible or unauthorized entry to any building, structure, or facility and/or unauthorized entry to or use of college grounds.
- **Unauthorized Use of Property or Service:** Unauthorized use of property or services or unauthorized possession of college property or the property of any other person or business.
- **Unauthorized Use of college Keys:** Unauthorized use, distribution, duplication, or possession of any key(s) issued for any building, laboratory, facility, room, or any other college property.
- **Misuse of Safety Equipment:** Unauthorized use or alteration of firefighting equipment, safety devices, or other emergency equipment

Note: Non-adherence will lead to disciplinary actions

6. Administrative Structure of DPCG

The administrative structure of the College comprises of three main divisions as indicated below:

- The Board of Trustees
 - The Advisory Borad
 - The College Faculty Board
- The Board of Trustees is an administrative and managing body of the College.
 - The Advisory Board is concerned with evaluation of the College Curriculum, graduates facilities and needs of society for graduate studies.
 - The College Faculty Board looks after the day to day teaching, administrative and academic work of the College.

Administrative Units of the College Concerning Students

- a. Dean's Office
- b. Office of the Students' Affairs and Community Engagement
- c. Examination and Evaluation Unit
- d. Student's Professional Practice Experience
- e. Research and Faculty Development Unit
- f. Facilities & Laboratories
- g. Institutional Effectiveness & Publications
- h. Office of the Graduate Affairs & Career Guidance
- i. Student Counselor

a. Dean's Office

The two secretaries of the Dean initiate the work of Dean's Office. Secretary for students affairs is responsible to maintain:

- i. Records of the students which include the names of all the students enrolled in the College with all their personal and academic data for each year.
- ii. Files of students:
There must be a file for each student who is admitted in the College whether she is regular or part-time or a graduate. This file must have copies of:
 - Secondary School Certificate or its equivalent.
 - Passport Copy.
 - Birth Certificate.
 - Copy of TOEFL/ IELTS certificate.
 - College examination results.

The other duties for Dean's secretary students affairs are:

1. To follow up the students' requests for their passports.
2. To receive the passports from the students and give them when they need.
3. To prepare ID cards of students.
4. To type and announce notices for students.
5. To receive tuition, transport and hostel fees from the students and submit it to the Financial Unit.

b. Office of Student Affairs & Community Engagement

The responsibility of the Student Affairs and Community Engagement office to procure and keep the following documents:

1. Absence Register, which includes all the personal and academic data for each case of absenteeism, the reason for being absent and whether it was authorized or not, and the action taken by the College in each case.
2. Pretense File, which includes all the pretense documents, accepted or otherwise.
3. Presence and absence analysis file, which includes the analysis of presence and absence in percentage, the reasons whether accepted or not accepted for each class.
4. Student Council activities file, which includes information about sports, trips, parties and other occasions.
5. Students' family contact file, which includes all data-concerning the established contacts with students' families and the results of established communication and cooperation.
6. Students commuting file, which includes all the data concerning the College buses, their destination and names of drivers.
7. Involving students in community service whereby they are needed to participate in activities.

The Office of the Student Affairs and Community Engagement keeps the registers and documents mentioned in 1, 2, 3, 4, 5 & 6 in this article during the period of enrollment of the student in the College and submit all the data when required by the Chairman of the Board of Trustees, the Administration, the College Dean, the Evaluation Committees, Judicial Authorities in the U.A.E., the students and the student's guardian.

c. Examination and Evaluation

The Head is responsible for:

1. Distributing approved rules of examinations and grading and assessment of the College to faculty or students.
2. Procuring and keeping all documents concerning examinations and evaluation.
3. Keeping a record of answer books of written and practical examinations of students conducted during the last five years.
4. Keeping a record for the final results of examination (written, oral and practical) for all the students in the College.
5. Announcement of the schedule of examination and results on the College notice board and the website (www.dpc.edu).
6. Preparing and keeping copies of all the certificates and statement of marks issued to the students.

d. Students Professional Practice Experience (PPE)

The Head, PPE is responsible for:

1. Designing and implementation of students' PPE program in
 - a. Community Pharmacy
 - b. Pharmaceutical Industry
 - c. DHA hospitals and health centers
2. Preparation of logbooks for each PPE.
3. Distribution of logbooks to each student before the commencement of PPE.
4. Explaining all the rules and regulations of PPE.
5. Collection of log book after PPE and its correction.
6. Continuous monitoring at the site of training.
7. Having discussions and follow-up, with the site training supervisors.
8. Evaluation of PPE for each student.
9. Assessment of the PPE in consultation with site supervisors.
10. Improvements in the PPE program.

e. Research & Faculty Development Unit

The Head of the Research & Faculty Development Unit is responsible for:

1. Collecting the Research Proposal from Faculty members
2. Evaluating the research projects after submission.
3. Approving the research project to be done by any faculty member with the help of Research Ethical Committee.
4. Make arrangements for all facilities for the research project to be done
5. Monitoring the progress of research work after the approval of the research proposal
6. Organizing scientific seminars & conference inside the College.
7. Announcing for the conferences, seminars...etc for both Students and Staff members

f. Facilities and Laboratories

The Head is responsible for:

1. Designing a description sheet for each laboratory of the College for the students. This sheet should have the safety instructions of the lab.
2. Providing a safe and healthy environment in the laboratories for all personnel working in them. The students must follow safety rules and regulations of U.A.E.
3. Provision of safety equipments in the labs. in case of emergency. Also this unit is responsible for arranging an easy exit from the College building for faculty and students in case of any mishap.
4. Time to time evaluation of safety measures and equipments of all the laboratories.
5. Proposing a plan for maintenance of the College laboratories and all the scientific equipments present in these laboratories.
6. Carrying out development of College :
 - Lecture halls
 - Laboratories.
 - Premises.
7. Training of the students in safety regulations and use of high-tech equipment in various labs.

g. Institutional Effectiveness and Publications

The Head is responsible for:

1. Ongoing surveys in the College evaluating students, faculty and courses offered in the College.
2. Evaluating satisfaction of student services.
3. Issuing publications whereby students are ensured a platform for expressing their thoughts.

h. Office of Graduation Affairs and Career Guidance

This Office is responsible for:

1. Keeping all information about graduates of the College, which includes, names, telephone numbers and year of graduation.
2. Maintaining a record of the graduates who received their certificates of graduation and also a record for those who did not receive them.
3. Keeping information of all graduates about their professional careers in various fields.
4. Keeping a liaison between the alumni and the College.

i. Student Counsellor

The duties which are carried out by the Head of the Student Counselor are:

1. Provide information on the counselling service and the role of the counsellor to students.
2. Provide a confidential counselling service for individuals or small-group of students within the college
3. Provide counselling to students who are tardy or absent.

4. Provide counselling to students who have disciplinary problems.
5. Analyze grade-point averages in relationship to achievement.
6. Provide relaxation techniques and stress reducing advice for any students feeling the effects of exam anxiety.
7. Design and run Self-Management workshops according to the needs of the students.
8. Monitor and run our DPCG Takatif peer mentoring scheme.
9. Make referrals to outside agencies as required with the permission of the Dean.
10. Contribute to an annual report by providing relevant data on the counselling service.

Students Counseling Office coordinates with Institutional Effectiveness and assigns study – group of students to faculty advisors at the beginning of the Academic Year.

Students Advisor Roles & Responsibilities:

The students advisor serves as a coordinator between student advisory unit and the students' educational experiences, as such the students advisor's responsibilities include the following:

1. Help students define and develop realistic educational goals.
2. Assist students in planning a program consistent with the abilities and interests.
3. Monitor and evaluate students' educational progress.
4. Interpret and provide rationale for instructional policies, procedures and requirements.
5. Designate and post hours available for advisory.

Advisee Role and Responsibilities

Students carry out portion of responsibility in the advising process. In the interest of successfully completing pharmacy degree program, the student must be proactive in finding the necessary resources needed for attaining a degree. In order to contribute in an effective advising relationship, students are expected to:

1. Attend advising sessions. Advising sessions maybe conducted via email , telephone or one on – one, depending on the faculty advisor.
2. Clarify personal values, abilities, interests and goals.
3. Become knowledgeable of all graduation requirements and adhere to institutional policies, procedures, and deadlines.
4. Prepare for each advising session and follow through on actions identified during each advising session.
5. Become familiar with and successfully utilize campus resources.

NOTE:

The Students' Affairs helps, assists and guides in matters pertaining to Students Union that are congruent with the mission and vision of the College.

3. Students Associations & Governance

3.1. Student Union

There is a “Student Union” consisting of members from student community elected from all years of B. Pharm. The elections are held regularly at the beginning of each academic year.

The Student Union serves as the principal student programming organization at DPCG. The Student Union is responsible for providing a balanced programme of social, religious, recreational, and cultural activities for the College aiming to make free time activity a co-operative facet with study. The Students Union helps also to maintain close links between the College administration, staff, and the students, links which are essential for efficient functioning of the College.

Student Union Election Procedure

The Student Union elections are held in each academic year according to the rules and regulations framed by the College administration the following in the procedure for election:

1. Administration of the College undertakes issuing of the decision about the formation of a Student Union Election Committee in a certain time period, which should be within two weeks from the beginning of the new academic year.
2. This Election Committee holds free and fair elections to select the Union Board and all other office bearers.
3. Any student of the College nominates herself for only one position in the Union Board.
4. After casting of the votes by the students, the counting of the votes is done publicly and the invalid votes are cancelled.
5. The results of the election are announced on the same day of the election.
6. The Union positions could be occupied uncontested.
7. The proportional representation of the College students, in the Union is taken into consideration.
8. The period of the elected Student Union Board is only one academic year.

Working rules for Student Union Board

1. The Student Union Board (DPCSU-IPSF) has the following members:
 - President (Chairperson)
 - Vice-President (Vice-Chairperson)
 - Secretary General (Editor)
 - College Committees:
 - I. Public Health Committee
 - II. Professional Development and Education Committee
 - III. Media and Publication Committee
 - IV. Activities Coordinator
 - V. Treasurer
 - VI. Student Exchange Officer (IPSF)
 - VII. Contact Person (IPSF)
2. The meetings of the Union Board are held minimum six times in each academic year according to the President's request and this is done by the co-ordination of Secretary General (Editor) or according to the request of the one third of the Board Members.
3. During the meeting the duties of each Board Member are discussed and all suggestions, recommendations and decisions of the Board are written and published by the Secretary General (Editor).
4. In each meeting the Board Members review the execution of the decisions taken in previous meetings.
5. The Union Board approves and allocates specified fund for different Union activities and forward it to the College administration for its provision.

Students Reward Programme

A reward Programme has been designed for students taking role and coordinating events in DPCSU-IPSF, that will give them the push they need. Students will be granted bonus marks according to their performance throughout the year. Scoring rubric is prepared will all criteria to be examined.

Responsibilities of the Student Union Board members

i. President (Chairperson)

The responsibilities of the President are:

1. To direct the meetings of the Student Union Board.
2. To allocate the duties of the Board members and to call for the meeting of the Board in collaboration with the Secretary General.
3. To undertake the execution of the Union Board decisions in cooperation with the Vice- President and Secretary General.
4. To undertake the payment of bills for expenditure in conducting Union activities from the approved fund in co-operation with the treasurer.

ii. **Vice-President (Vice-Chairperson)**

The responsibilities of the Vice-President are:

1. To substitute for the President in her absence.
2. To assist the President in her work.
3. To organize and co-ordinate the activities between the two Colleges (DMCG and DPCG).

iii. **Secretary General (Editor)**

The responsibilities of the Secretary General are:

1. To appoint the In-charge for different Union Committees.
2. To co-ordinate with the activities of different Union Committees.
3. To implement the suggestions given by the students to activate the Union Committees.
4. To be responsible for execution of all the decisions of the Union Board.
5. To keep all the documents of the Union Board and be responsible for writing and distribution of the minutes of the Union Board and Union Committee meetings.

iv. **Professional Development and Education Committee**

The responsibilities are:

- To arrange scientific functions, symposiums and seminars in the College.
- To arrange scientific quiz, competitions and meetings in between the students of both Colleges (DMCG and DPCG).
- To encourage the members in the field of science and improve their abilities in experimental pharmaceutical work.

v. **Public Health Committee**

The responsibilities are:

- To encourage scientific related events promoting health awareness like sports day, health day etc.
- To initiate debates among members.
- To encourage all members to increase knowledge by participating in external campaigns.
- To arrange community service activities, allowing the students to value their role in the community.
- To improve knowledge in other fields other than pharmacy.

vi. **Media and Publications Committee**

The responsibilities are:

- To prepare along with the Art club brochures, notices and posters for highlighting different activities in the College.
- To publish all activities on the college social media giving all information about Union activities.
- To interact with other Colleges and exchange information with them.
- To prepare brochures, notices and posters for highlighting different activities in the College.
- To publish articles for wall magazine and College magazine giving all information about Union activities.

- To make propaganda about the College status by writing in newspapers and magazines published in Dubai and U.A.E.

vii. Activities Coordinator

The responsibilities are:

- To encourage all members, participate in events organized in the college.
- To organize events held in the college such as Welcoming Ceremony, Global Day, leisure and educational trips, and Farewell Ceremony.

viii. Treasurer

The responsibilities are:

- In charge of maintaining the student union budget. Fundraising events are managed by the treasurer, who must ensure all funds are used responsibly.
- To manage the money earned and spent by the student union.
- To give an annual update on the financials of the student union presenting spending and earnings.
- To keep all records safely for the duration of office and to hand them over to the students' affair.
- To undertake the payment of bills for expenditure in conducting Union activities from the approved fund in co-operation with the President (Chairperson).

ix. Contact Person

The responsibilities are:

- To serve as a link between the DPCSU-IPSF and the federation.
- To bring the aims and activities of the federation to the attention of DPCSU-IPSF.
- To inform IPSF team of any events held by DPCSU-IPSF.
- To submit reports on the progress of the federation's activities within DPCSU-IPSF.

x. Student Exchange Officer

The responsibilities are:

- To cooperate with participating member organizations.
- To attend all Students Exchange Officer meetings.
- To promote Student Exchange Programme in DPCSU-IPSF.

- xi. IPSF Members:** All the students of DPCG can become a member in IPSF. For any further information contact the Student Affairs' office

What is IPSF?

The International Pharmaceutical Students' Federation (IPSF) is an organisation that represents pharmaceutical students, pharmacy students and recent graduates from all over the world. It was founded in 1949 and it is the oldest faculty-based student organisation. The Federation is engaged in the following areas: pharmacy education, public health, professional development, advocacy, cultural awareness, and partnerships developing pharmacists worldwide. IPSF represents over 320,000 individuals in more than 80 countries with more than 100 different representative pharmacy student organisations.

IPSF is the leading international advocacy organization for pharmacy students, promoting improved public health through provision of information, education, networking and a range of publications initiatives. For its outstanding performance and variety of activities held, DPCG Students Union have been accepted as a member in the previous IPSF World Congress.

Benefits of Being a Member

We can divide them in two parts: 'Benefits for Organisations' and 'Benefits for Individuals.'

Benefits for Organisations

Every Member Organisation of IPSF is part of the global community of pharmacy students, making their represented pharmacy students part of the Federation, too. Therefore, when an Organisation decides to join the Federation, not only their team or Executives join IPSF, but all the students that they represent who will be able to use the "Benefits for Individuals".

The benefits for Organisations:

- Representation on the international stage by joining the General and Regional Assemblies on behalf of the Organisation with:
 - Speaking rights (for Members in Association);
 - Speaking and voting rights (for Full Members);
 - Three (3) Official Delegates spots for every Official IPSF Event, to represent the Member Organisation;
- Creation of leadership positions for your members with the right to appoint one (1) Contact Person, who will be the bridge between the Organisation and the Federation;
- Become aware of global trends and the work of the Federation in the community of Members Organisations in the "Contact Person Groups";
- Support and idea sharing from the IPSF Team and global network of pharmacy students to develop your organisation from other similar organisations and from the IPSF Team on any matter;
- Increase cultural competence for your members with the right to join the Student Exchange Programme (SEP) and organise the programme in your own country/city;
- Develop leaders in your Organisation and improve public health and professional development in your organisation through the right to join the campaigns and competitions from IPSF, with support from the IPSF Team;
- Ability to seek accreditation opportunities for activities your organisation holds.
- Bring the world of pharmacy students to your door with the ability to bid for hosting the IPSF Official Events (after one year as member) and other international activities;
- Increased opportunity for your members to attend events with an Increased quota of spots for the first registration phase of every IPSF Official Event with increased number of members involved In your organisation;
- Increase international recognition and exposure through publication opportunities of your activities and advertisements of your events
- Financial support with grants for your Organisation and individual members to participate in the Federation.
- Receive international awards for high involvement in IPSF activities that improve public health and pharmacy advocacy on a global scale.
- Provide the 'Benefits for Individuals' for all the represented students;

Benefits for Individuals

All the individuals who are members of the Federation (via Member Organisations, Individual Members and Honorary Life Members) have the following benefits:

- Attendance at IPSF Official Events
- Participation in the Student Exchange Programme.
- Leadership opportunities as part of the IPSF Team.
- Publication opportunities in our regularly released IPSF Newsletters, and Phuture, our scientific publication.
- Professional Development opportunities through Leaders in Training and Patient Counselling, Clinical Skills, and Compounding Events and Competition.

- Internship opportunities with partner Organisations, such as the World Health Organisation and International Pharmaceutical Federation.
- Engagement in improving public health with opportunities for campaign organisation and implementation on a local level, and the ability to join the IPSF Delegation at the World Health Assembly and other World Health Organisation events;
- Engagement in international affairs and issues impacting pharmacy students with the ability to attend select United Nations events.
- Invitation to join the International Pharmaceutical Federation's World Congress, with special rights as a student.
- Grants for attendance to events and participation in the Student Exchange Program;
- Opportunities to engage with partners at professional events;

3.2. Students Publications

With the aim of sharing experience and information, Dubai Pharmacy College for Girls is happy to bring out 'DPC Newsletter', a monthly e/newsletter covering news, events, student and faculty achievements, and creative talents of students. The Newsletter, its electronic/online version, is published in < www.dpc.edu>. This publication falls under the guidance of the Publications Unit aimed for student involvement and leadership. As the institution has grown in complexity with a broader mission, so too has student publication. So today, more students than ever should produce the campus newsletter. We look forward to your articles, creative expressions, feedback and suggestions.

Note: President of Student Union collects cultural, scientific news, which are reviewed by the Editorial Board. After approval from the editorial Board it is published.

- All activities of students either cultural, religious, scientific and sports are displayed on the student notice board only after approval from the Dean.
- Social Media: Students are communicated via college administered social media platforms and the Student Affairs Unit evaluates all content shared. Presently DPCG has the following active media platforms.

Facebook: <https://www.facebook.com/dubaipharmacycollegeforgirls/>

LinkedIn: <https://www.linkedin.com/school/14591103/admin/>

Instagram: https://www.instagram.com/dubai_pharmacy_college/

3.3. Student Governance Policy

Student Council		No.
Student Union	President	1
	Vice-President	1
	Head of various union committees	5
Class Representative	Elected Class Representatives	4

Principle areas of involvement

The Student Union and the graduate and undergraduate class representatives are the primary conduits for student voice. Any student can bring any academic or non-academic issues affecting the student experience to the attention of the elected and selected student representatives.

The student council will then work with Dean, the Graduate Program Director/Chief Academic Officer, Heads of Departments and the Head of core functional units to reach a solution that benefits both the student body and the rest of the DPCG community. There will be minimum one meeting per semester of student senate with faculty board.

If you are interested please contact the Chief Academic Officer (BPharm)/ Graduate Program Director (MPharm) for the Committee application form (SG-F-01) Associate student of Dubai Pharmacy College for Girls (ASDPC) Committee Application Form. For application as Course representative refer to (SG-F-02).

4. Student Services

4.1. Students Counseling Services

DPCG provides students with counseling services through a trained student counselor. She provides personal counseling to the students concerning their personal, social and moral problems, which may cause hindrance in the way to the students' success. The personal counseling to students is provided by prior appointment with the Counselor during the College working hours.

Periodically, group counseling sessions are also arranged in each academic year. The announcement of such sessions, giving the time, date and venue, is made via the college bulletin boards. Make it a habit to attend these counseling sessions on the due dates.

4.2. Academic Advising and Mentoring

A. BPharm

Students are allotted a faculty member for academic advising / mentoring. The Faculty-Advisor who is assigned to a study-group of students ; guides in matters pertaining to their study plan, student development, the curriculum and other academic affairs. The advisor helps the student to organize her study plan and supervises its implementation and assists her in overcoming any difficulties related to it.

Faculty-Advisor identifies students making unsatisfactory progress in each class and remedial classes are arranged to improve their GPA. He/She also advises the student about the introduction of credit hour system and its requirements for graduation to obtain Degree in Pharmacy.

Faculty Advisors will maintain a student record based on student's dress code, attendance in classes, academic performance (GPA/ CGPA) and conduct in College.

They also provide information about programs, services, facilities and involvement opportunities that support academic success and lifelong learning, which facilitate responsible life choices, and promote awareness of self and community. It has specific mission but one common goal: to provide academic advising, outreach and support.

B. MPharm

Student Advising

DPCG offers a wide array of academic support services designed to assist its students. We encourage you to take advantage of these resources to explore your options and sharpen your skills. In addition to helping you succeed in meeting the challenges of DPCG's graduate academic program, these services can help you plan and achieve your career goals. For graduate programs program coordinators for each specialization serve as advisors.

Students Advisor Roles & Responsibilities:

Program coordinators both for MPharm Clinical Pharmacy and MPharm Pharmaceutical Product Development provide information and guidance to graduate students and staff on issues including:

- Information about academic programs and policies.
- Assistance exploring or clarifying choice of major.

- Special advisors to help students who encounter academic difficulties strategize ways to improve their performance
- Evaluation of transfer courses and assessment of credits awarded.
- Advice and counselling regarding learning
- Assistance in conveying information about special needs to professors.
- Grievance issues.
- Information on DPCG rules and policies
- Transfer credit
- Thesis and dissertation format and submission.
- Academic probation
- Graduation requirements
- Coordination of campus issues relating to rules and policies.

Office of Graduation Affairs and Career Guidance assists students in:

Study abroad

- Exploring the various options available for studying abroad and selecting the program that best matches a student's interests.
- Facilitating contact with appropriate faculty.

The Career Services offers:

- Help clarifying career goals by assessing interests, skills, and strengths.
- Free career or graduate school advising/counselling sessions.
- Talks by alumni about their careers.
- A variety of career-related workshops designed to assist students in all aspects of job-search readiness.
- Information on internship opportunities.
- Assistance preparing resumes and cover letters.
- Mock interviews with a counsellor to prepare for real interviews.
- Connections with employers through on-campus and off-campus recruiting.

Advisee Role and Responsibilities

Students carry out portion of responsibility in the advising process. In the interest of successfully completing pharmacy degree program, the student must be proactive in finding the necessary resources needed for attaining a degree. In order to contribute in an effective advising relationship, students are expected to:

1. Attend advising sessions. Advising sessions maybe conducted via email, telephone or one on – one, depending on the faculty advisor.
2. Clarify personal values, abilities, interests and goals.
3. Become knowledgeable of all graduation requirements and adhere to institutional policies, procedures, and deadlines.
4. Prepare for each advising session and follow through on actions identified during each advising session.
5. Become familiar with and successfully utilize campus resources.

NOTE:

The Students' Affairs helps, assists and guides in matters pertaining to Students Union that are congruent with the mission and vision of the College.

4.3 Teaching & Learning Facilities

4.3.1. College Building

The College building has two floors

Ground Floor: Ground floor has:

• Reception
• Office of the Dean's Secretaries
• Dean's Office
• Institutional Effectiveness and Publications Unit
• Pharmaceutics Laboratory
• Instrumental Analysis Laboratory
• Laboratories- Incharge Room.
• Meeting Room.
• Offices of Faculty
• Examination and Evaluation Unit.

First Floor: First floor has:

• Four Lecture Halls
• Student Affairs Unit
• Student Union Room
• Students' Rest room.
• Photocopy Room.
• Research Laboratory
• Preparation room.
• Offices of Faculty and Teaching Assistants
• Medicinal Herbs Museum.
• Coffee Room
• Stores for Chemicals & Glass Apparatus.

Technical Institute (DPCG Extension)

• Library
• Examination Room
• Computer Lab
• Offices of Faculty and Teaching Assistants.
• Pharmaceutical Chemistry Laboratory
• Pharmacology Laboratory
• Pharmacy Practice Laboratory
• Advance Research Laboratory

Other Facilities in Premises

• Unit for Production (liquid, solid and semisolid products) and their Quality Control.
• Farm for cultivation of Medicinal herbs.
• Animal House.

Common Facilities for DMCG and DPCG

<p>The Laboratories of</p> <ul style="list-style-type: none"> ■ Anatomy ■ Pathology ■ Microbiology ■ Biochemistry ■ Physiology 	<ul style="list-style-type: none"> ■ Auditorium (Round Hall) ■ Study rooms ■ Mosque (Female) ■ Cafeteria ■ Digital Education and Innovation unit
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4.3.2. Laboratory Facilities and Objectives

DPCG possesses well-equipped laboratories for each discipline. There are six laboratories in the college premises equipped with scientific apparatus and equipment required for practical and scientific investigations as shown in Fig.1 below:

Dubai Pharmacy College for Girls	
Ground Floor	First Floor
Pharmaceutics Laboratory	Research Laboratory
Instrumental Analysis Laboratory	
DPC Extension	Dubai Medical College
Pharmaceutical Chemistry Laboratory	Microbiology Laboratory
Pharmacology Laboratory	Anatomy Laboratory
Pharmacy Practice Laboratory	Biochemistry Laboratory
Advance Research Laboratory	Pathology Laboratory
	Physiology Laboratory

LOCATION	DPC LABORATORIES	Objectives
Dubai Pharmacy College (G-Floor)	Pharmaceutics Lab	This lab provides students with facilities to: <ul style="list-style-type: none"> Analyze and integrate information in the fields of pharmaceutics, pharmaceutical technology, in developing all conventional drug delivery systems. Apply compounding, calculation, numerical, and labeling skills relevant to pharmaceutics courses. Evaluate and interpret pharmaceutical information and data to develop stable, safe & effective drug delivery systems to give the desired outcomes. Introduce the students to fundamental concepts and techniques involved in the pharmaceutical industry.
	Instrumental Analysis Lab	This lab provides students with facilities to: <ul style="list-style-type: none"> Develop skills on safe handling and operating of instruments. Prepare sample/standard solutions that are required for analysis of pharmaceutical raw materials and products using different types of instruments. Perform quality control analysis of pharmaceutical products.
Dubai Pharmacy College (1st - Floor)	Research Lab	This lab provides students and faculty members with facilities to: <ul style="list-style-type: none"> Carry out different standardization and analysis of natural and synthetic drugs
Dubai Pharmacy College (Extension)	Pharmaceutical Chemistry & Natural Products Lab	This lab provides students with facilities to: <ul style="list-style-type: none"> Safely handle laboratory chemicals and equipments, also to use efficient laboratory techniques for practicals in analytical and medicinal chemistry. Prepare, standardize and store analytical solution. Analyze qualitatively and quantitatively the organic compounds, natural drugs, raw materials and pharmaceutical products. Synthesize medicinal agents and characterize the resultant products. Analyze quantitatively the active constituents.
	Pharmacology	This lab provides students with facilities to:

LOCATION	DPC LABORATORIES	Objectives
	Lab	<ul style="list-style-type: none"> • Perform and/or simulate experiments on the pharmacological actions of drugs. • Correlate the didactic teachings with its practical applications. • Extrapolate the experimental data on drugs to its clinical application in the pharmacy and hospital.
	LMS Lab	This lab provides students with facilities to: <ul style="list-style-type: none"> • Correlate the didactic teachings with its practical applications. • Integrate the teaching of basic pharmacology into clinical cases. • Provide incentive students for self-development of the knowledge on the therapeutic status of the drugs.
	Pharmacy Practice Lab	This lab provides students with facilities to: <ul style="list-style-type: none"> • Correlate the didactic teachings with its practical applications. • Integrate the teaching of basic pharmacology into clinical cases. • Provide incentive students for self-development of the knowledge on the therapeutic status of the drugs. • Develop the professional skills needed in pharmacy practice. • Give a hand on experience to work in community pharmacy. • Be trained on outpatients and bedside counseling. • Be trained on handling of various devices like nebulizer, blood sugar test, MID, and others.
Dubai Medical College	Microbiology Lab	This lab provides students with facilities to: <ul style="list-style-type: none"> • Practically demonstrate the various techniques involved in microbiological manipulation, cultivation and identification of microorganisms in biological samples. • Perform different methods of sterilization and determine the mode of action of disinfectants and antibiotics as well as demonstrates the sterility test for pharmaceutical products. • Perform staining techniques to reveal the different bacterial compounds.
	Biochemistry Lab	This lab provides students with facilities to: <ul style="list-style-type: none"> • Identify laboratory diagnostics chemical tests of various diseases in humans. • Attain knowledge of all types of biochemical analysis.
	Anatomy Lab	This lab provides students with facilities to: <ul style="list-style-type: none"> • Recognize normal structure and functions of various parts of human body. • Identify functions of human body in their applications for the diagnosis and management of various diseases.
	Physiology Lab	This lab provides students with facilities to: <ul style="list-style-type: none"> • Get knowledge about functions of various organs including the composition of body fluids, particularly blood with reference to deviation from the standard/normal conditions that occurs in various diseases affecting human.
	Pathology Lab	This lab provides students with facilities to: <ul style="list-style-type: none"> • Know diseases, which affect humans. • Carry out histopathological studies. • Correlate normal microscopic structure of the human cell, including cell biology and various organs of human body with the alterations that occur in various diseases afflicting humans.

4.3.3. Learning Skills Center

Drugs Information Center, and Model Pharmacy Unit for production serve as learning skills center for students, where they prepare themselves for future assignments awaiting them in pharmaceutical industry, hospitals, and community pharmacies. They help the students translate and implement their theoretical knowledge into practice. Here the students are taught to dispense drugs and given complete knowledge about formulation and production of drugs.

Drug Information Center (DIC)

DIC is equipped with computers connected to internet and a number of CDs. DIC is a source for getting all the information about drugs. Besides it helps in teaching of Clinical Pharmacy and Pharmaceutical Care courses and also in writing of the Graduation project.

Model Pharmacy

It has samples for all the drug products available in U.A.E. which are arranged pharmacologically in shelves and cupboards. It also has thirty three computers connected to internet and number of CDs for drug information. It helps in teaching of Clinical Pharmacy, Pharmacy Practice and Pharmacotherapeutics courses.

4.3.4. Library

The library is located in the main building of the Dubai Medical College for Girls. Any queries regarding the Library can be addressed to Mr. Hafeez (Librarian) (hafeez@dmcg.edu) or Ms. Bushra (Assistant Librarian) (bushra@dmcg.edu)

Library Timings:

The Library shall remain open as per the following schedule:

Sunday - Thursday	7.30am – 3.00pm
Friday	8.00am – 1.00pm
Saturday	9.00am – 3.00pm

- Shelving Time 7:30-7:45 and 2:45 to 3:00 (No issue and receipt during shelving time)
- Library is open in lunch and prayer break also, for the sufficiency of students as they are normally free from their lectures in the break time.
- Separate library periods are also included in the daily schedule of the students so that they get proper time to search the information they want.
- The library is located in the new DPCG extension. Any queries regarding the Library can be addressed to e-mail at (hafeez@dmcg.edu) or (bushra@dmcg.edu)

Who May Use the Library?

- The library will serve all students and faculty members of both the colleges and to the other staff associated with the Colleges.
- The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

A. Circulation Policy

- i. **Registration:** All borrowers must be registered and must have a valid library membership number from the library to borrow library materials. Patrons must fill out an application form to register for a new library membership number. The following statement will be printed on the registration form for the patron's information and acceptance:

I agree to be responsible for carefully use of all items borrowed from the library and will be responsible for any lose or damage of the library materials. I promise to comply with all library rules and policies both present and future, and to give prompt notice of change of address I agree to pay the replacement value of the work if lost, damaged or destroyed while in my possession and to observe the rules and regulations of the Library from time to time.

Signature _____

Materials cannot be checked out until a library membership number is not issued.

ii. Borrowing Privileges Loan Periods

- All students of medical college and pharmacy colleges
- All staff actively employed in both the colleges

Category	No of items can be issued	Loan Periods in days
Students	3	7
Staff	3	10
Teachers	5	30
Deans	10	90

Note: External users involved in the Health Sector can apply for the library membership (subject to the approval of The Dean of Medical College) to be eligible to borrow library materials to a maximum limits shown above.

- Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
- Interlibrary loans are due the date indicated by the lending library.
- Books may be renewed once if there is not a waiting list for the title.
- Current issues of periodicals do not circulate.
- Non-current periodicals may be checked out for 2 days and may not be renewed.
- 3 days for cassettes, audio books, and compact discs.
- 3 days for videocassettes CD-ROMS.
- Audio Visual materials are nonrenewable.

The Librarian may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer CD-ROMs, software.

- iii. **Reserves:** Reserves may be placed by patrons either in person or over the phone. Patrons will be notified by telephone when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.
- iv. **Borrowing Process:** Library members can borrow library materials according to the criteria mentioned above under the section (Borrowing Privileges Loan Periods). To borrow any library material presence of the library member is required to sign the library borrowing register. Library members are not allowed to borrow books on behalf of other library members. Book labels are properly marked with the due date of the book and the library membership number so the library member need not to be present at the time of returning library materials and any one can return the library materials on behalf of the library member.
- v. **Fines and charges:** There are no fines for overdue materials. A first notice is sent after the material is due. If the material is not returned within a designated period, a bill will be sent for the material with the cost of replacement of the material and a service charge for processing, cataloguing and postage. Patrons who have been sent an overdue notice shall be denied

borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

- vi. Damaged materials:** If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower; a sample of the notice follows:

Dear _____

At the time a library patron borrows materials from the Medical and Pharmacy College library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your library membership number were returned to the library damaged beyond the point of being usable in the Library's collection. The titles and costs of these materials are listed below:

----- Dhs-----

Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter.

Sincerely,

[Further borrowing privileges of such borrower will be determined by the library committee on case by case basis]

- vii. Renewals:** Renewals can be done only for books. A maximum of two consecutive renewals is allowed, unless someone else has placed a hold on them.
- viii. Returning Library Materials:** Due date slips are placed in all library materials borrowed from the library with membership numbers written against the due date. If a library member can not come s/he can send the library books with any one else. It is not incumbent to the library to provide a proof of return.
- ix. Restrictions for Checking out Library Materials if:**
- The borrower reached the maximum number of items allowed.
 - The borrower reached the renewal limit for an item.
 - The borrower has one or more overdue or recall item.
 - The borrower membership has expired.
 - The borrower violates any of the conditions in the Library Circulation Policies
- x. Staff and Students who leave the college or the organization:** All staff and students must return all library materials before going on leave. Or if any one is leaving the college or the organization permanently should take clearance from the library.

B. Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the students of both the colleges. The library should attempt to:

- Select, organize, and make available necessary books and materials.
- Provide guidance and assistance to the students and faculty members.
- Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to the students and faculty members.
- Cooperate with other community agencies and organizations.
- Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system).
- Lend to other libraries upon request.
- Maintain a balance in its services to senior students, junior students and faculty members.
- Cooperate with other colleges and institutional libraries.
- Provide service during hours which best meet the needs of the students and faculty members.

- Photo coping and printing services are available to the library users. All users can request to make photocopies of articles or chapters from books or from the lectures available through the college website.
- Library users can check with the Circulation Desk for any personal items that may have been left in the library.
- Regularly review library services being offered.

C. Library Study Area

- The library study area is a recent development for the library users. Students and teachers can use the study area and can take the library materials to the study area with permission of the library staff.
- Mostly students are using the computer labs of both the colleges for their information needs but now four fully equipped computers have been added to further facilitate them.
- Library users can use these computers with out any formalities for their researches, assignments etc.
- Users are expected to maintain the cleanliness, orderliness and silence of the study area.

D. Library Hall Use Policy

- The library hall is available to college students and staff.
- The hall may be reserved no more than fifteen days in advance and approval The Dean Dubai Medical College for Girls is required.
- It is understood that the Dubai Medical College and Dubai Pharmacy College for Girls programming will have first priority in hall use.
- There will be no charge for use of the library hall.
- Refreshments may be served and shall be provided by the group. No smoking is allowed.
- The people using the hall shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the library hall.
- The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library hall by any group or individual attending a meeting or a function.
- The Library and staff do not assume any liability for groups or individuals attending a meeting or a function in the Library Hall.

E. Reference Service Policy

The Dubai Medical College and Dubai Pharmacy College for Girls Library:

- will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;
- will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone);
- will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;
- may refer library users to other agencies and libraries in pursuit of needed information;

- may use not only the Library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

F. Image Reproduction and Copy Right Policy

The DPCG library is providing image reproduction facility using the Fair Use Policy which is according to the UAE Federal Law (protection of intellectual works and copyright).

What is Fair Use:

The user can only copy:

- A chapter from a book
- An article from a periodical or newspaper
- A short story , essay or poem
- A chart, graph, diagram, cartoon or picture from a book, periodical, or newspaper.

The following is strictly prohibited in the library:

- Making multiple copies of different works that could substitute for the purchase of books, publisher's reprints, or periodicals.
- Copying the same works from semester to semester
- Copying the same material for several different courses
- Copying more than nine separate times in a single semester.

The same copyright protections exist for the author of a work regardless of whether the work is in a database, CD- ROM, bulletin board, or on the internet. If a copy is from an electronic source, such as internet for a personal use, it is under fair use. However if a copy is put in a personal WWW site, it is not considered fair use.

G. Rashid Medical Library:

The students in the fourth year of the BPharm program who undertake Professional Practice Experience (PPE) and second year students of the MPharm program who carry out Clinical practice have full access to the Rashid library which is well equipped and serves the whole community of DHA. Being a major facility, all their resources are clearly articulated on their website.

<http://web.dohms.gov.ae/medlib/>

Pharmacy students can use the Rashid Medical Library during their training which is fully electronic and according to the International practice. Library support the needs of the students and faculty members as appropriate to its mission.

I. Library Orientation

DMCG & DPCG Library conduct library orientation classes for the incoming first year students of MBBS, B-Pharm and M-Pharm. The main purpose of these library orientation classes is to introduce the fresh students with the library staff, library timings, available library electronic and print resources, library rules and regulations etc.

Online Public Access Catalog

The Library Management System at Dubai Medical College and Dubai Pharmacy College for Girls Dubai provides a very powerful and user-friendly searching interface for all library holdings. This software allows searches by author, title, subject, and keyword(s)etc. All new students are given guidelines on the use of library online catalog.

Online Database searching and retrieval

Currently library have following databases

- i. UpToDate



- ii. AccessPharmacy
- iii. Juouranls Databases

i. UpToDate

Library invites the professional trainer of Wolters Kluwer and conduct a seminar for the bachelor classes and conduct a class with the M-Pharm students in their class room. These sessions introduce library users how to create user names and passwords in the UpToDate database and how to use the database from their desktops as well as remotely. Students are also trained to access this database on their smart phones. UpToDate quick reference guides are also provided to the students.

Other than professional training students are always welcome to the library if they have any questions regarding the database. Sessions are conducted upon faculty request, for groups or on a one-to-one basis.

ii. AccessPharmacy

McGrawHill AccessPharmacy database is widely used by both the college students. Professional trainers from Techknowledge are requested time to time and they train the students and faculty members. Students are always welcome to the library if they have any questions or problems in the database usage. Library staff visit the classrooms on faculty request and provide a customized training as and when required basis.

Students time to time schedule with the librarian, individually or in groups, for specialized instruction sessions to seek help in their research projects.

iii. Journals Databases

Library electronic journals are available to the faculty and students through the college IP authenticated computers. List of subscribed journals have been provided to all the students. Subscribed journals are from different publisher's i.e.

- 1: Science direct journal
- 2: Wiley Journals
- 3: Springer journals
- 4: ACS journals

Subscribed journals from above publishers can be accessed through the college computers. Masters of Pharmacy Students are assigned assignments and are asked to use access information from these subscribed journals. The students who want to use these journals may schedule with the librarian, individually or in groups, for specialized instruction sessions to seek help in their research projects.

Open Learning Resources Center

The Open Learning Resources Center of the library is equipped with 32 computers with latest software embedded to all users. All computers are equipped with multimedia kit and internet access browser. Latest Microsoft Office application packages are available along with some specialized software on all terminals.

Information literacy program

An active information literacy skills program is offered to all incoming and existing students. The skills are essential to enable students to locate, evaluate, and use the needed information effectively. For bachelor students, a full course of two credit hours is designed, which takes place in the first semester of the first year. The objective of the course is to make students information literate. It includes hands on training of the library databases, online library journals, and library catalogue. Topics like Plagiarism, citation and research process are also covered. After finishing the course, the students are expected to identify what information is needed for their work, understand how the information is organized in the library, identify the best sources of information for their need, locate these sources in the library and otherwise and evaluate the sources critically which will

help them to become a lifelong learner. Even after finishing the course, students are entertained One to one, or in groups all year around.

4.3.5. Digital Education and Innovation Unit

The Learning Management System (LMS) is the colleges' educational space that connects instructors with their students. Instructors upload course materials, tests and tasks via the LMS for distribution to students. Students, in return, submit their assignments or questions to instructors. You can enter the LMS on the college website www.dpc.edu with a tab directing you to login to LMS.

Your login: your college e-mail address

Initial password: will be provided to you along with your college email address

The system will ask you to change this automatic password after your first login. In your personal LMS account, you will only see courses for which you are registered. Please check your LMS account regularly. You can also use settings of your LMS account, which will allow you to receive notifications of all changes in the LMS to your college email account.

Instructors use LMS to:

- Share training materials
- Assess students' knowledge with tests
- Maintain students' performance logs
- Collect and store individual student or group assignments (essays, term papers, projects etc.)
- Communicate with students and advise them

Students use LMS to:

- Study training materials
- Perform different types of academic activities (upload assignments, term papers, pass tests)
- Communicate with instructors, study offices and other students
- Check their grades in the electronic grade book

Study offices use LMS to:

- Check students' registration for courses and their performance log
- Communicate with students and consult them
- Publish announcements and add events

All students are oriented about the LMS opportunities and how to use them, during the Orientation session.

Note: for any further clarification regarding the LMS please contact the Head, Student Affairs

4.3.6. Computer Lab

The Computer Laboratory is helpful in teaching of courses like English language, Computer Science, Pharmacy Practice, Pharmaceutical Care and Clinical Pharmacy. The Computer Laboratory is well equipped with more than thirty computers with Internet connections and thirty auditory systems. There is a collection of CDs for Journals in various areas of pharmaceutical sciences.

4.3.7. Study Rooms

DPCG provides study room facilities for its students, which may be utilized by them in their break hours. The students have an easy access to these study rooms and are free to use all facilities like computers, Internet and Journals.

4.3.8. Auditorium (Round Hall)

A well-furnished large auditorium, located in DMCG is quite spacious and a suitable place for any cultural occasion. It has become a regular venue for all social and cultural activities of DPCG and DMCG.

4.3.9. Bookshop and Photocopy Facilities

There is a bookshop in the College, which sells textbooks of various subjects taught in the College at cheaper rates to students. The bookshop keeper also provides services of photocopying for students at a minimal charge.

There is a facility for handouts of lecture notes of all the courses which are given to the students on minimal charge at the beginning of each semester. The College also provides knowledge to students for procurements of laboratory equipments, chemicals, computers, CDs and floppy etc... which are a study material for various courses.

The DPCG library is providing image reproduction facility using the Fair Use Policy which is according to the UAE Federal Law (protection of intellectual works and copyright).

What is Fair Use:

The user can only copy:

- A chapter from a book
- An article from a periodical or newspaper
- A short story , essay or poem
- A chart, graph, diagram, cartoon or picture from a book, periodical, or newspaper.

The following is strictly prohibited in the library:

- Making multiple copies of different works that could substitute for the purchase of books, publisher's reprints, or periodicals.
- Copying the same works from semester to semester
- Copying the same material for several different courses
- Copying more than nine separate times in a single semester.

The same copyright protections exist for the author of a work regardless of whether the work is in a database, CD- ROM, bulletin board, or on the internet. If a copy is from an electronic source, such as internet for a personal use, it is under fair use. However if a copy is put in a personal WWW site, it is not considered fair use.

System for Buying Text books & CDs

1. Each lecturer must identify the text books needed for his / her course as mentioned in Students' Handbook.
2. The College shall see to it that appropriate number of text books is available at the College bookshop so that the students can purchase the books at a reasonable price.
3. If the aforementioned point cannot be achieved, faculty must inform the students about the procedure of buying the relevant text book(s).
4. The College shall provide enough references as reading material for students in the Library.
5. All handouts whether theoretical or practical must be given to students at a minimal charge.

Computer Programs and Scientific Materials

1. The College shall make computer programs and scientific materials available to the students at the College bookshop at reasonable prices.
2. Prices and sources for computer programs and scientific materials which are not available in the bookshop shall be tabulated and announced to the students at the beginning of each semester.
3. The College shall make all possible efforts to make the CDs available at the bookshop.

4.4. Students Support Services

Transportation Facilities

DPCG has special minibuses for transportation of the students from their residence in Sharjah, Ajman, Dubai and Hostel to the College and back to their respective destinations. These buses are fully air-conditioned and quite comfortable. The buses are controlled by an Incharge who is responsible for providing the transport when needed by the students of the College and hostel.

Dormitories (Hostel) Facilities

DPCG provides hostel for students who apply for it. There is a hostel about 200 yards from the College Campus.

The hostel has well-furnished bedrooms, dining room, study room and all the required modern facilities. Beside these facilities there is an internet facility available in each room or students to take help in preparing notes. On each floor of the hostel there is a provision for praying and a gymnasium for maintaining physical health. The hostel is managed by a Hostel Supervisor supported by wardens.

Responsibilities of the Hostel Supervisor to Resident Students

The responsibilities of the hostel Supervisor to resident students are:

1. To make sure about the presence of all resident students in the hostel before closing the hostel gates at a specified time.
2. To inform the administration immediately about the absence of any resident from the hostel.
3. To supervise the cleaning and maintenance in the hostel and in case of any deficiency, reporting it to the finance department.
4. To receive student's complaints for any maintenance work in the hostel and inform the maintenance office for its execution as early as possible.
5. To check the furniture, refrigerators and other properties of the hostel and if anything found defective then the report should be sent to the finance department for action. This checking should be done in July, each year and also whenever required by the students.
6. To inform the finance section during the first month of each academic year about all the details concerning hostel residents, like their names, hostel, room number etc. If there is a change in their residence then it should also be reported within three days to the administration.
7. To provide a safe, healthy and friendly atmosphere in the hostel so that the hostel residents live as one family.
8. To maintain a suitable academic atmosphere in the hostel by disciplining the residents of the hostel.
9. To take care of the psychological and physical health of the hostel residents. In case any student faces some health problem then the hostel Supervisor should arrange for medical assistance.
10. To solve the problems of the hostel residents, if they have any complaints.
11. To strengthen relations with the parents of the hostel residents by receiving any suggestions from them for improvements to be done.
12. To arrange for transport on weekends for hostel residents to visit their families in other Emirates.
13. To accompany the hostel residents whenever they go out for shopping or for a medical checkup.

Conditions for Hostel Accommodation

The conditions for hostel accommodation are:

- The student must have admission in DPCG.

- She must pay the hostel fees as per rules.
- She must be ready to obey all the rules and regulations for hostel residents of the College.

Rules for Resident Students of the Hostels

The students who live in the hostel have to abide by the following rules:

1. To pray regularly and perform all religious obligations.
2. To be keen in establishing good relations with other hostel girls.
3. To co-operate with her colleagues in the hostel in doing all types of work which are required to maintain the decorum of the hostel.
4. To follow three main principles in the hostel- *quietness, discipline and cleanliness*.
5. To use College transport only while going to hospital, or for shopping, as use of any other transport means is not allowed. Also the student should always be accompanied by the hostel Supervisor while going out of the hostel.
6. To follow all the rules and regulations of the College in which she is registered as a student.
7. To adhere strictly to the timings of the hostel. In this regard the following regulations should be observed:
 - i. Returning to the hostel in time after the end of the official holidays
 - ii. Going out for shopping or hospital after permission only and returning back to the hostel in time.
 - iii. Receiving phone calls only from relatives and also to keep contact on telephone with relatives only.
 - iv. Air tickets booking only when she has to go to meet her family outside U.A.E.
 - v. Not going out of the hostel with any male member who is not her relative, because it is strictly prohibited.

Disciplinary actions for Resident Students on not obeying rules

The hostel Supervisor reports to the parents of the hostel resident in case any student commits any misbehaving act. If this did not help and the student does not follow the rules of the hostel then the hostel Supervisor takes the following disciplinary actions:

1. She demands a written explanation from the student within three days of her act of misconduct. The explanation given should mention the type of mistake committed, the date and proof of its occurrences.
2. She issues warning if the misbehaving act is repeated by the student.
3. If it is repeated third time by the student then the case of this student is forwarded to the Board of Trustees for necessary action. The action taken by the Board members depends upon the severity in the act of misconduct and the student could also be dismissed from the hostel.

Food Services

The College provides a cafeteria in its premises, which offers various food and beverages. Recently a renovation of the cafeteria has been undertaken , after evaluation to make it more spacious to accommodate the required number of students in a healthy environment to relax and enjoy food during breaks. A very professional catering company has been given the contract to manage the cafeteria efficiently

Sports Facilities

In the campus there is a swimming pool, basketball ground and gymnasium club for the students. These facilities help the students in maintaining proper physical fitness under the guidance of well trained staff on days allocated for girls only.

Social Activities and Entertainment

DPCG promotes social and cultural activities outside and inside the College. Many entertainment events and cultural programs are organized by students during the academic year such as UAE National Day, Charity week, freshers welcome party, end of the year party, farewell party etc.. All the staff members help the students to arrange all these activities. DPCG also arranges for picnics, scientific exhibitions and trips throughout the year .

Community Engagement/Community Outreach

Community Engagement assists in fulfilling a vital part of our Colleges mission by providing an opportunity to the students of DPCG to contribute to the surrounding communities by collecting funds for different social causes, like palestinian cause, earthquakes victims or for poor and sick employees. Interested students can fill up the Student Volunteer Form (Specimen attached in the Handbook) which can be availed from the Head of the Community Engagement, Dr. Ghazala.

Spiritual Facilities

The College has *mosques* within its premises for staff members and female students to pray which benefits the Islamic atmosphere in the College. Recently after the evaluation of these facilities by the students the mosque for the female students has been reconstructed to make it more spacious and also it has been newly furnished.

Health Care Services

For students, DPCG provides appropriate health services. Student health service is provided by *Dubai Specialized Medical Center and Medical Research Labs* on campus by a qualified team of doctors and nurses.

1. During Admission each candidate should provide a Medical Fitness Certificate from Government Hospitals or Clinics.
2. After Admission, each student has to open a Student Health File in Dubai Medical Center on payment of Dhs 20/-. After opening the file it is free-for-service basis.
3. For any minor illness during day time doctors and nurses are available. In case of serious illness or emergency situation students are taken to government hospitals, it is on a fee-for-service basis.

Health Care Services [for Resident Life (Hostel) Students]:

The College arranges to provide healthcare services to students living in the hostels also. A full time nurse is employed by the Medical Center who provides medical guidance. In emergency situations, a bus is stationed outside the hostel, to take them to government hospitals; it is usually on a fee-for-service basis.

5. Students Grievance Policy

Informal Resolution:

Any student in DPCG who believes that she has been treated inequitably is encouraged to resolve the matter informally. The student should first talk with the person or group at whom the grievance is directed in an attempt to resolve the issue informally.

Grievance Procedure:

The grievance procedure is described below.

1. To initiate the formal grievance procedure, the student must submit her grievance, in writing, to the Dean of DPCG.
2. The written grievance shall include:
 - a. a statement that the student wishes a review of the situation by a Grievance Committee.

- b. the identification of the person or group at whom the grievance is directed;
 - c. the specifics of the perceived inequitable treatment;
 - d. evidence in support of the student's belief that she has been treated inequitably.
3. A grievance must be initiated no later than 15 calendar days from the time the student knew or could reasonably have been expected to have known of the circumstances giving rise to the grievance.
4. After receiving the grievance the Dean will study the case with the Disciplinary Committee of the College.
5. After inquiry, the report shall be notified to the Student about the action on the grievance and the grounds for the action taken.
6. If the grievance is not resolved properly then the student can appeal to higher authorities of the College Administration. The decision given by them will then be considered as the final decision.

Documents: The **Grievance form** is attached with this document which can be obtained from the Head, Student Affairs

6. Disciplinary Policy for Students

General Expectations of Student Behavior

The college has expectations and standards for appropriate student behavior, often considered “common courtesies.” They include, but are not limited to:

- Respectful and appropriate use of campus facilities, resources, and services—the cafeteria, library, and any other gathering space on campus are shared spaces. Consistent with the values, students should be respectful of others, conscious of their language, volume, tone, and content of their personal conversations while using public spaces.
- Respectful interactions with faculty, staff, and students—Resolving conflict includes dialogue, understanding and patience. Students who are unsure of the appropriate steps to take in order to resolve an issue are encouraged to consult a DPCG Advisor.
- Being a responsible student—Showing up to class on time, being prepared, completing assignments, communicating with the instructor /professor, and participating appropriately in class are all essential to being a responsible student on a college campus. Students must make every effort to be on time and to communicate to the head of Student Affairs when they will be late or unable to attend.

Students disciplinary rules and regulations

- i. The **Informal Stage** of the disciplinary process can be used to deal with some instances of Misconduct. It is likely that most instances of Misconduct will be of a minor nature and as such can be dealt with locally and informally by the member of staff most closely involved, simply and quickly by way of an oral warning and/or by advice and guidance to correct the behavior or conduct. This can include advice that any repetition or escalation of the behavior could lead to formal disciplinary proceedings under these Regulations. If the member of staff believes the situation warrants it, they may place a record of the incident on the student’s file.
- ii. If the member of staff believes the student’s behavior is serious a written warning will be issued and Suspension, Restriction or Expulsion from student union may be a more appropriate penalty.

Student Conduct during Examinations

1. Each examination candidate must be prepared to produce, upon the request of the invigilator or examiner, her DPCG card for identification.

2. Examination candidates are not permitted to ask questions of the examiners or invigilators, except in cases of supposed errors or ambiguities in examination questions, illegible or missing material, or the like.
3. No examination candidate shall be permitted to enter the examination room after the expiration of half an hour from the scheduled starting time, or to leave during the first half hour of the examination.
4. Examination candidates must not destroy or damage any examination material, must hand in all examination papers, and must not take any examination material from the examination room without permission of the examiner or invigilator.
5. Notwithstanding the above, for any mode of examination that does not fall into the traditional, paper-based method, examination candidates shall adhere to any special rules for conduct as established and articulated by the examiner.
6. Examination candidates must follow any additional examination rules or directions communicated by the examiner(s) or invigilator(s).

Cheating

If any student is discovered cheating or if the examination invigilator suspects a student of cheating, the invigilator will collect all evidence of the incident and report it to the Dean of the College. Examination candidates suspected of any of the following, or any other similar practices, may be immediately dismissed from the examination by the invigilator, and may be subject to disciplinary action:

For example

The following are only some of the many forms cheating may take:

1. Copying another's work on a test, paper, or project.
2. Using unauthorized materials in an exam or collaborating on work to be turned in for credit where the instructor disallows such collaboration.
3. Taking an exam for another student, purposely allowing another student to copy during a test, or providing coursework for another student to turn in as his or her own effort.
4. Fabricating, falsifying or misrepresenting data or results from experiments, interviews or surveys.
5. Submitting the same work in more than one class for credit without permission from the instructor.
6. Knowingly furnishing false information to the college.

STUDENT DISCIPLINE PROCESS

Students may be referred to the *Student Disciplinary Committee* consisting of Dean and two senior faculty members including the Head of Student Affairs ; for a number of reasons, including continued disruptive behavior, profanity, or other behaviors that impede the teaching and learning process in the classroom or on campus.

Students will be notified of the referral and may receive a warning notice or be scheduled for a discipline meeting. Students are entitled to due process, including a hearing and an appeal process. Students who have questions regarding the student discipline process or regulations may contact the Office of the Student Affairs.

DISCIPLINARY MEASURES

Violation of the examination rules, attempts of misleading conduct, disturbing behaviour or disruption of the examination will be reported to the Dean.

Disciplinary measures which may be imposed, singly or in combination, for non-academic misconduct include, but are not limited to, the following:

- (a) **Warning or reprimand** – a written warning or reprimand to the student will be issued in case of inappropriate behavior
- (b) **Debaring or cancellation**– If caught cheating (first time) the student will be debarred from taking all the paper of the applicable exam; for e.g., mid-term or finals respectively. All the exams undertaken by the candidate will be cancelled.
- (c) **Suspension from the College** – If caught cheating (second time), will result in suspension of the student from the College for a specified period of time of two months after which the student is eligible to return. Conditions for readmission may be imposed.
- (d) **Expulsion from the College** – If caught cheating (third time), Expulsion of the student from the College

ENSURING ACADEMIC INTEGRITY AT DPCG

Current college policies prohibit dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college. DPCG's recommended discipline process with regard to plagiarism and cheating is available from the Office of the Chief Academic Officer (BPharm) / Program Director (MPharm). Course syllabi should reference the process.

1. When addressing plagiarism or cheating with reasonable evidence, the faculty member should notify the student of the concern.
2. In situations where cheating or plagiarism has occurred, the faculty member is to determine consequences in compliance with DPCG policy and regulations, which prohibit dropping a student from a course. The consequences may be any of the following options:
 - giving the student a verbal or written warning
 - giving the student an additional assignment
 - giving the student a zero on the assignment
 - determining other appropriate consequences that comply with DPCG's policy and regulations
3. In such situations the faculty notifies the student that a "**Student Code of Conduct Violation**" form (DP-F-01) will be filed in the Dean's Office.
4. Students have the right to grieve an action that they feel violates their student rights.
5. The office of the Student Affairs shall be responsible for maintaining records.
6. Probation, suspension or expulsions are courses of action that may be determined by the Dean, in accordance with Student Disciplinary Committee.

7. Academic Dishonesty and Academic Misconduct

Academic Dishonesty: This includes plagiarism, collusion, falsification, deceit, cheating and personation.

Definition of academic concern and academic offence

Because of the issues and factors surrounding academic practice, the college distinguishes issues of academic concern from those of academic offence, as follows:

- Where the integrity of academic process has been deemed to be compromised such that the college does not have a reasonable level of confidence that an outcome reflects the performance or eligibility of a student concerned, in the context of the regulations, an issue of **academic concern** should be identified that Deals with cheating, impersonation, collusion and fabrication in the context of examinations/tests and in admission. An academic concern is often a first offence of plagiarism committed in the student's years of study with the DPCG.
- **Academic offences** are identified (by the Disciplinary Committee) as occasions or circumstances within which it can be demonstrated on the balance of probabilities that a student has deliberately, knowingly, or through culpable negligence, used unfair means to achieve an assessment or some other aspect of their academic or academically-based progress, as an

applicant or student of the DPC. Examples of plagiarism which show evidence of an attempt to mislead or evade in the context of research and graded assignments should be considered as an academic offence

7.1. Academic Discipline Policy Context

If a student on a taught course leading to a DPCG award is accused of an alleged academic offence, the procedures described in this Policy must be followed.

Disciplinary issues not associated with academic concerns or offences as defined in this policy will be dealt with through the DPCG's Student Code of Conduct.

The academic practice of all research students is dealt with through DPCG's research Ethics committee. Once an offence is committed it will be dealt under this policy

The following offences, committed in the course of a student's academic work, are covered by this policy:

Collusion

This offence is the joint production with another person or persons of an assessment that contributes to a unit grade where this is not permissible in the assessment task.

Fabrication

This offence consists of the presentation of any false or fabricated information, results or conclusions in any form of assessment, including practical work, field studies, number of hours (including practice hours) completed, oral presentations, interviews and reports on work placements.

Cheating

This offence consists of attempting to complete an examination or in-class test that counts towards a unit grade by unfair means, including but not limited to:

- obtaining help from others in a manner not explicitly permitted by the regulations for the examination, including the use of mobile telephones, pagers, or any other electronic device capable of sending or receiving text etc;
- bringing into the examination any unauthorised materials, or
- referring during the examination to any unauthorised material.

Impersonation

This offence is the assumption by any person of the identity of a student with intent to deceive or gain unfair advantage. Impersonation commonly entails using a substitute to undertake, in full or part, an examination or other assessment task.

Plagiarism

This offence consists of copying work or attempting to copy from any other source, published or unpublished, including the work of a fellow student or another person, in a manner not authorised by the regulations of the assessment, and presenting the copied work as if it were the student's own work.

It includes written and non-written forms of production, for example, in performance, design, the making of artefacts or other objects, and oral presentations, and may constitute part or all of a submitted assessment.

Self-plagiarism, a student copying material from another assignment she has submitted, is generally not considered as an offence unless this is explicitly denied in the assignment brief.

Academic Offence Procedures: The initial responsibility for detection rests with each individual faculty member who needs to be vigilant in detecting instances of impersonation, collusion or cheating when acting as an invigilator in an examination, and in recognising instances of academic concern, and of fabrication, possible collusion and plagiarism when reviewing work submitted for assessment.

Cheating, impersonation, and collusion in examinations/tests

If an invigilator in an examination or in-class test has cause to suspect any student of cheating, for example by the discovery of any unauthorised books, notes, electronic devices, or papers brought into the examination, s/he should inform the Senior Invigilator. The suspected materials will be confiscated or removed when discovered, and a note made on the student's script of the point at which the material was confiscated. The student will not be permitted to complete the examination.

If an invigilator in an examination or in-class test has cause to suspect any student of impersonation, s/he should inform the Senior Invigilator who should then ask the student to write their date of birth and signature on the front cover of the completed script. The student will not be permitted to complete the examination.

If an invigilator in an examination or in-class test has cause to suspect students of collusion, s/he should inform the Senior Invigilator who should then make a note on the script of each student suspected of collusion, of the point at which the suspected collusion was detected. The students will not be permitted to complete the examination.

In the above cases, the Senior Invigilator for the examination will submit a written report on the incident to the Dean to include a description of the evidence that cheating or impersonation has occurred, together with details of the student's name, the date and time of the examination and any other relevant information, including the examination script(s).

Where material is confiscated, it should be presented along with the written report and submitted to the Dean who will chair the Disciplinary Committee.

Impersonation, fabrication and collusion in assessments, other than examinations/timed tests, and in admissions information

In the event of suspected impersonation or collusion in any non-examination/test assessment, then the member of faculty suspecting the offence should on confirmation of a suspected offence submit to the Dean, along with any available evidence in relation to all students potentially involved.

Where a member of the faculty reviewing or marking an assessment or practice/placement records submitted as part of a taught programme of study or documents submitted as part of an application for admission suspects fabrication of information, the member will inform the Dean who, on confirmation of a suspected offence, and pass it on to the DC with relevant evidence such as the source documents and a copy of the assessment brief.

Students may be required to attend the DC meeting to help reach a conclusion about the nature and extent of any suspected offence.

The Disciplinary Committee (DC) Actions

Upon receipt of a completed academic concern/offence report appropriately signed and with all supporting evidence, the DC will write to the student concerned normally within a day to advise her of the allegation, including copies of relevant and available evidence, and identification of any additional evidence not available for issue.

The DC will give full consideration to each case. The case against the student will be found proved if it is substantiated on the basis of a reasonable interpretation of the evidence and in the balance of probabilities.

The (DC) will invite the faculty in which each case arises to send a representative to outline each case and to clarify any questions arising prior to or arising from the submission of any student response.

The DC will meet with the student and the Faculty representative together. All students attending a (DC) will be interviewed individually.

The DC will convey the decision in writing to the student concerned within five working days of the DC. A record of decisions arising within the academic year will be maintained at each meeting for reference.

Criteria for (DC) decisions and penalties

i. Category 1 offences

Where the integrity of academic process has been compromised and the Disciplinary Committee establishes a basis for confidence, under reasonable interpretation, that a student acted with culpable negligence and in a way designed to gain unfair advantage within academic process as defined by the DPC regulations:

- The work affected will be deemed to be a non-submission in line with the DPC's regulations.
- The student concerned will receive a written warning advising them of the likely consequences of any future academic offences;
- The student will be advised to seek remedial advice and required to do so as a condition of continued registration;
- The case will be recorded by the (DC) to ensure that any repeat offence is treated appropriately.

ii. Category 2 offences

Where the integrity of academic process has been compromised and the offence is deemed by the (DC), on the balance of available evidence, to represent a **deliberate and/or repeated attempt** by a student to subvert/evade the requirements of academic process as defined by the DPC regulations, the (DC) will impose a penalty appropriate to the offence in each individual case, and will consider, in reaching its decision:

- whether the student should be allowed either to resubmit the assessment or retake the unit on the next occasion it is offered;
- whether the student should be required to undertake additional work as well as that associated with any resubmission of the assessment in question;
- whether the student should fail the entire stage of assessment and be required to retake it during the following academic year;
- whether a recommendation should be made that the student should be required to withdraw from their course and the DPC, and/or any previous award rescinded and/or study for further award prohibited. Where the recommendation is that a student is required to withdraw, the (DC) will also propose the point of withdrawal (i.e. indicate whether the student should be allowed to complete any assignments and/or referral work for the units on which they are currently registered).

iii. Category 3 offenses

Where the basis for admission to a programme of study is found to have been fabricated in full or in part, the DPC reserves the right to require the student to withdraw from her course and the DPC on the basis of confirmation of the (DC) recommendation.

iv. Where no offence is deemed to have occurred

Where a reasonable interpretation of the evidence taking into account the balance of probabilities does not find that an academic offence has been committed but does find that the integrity of academic process has been compromised such that the DPC does not have a reasonable level of confidence that an outcome reflects the performance or eligibility of a student concerned, in the context of DPC regulations, the case will be returned to the academic department in which it arose to be dealt with through the academic concerns process.

v. Additional notes

The DPC reserves the right to rescind and deprive a student of any award granted where an academic offence allegation has been substantiated after an award has been conferred.

Plagiarism

- The DPC has an institutional licence for Turnitin, a web-based Originality Checking system, which allows tutors to check students' work for potential plagiarism by comparing it against continuously updated databases of text to be found on the Internet. Originality reports provide tutors with the opportunity to teach students about academic integrity and appropriate citation methods as well as checking for potential plagiarism.
- Access to Turnitin is integrated into Desire2learn. This means that neither tutors nor students need to create an account to use it. Tutors should create a Turnitin Assignment link within a unit's LMS site and direct students to it. Guidance on this can be found in Help desk provided by Education Informatics Unit
- Turnitin is not to be used by students as a developmental tool. It is not designed to facilitate the development of academic practice, and may, if used wrongly or inexpertly, mislead in respect of both the nature of the intellectual activity of demonstrating learning, and the manifestations of poor practice. Faculty may, however, find it useful to discuss with students, the results of good and poor academic practice as indicated by text-matching software, and to use sample output in those discussions.
- Where assignments are text-based (i.e., not a video, for example), they must be submitted in electronic format via Turnitin. The method of submission should be stated clearly in the assignment brief. Failure to submit by the submission date will be deemed as a non-submission.
- Turnitin seeks matches with text to be discovered in its databases and therefore reveals only the extent to which an assessment contains text which matches another source discoverable electronically. This does not, in and of itself, indicate an academic offence, since the output of text-matching may include text that is copied and accurately quoted, text that has been copied and then manipulated to fall short of a direct copy, and text that must be copied in order to be accurate (e.g., titles and format elements). Neither is it the case that text-matching against online and stored sources will identify all areas of potential plagiarism.

The exclusion at the time of performing the check should be limited to the following:

- A. Quotes
- B. Bibliography
- C. Phrases
- D. Small matches up to 8 words
- E. Small similarity less than 1%
- F. Mathematical Formula
- G. Name of Institutions, Departments etc. The maximum similarity permitted should not be more than 20% after applying the exclusion criteria.

Framework of Penalties for Plagiarism Offences in Taught Programmes

Plagiarism Offences in taught program	1 st Incident	Formative interview with course co-ordinator and/or lecturer. One more chance given to resubmit the work
	2 nd Incident	Reduction in marks based on exclusion of plagiarised work. Interview with Course Coordinator and/or Head of Department and/or Chief academic officer
	3 rd Incident	Mark of zero for assignment containing plagiarism. Formal letter of warning from Chief academic officer. Copy placed on student file.
	4 th Incident	Mark of zero for entire course. Case referred to the college Disciplinary committee and outcome (suspension 1 semester or 1 year or discontinuation of studies) and outcome recorded on student file.
Plagiarism in capstone/research project report/thesis	In cases where plagiarism in the dissertation is alleged, the dissertation examination process does not proceed any further and the case is investigated through Research & Ethics Committee.	

The implementation of (DC) decisions

The decision of the (DC) will be noted and implemented by the chairperson of the DC, and if the case against the student is not upheld, faculty will be so advised, and the student's work will be assessed and recorded in the normal way.

The decision of the (DC) will be retained centrally by the (DC) to ensure consistency of approach and to provide a detailed record for purposes of internal monitoring of the incidences of academic offences, for tracking incidences for any individual and for the provision of data to external agencies as appropriate.

A student found to have committed an academic offence and in receipt of a penalty has no right to appeal the academic judgment underpinning that penalty. Any complaint about the operation of this policy and process must be raised through the DPC's student complaints process.

Appendix 1: Guidance on academic practice

Good academic practice

Good academic practice is the use of ideas, research findings and text by a learner in ways that recognise where these represent the knowledge of others. It is important because it enables learners:

- To demonstrate their breadth of reading by identifying and comparing their sources of information;
- To demonstrate an individual understanding of their findings as they learn, by using their words to describe and interpret the ideas of others;
- To develop their own originality by synthesising, commenting on and structuring their argument around the contributions of others;
- To apply their reading and their understanding to a range of subjects and situations in ways that make clear their process and their conclusions.
- To do this, learners are required to:
 - Recognise the origins of ideas and of statements, where these are not theirs, to recognise the difference between the two, and to deal with each appropriately within their own work.
 - Report accurately the findings of their research (primary and secondary)
 - Submit work for assessment that represents their individual and independent effort unless otherwise advised in the assessment brief.
 - Doing this is good academic practice.
 - Referencing systems are used to identify where a writer is using the ideas and words of others. They ensure that both writer and reader are able to distinguish accurately between a learner's own ideas, their interpretation of the ideas and words of others, and their direct use of the ideas and words of others in their own work.

Academic practice and learning

The DPC encourages its learners to demonstrate their reading and their research by making appropriate reference in their work to the ideas and words of others.

- It requires learners to use a referencing system defined by the faculty and it expects learners to use the system fully and accurately as a way of making clear to readers where the ideas and words of others have been used.
- It recognises that learners need to develop their use of referencing systems as part of their learning process, within the subject area(s) they are studying.
- It also recognises that the importance of acknowledging the ideas and words of others as a requirement of good academic practice is new to some of its learners.

In this context, the DPC outlines the responsibilities of Faculties and learners as follows.

A. The responsibilities of Faculties

- To provide induction activities and written guidance at induction on a) good academic practice, and b) the use of referencing, recognising the distinction between the two, and the differing needs of different student groups in respect of each.
- To provide further course-based support, at each stage of study and prior to the first submission deadline at that stage, that demonstrates and practises good academic practice and referencing.
- To make sure unit assessment tasks make appropriate reference to the importance and the significance of good academic practice and referencing, in the context of this policy.
- To ensure that all staff engaged in teaching and assessment have subject expertise sufficient to the task of identifying issues in learners' academic practice arising in relation to the core knowledge basis in that subject.
- To ensure that all staff engaged in teaching and assessment are informed of and make appropriate use of this policy and the processes underpinning its operation.

- To be vigilant, as individual markers and moderators, in identifying potential academic offences and in applying this policy to all learners.
- To provide additional support, including referral to other teams (e.g. in Learning Resources and Student Support) where the application of this policy indicates that students have not used referencing systems correctly and/or have submitted work demonstrating bad academic practice.
- To ensure that Visiting Lecturers are fully briefed and trained to fulfil their responsibilities.
- To operate this policy and process fully, treating the management of academic practice as a senior academic responsibility, and paying full regard to the rights of students to be kept informed of any issue in their work that is raised with (DC), and to have any such case passed on to (DC) in good time.

B. The responsibilities of learners

- To identify accurately where they have used in their work the words and/or ideas of others.
- To use referencing systems accurately in that identification.
- To avoid practices that may give rise to academic concern and/or suspicion of academic offence.
- To read this policy, and to attend and make use of the guidance and support offered at induction (or the additional/replacement guidance and support sessions offered for late arriving students).
- To make use of the further guidance and support offered at each study stage in advance of the first deadline for submitted work.
- To seek assistance if they are, for any reason, unable to take advantage of the standard guidance and support offered.
- To complete and sign the assignment coversheet for each piece of work submitted, confirming that they understand this policy and its requirements
- To take full responsibility for work that is submitted in their name
- To bring to the attention of an invigilator any circumstance or event that might be evidence of, or suggest, a breach of academic discipline.

8. Academic System in the College

8.1 Various Terms used in Teaching System

A. Terms used in BPharm

Unit System

DPCG uses the course unit system which is based on the required number of hours of instruction to be successfully completed according to the standards set by the College to obtain University degree i.e. Bachelor of Pharmacy.

Credit Hour

Credit hour refers to one lecture hour per week lasting for minimum 18 weeks. Each lecture hour is equivalent to two hours of practical study per week.

Course

Each course is a program of study presented in lectures and practical with a fixed number of credit hours taught in one semester mentioned in the curriculum.

Curriculum

Curriculum is a total description for the BPharm. program and explains the following:

- Detailed syllabus of integrated courses that fulfill the requirements for BPharm. Degree.

- Professional Practice Experience as required for BPharm. degree.

Pre-requisite

It refers to each course which is found necessary for each student to complete successfully before being allowed to register in a subsequent one e.g. Organic Chemistry I is made a pre-requisite for Organic Chemistry-II.

Study load

Study load in DPCG means the number of credit hours a student is registered for and has to attend weekly classes. In DPCG in spite of introducing credit hours system the load is according to the time table fixed for each class. The only provision given to the student will be the minimum credit hours out of the total that they have to successfully complete each semester in order to be promoted to the next semester.

Course Types

- An **elective** is a course chosen by a student listed from different areas available during the study period.
- A **general education** is a course offering within the following areas such as Islamic studies, English, Mathematics, etc.
- A **core requirement** course is a course within a major, which is essential and must be satisfactorily completed to fulfill the requirements of the specific departments.
- Professional Practice Experience** provides opportunity for a student to have workplace experiences in community, industry and hospital pharmacies and must be satisfactorily completed to fulfill the requirements of the program.

B. Terms used in MPharm

Program

The set of courses and other formally established learning experiences which together lead to a qualification

Specialization

Specializations or concentrations are a grouping of courses which represent a sub-specialization taken within the major field of study. A student of MPharm program has specialization in Clinical Pharmacy and Pharmaceutical Product Development and is specified in the student's academic record.

Curriculum

The term refers to a set of related courses constituting an area of specialization, such as the MPharm (Clinical Pharmacy) curriculum and MPharm (Pharmaceutical Product Development) curriculum.

Credit hour and the credit system

The academic credit provides a basis to measure the amount of engaged learning time expected of a typical student. A credit, or credit hour, is a unit of measurement defining the student's overall effort towards attaining a qualification.

1 credit hour equals approximately 1 hour of time in class per week over a semester of 15 weeks or longer. It is assumed that a student spends two hours outside of class in independent learning or specific course assignments for every hour in class. For laboratory and case studies, 1 credit hour equals 2 hours of case discussions and lab work respectively.

Pre-requisite

It refers to each course which is found necessary for each student to complete successfully before being allowed to register in a subsequent one.

Semester

A semester is a period of time, typically a minimum of 15 weeks, during which an institution offers courses.

Course

A course consists of a number of instructional activities over a prescribed period of time. It deals with a single subject and is commonly described by title, number, credits, and expected learning outcomes.

Electives

Electives are the courses which are not compulsory for students. Electives may be free—selected by the student from any course offerings, or restricted—chosen from a pre-determined list of options. For example, students of MPharm (Clinical Pharmacy) program have to select two clinical clerkships out of four areas.

Clinical Clerkship

A course of clinical medical training in a specialty (Internal Medicine, Infectious Diseases, Pediatric care, Intensive Care, Surgery, Obstetrics & Gynecology) that usually lasts a minimum of two weeks and takes place during the third and fourth semester of MPharm (Clinical Pharmacy) program established by cooperation between college and local hospitals.

8.2. Methods for Instruction/Teaching activities (Pedagogy)

A. Methods used in BPharm

1. Integrative Methods

Lecture — An oral presentation, usually formal in nature, to a group by an individual highly knowledgeable about the subject.

Brainstorming — A process in which students are encouraged to participate by sharing their ideas or suggestions on a subject. No discussion of each point is allowed until important ideas have been expressed.

Group Discussion - A small group comprising of not more than 10 students with each faculty member to discuss on subject related topics.

Office Visit — A face-to-face exchange of information among two or more students, usually at the location of the information provider.

2. Reinforcement Methods

Problem-based learning (PBL) is a student-centered instructional strategy in which students collaboratively solve problems and reflect on their experiences. Student-focused problem-based learning is a self-directed process characterized by active acquisition of knowledge and problem-solving skills by students that occurs from the process of reasoning towards the understanding or

resolution of problems. It results in a usable knowledge data base that has been actively acquired and is reinforced through repeated applications. Students are motivated by the internalized reward of discovery and develop a colleague based learning that will produce pharmacists who have learned to learn and have the ability to apply their knowledge base to the resolution of new and unique problems.

E-learning and Computer software's- Use of electronic education technology and a set of instructions or program, that enables a computer to be used to provide educational information, to transmit communication or to aid in decision making.

Self-Directed Learning- Since self-directed learning is believed to promote lifelong learning so students are motivated to take up self-learning exercises and are also encouraged to make presentations on allotted topics during the regular lecture schedules.

Symposium - An assembly in which short presentations are made by a small number of speakers who are knowledgeable about a particular subject. These presentations may range from 20 to 30 minutes each.

Group Discussion - A small group comprising of not more than 10 students with each faculty member to discuss on subject related topics.

Panel Discussion— A gathering at which a panel of individuals discuss a subject in front of students but interact with student members only when those members wish to ask a specific question or clarify a point under discussion. When a particular point is resolved, the organized discussion among panel members continues.

News Letters — A publication of six pages or fewer, focusing on broader topic related to the subject that presents instructions, guidelines, or other specific information.

Scientific Poster — A large, printed sheet intended for display and containing words, illustrations, or both to provide general or specific information for broad or targeted students.

Leaflet or flier — Brief, concise printed information focused on a specific program, objective, current event, or other activity and designed to create or enhance awareness.

Pamphlet or booklet — A printed publication that provides more comprehensive information on a subject than a fact sheet, leaflet, or flier.

Journal club — A means of presenting scientific, theoretical, or philosophical information in a professional journal or in a periodical that focuses on a specific discipline, commodity, student, or subject matter.

Case study- Case-based teaching is an active learning strategy in which students read and discuss complex, real-life scenarios that call on their analytical thinking skills and decision-making. Case studies are a great way to improve a learning experience, as they get the learner involved, and encourage immediate use of newly acquired skills. Case studies are more on understanding the concept rather than memorizing correct responses.

Tutorials- Tutorial method of teaching where knowledge is transferred to the students by having more interactive sessions to know students understanding on the topics. It can be utilized to revise the contents which were taught through a lecture. Question and answering can be done among the students to collect the feedback on their understanding of the topic dealt earlier in the class.

3. Practical Methods

Method demonstration — An explanation of how to implement a practice or accomplish a task by showing a practical application or guiding the learner in carrying out the task.

Result demonstration — A presentation that shows the effects of a practice change or task by means of practical application, using visual, experiential, or oral methods; it usually involves a before-and-after comparison.

Field trip — A planned activity of one-day duration in an outdoor setting for demonstrations; observation of programs, practices, activities, or objects; presentations; or practical experiences.

Workshop — A meeting in which a small group of people with common interests meet to study or research a specific topic or to practice a specific skill to enhance their individual knowledge and proficiency.

Role play — An exercise in which selected members of a group are assigned to play specific roles in a hypothetical or simulated situation followed by discussion among all group members.

Case study — A specific and detailed description of an event, situation, or circumstance that is presented to a student for study and analysis.

Practical Exercise:

Statistical Analysis of Data or results — Evaluation, use, or presentation of new or existing data to explain or predict the impact of a practice, innovation, input change, or changing conditions and circumstances.

Professional Practice Experience-(PPE)

Professional Practice Experience (PPE) is the experience gained during the training period in community pharmacies, hospitals and pharmaceutical industries.

B. Methods used in MPharm

Different methods used in teaching and learning during the MPharm program:

Didactic Courses

Didactic courses will be taught through different strategies such as Lectures; laboratory classes; tutorials; problem based learning, self-directed learning, assignments and seminars.

Seminars

All the students are required to participate in their respective specialization's seminar program. Seminars courses will be graded by the graduate faculty members for respective specialization. The grade will be assigned based on the quality of the student's seminar presentation and their attendance throughout the semester. Faculty and graduate students will complete an evaluation sheet for each student's seminar so that the student presenter can also receive specific comments on presentation style and content.

Problem Based Learning (PBL)

In PBL, students engage in complex, challenging problems and collaboratively work toward their resolution. Students spend a great deal of time discussing the problem, generating hypotheses, identifying relevant facts, searching for information, and defining their own learning issues. This fosters collaboration among students, stresses the development of problem solving skills within the context of professional practice, promotes effective reasoning and self-directed learning, and is aimed at increasing motivation for life-long learning.

Self-directed learning

Self-directed learning is fostered library services providing an extensive range of textbooks and access to electronic journals and other online resources.

Office Hours

Office hours are available where a face-to-face exchange of information between student and course coordinator/instructor. Students can clarify their doubts which they feel reluctant to speak up in class.

Field trips — A planned activity of one-day duration in an outdoor setting for demonstrations; observation of programs, practices, activities, or objects; presentations; or practical experiences.

Workshop — A meeting in which a small group of people with common interests meet to study or research a specific topic or to practice a specific skill to enhance their individual knowledge and proficiency.

Role play — An exercise in which selected members of a group are assigned to play specific roles in a hypothetical or simulated situation followed by discussion among all group members.

Case study — A specific and detailed description of an event, situation, or circumstance that is presented to a student for study and analysis.

Dissertation (For MPharm)

Third and Fourth semester of the MPharm program are devoted to dissertation work. The student's research supervisor holds the primary responsibility for providing the appropriate guidance and counsel essential to the scholarly development of the student.

Clinical Clerkship (For MPharm)

During third and fourth semester of MPharm (Clinical Pharmacy), students will be assigned primarily to clinical rotations in different hospital departments of Dubai Health Authority (DHA) approved facilities supervised by clinical preceptors.

An assignment is a written component of assessment for a subject which may be in the form of an essay; research projects, logbooks, practical appraisal, or other written assessment task to be submitted in part or whole for a result for a given subject.

8.3. Students written Assignment

Objectives and Guidelines

Objectives :

1. To correlate the scientific knowledge to its pharmaceutical application.
2. To develop the writing abilities.
3. To cultivate the habits of self study and collecting information from different sources.
4. Training of organizing thoughts and information then expressing them in a coherent style.

Guidelines:

1. The assignment should be written in 2-4 page of the A4 size. This should include the illustrations.
2. Illustration should not take more than 30% of the assignment size.
3. Quotes are allowed within the following limitations:

- should appear between quotation marks.
 - Should not exceed 50% of the whole text.
 - Their references should be shown at the end of the assignment.
4. Emphasis should be given to the scientific basis of the topics and pharmaceutical applications.
 5. Evaluation of the assignment will be based on the following:

Coverage of the topic	20%
Relevance of the information	20%
Writing ability	20%
Use of illustration	20%
Discussion	20%

Submission of Coursework

Submission Deadlines:

All coursework must be submitted to the concerned faculty member on the due date. Fax copies will not be accepted.

Requests for Extension to Submission Deadline:

Extensions will only be granted in extenuating circumstances and must be requested at least one working day prior to the assessment deadline.

Grounds for the Approval of Extensions with Respect to the Submission of Coursework:

The duration of the requested extension must be reasonable and justified by the documentation. Guidelines with respect to the kinds of circumstances that may lead to an approval of an extension.

Coursework Presentation:

Presentation requirements may vary between subjects. For specific presentation instructions students should refer to the subject-specific outlines, however, the following is a guide to standard presentation requirements:

- ☑ Coursework must be typed using 1.5 line spacing and font size 11 or 12.
- Text must be left justified and presented with margins of at least 2cms (right margin) and 4cm (left margin)
- ☑ All pages must be numbered consecutively from the title page.
- ☑ A reference list must be included with each coursework and a bibliography submitted if appropriate

Late Submission of Coursework:

- Failure to submit an coursework by the agreed deadline will result in a penalty of the deduction of 20% of the total marks allocated to the assessment component.
- Coursework submitted later than 5 working days after the due date will not be marked, and will receive no marks.
- Up to 5% of the total marks allocated to the assessment component may be deducted for non-compliance with referencing guidelines.

8.4. Students Attendance Policy

DPCG requires regular and punctual class attendance in order for a student to satisfy credit hour requirements. Accordingly, students are expected and required to attend all regularly scheduled classes in which they are enrolled. Attendance includes preparation.

Any student who fails to attend at least seventy five percent of regularly scheduled classes for any

course (i.e., fails to comply with “the 75% rule”) will not be able to appear for the concerned examination and will receive “F” (“Fail”) with unsatisfactory progress for the course. The 75% rule is applied based on the number of credit hours for a course. For example:

No. of credit hours	Warning	Allowed Absences (per term)
3	First	3
	Second	6
	Final*	12
2	First	3
	Second	6
	Final*	8
1	First	2
	Second	3
	Final*	4
Clerkship	A student’s attendance in Clerkship should be not less than 75% of the total hours otherwise the student has to compensate for the number of absent hours.	
Note: Students who receive *Final warning will not be able to appear for the concerned examination and will receive “F” (“Fail”)		

Attendance records will be based on sign-in sheets that will be circulated during each class, although a faculty member may adopt a different procedure for monitoring attendance in a seminar or course. It is the responsibility of each student to sign her name at the appropriate place on the attendance sheet prior to the end of each class, and each student who fails to do so will be considered absent. The standards of academic integrity apply to this policy.

Students will receive warning regarding their attendance (i.e., exceeds the maximum allowable number of absences) in a particular class. In accordance with College policy,

The Students Affairs in-charge is responsible for following up the student attendance and issuing the warnings accordingly.

The Students Affairs in-charge submits to all faculty members, records of attendance for each course.

Each faculty member registers students’ attendance at the beginning of each lecture.

At the end of each month, the Students Affairs in charge is provided with the attendance records (hard copies of attendance sheets and the total number of absentees for each student) of both theoretical and practical sessions of the students by all Faculty members.

After consideration of student excuses for the causes of absence, the Students Affairs’ in-charge will calculate the summative of all the absentees for the student during the semester and issues the warning as following table, taking in consideration that in all cases, the excuses should not cover more than 10% of the total attendance in each subject.

For the second and final warnings, parents will be notified.

Excused Absences

The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. Among the reasons absences are considered excused by the university are the following:

Participation in a College activity.

Death or major illness in a student’s immediate family.

Illness of a dependent family member.

Participation in legal proceedings or administrative procedures that require a student's presence.

Injury or Illness that is too severe or contagious for the student to attend class (the student should obtain a medical confirmation note from her medical provider).

If needed, the student must provide additional documentation substantiating the reason for the absence, which is satisfactory to the Dean's office.

Documents

Absence Excuse Form (attached) copies of which can be obtained from the Dean's Office.

8.5. Examinations, Grading and Assessment Policy

Course Assessment

Each course is assessed as outlined in the course description form and can be further discussed with the Chief Academic Officer/Program Director.

Goals of Assessment:

- The system of assessment is meant to determine the academic level of a student's achievement in both the theoretical and practical dimensions of the subject on completion of the prescribed syllabus as well as enable the authorities overseeing the performance of the College to decide as to whether or not the student concerned should be promoted to the next semester.
- The system also aims at identifying the weaker students from the brilliant ones. The identification will hopefully serve to motivate the students to compete for excellence.
- The system of examinations and evaluation also aims at ascertaining the effectiveness of the prescribed courses in accomplishing the goals of the College as well as in producing capable students with sharpened skills so that they are able to take their due place in the job market with ability and competence comparable to the graduates of other universities and institutes.

Types of Assessment:

- **Written Examination (Mid semester and Final exam):** Written examination assures that students have attained the appropriate knowledge related to the profession which can be applied in learning the skills. These exams measure the comprehension of students and their improvement.
- **Oral exam:** The oral evaluation gives feedback from the students on how they see the relative importance of the different topics. The oral exam is suitable for many types of performance and for working with different competencies. If students' oral communication in a specific area or in general is important, an oral exam is to be preferred.
- **Practical and laboratory work:** The practical exam evaluates the skills gained by the student which they have learned in all over the practical sessions offered in the course. It identifies the student's level of performance while demonstrating well-developed skills.
- **Assignment:** Assignments are evaluated through rubric scores based on different criteria's. It helps to measure the student's ability to understand the theoretical knowledge in depth. Assignments assess the student's ability to gather the information, processing, interpreting and drawing conclusions.

- **Professional Practice Experience reports:** The PPE reports develops observation and recording skills. Students efficiencies can be measured through the submitted reports which give the detail of students learning activities during the training.
- **PBL:** Students active participation, involvement in the group discussion will be peer assessed and also assessed by the instructor. Observations will be recorded as a narrative and highly structured format, such as a checklist. Students knowledge applied in the problem based discussions will be assessed through quiz.
- **Article review and Presentation:** Students ability to appraise the literature will be assessed based on their interpretation and presentation of research paper.
- **Self-assessment:** Students develop their own list of characteristics and judge their own work. Students learn to monitor their own progress and will strive to improve

Student Responsibilities in Assessment

- Actively engage in all learning activities in each course e.g. lectures, tutorials, labs, discussion etc. Active engagement is necessary for students to obtain the full benefits of the learning opportunities provided.
- Read prescribed materials and raise questions to clarify doubts in a continuous manner.
- Attend all assessable activities prescribed for each course in which she is enrolled.
- Submit assessment items by the due date.
- Notify the course coordinator at the earliest possible opportunity of any circumstances that may affect the completion of assessment items.
- Act ethically in the preparation and submission of all assessment items.
- Comply with any instructions given by the course coordinator.

Examination Schedule:

The students shall take their exams as per the schedule fixed by the College in the light of the following rules and regulations:

i. Final Exams:

Final Exams to be held at the end of each semester, and on completion of the prescribed syllabus:

- Fall semester: to be held at end of 1st Semester.
- Spring semester: to be held at the end of 2nd Semester.

ii. Re-sit Exams:

- Re-sit exams for all the subjects considered necessary shall be held at the end of each fall semester at least one week after the declaration of the examination results.
- Not more than one re-sit exam for any subject shall be allowed within one academic year.

NOTE:

Fee per course per semester for resit / improvement will be revised as follows:

This policy will be effective from [Spring 2016-17](#).

- Examination fee for re-sit/improvement examinations:
 - Mid semester (AED 250)
 - Final (AED 1500)
 - Improvement (AED 1500)

In the marks transcript the grade symbols for second attempt/ improvement **will be** represented accordingly.

No medical excuse will be accepted for resit/improvement exams.

Constitution of a Surveillance Committee:

The Dean of the College shall issue a notification to constitute a Surveillance Committee. The committee will ensure compliance with the rules relating to exams including setting up of papers, supervise and collect answer sheets, conducting practical and oral exams, evaluate the answer sheets and grade it accordingly.

Counter-checking Committee

It shall consist of another two faculty members. They shall carry out a counter-check on the Compilation Committee's work to ensure the accuracy of the compiled material. When everything is correct, all shall sign the compilation lists.

Fixing the Exam Schedule

The Dean of the College in consultation with Head, Examination Unit shall fix it through a notification.

The schedule shall specify the dates for the written, practical and oral exams in various subjects.

Exam schedules for the students will be notified on the College notice board and website at least two weeks in advance of the commencement of the exams.

It shall be the responsibility of each student to take note of the exam schedule put up on the notice board and on website of the College.

Exam Venue

Written exams shall be held within the College premises.

Provision of all necessary facilities, such as proper lighting, chairs, tables and appropriate spacing between the student's seats must be ensured.

Oral and Practical exams being the responsibility of the departments concerned may be held inside the departments and laboratories.

Organizing Work inside the Examination Hall

- **ID Card**- Each examination candidate must be prepared to produce, upon the request of the invigilator or examiner, her DPCG card for identification and fee clearance.
- **Personal Belongings** – Students must provide their own pens, corrector, calculator or pencils. Earphones may not be worn during the exam. The only materials you are allowed to have at your desk during the exam are writing instruments and approved calculators.
- **Electronics** – All electronic devices (including cell phones) are prohibited. All cell phones must be turned off and stowed away during the exam. It should be switched off - this may result in the exam being disqualified.
- **Reading Time** - Once the front of the answer booklet has been completed the invigilator will normally permit you to start reading the question paper. The 10 minutes reading time starts before the actual exam start time You are not permitted to write anything at this time (other than your details on the answer booklets).
- **Meaning of Questions** – Concerned instructors will not come to clarify the meaning of any question.
- **Multiple-Choice Questions**- Detailed instructions are on the top of the multiple-choice sheets. Note: All answers to multiple-choice questions must be marked on the separate answer sheet during the allotted time. Students should make sure you have correctly written your NAME and ID number in the appropriate places.
- **Answer Booklets**- Students are NOT permitted to write their NAME on the answer booklet as it will be coded and decoded.
- **Number of pages in Question Paper**- Students should make sure to check the total number of pages in Question Paper. (For example, 1 out of 4.)

- Students are prohibited from tearing the question and/or answer booklet pages.

Exam Excuses:

- Students' travel plans are never an excuse for missing a final exam. In emergency situations, students must contact the Dean's Office within a day.
- No excuses for non-appearance in the exam are entertained except in the following cases:
 - serious illness at the time the exam is being administered (i.e., illness sufficiently serious to warrant a visit to Health Services or other health professional);
 - grave family or personal emergency
- If the excuse given by the student is accepted, she is allowed to take her exam in the subject concerned along with the re-sit exams on the following terms:
 - All the three parts of the exam- written, oral, and practical are to be passed.
 - The students are given the grades which she actually scores in the re-sit exam.
- If under any circumstances the excuse given by the student is not approved; she will be allowed to take the re-sit exam with a condition of not exceeding 70% (C grade) of marks overall for the concerned subject.

Grade Appeals:

For unsatisfactory grades students can appeal with fee of Dhs 50/- for Mid-Term and Dhs 100/- for final exam.

Improvement:

If any student wants to improve she should submit her previous marks. Only the latest test score will be considered. No improvement for Mid-Term tests. (Only failed students or with accepted excuse can appear). Improvement exams should be taken in the same academic year. It cannot be carried over to other years. Paying Dhs 500/- students can sit for improvement exams that is conducted along with the first supplementary only.

Final and Supplementary Exams:

There are two chances 1. Main exam 2. First Supplementary/Improvement exam which will be conducted immediately after the main exams.

Note: Students should register names one week before the start of supplementary exams with Head of Student Affairs.

Expulsion from College and Detention from Final Exam

A student is expelled from College in the following cases:

- If she is proved guilty of a major violation of the prevailing rules and regulations of the College provided that the offence is documentarily proved after giving her the right of defense.
- If she repeatedly fails, i.e. two times, in one subject.
- If the CGPA achieved by her in the final exam in the first academic year is less than 2.
- If the charge of cheating in the final exams is proved against her.

Debarring Students from final exams:

A student is debarred from the final exams in the following situations:

- If the charge of cheating or attempted cheating in the exam is proved against her.
- Absence from theoretical lectures and practical periods as per the Guidelines for assessment of students' attendance in teaching Courses.

Readmission of Expelled Students

The expelled student can be readmitted to the College only if she was dismissed for reasons contained under provision “c” mentioned in the above Administrative Decision.

In case the student was expelled under provisions “a, b, and d” mentioned in the above Administrative Decision then she shall not be readmitted to the College.

Announcement of Results:

- Exam results are announced at the end of the exams or at the end of each semester.
- Exam results are put up on the notice board of the College concerned as well as on the web site of the College.
- Results thus advertised are considered as enough evidence that the students have been duly notified.
- Result of the student not clearing up her College dues in part or in full is withheld.

Course Grading System

Grading at the graduate level is intended to offer feedback to students on their performance in a given course, including once students reach the dissertation and dissertation stage. Faculties are encouraged to specify course requirements and grading expectations for students.

Students are assigned grades (letters) for each course which reflects the student’s achievement in the course. The minimum grade for passing a course is letter (C) and grades are written in letters according to the following table:

COURSE GRADING - BPHARM			
Range of Marks	Grade Point	Evaluation	Grade Symbol
95 - 100	4.00	A+	Outstanding
90 – 94.99	3.75	A	Excellent
85 – 89.99	3.50	B+	Very Good
80 – 84.99	3.00	B	Good
75 – 79.99	2.50	C+	Satisfactory
70 – 74.99	2.00	C	Pass
65 – 69.99	1.50	D+	Unsatisfactory
60 – 64.99	1.00	D	Unsatisfactory
Below 60	0.00	F	Fail
Administrative Codes			
Incomplete			I
Transferred & Equated			T
Withdraw			W

COURSE GRADING - MPHARM			
Range of Marks	Grade Point	Evaluation	Grade Symbol
95 - 100	4	Outstanding	A+
90 – 94.99	3.75	Excellent	A
85 – 89.99	3.50	Very Good	B+
80 – 84.99	3.00	Good	B
75 – 79.99	2.50	Satisfactory	C+
70 – 74.99	2.00	Pass	C
65 – 69.99	1.5	Unsatisfactory	D+
Below 65	Failed	Failed	F
Administrative Codes			
Incomplete			I
Withdraw			W

Computation of the Cumulative Grade Point Average (CGPA) and Grade Point Average (GPA)

The GPA is calculated by multiplying the grade of each course by the number of its credit hours and dividing the total by the number of total credit hours taken in a semester. The CGPA is calculated by multiplying the grade of each course by the number of its credit hours and dividing the total of all courses by the number of total credit hours taken for all semesters. Both GPA and CGPA are rounded to the nearest decimal units. GPA and CGPA are calculated according to the following formula:

GPA =	Total (credit hours per course x grades received per course) for all courses taken in one semester
	Total credit hours for all courses taken in one semester
CGPA =	Total (credit hours per course x grades received per course) for all the courses taken in all semesters
	Total credit hours for all the courses taken in all semesters

GRADE EVALUATION - BPharm	
GPA / CGPA	Evaluation
3.75 - 4.00	Outstanding
3.60 - 3.74	Excellent
3.00 - 3.59	Very Good
2.50 - 2.99	Good
2.00 - 2.49	Satisfactory
Less than 2.00	Unsatisfactory

GRADE EVALUATION - MPharm	
GPA / CGPA	Evaluation
4.00-3.90	Outstanding
3.89-3.75	Excellent
3.74 - 3.50	Very Good
3.49 - 3.25	Good
3.24-3.00	Satisfactory
Less than 3.00	Unsatisfactory

Course Assessment System (MPharm)

Assessment on the MPharm degree program is a mixture of formative assessments (in form of coursework) and summative assessments (written & practical examinations).

Didactic Course Assessment:

Each taught course is assessed by 30-40 per cent coursework, 60-70 per cent exam (mid-term exam, final written, and lab exam) with exceptions for the courses required different evaluation format.

The coursework mark is derived from a series of assignments which assess your ability to synthesize information from various sources into reasoned reports. Coursework varies from course to course and comprises a mix of Practical write-ups, Patient profiles, written reports and essays, small group projects, oral presentations, quizzes etc. Coursework submission guidelines & grading criteria (usually in form of rubric) will be provided by course coordinator.

Mid-term exam scheduled during the semester and final written and Lab examinations are scheduled at the end of first and second semester. Exams are normally closed book, though a calculator is permitted in some exams. In order to assess all learning outcomes, all the questions are compulsory in exams. Exams usually combine MCQ section, short answers, and longer essay-type questions.

Students who fail to achieve GPA of 3.0 (80%) in taught semesters (first and second) will be put on probation and will be allowed to appear in the supplementary exams held in February and September each year for first and second semester. A student who is unable to attend the final exam of any course because of extenuating circumstances such as serious illness, accident or death of a family member during the final examination period seeks an incomplete grade “I” for the course. Students need to repeat the courses with grades lower than C. If she again fails to obtain the GPA 3.0 (80%), then second and last attempt will be given. Failing to improve the grades even after repeating the course(s) will lead to the dismissal from the program. Students are allowed to take second semester with condition that no prerequisite courses have grades lower than C. No students are promoted to second year (dissertation work and/or clinical clerkships) unless she secures minimum GPA of 3.0 in both first and second semester.

Dissertation & Defense Assessment:

The assessment of the dissertation work is based on dissertation and defense at the end of the fourth semester. Dissertation is assessed based on the dissertation and defense with 80% and 20% marks respectively. The examining committee for master’s candidates’ dissertation and defense should be composed of three members with one external member related to the field of specialization. Dissertation defense should be held only after all members of the committee have had adequate opportunity to review a draft of the master’s dissertation. It is the student’s responsibility to distribute copies of the dissertation to the committee members in advance of the defense. The final oral defense may be open to the public or limited in attendance to the candidate and the committee.

Clerkship Assessment:

Clerkship is assessed based on clerkship evaluation (continuous) and final evaluation (case presentation and written report) with 60% and 40% marks respectively. Students who fail to secure at least 80% marks in clerkships, have to repeat the respective clerkship during next six months. If the student again fail to secure at least 80% marks in clerkship, she will be withdrawn from the college.

8.6. Student Appeals Policy

Every student has right to put across her appeal within fifteen days. The appeal is addressed to the Dean. If it is not resolved properly then the student can appeal to higher authorities of the College Administration. The decision given by them will then be considered as the final decision. Appeals are limited to requests to continue in the B. Pharm program after being dropped from the program for academic reasons and dissatisfied course grades.

Filing Appeal

A written appeal must be filed in the form available in the Dean’s office within 15 working days of the date of the letter notifying the student of the decision to discontinue the student in the program, or the right to appeal is waived. The appellant (student) must submit to the Dean following information:

A written statement specifying:

 Precise grounds on which the appeal is based.

-  Circumstances associated with the need to appeal.
-  Arguments supporting the appeal.
-  Description of proposed remedial actions to be taken to improve the student's academic performance.

Appeals Committee

For the purposes of hearing the appeal, the Dean will arrange an Appeals Committee that consists of a faculty member and academic advisor.

Appeals Committee Meeting

Within 15 working days of the filing of the appeal, the Appeals Committee will schedule a meeting date for the purposes of hearing the appeal. Appellant must appear before the Appeals Committee to present the appeal. She must address the Appeals Committee under all circumstances.

The Appeals Committee is authorized to decide the appeal and is responsible for the following:

-  Reviewing all data presented by the Appellant
-  Discussing the argument presented by Appellant and inviting Appellant to contribute to the discussion.
-  Limiting statements of appellant and other individuals where information being presented is irrelevant or disrespectful.
-  Deciding the appeal and providing a written decision, including the reasons therefore, to the Appellant and the appropriate authority within 3 working days of the Appeals Committee meeting.

The written decision shall identify and include where appropriate:

- i. Appellant's stated reason for the appeal
- ii. Action taken by the Appeals Committee
- iii. Stipulations and recommendations for appellant's continuation in program (where appeal granted)
- iv. Rationale for decision
- v. Names of individuals present at the hearing

If the appeal is granted, the Appeals Committee will discuss with the Appellant the conditions mentioned for academic reasons and dissatisfied course grades for continuation in the program.

Review of Appeals Committee Decision:

- a. A written request for review of the Appeals Committee Decision must state the specific grounds for appeal which are limited to:
 - College's policies were incorrectly applied;
 - Proper appeal procedures were not followed; or
 - Unfounded, arbitrary or irrelevant assumptions of fact regarding the appellant's performance were made by the Appeals Committee. Appellant must also identify the specific aspects of the Committee decision that she believes meet the criteria cited as a basis for appeal.
- b. The Dean with the College Faculty Board may meet with the appellant to discuss the request for review.
- c. The burden of proof shall be on the student to demonstrate by a preponderance of the evidence that the Appeals Committee's decision was the result of one or more of the above basis for appeal.
- d. The decision by the Dean in consultation with the College Faculty Board on review is final.

Note: Deadlines referenced herein may only be changed by mutual agreement of the parties.

Grades Appeals

The students have a right to appeal the final grade of any course provided that:

1. The appeal form is completed and submitted to the Dean's office within 15 calendar days of announcing the final grades.
2. The Dean in consultation with Examination and Evaluation Unit decides about concerning the appeal in 7 calendar days.
3. The decision taken by the (2) is the final decision.

Course Grade Appeals Process

The Dean of the College constitutes a committee to deal with grade appeals concerning the exam results brought forward by the students or their guardians.

The Committee proceeds as follows:

- a. In case a student or her guardian feels dissatisfied with the exam result then they may apply to the Appeal Committee for review of the student's result.
- b. The complaint must be accompanied by a cash receipt of Dh. 100/- deposited in the College treasury as surety money.
- c. The Head of the Appeal Committee along with the Head of the Examination and Disciplinary Committee will oversee and review the result to ensure that:
 - i. Correction has been done according to the prescribed rules of the College.
 - ii. All the questions have been correctly checked and duly compiled.
 - iii. In no case the answer book is shown to the student or her guardian.
- d. If a mistake in checking or compiling is discovered, the result is then modified accordingly under the signatures of the Heads of the Examination and Disciplinary Committee and approved by the Dean of the College, and the surety money is returned to the appellant.
- e. In case the result is found to be correct, the College then forfeits the surety money.

Changes in Grades

The following policy and procedure is followed by all faculty members when it becomes necessary, for any reason, to change student's grade that has already been submitted to the Examination & Evaluation Unit. Forms are available in Dean's offices.

- Grades for a course are based only on work performed before the end of each semester. Grade changes (except for the change of "I" grades) are permitted only in cases of errors in calculating or recording grades.
- The change of grade desired, together with adequate explanation, are submitted by faculty members concerned to her department Head.
- If the department Head approves the request for changes of grade, the request is submitted to the Dean of the College
- If the request is approved by the Dean of the College, the change of grade is reported by the Dean of the College to the Examination Unit and appropriate change on the student's record is made and the student and the faculty member are notified.

Documents: *Template for filing Appeals* is attached with this which can be obtained from the Head, Student Affairs.

9. Progress Policy Guidelines

9.1. BPharm

Satisfactory Progress

A student must maintain a semester GPA of 2.00 to be considered making satisfactory progress.

Probation

Students who fail to achieve a semester GPA of 2.00 shall be placed on probation for one semester. If the student achieves a semester GPA of 2.00 or better during the probationary semester she makes satisfactory progress but has not achieved the required semester GPA of 2.00, the student may continue on probation for one additional semester and will be allowed to appear in the supplementary exams held in September each year for both semesters.

Unsatisfactory Progress

If the student on probation fails to achieve a semester GPA of 2.00 at the end of the first probationary semester, the student will be reported to the Dean as making unsatisfactory progress. The student will be permitted to remain on probation for one additional semester.

A student who fails to achieve a semester GPA of 2.00 at the end of the second consecutive probationary semester shall be reported by the Examination and Evaluation Unit to the Dean's Office as making unsatisfactory progress.

Note: If a student fails to obtain the GPA 2.0 (70%) then she should repeat the course(s) in which unsatisfactory grades (D/D+) are got. In case, failing to improve the grades even after repeating the course(s) those students will be dismissed from the College.

9.2.MPharm

Satisfactory Progress

A student must maintain a semester GPA of 3.00 to be considered making satisfactory progress.

Probation

Students who fail to achieve GPA of 3.0 (80%) in taught semesters (first and second) will be put on probation and will be allowed to appear in the supplementary exams held in February and September each year for first and second semester. Students need to repeat the courses with grades lower than C. If she again fails to obtain the GPA 3.0 (80%), then second and last attempt will be given. Failing to improve the grades even after repeating the course(s) will lead to the dismissal from the program.

Students are allowed to take second semester with condition that no prerequisite courses have grades lower than C. No students are promoted to second year (dissertation work and/or clinical clerkships) unless she secures minimum GPA of 3.0 in both first and second semester.

Students who fail to secure at least 80% marks in clerkships, have to repeat the respective clerkship during next six months. If the student again fail to secure at least 80% marks in clerkship, she will be withdrawn from the college.

Students who fail 80% marks for their research project will not graduate. However, the student has the option to revise and resubmit a failed dissertation. If the student does not contact Graduate Program Director requesting to revise and resubmit the dissertation within the designated 4 weeks time period or, once approved to revise the dissertation, does not re-submit the revised dissertation by the 6 months deadline, the dissertation will be deemed to have failed and the student will be withdrawn from the university. Should the re-examination fail to pass the dissertation, the dissertation will be deemed to have failed the examination process and the student will be withdrawn from the college.

10.Policy for Completion of Degree

A. BPharm

A student will be awarded a Bachelor of Pharmacy (BPharm) degree subject to fulfilling the following requirements:

- **Completion of all courses, Professional Practice Experience and Students Graduation Project**

Students enrolled in this program are exposed to a core professional curriculum that includes the basic biomedical sciences; pharmaceutical sciences; and clinical sciences in addition to general education and elective courses.

The curriculum, which is offered through 160 credit hours (CH), is organized to include 111 CH core requirement courses, 6 CH elective courses and 21 CH general education courses, 20 CH of Professional Practice Experience and 2 CH Capstone Project.

- **Maintain a CGPA of at least 2.0 on a 4.0 scale.**

- **Minimum and maximum periods of enrolment for the completion**

The minimum duration required for completion of the BPharm program is 4 years, and the maximum period should not exceed 6 years.

B. MPharm

MPharm degree will be awarded to students who successfully complete all the requirements of graduation. The requirements of the graduation are:

1. She should pass all the courses both theoretical and practical as per assessment and grading rules of the college.
2. She should complete a major research project and successfully defend it in front of panel of external and internal examiners appointed by college.
3. Student undertaking MPharm (Clinical Pharmacy) program, should successfully complete required clerkships in hospitals approved by college.
4. She should secure overall CGPA (Cumulative Grade Point Average) of 3 (80%) in all the above mentioned in 1, 2 and 3.
5. In all such cases, a **minimum period of 2 years** and a maximum duration of 3.5 years is allowed upon recommendation of the Graduate Program Director and permission from the Dean.

10.1. Degree Conferral (applicable to BPharm-MPharm programs)

A student who has fulfilled all of the academic requirements of the BPharm/MPharm programs and has settled all of her monetary and administrative obligations with DPCG will receive a student copy of her academic transcript together with an official degree certificate of the college. This will occur only after all scores and relevant materials for graduation have been provided to the Graduate Affairs and Career Guidance of Dubai Pharmacy College for Girls.

Verification of Program Completion Requirements and Degree Conferral Procedures

In order to maintain full academic and institutional integrity in degree conferral, the following procedures are followed in verifying the degree completion requirements and degree awards:

1. A student submits the *Clearance form (CL-F-02)* from library, laboratories, transport, hostel and tuition fees dues two months in advance of completing the final semester to the *Graduate Affairs*.
2. The *Examination and Evaluation Unit (EEU)* completes the degree completion form indicating the courses and numbers of credits completed by the student at the end of the final semester.
3. The forms are sent to the Chief Academic Officer (CAO-BPharm) / Graduate Program Director (GPD-MPharm) together with a compiled list of the candidates. CAO/PD together

with the College Faculty Board verifies the program requirement conditions on GPA, on general education, core and elective courses for each student. A revised list is prepared for the candidates who have satisfied all the conditions of the graduation.

4. The Dean convenes a special meeting of the College Faculty Board in which the list of the graduating students is presented together with all supporting documents. The College Faculty Board approves the candidates for graduation. The protocol is returned to the Head, EEU together with all supporting documents.
5. The EEU prepares the degree certificate for each student and signs it.
6. The certificates together with the College Faculty Board approval protocol are presented to the Dean of DPCG for signature.
7. After Dean's signature, the certificates are presented to the Chairman, Board of Trustees for his signature.
8. The signed copies of the certificates together with all supporting documents are returned to the office of the Graduate Affairs and Career Guidance.
9. The certificates are presented to the candidates during the official graduation ceremony.

However, the certificates can be released to the candidates in advance of the graduation ceremony upon written requests in which event dummies will be present to these candidates during the ceremony.

10.2. Teach-Out Policy (applicable to BPharm-MPharm programs)

DPCG is committed to its student body. As part of the phase out strategy, in the event that a program is cancelled for any reason, DPCG will continue to offer sufficient courses at the appropriate levels in such a way that all students enrolled in the program will be able to finish their degree requirements in a timely manner. If prevailing conditions at the time dictate, the student will have the opportunity to transfer to:

- Another institution of higher education carrying the appropriate transcript of credit hours so far completed at DPCG.

DPCG will maintain a close monitoring of all the programs of higher education in the UAE in order to be aware of transfer options to those institutions on a timely basis. DPCG will formally contact all such institutions periodically with the objective of signing memoranda of understanding to facilitate the transfer process should it ever be required.

11. Student Records

Academic Records	The official transcript and grade sheets are maintained in the office of Examination and Evaluation Unit (EEU) by the Head of EEU. A copy is filed with the Student Affairs.
Admissions Records	<p>After the admission process, the completed records are maintained in the Dean's Office by the Dean's secretary (Student Affairs). All quality records related to this procedure will be filed in the office of the Dean, for a period of minimum five years. The following documents will be stored in the students' files:</p> <ol style="list-style-type: none"> 1. Acceptance letter and application forms 2. Copy of the examination passed (Higher Secondary) on the basis of which admission is sought. 3. Mark-sheet of the examination passed.* 4. Leaving certificate from the school last attended. 5. Six color photographs. 6. Birth certificate. 7. Character certificate from the Head of the Institution last attended. 8. Copy of the passport and resident visa (for expatriate students)

	<p>only).</p> <p>9. Medical certificate.</p> <p>10. Required results of TOEFL/IELTS.</p> <p>*Note: School certificates from outside UAE should be attested from place of issue:</p> <p>a) Country of Study</p> <ul style="list-style-type: none"> • Ministry of Education • Ministry of Foreign Affairs • The Embassy <p>b) UAE</p> <ul style="list-style-type: none"> • Equivalency certificate from Ministry of Education <p>All the data from the above mentioned records are stored in the Student database. In addition, the following data are also stored in the database:</p> <ul style="list-style-type: none"> Details of scholarship (full/half) Sponsored students Students who avail College transportation. Students who use hostel facilities. <p>All the data will be continuously updated in this database.</p> <p>DPCG reserves the right to disclose the students academic records to the students parents, and/or to any private authority that might be sponsoring the student.</p>
<p>Advising Records</p>	<p>Advising records are maintained by the student's assigned advisor. At the same time a copy is kept with the Head of Student Affairs Unit.</p>
<p>Discipline Records.</p>	<p>Discipline records are maintained in the Office of Student Affairs.</p>
<p>Access to Student Records</p>	<p>The students of DPCG have the right to inspect and review the student's education records within 7 days from the day the College receives a request for access.</p> <p>Please note: Students should submit written requests that specifically identify the record(s) they wish to inspect to the Office of the Dean. The Dean's Office will make arrangements for access and notify the student of the time and place where the records may be inspected.</p> <p>The right to request the amendment of the student's education records that the student believes is inaccurate.</p> <p>Please note: Students may ask the College to amend a record that they believe is inaccurate. If the College determines that the record will not be amended as requested by the student, the College will notify the student of that decision and advise the student of her right to an appeal regarding the request for amendment (Course/s grade appeal). Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.</p>
<p>Information-Release</p>	<p>Consent is not required for the disclosure of the following student's information.</p> <ul style="list-style-type: none"> (a) name (b) address (c) telephone number;(Internal circulation only) (d) e-mail address;(Internal circulation only) (e) date and place of birth (f) field of study (g) enrollment status (h) participation in officially recognized activities(e.g. DUPHAT)

	<p>(j) dates of attendance (Internal circulation or to parents/guardian)</p> <p>(k) degree and awards received</p> <p>Being an Islamic College the following is disclosed only with consent from the students;</p> <p>photographic, video or electronic images that are taken and/or maintained by the College.</p>
Change of Name or Address	<p>A student, who, after registration, changes her name or home address, after enrollment at DPCG, is expected to notify the Dean's office of this change immediately.</p> <p>Current and former students of DPCG may request a change of name on their student records, including but not limited to academic transcripts, with appropriate documentation. Current and former students who request a change of name on their records must provide to the Dean's Office, in person, the original legal document which verifies the change of name requested. A copy of this original document will be retained in the student's file. If this is not complied with, the name in the passport will be taken as the official name for all records.</p>
Official Communications	<p>A request that a student report to an administrative office or faculty office may be made in person, by email, by mail, or by telephone.</p> <p>Communications to the entire student body are considered properly delivered when placed on official College bulletin boards or sent to the student's address on record in the Dean's Office. Each student is responsible for checking the bulletin boards and the College website regularly and take note of such communications.</p>
Transcript of Credits/ Statement of Marks	<p>The transcript of College credits is an official copy of the student's permanent record, bearing the College seal and the signature of the Dean. Copies of the student's transcript are available on the student's written request from the Dean's Office. Transcripts are Dhs.50.00 each. Payments are made in advance to the secretary of Dean's Office.</p> <p>A student should allow a minimum period of 5 working days for delivery of the transcript after the request has been submitted either in person or in written form. A minimum period of three weeks should be allowed for the receipt of the transcript at the close of the semester for which grades are being requested.</p>
Certification	<p>For credit hour students - it is the student's responsibility to notify the secretary in the Dean's Office each semester that she enrolls, and at any time she adds, drops, or withdraws from a course.</p>

12. Rules for Safety and Security in the Labs

Laboratories of Dubai Pharmacy College for Girls are utilized to conduct practical in most of the subjects taught during the four years course of study. Practical exercises in some subjects like Chemistry, Pharmacology, Microbiology, Pharmaceutics and Toxicology are sometimes dangerous because they involve so many hazardous chemicals and pathogenic microorganisms. Therefore extra precautions are needed in these labs to provide a safe and healthy environment during and after the practical.

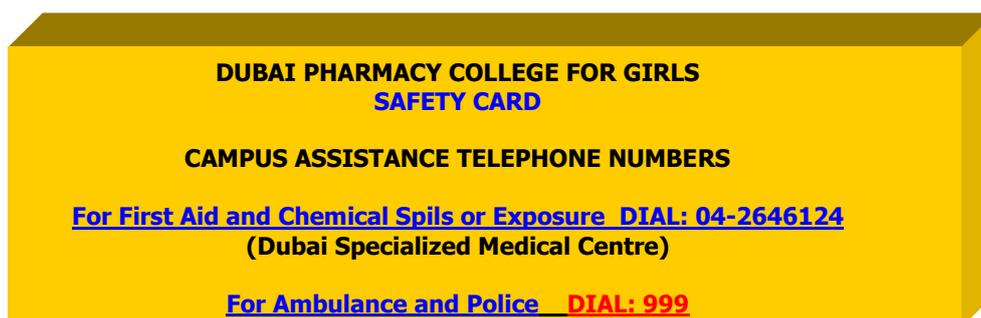
Some extra care is also needed for disposing of the waste materials left after the practical especially the bacterial culture and chemicals like concentrated acids and bases. In order to achieve the goal of health and safe environment in the College, certain rules have been framed by the College administration for the personnel (faculty, staff and students) working in these laboratories during practical.

The following measures should be taken to create a healthy and safe environment in the College laboratories:

1. It is not allowed for any student to enter the lab without gloves and lab coat. (If attire is inappropriate, you will be asked to leave the lab and change before performing the experiment).
2. The exhaust system of the lab should be switched on during practical.
3. Perform all reactions in your assigned work hood, unless otherwise directed.
4. The experiments in which toxic fumes are released should be carried out in Fuming Chamber.
5. Never pipette anything by mouth.
6. Contact lenses are not to be worn in the laboratory. Chemical vapors can become trapped between the eye and the contact lens, causing permanent damage.
7. Never taste anything in the laboratory or put anything in your mouth.
8. Never directly smell the source of any vapor or gas. Instead, waft the vapor or gas toward your nose with a cupped hand.
9. Never point a test tube that is being heated towards you or those working around you.
10. Never heat a graduated cylinder or glass bottle because they break easily. Also, heating may distort the calibrated markings on the etched glassware.
11. Do not use any equipment unless you are trained and approved as a user by your supervisor.
12. Keep the work area clear of all materials except those needed for your work. Extra books, purses, etc. should be kept away from equipment that requires air flow or ventilation to prevent overheating.
13. Dispose of waste and broken glassware in proper containers.
14. Equipment Failure - If a piece of equipment fails while being used, report it immediately to your lab demonstrator/lecturer. Never try to fix the problem yourself because you could harm yourself and others.
15. Know where to find and how to use all safety and first-aid equipment (eye-wash, fire extinguisher). Report all accidents (cuts, burns, etc.) even if you think they are minor.
16. Report all chemical spills to the demonstrator/lecturer in order to prevent accidents and/or personal injuries.
17. Clean up your work area before leaving.
18. Wash hands before leaving the lab.
19. If leaving a lab unattended, turn off all ignition sources and lock the doors.
20. The First Aid kit is available in the lab. for any burns or accidents occurring in the labs

In case of Fire don't forget the word: RACE

R	=	Run & Report	C	=	Call the safety and Security Unit
A	=	Advise others to run	E	=	Escape & Exit



13. Pharmacy Career

For BPharm graduates:

Various avenues open to pharmacists in different areas of activity are as follows:

1) Community Pharmacy (Retail Pharmacy)

- a. Dispensing of prescriptions after review
- b. Selection of non-prescription drugs
- c. Pharmaceutical care of certain diseases
- d. Purchasing, storing and dealing of pharmaceutical products

2) Hospital Pharmacy (Clinical Pharmacy – Pharmaceutical Care)

- a. Dispensing of prescriptions after review
- b. Answering queries through Drug Information Center
- c. Therapeutic Drug Monitoring
- d. Dealing with intravenous admixtures
- e. Pharmaceutical Care (prevents drug interactions and adverse drug reactions, proper use of drug products, ensure compliance, discover and solve adverse drug reactions)
- f. Participation in selection of drugs of choice
- g. Production of certain radioactive drug products
- h. Administration and purchasing of drugs

3) Pharmaceutical Industry

- a. Synthesis and analysis of raw materials
- b. Extraction of active ingredients from medicinal herbs, and other natural products
- c. Production of pharmaceutical products
- d. Quality Control of pharmaceutical products
- e. Research and Development
- f. Marketing and promotion of drugs
- g. Distribution of pharmaceutical products

4) Government Organizations (MOH & DHA)

- a. Control and auditing of community hospital pharmacies
- b. Drug Registration and Control
- c. Defense and Interior Ministry pharmacies
- d. ADR monitoring

5) Research and Development Centres

- a. Research on drugs in various research centers
- b. Research on medicinal herbs, natural products, biotechnology and genetic engineering
- c. Research on other areas of pharmaceutical sciences

6) Universities and Colleges

- a. Work as Demonstrators/Teaching Assistants
- b. Seek higher education to obtain Diploma, Masters and Ph. D. degree

7) Other Careers

- a. Medicinal Diagnostic Laboratories

- b. Pharmaceutical Consultation
- c. Marketing for Drug Products
- d. Nuclear Pharmacy
- e. Forensic Pharmacy

For MPharm graduates:

MPharm graduates can pursue their career in their field of specialization (Pharmaceutical Product development scientist in pharmaceutical industries and as a clinical pharmacist in hospital) or in further research/PhD degrees.

14. Students Career Planning Services

DPCG provides career counseling to its students regarding career information and planning, career development, testing and prospective job placement. DPCG also provides assistance to develop different skills necessary to start a career in various Pharmaceutical settings.

Career Guidance sessions at DPCG are provided to the 4th year students on individual basis with prior appointment with one of the personnel's Dean, Head of Alumni Affairs / Head of Professional Practice Experience Unit . They guide the students about the availability of the opportunities to help them decide on their future plans. They will serve to ensure the:

1. Preparation for DHA exams.
2. Self-improvement program for career development.
3. Availability of Jobs in different fields of Pharmacy practice.
4. Counseling for postgraduate studies.

In addition, Career guidance or counseling in groups is also provided regularly.

Note: Please see the College Bulletin Board for announcement of dates, timings and venues for these sessions.

College Career Guidance Policy and Procedure:

1. The College works for linking the students to the places of work (inside Dubai) and their staff to open up opportunities for an exchange of knowledge and experiences and possibilities of finding work in the future.
2. Each student fills up, before graduation, a form indicating the place where she would like to work or receive training in.
3. The College establishes contacts with the agencies in order to ascertain the possibilities of work or training, and in case they consent, reserve a place for the student after graduation.
4. Interaction with the graduates starts immediately after the graduation, by means of meeting with the Dean of the College and Head of the Alumni Department.
5. College policy concerning employment and the steps necessary to be taken for securing employment inside and outside the UAE are explained.
6. Steps to be taken for training higher studies in various countries of the world are explained.
7. The College practically points out the places of work available inside the UAE.
8. The College tries to overcome difficulties faced by graduates in the way of communicating with places of work, either by directing them to the channels of communication with the employing agencies or makes its contribution towards giving the idea of how to initiate the communication.
9. The list of the places of work is continuously updated, either through direct contact with the graduates or by placing them on the College web site with the cooperation of the relevant employing agencies.

10. The College continuously welcomes the graduates desirous of looking for new jobs.
11. The College explains the differences between the different jobs with regard to the salary and other features.
12. The College extends all the facilities needed for employment, such as the award of testimonials and experience certificates, etc...
13. The College offers the facility of holding examinations and interview.
14. The College renders all these services free of cost.

CAREER PLANNING SERVICES

The Graduate Affairs and Career Guidance is committed to provide high quality and professional information, advice, guidance and event services to students and graduates. Offering a range of services and programs to support students in making well-informed career decisions and supporting their journey

Services offered:

- Support with deciding on Majors- Understand your strengths, and interests.
- Individual Assessments- To support you to understand your strengths, personality and career suitability.
- Career Planning- Assistance to plan your career goals and develop your career goals and develop a personalized action plan.
- Career Coaching- Ongoing support tailored to develop your career management skills.
- CV Building- Learn how to create a professional CV that markets your skills and strengths.
- Job Search strategies- Understand how and where to look for employment opportunities.
- Alumni Relations – Services and program to support the development of our Alumnae such as soft skills workshops

Program of Guidance for Employment

Dear students,

We congratulate you on your obtaining the degree in pharmacy from the Dubai Pharmacy College for Girls, and wish you a radiant future.....and we wish to explain to you the steps that you must take in order to obtain the job offer of a pharmacist in one of the medical or pharmaceutical institutions inside the UAE or outside it

Areas of work:

A. Armed Forces:

1. For those national female graduates who have made a contact with any one of the hospitals of the armed forces (Sheikh Zayed Military Hospital, etc...), from the very start of their studies or for other graduates granted permission of work in the UAE.
2. The female graduate under contract from the beginning of the course presents herself for work immediately after the end of the examination, with a testimonial to that effect issued by the College.
3. She must obtain the degree duly attested by the Ministry of Education (Abu Dhabi).
4. One of the certified copies of the certificate (testimonial) should be submitted to the employing agency, and the original shall be kept by the graduate.
5. The Armed Forces assist the female graduate to obtain the degrees of Masters and Doctorate, especially in the field of Clinical Pharmacy from England, United States, etc. after completing two years of service.
6. Work in the hospitals is characterized by a spirit of team work, specially between the Doctors, the pharmacist and the nursing staff.



7. Work is related to her area of specialization.
8. Work in a hospital contributes to increase in clinical skills.
9. Salary in this field of work is regarded as respectable.

B. Procedures and Prospects of work in the Ministry of Health or the Department of Health & Medical Services, Dubai:

1. The alumni (candidate) must have obtained the graduation certificate duly attested by Ministry
2. Non-nationals wishing to work in one of the hospitals of the UAE need the permission of work from the Ministry of Health, and those wishing to work inside Dubai would need permission of work from the Department of Health & Medical Services, Dubai.
3. The national graduate candidate submits her duly certified degree to the Ministry of Health or the Department of Health & Medical Services running number of hospitals (see list of hospitals run by the Ministry of Health or the Department of Health & Medical Services, Dubai.)
4. The Ministry of Health or the Department of Health & Medical Services, Dubai distribute these graduates among the various hospitals, according to the situation of each pharmacist.
5. Some of the national pharmacist working under the Ministry of Health and the Department of Health & Medical Services, Dubai pursue higher study programs such as Masters or
6. Doctorate, specially in the field of Clinical Pharmacy in the UK or USA or elsewhere on the employers expenses, upon completion of two years of work.
7. The monthly salary of Dh.7000 to 8000 which they receive may be regarded as adequate.
8. Work in the hospitals is characterized by a spirit of team work especially between the Doctors, pharmacist and the nursing staff.
9. Work in the hospitals contributes to increase their clinical skills.
10. Work might be related to her area of specialization.

C. Procedure and Prospects of Work in Private Hospitals:

1. The candidate must have obtained the graduation certificate duly attested by Ministry of Education, U.A.E.
2. Non-nationals wishing to work in the UAE need permission of work from the Ministry of Health and permission of work from the Department of Health & Medical Services (Dubai) to work in the Emirate Of Dubai.
3. A certified copy of the degree is submitted to one of the private hospitals (see list of private hospitals in the UAE) in addition to permission of work meant for non-nationals.
4. The pharmacist may be accepted in any one of the hospitals in need of such a situation.
5. Joining a higher study program would be the pharmacist's own responsibility not of the hospital.
6. Applications of clinical pharmacy differ from hospital to hospital.
7. Private hospital differ from one another with respect to their strength and number of the beds.
8. Work in the hospitals is characterized by spirit of team work, especially between the doctors, the pharmacists and the nursing staff.
9. Work in a hospital contributes to increase in clinical skills.
10. Work might be in the area of her specialization.
11. Salary would differ from case to case.

D. Procedure and Prospects of Work in Drug Manufacturing Companies:

1. The Candidate must have obtained the graduation certificate duly attested by Ministry of Education, U.A.E.
2. Non-national pharmacist shall need the permission of the Ministry of Health for work in the UAE. However, to work inside the Dubai they need to obtain permission of work from the Department of Health & Medical Services, Dubai.
3. A certified copy of the degree are submitted to one of the factories (companies) in the UAE (see list) as well as the work permit (for non-nationals).
4. Some of the companies might demand certificate of training which the College provides.
5. Work in the companies falls under different categories: storing, production, quality control, research and marketing.
6. Work opportunities in these companies would necessitate joining higher study programs in the field of pharmaceuticals, pharmaceutical technology, drug analysis, and drug control, etc...
7. Work in factories is characterized by downright specialization.
8. Some of the factories enjoy the distinction of having connection with international companies that would provide the knowledge about advances in technology at the international level.
9. Salary is linked to experience and higher qualifications and ranges between Dh.5.000 to 6.000 per month.

E. Work in the Field of Drug Marketing and Information:

1. The Candidate must have obtained the graduation certificate duly attested by Ministry of Education, U.A.E.
2. Non-national pharmacist needs the permission of the Ministry of Health for work in the UAE. However, in order to be able to work in Dubai, she also need permission from the Department of Health & Medical Services, Dubai.
3. She submits her certificate to the Scientific Office (see list of Scientific Offices in appendix).
4. The candidate also submits along with the graduation degree, certificate of training in the drug information field and of whatever she has studied or learnt about marketing and communication skills as part of her basic or elective courses.
5. A date is fixed for an interview aimed at ascertaining the pharmacist ability to perform the work to be assigned to her.
6. In case of its links with international firms, the candidate may have to appear at more than one interview.
7. Work in the field of marketing contributes to increase in clinical experience and provide a chance to get to know many doctors and pharmacists as well.
8. The work will increase her communication skills.
9. The salary may be deemed to be as high as Dh 6000 to 7000 including the perks. In addition car and travel allowance for attending academic symposiums and seminars, etc may be provided.
10. The pharmacist shall be in a situation of competition with the graduates of the pharmacy colleges of different countries. As such she needs to develop her skills.
11. The work affords an opportunity to give a practical application to whatever the pharmacist has learnt in the study courses on medicine, pharmacy and marketing.
12. In order to boost her competence in work, she would need to obtain Masters and Ph.D. degrees in business management.
13. The more efficiency a candidate shows as a scientific delegate, the higher she will climb on the ladder of promotion and an increase in salary.

F. Procedure and Prospects of Work in Private Pharmacy

1. The candidate must have obtained the graduation certificate duly attested by Ministry of Education, U.A.E.
2. Non-nationals candidate need the permission of the Ministry of Health for work in the UAE. However for work inside Dubai, she also needs to obtain the permission of work from the Department of Health and Medical Services, Dubai.
3. She submits her certificates to the private pharmacy concerned (see list attached).
4. Morning and afternoon duty (shift) timings are to be observed.
5. The work is characterized by an opportunity to learn the manner of managing an economic enterprise.
6. The work has the distinctive quality of investing the pharmacist with the ability to take personal decisions regarding dispensing the drugs and determining which item to be given with or without medical prescription.
7. The work affords a unique opportunity of personal contact with the people and offering services to them.
8. Duty timings are to be flexible (either morning or evening, or both).
9. Salaries vary according to the hours of work and the nature of each pharmacy. The pharmacist, therefore have an option to choose the best pharmacy in terms of the working hours and the salary.

G. Procedure and Prospects of Work in Pharmacy Colleges and Research Centers:

1. The candidate must have obtained the graduation certificate duly attested by Ministry of Education, U.A.E.
2. Graduation certificates and recommendation letters accompanied by the curriculum vitae, in whose preparation the college cooperates, are submitted to the concerned authorities.
3. In case the College or the research center needs a pharmacist, an interview date with the College Dean or the Head of the department or the Director of the research center, as the case may be, is fixed.
4. Preference among the applicants is given on the basis of their grades and personalities as well as the requirement of the department concerned.
A female demonstrator in pharmacy starts her higher study program immediately after her joining the service in the College, to ensure her ascendance on the academic ladder.
5. Some of the Colleges prescribe a time limit for obtaining the masters degree, for continuation in service.

H. Procedure for Obtaining Work Permit by Non-Nationals from the Ministry of Health and Medical Services Dubai

1. After obtaining the graduation certificate duly attested by Ministry of Education, U.A.E, she undergoes two-year training in a pharmaceutical institution, as per the Ministry of Health requirements.
2. The training is carried out under the supervision of the Ministry of Health. A special file is opened for this purpose.
3. The training is either against the payment of a certain amount of scholarship to be fixed by the pharmaceutical institution or without a scholarship depending on the nature of each case and the duration of the training.
4. On completion of the training the candidate applies for a work permit within the UAE, which is furnished periodically on dates fixed by the Ministry of Health in Abu Dhabi. In order to pass the examination meant for this purpose, a few study subjects are to be prepared (see particulars of Permit Award Services).

5. In case of intention to work inside Dubai, the candidate applies to the Department of Health and Medical Services, Dubai, for the award of a work permit for Dubai. On completion of the training a test is held by the department of Health, Dubai as per the schedule fixed for this purpose.
6. On obtaining the work permit, the candidate applies for all positions desired by her.
7. To be able to work in Dubai, the pharmacist must possess work permits of both the Ministry of Health Services, Dubai.

I. Procedure for Obtaining Work outside the UAE.

1. After obtaining the Graduation Degree and its certification by the Ministry of Higher Education (Abu Dhabi) it must be certified by the Embassy of the country concerned.
2. The pharmacist shall then apply to the Ministry of Higher Education and Scientific Research, Abu Dhabi (which is the competent authority for the purpose) for affirming the equivalence of Degree awarded by the Dubai Pharmacy College for Girls to the Bachelor Degree of Pharmacy of the country concerned.
3. The BPharm degree of the Dubai Pharmacy College for Girls has already been equalized to similar degree awarded by various countries of the world, such as India, Pakistan, Syria, Lebanon, Jordan, and Morocco. Some of the graduates have even either registered themselves for or completed their Masters programs from UK and USA, which points to the fact of their equivalence to their degrees.
4. After equivalence, the candidate obtains her work permit from the relevant country by producing the BPharm degree, the equivalence certificate and other documents if any, demanded by the country concerned.
5. On completion of the above mentioned formalities, the pharmacist joins the Pharmacist's Union or Medical Practitioner's Union, or the Registration Department, or the equivalent there of, as per the situation of the country concerned.
6. The pharmacy graduate then can apply for various pharmaceutical jobs.
7. She may also work in the Armed Forces or the Ministry of Interior, should the country feel the need for pharmacists.

The following are the capacities in which pharmaceutical personnel can work:

- a. Pharmacist in private pharmacies
- b. Owner of private pharmacies
- c. Owner of pharmacies appended to hospitals
- d. Pharmacists in University pharmacies
- e. Clinical pharmacists in hospitals having such a system in place
- f. Industrial pharmacists in Drug Manufacturing companies
- g. Pharmacist for clinical analysis: The position is mostly offered by countries to holders of higher diplomas in Biochemistry and Microbiology.
- h. Pharmacists in Scientific institutions of pharmacological information

Important Information:

1. Remunerations for work in the scientific (academic) departments are considered on the higher side in most of the Arab countries, since other features are also attached to it, e.g.:
 - a. Cars at the disposals of pharmacists
 - b. Participation in international conferences
 - c. Training in the field of communication skills
 - d. Participation in medical and pharmacological training courses

The perks differ from agency to agency according to the nature of the Drug companies, whether local or international. In most cases the pharmacist engage in work in their own countries for a certain period as a prelude to work in other countries offering more perks. It

is, therefore, essential that they proceed speedily in work or training, since work in pharmaceutical field requires special talent and communication.

2. Owing Private Pharmacies:

A pharmacist wishing to own a pharmacy of her own should look for a place that has the following features:

- a. Non-existence of very many pharmacies in the area
- b. Proximity to private medical clinics or complexes
- c. Agreement with drug on credit for a reasonable period of time, certain banks would be willing to help the pharmacists with capital.

3. Work in Drug Factories:

Countries differ from one another in the matter of the depth of the drug industries. Therefore the following must be taken into consideration while making the choice of the factory.

- a. Making sure that the agency is fulfilling the requirements of the modern industry.
- b. Preferably, the factory must either be international or of high industrial potential.
- c. Preferably, as far as possible the work should be in the department suited to the area of the pharmacist's interest.

On-going Pharmaceutical Education:

In view of the ever-developing pharmaceutical knowledge, it is important that a pharmacist attend the following academic programs: Symposiums and seminars so that she gets to know all that is new in the field of pharmacy in particular and medicine in general. Non-participation in such meets shall keep the pharmacist unaware of any advances in the pharmaceuticals field.

- a. The Dubai Pharmacy College for Girls organizes programs of seminars each year. The pharmacists are particular about attending these meets.
- b. The Ministry of Education also organizes programs of continuing pharmaceutical education each year.
- c. The Department of Health and Medical Services, Dubai organizes, on yearly basis, seminar on continuing pharmaceutical and medical education.
- d. Vocational associations (pharmaceutical and medical) organize seminars for the on-going pharmaceutical and medical education.
- e. Some of the major hospitals organize on-going medical and pharmaceutical educational programs.
- f. Drug companies organize talks on drug marketing.
- g. Pharmacy colleges and pharmaceutical and medical associations organize annual conferences on pharmaceutical and medical sciences.
- h. The FIP (International Federation of Pharmacists) organizes pharmaceutical congresses in one of the countries, each year.
- i. The International Federation of Pharmacy Colleges organizes a congress every two years in one of the Arab countries.
- j. Pharmaceutical Societies in most countries of the world organize a congress on pharmaceutical sciences annually or biennially.
- k. Pharmaceutical and medical unions organize, internationally, one pharmaceutical or medical congress annually or biennially.
- l. Last but not the least, the Emirate of Dubai organizes a pharmaceutical congress annually.

J. Higher Studies in Pharmacy Education

The graduate must think about joining the higher study programs in order to raise the level of their performance and secure higher positions.

The programs are as under:

1. The degree of Doctorate in Pharmacy, i.e. PharmD is awarded by all the American Colleges, two Colleges in Jordan, one college in Egypt.
2. The Higher Diploma in various pharmaceutical sciences: It may be mentioned here that most of the countries provide this certificate through Pharmacy colleges.
3. The setting up of medical analysis laboratories needs the obtaining of diplomas of Biochemistry and Microbiology. Some of the Drug companies also prefer persons holding Diploma in industrial pharmacy, or Biotechnology.
4. Masters degree in various pharmaceutical sciences: It may be noted that most of the Pharmacy Colleges award this degree.
5. The degree of Doctorate in various pharmaceutical sciences: Most of the pharmacy Colleges award this degree. The Dubai Pharmacy College for Girls is planning to initiate higher study program for the award of the degree of Master and Doctorate in various areas of pharmaceutical sciences.

It is preferable that, following the graduation, the candidate should secure the membership of the Emirates Medical Association (pharmacy section):

Telephone: +971- 4 -3277377 the documents necessary for membership are:

1. The graduation certificate (Degree)
2. Copy of the passport
3. Place of work or training
4. Payment of membership fees: Dh.350/-
5. The renewal fee amounts to Dh. 200/- per year.

Special Features of this Membership:

- 1.Participation in National and International conferences.
- 2.Participation in on-going educational programs in UAE and abroad.
- 3.Receiving monthly copy of the Emirates Medical Association Magazine.
- 4.Participation in various social activities.

15. Alumni Association

The College cares a lot about its Alumni. To look after all activities of Alumni, DPCG has an Alumni Association. The Alumni Association helps DPCG alumni in job placement in the concerned organizations in UAE. It guides alumni for different careers in UAE and abroad. It arranges special sessions for alumni to prepare them for MOH and DOH licensure exams. The Association also recommends the graduates in different universities abroad like USA, Canada, UK, India, Egypt etc... for seeking higher education. The Alumni Association also conducts meetings quarterly to take feedback from its members and alumni about recent developments in Pharmacy career. These meetings also help in updating the curriculum according to the needs of the society.

Besides this, the Alumni Association keeps contact with the employers of its graduates in order to get feedback about their performance.

16. Placement of Alumni

A. Post Graduate Studies

- About 30 graduates of Dubai Pharmacy College for Girls have completed post graduate courses, M. Pharm, M.Sc, Pharm. D and M.B.A. from different universities in U.S.A, U.K, Australia, Canada, Egypt, Syria, India and Sudan.
- About 20 – 30 graduates have enrolled themselves for post graduate studies in different universities in U.A.E and abroad.

B. Different Careers in the U.A.E

- Twelve of our graduates are working as demonstrators or teaching assistants in DPCG, Higher Colleges of Technology, Ajman University and Abu Dhabi University.
- Some of our graduates especially the U.A.E. nationals are working in government hospitals of Dubai and other emirates of U.A.E.
- Some of our graduates are working in their own community pharmacies or in private community pharmacies.
- Some of our graduates are working in Pharmaceutical Industries like, Julphar, Gulf Inject etc.
- Quite few are working as Medical Representatives in Multinational and National Pharmaceutical companies.
- A number of our graduates have passed MOH and DOH examination to be licenced as Pharmacists.
- A few number are working in Ministry of Interior as Officers.

C. Different Careers Worldwide

- Our graduates belonging to GCC countries like Bahrain, are now working in government hospitals in their own countries.
- Similarly some of our graduates belonging to Syria, Egypt, Lebanon, Jordan, India and Pakistan are now working in different fields of Pharmacy in their own countries.

Placement of Alumni



DPCG Directory			
Name	Designation	Email Address	Extension Number
Prof. Saeed Ahmed Khan	Dean Pharmaceutical Chemistry Department	dr.khan@dpc.edu	300
Prof. Naglaa Gamil	Chief Academic Officer Prof., Clinical Pharmacy and Pharmacotherapeutics Department	naglaa@dpc.edu	308
Prof. Aliasgar Shahiwala	Graduate Program Director Prof.,Pharmaceutics Department	Dr.asgar@dpc.edu	303
Prof. Fazilatun Nessa.	Prof and Head., Pharmaceutical Chemistry Department	dr.fazilatun@dpc.edu	311
Prof. Bazigha K. Abdul Rasool	Prof. and Head, Pharmaceutics Department MPharm PPD Program Coordinator	bazigha@dpc.edu	307
Dr. Rana Sammour	Assistant Professor, Pharmaceutics Department Head, Student Affairs	rana@dpc.edu	314
Prof. Mirza Rafi Baig	Prof. and Head, Clinical Pharmacy & Pharmacotherapeutics Department MPharm CP Program Coordinator	Dr.mirzabaig@dpc.edu	304
Dr. Ghazala Khan	Head, Examination and Evaluation Assistant Prof, Clinical Pharmacy and Pharmacotherapeutics Department	dr.ghazala@dpc.edu	312
Dr. Doaa Kamal	Assistant Professor, Clinical Pharmacy and Pharmacotherapeutics Department	dr.doaakamal@dpc.edu	317
Dr. Ammar Ali	Head. Professional Practice Experience Assistant Professor, Clinical Pharmacy and Pharmacotherapeutics Department	dr.ammar@dpc.edu	306
Dr. Hanan Sayed Anbar	Head, Faculty Development and Research Assistant Prof., Clinical Pharmacy and Pharmacotherapeutics Department	dr.hanan@dpc.edu	319
Dr. Kishore Gnana Sam	Prof., Pharmacy Practice Clinical Pharmacy Pharmacotherapeutics Department Clinical Pharmacy Consultant in DMU Hospital	Dr.Kishore@dpc.edu	337
Mrs. Sabeena Salam	Head, Institutional Effectiveness and Publications Unit Assistant Professor, English Language Head, General Education and Elective Requirements	sabeena@dpc.edu	309
Ms. Yousra Adnan	Assistant Lecturer Clinical Pharmacy and Pharmacotherapeutics Department DPCG E-Learning Coordinator	yosra@dpc.edu	315



Ms. Eman Shams Eddin	Assistant Lecturer Clinical Pharmacy and Pharmacotherapeutics Department	eiman@dpc.edu	318
Ms. Al Zahraa	Assistant Lecturer Pharmaceutics Department Head, Graduate Affairs and Career Guidance	alzahraa@dpc.edu	316
Ms. Khulood Abu Shawish	Teaching Assistant Pharmaceutical Chemistry Department	khuloody@dpc.edu	327
Ms. Suzan George	Teaching Assistant Pharmaceutical Chemistry Department	susan@dpc.edu	--
Ms. Maram Omar Abbas	Teaching Assistant in Clinical Pharmacy and Pharmacotherapeutics Department	maram@dpc.edu	--
Ms Sadaf Sana	Instructor in Psychology Student Counselor	sadafsana@dpc.edu	377
DIGITAL EDUCATION AND INNOVATION UNIT			
Ms Amal Horabi	LMS Team Member		Ext: 1518
DPC FACULTY FROM DMCG			
Tel No.: 04/ 2646465		Fax: 04264130	
Prof Tasneem Sandozi	Professor in Pharmacology		Ext: 1512
Prof. Ghazala Mehdi	Professor in Pathology		Ext. 1507
Dr. Mariam Shadan	Assistant Professor in Pathology		Ext. 1507
Prof Hafez	Professor in Biochemistry		Ext. 1536
Prof. Najlaa Raafat Abdl Raob	Professor in Biochemistry		Ext. 1525
Prof. Abeer Abdel Moneim	Professor in Physiology		Ext. 1533
Dr. Shefan	Assistant Professor in Anatomy		Ext. 1524
Dr. Rasha	Associate Professor in Physiology		Ext. 1500
DPC LABORATORIES			
Name	Designation	Email Address	Extension Number
Mr. Imran Khan	Purchase and Facility Manager	imrankhan@dpc.edu	324
Mr. Abdul Rehman	Photo Copy & Cleaning of offices	-	
Mr. Saleem	Cleaning of 2 labs, washrooms and 3 offices down stairs. Arrangement of apparatus	-	
Mr. Masoum Howlader	Cleaning of cell tissue lab, Kitchen work, data entry in store and arrangement of store and chemicals	-	320
Mr. Sahebzada	Cleaning of Labs, Maintenance of Recreational Facilities	-	

Mr.Moin	Cleaning of laboratories and arrangement of apparatus	-	
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DPC ADMINISTRATIVE STAFF

Suad	In Charge, Finance, Student Fee	suad@dpc.edu	301
Abeer A. Kareem	Receptionist	abir@dpc.edu	399
Aisha Al Hammadi	Secretary (Graduate & Faculty Affairs)	aisha@dpc.edu	322
Eman Al- Rabi'i	In Charge Dean's Office Head, Enrollment and Records	emanzohair@dpc.edu	321
Fathima Zahra	Administration, Examination & Evaluation Unit	fathima@dpc.edu	313
Nabeerah Shaheer	Senior Executive Institutional Effectiveness and Publications Unit	nabeerah@dpc.edu	302
Ali Hantash	LMS Coordinator - DPCG	alihantash@dmcg.edu	341

OTHER STAFF MEMBERS DESIGNATION AND THEIR CONTACT NUMBERS

Mrs. Saniyya Hassan Sulaiman	Hostel In-charge	--
Mr. Abdul Hafeez Zafar	Librarian	Ext. 1515
Mrs. Bushra	Assistant Librarian	Ext. 1516

DUBAI MEDICAL CENTER

Tel No.: 04 2646124 Fax: 04 264025

IT SOLUTIONS

Tel No.: 04/ 2646796 Fax: 04264306

Mr. Sreejith	Head, Web Developer	Ext: 1008
Mr. Irfan	Maintenance and Support	Ext: 1046

HOSTEL

Tel No.: 04/ 2646580 Fax: 04246130

TRANSPORT

Mr. Adnan	Transport In-charge	050-6953737
Mr. Haroon Ahmed	Transport Department	050-4563797
Mr. Sharooz Behrooz	Transport Department	050-4968470



Absence Excuse Form

Absence Excuse Form (20--/20--)

1. Year of Study:

2. Student Name.....

3. ID Number.....

4. Date(s) Of Absence.....

5. Reason for Absence.....

(if applicable, Submit Medical Certificate, etc.)

Signature Student:

Date:



Community Engagement Unit

Student Volunteer Form

Student Volunteer Form	
Your name:	
E-mail:	
Phone Number	
Where do you currently live?	Hostel <input type="checkbox"/> Others <input type="checkbox"/> _____
Year of study	
Have you been involved in any of the volunteering opportunities?	
Please list other volunteer opportunities you have taken part in:	

Statement of Grievance Form

Student _____ Date _____

College ID _____ Phone _____ E-mail _____

Academic (Faculty) Non-Academic (Faculty or Staff) Check One:

If Academic, check only the categories that apply (each category checked must have support documentation): Mistake Fraud Bad Faith Incompetency

If Non-Academic, specify: _____

Any student who believes that an injustice or a violation of college policies or regulations has occurred, should try to resolve the problem through consultation with each of the individuals in the order listed below.

Specify your grievance: _____

Requested outcome (specify the solution/action you want taken):

I. _____

Student Signature

Date

Grade Appeal Letter Outline

Date

Dean

CC: Head of the Department (offering the course you are appealing)

Examination and Evaluation Unit

Head, Student Affairs

Dear _____ :

1. I am appealing my final grade in (list course and session in which you took the course).
2. State the grounds and refer to supporting documentation. Please refer to the following grounds for a grade appeal:
 - miscalculation of marks
 - mis-grading of paper/exam
 - application of an evaluation or grading system which was not included in the course outline
 - unfair or inequitable process in determining the final grade
 - other (please specify)
3. Explain the problem leading to the appeal.--

Sincerely,

Name

Student Number

Your contact information (Address, Phone Number, Email)

Encl. (list any documents here that you are enclosing with your letter)

ASDPC*(SG-F-02)

***Associate student of Dubai Pharmacy College for Girls**

Student Committee Application Form
Student Eligibility to Hold Office or Serve on DPC Committees

To be eligible to stand for or hold an office, including appointive or proxy positions, or to serve as a member of any DPC student –faculty committee or represent DPC to the public (including serving as student media reporters, photographers, or producers/talent persons), a student must:

Turn in a signed and completed “DPC General Activities Eligibility Form” to student Involvement to have the students’ eligibility status certified as below;

- Be “in good standing,” which requires a student to meet the following academic standards:
- Maintain a cumulative GPA of 2.0 or above as an undergraduate or 3.0 or above as a graduate student;
- Not be on disciplinary probation;

Individual Information:	
Name:	Date:
Address	
Telephone #:	E-mail:
Academic Year:	Class Standing (Please ✓) BPharm <input type="checkbox"/> MPharm <input type="checkbox"/>

Top Three Committees of Interest		
1) _____	2) _____	3) _____

Please tell us why you would like to represent the Students of DPC on these Committees?

Students will receive a letter of appointment to committees in an e-mail, as well as a phone call.

Release of information: In order to have your eligibility verified, you must sign below to release your current and past class schedule, GPA, and disciplinary action to the Student Affairs Office, for as long as you hold the specific position listed above.

By signing this application, I understand that representing the student body on College committees is an important task and I have time to invest in this position. Should I not be able to fulfill my duties as a committee member, I understand that I will be replaced and not eligible to hold a position in ASDPC or on any other committees, unless I am properly dismissed from service.

Student Signature

Student ID

Date



Dr Rana Sammour

Head of Student Affairs Office: E-mail: rana@dpc.edu

Student Representatives Form

NAME _____

YEAR _____ Semester _____

COURSE FOR WHICH YOU ARE A REP _____
BPharm MPharm (Please tick)

ADDRESS: _____

EMAIL: _____ MOBILE NO. _____

MEETING TYPE:
• (please specify) _____

I am willing to attend meetings

Signed _____

For use by Chair/Secretary of Committee

Name _____

Position _____

Length of meeting _____

Signature _____



MEETING REPORT FORM

Please use the space below to give a brief overview of the issues discussed at the meeting and the outcomes decided upon.

<u>ISSUE</u>	<u>OUTCOME</u>



Clearance Form (Graduating/Leaving Students)



شهادة إخلاء طرف

(Clearance)

20--/20--

السنة:

اسم الطالبة:

التاريخ Date	التوقيع Signature	الموظف المسئول Officer in Charge	الموضوع Subject	رقم No
		السيد/ عبدالحفيظ	المكتبة Library	1
		مديرة السكن	السكن (if applicable) Hostel	2
		السيد/ هارون	المواصلات Transport	3
		الحسابات	الرسوم الدراسية Tuition Fees	4
			صندوق الخير Charity Fund	5
		السيد/ معصوم	مختبرات و مخازن الكلية College Lab/ Stores	6

عميد الكلية
أ.د. سعيد أحمد خان



Important Contact Numbers in Case of Emergency:

Dean's Office	04-2120321
Student Affairs	04-2120314
Student Counsellor	04-2120377
Transport In-charge	050-4563797 050-6953737
Hostel	Tel : 04-2646580 Fax: 04-2646581
Dubai Medical Center	04-2646124

FOR MORE INFORMATION CONTACT:

Dubai Pharmacy College for Girls
 Muhaisna – 1,
 P.O. Box 19099, Dubai
 Tel: (009714) 2120333,
 Fax: (009714) 2646740,
 Website: www.dpc.edu
 E-Mail: dpc@dpc.edu

