

جامعة الإسكندرية
ALEXANDRIA
UNIVERSITY



Student Guide

Mrs. Prof. Dr

Dean of the Faculty

And gentlemen of the teaching staff

Best wishes for students of the Faculty of Pharmacy

Marking the start of the school year

And we offer you a student guide to guide you through your academic years.

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Faculty of Pharmacy - Alexandria University

Vision:

Achieving regional and global excellence in pharmaceutical education and pharmacy practice.

Message:

The Faculty of Pharmacy at Alexandria University is committed to providing the local and regional community with distinguished pharmacists scientifically, practically and ethically who are able to develop the health care system and pharmaceutical industries through distinguished and advanced education, support for innovation, scientific research, entrepreneurship and the consolidation of community participation.

Value:

- Creativity and innovation
- Quality and excellence
- Teamwork and team spirit
- Affiliation and commitment
- Freedom of thought
- Justice and equal opportunities
- Integrity and transparency

Faculty goals:

- Developing and updating all programs and curricula taught in the faculty to keep pace with the development in the field of pharmaceutical sciences.
- Supporting scientific research in the field of pharmaceutical sciences.
- Enhancing community participation and environmental development.
- Developing the performance and raising the efficiency of the financial and administrative apparatus.

Dean's speech

In the name of God, the most gracious, the most merciful

My dear students...

I offer you the most heartfelt congratulations for joining the Faculty of Pharmacy - University of Alexandria, which is one of the oldest faculties of pharmacy in the Arab world. I take this opportunity to present to you the student guide, which contains important information for each student in the faculty in terms of student regulations, description of the faculty and available activities. They do their best to prepare you in a decent way in terms of building character, interacting and dealing with those around you and with patients, knowing the medicine industry and its economics, benefiting society and improving the level of health care.

May God grant you success in your future life, including what is good for the country.

Dean of the Faculty

Faculty of Pharmacy in lines:

The study of pharmacy began at Farouk I University in Alexandria, in the School of Pharmacy, which was attached to the Faculty of Medicine in 1947/1948. The school continued to occupy some buildings of the Faculty of Medicine on a temporary basis until a special building was established for it - the old building - on the first of August of the year 1956 inside the medical complex in Azarita. And when Law No. 345 of 1956 was promulgated, the School of Pharmacy became an independent faculty. This required setting up a faculty bylaw, in which amendments were made to match the scientific progress in the fields of the profession. The study period became five years to obtain a "Bachelor's degree in Pharmacy and Pharmaceutical Chemistry" until 7/1/1970. Then the name was changed to "Bachelor's Degree in Pharmaceutical Sciences" starting from 01/08/1970. The Department of Postgraduate Studies was established in the faculty in 1958, and the first doctoral and master's theses were awarded in 1960. In 2003, the new building of the Faculty of Pharmacy was inaugurated. The first class graduated in 1952, and the number of graduates was "seven." This number has increased until it reached in recent years nearly 1,000 graduates.

Faculty departments:

First: the old building

Ground floor:

- Department of Industrial Pharmacy
- Amphitheatre Prof. Dr. Ibrahim Rushdi
- Typical pharmacy
- Faculty cashier
- Security office

First floor:

- Department of Pharmaceutics and the laboratory of Prof. Dr. / Youssef Ezzeldine
- Office of the Chairman of the Department of Microbiology and Immunology
- Office of the Chairman of the Industrial Pharmacy Department

Second floor:

- Department of Pharmaceutical Chemistry, including the laboratory of Prof. Dr./ El Sebaei Ahmed Ibrahim
- Department of Pharmaceutical Analytical Chemistry and its instrumental laboratory
- Office of the Academic Director of the PharmD Program

Third floor:

- Department of drugs and microscope laboratory and drug chemistry laboratory
- Simulation Lab (1) for the Department of Pharmacognosy

Fourth Floor:

- Department of Pharmacology and Toxicology
- Views runway and pharmacology laboratory
- Office of the Prof. / Vice Dean for Education and Student Affairs
- Office of the Prof. / Vice Dean for Community Service and Environmental Development
- Unit of measurement and calendar
- Hall Meetings

Fifth floor:

- Organic Chemistry Lab
- Department of Microbiology or Immunology and the microscope laboratory
- Amphitheatre Prof. Dr. Mohamed Mohamed Mutawa
- Simulation Lab (2) for the Department of Pharmacology and Toxicology

Sixth floor:

- The faculty library includes the digital library
- Conference Hall
- Lecture hall
- Office of the Information Technology Services Unit
- Animal house

Second: the new building

Ground floor:

- Technology and Information Club
- Computer lab (B)
- Prof. Hall Nawal Khalaf Allah
- Prof. Dr. Abdul Rahim Ghazal Hall
- Al-Bahtimi Hall

First floor:

- Office of the Prof. / Dean of the Faculty
- Dean's Secretariat Office
- Office of the Prof. / Vice Dean for Postgraduate Studies and Research
- Secretariat of the Vice Dean for Graduate Studies and Research
- Office of the Executive Director of the Clinical Pharmacy Program
- Prof. Dr./ Saeed Khalil Hall
- Faculty Council Hall
- Quality Assurance Unit

Second floor:

- Scientific Complex for Pharmaceutical Research
- Department of Pharmacy Practice

Third Floor:

- Pharmaceutical laboratories • Listed (A)

Fourth Floor:

Pharmaceutical chemistry laboratories

Fifth floor:

- Pharmaceutical Factories • Listed (B)

Sixth floor:

- Analytical chemistry laboratories • Postgraduate halls

Seventh floor:

Pharmacology lab

- Department of Biochemistry
- Central laboratory

Eighth floor:

- Microbiology Lab • Dr. Khairy Al Selkawi Hall

Ninth floor:

- Controls of the first university stage
- Graduate studies control
- Electronic correction room
- Faculty Press

Third: the administrative building**Ground floor:**

- Student Affairs Office
- Alumni Affairs Office
- Expatriate Affairs Office

First floor:

- Office of the Secretary of the Faculty
- Graduate Studies and Research Office

Second floor:

- Statistics Office
- Administrative Affairs Office

Third floor:

- Youth Welfare Office
- Pharmacists Syndicate Office

Fourth Floor:

Student Activities Hall

Faculty of Pharmacy programs

School system:

Studying in the two programs takes place according to the credit hour system, and the student obtains a bachelor's degree after 6 years (5 academic years + a year of training).

The credit hour is an academic unit of measurement and is equivalent to one hour of theoretical weekly study, two hours of practical lessons, or four hours of field training per week (48-50 hours of actual training) for a course taught over one semester.

The academic year is divided into two semesters (fall and spring) and the duration of each semester is fifteen weeks. Some courses may be offered in a summer semester of 6-8 weeks of intensive study. So that the study in this semester is optional for either the student or the lecturer

Study programs:

PharmD General Program:

- The student gets a greater amount of pharmaceutical courses such as chemistry, pharmaceutics, drug manufacturing, and drugs.
- The number of credit hours is 175 credit hours (167 compulsory hours + 8 hours of elective courses to be selected from the list specified by the faculty), in addition to the requirements of the university
- Graduates can work in governmental and private pharmacies, drug factories, research agencies, drug advertising, drug distribution and drug control.

PharmD - Clinical Pharmacy Specialized Program:

- The student obtains a greater degree of medical courses, courses of therapeutics, health care and clinical pharmacy skills
- Number of credit hours: 177 credit hours (169 compulsory hours + 8 hours of elective courses to be selected from the list specified by the faculty), in addition to the requirements of the university.
- Graduates can work in pharmacies, practice clinical pharmacy in hospitals within the health care team, work in research, advertising and drug distribution.

The academic regulations of the PharmD program

https://pharmacy.alexu.edu.eg/images/pharm_D_Alex_10_8_2020_Ar_05_2.pdf

The academic regulations of the PharmD program (clinical pharmacy)

[https://pharmacy.alexu.edu.eg/images/pdf/pharm_D_\(clinical\)Alex_2020_Ar_03.pdf](https://pharmacy.alexu.edu.eg/images/pdf/pharm_D_(clinical)Alex_2020_Ar_03.pdf)

Egyptian Universities Organization Law

<http://portal.mohe.gov.eg/layouts/15/DynamicContent/Save.aspx?filePath=/ar-eg/Documents.تنظيم الجامعات المصرية.القوانين/قانون تنظيم الجامعات المصرية.pdf&fileName=قانون تنظيم الجامعات المصرية.pdf>

Ethical charter for university students in Egyptian universities

https://scu.eg/News/News_img/15359661961298821989.pdf

Student affairs management duties:

The Department of Education and Student Affairs performs the following tasks:

- Receiving the lists of nominated students from the General Administration of Student Affairs
- Receiving the student's documents (high school certificate - birth certificate - 6 personal photos - a copy of the ID card - a copy of the nomination letter)
- Preparing a file for each student, and editing medical examination forms
- Receiving certificates and sick excuses for students
- Issuance of the case statement, student enrollment statement, and the approved academic record
- Determining the recruitment position and enrollment in the recruitment record
- Issuing payment authorizations to pay registration fees, tuition fees, and laboratory insurance
- Editing residency forms in university cities
- Issuing university cards for students
- Preparing study schedules
- Preparing for exams and extracting sitting numbers
- Counting the outstanding students in high school and those who are eligible for the excellence award
- Receiving the registration of foreign students, conducting their registration and paying their fees
- Follow up on the implementation of the decisions of the Faculty Council, the University Council and the Supreme Council of Universities with regard to faculty students
- Approval of borrowing forms from the library
- Release of transfer students and graduates
- Approval of a number of forms such as (issuing an identity card - issuing a passport - a certificate of enrollment to whom it may concern - nomination forms in the Student Union - forms of loans and subsidies - a statement of estimates of the years of study - a certificate of good conduct and behavior - forms of residence in university

cities - forms of participation in courses sports - registration in the election schedules - transportation subscription forms ... etc.)

- Receiving students' transfer requests to other faculties

Student transfers:

First - With regard to the rules for transferring new students to the first level:

The student obtains the minimum total score that was accepted within the pharmaceutical sector, and the student fulfills the conditions for geographical distribution established in this regard.

Emphasis on the eligibility of the student nominated for admission to the first level to apply for transfer or transfer of enrollment in the event that he wishes to do so to any of the university faculties outside the geographical scope of his university, according to the following conditions:

1. He must have obtained the minimum grade score accepted by the faculty to which he intends to transfer or transfer enrollment
2. The student's desire to transfer or transfer enrollment to a faculty that has no equivalent in his governorate and that he has obtained the minimum that was accepted by the faculty to which he wants to transfer or transfer enrollment.

Secondly - with regard to the regulations for transferring from corresponding faculties in the higher academic years:

1. The transfer between corresponding faculties in universities should be centralized at the level of each university
2. That the student be successful and transferred to a higher division in the faculty from which he was transferred
3. Note: The successful student is the student who is transferred to the higher division with a grade or subjects
4. The percentage of transferees should not exceed 20% of the number of students enrolled in the division to which transfer is required, in accordance with general rules announced in each faculty.
5. The priority for transfer should be among the applicants for the students with the highest totals
6. Requests to transfer students between corresponding faculties may not be accepted after a month has passed since the start of the study
7. The student has the right to extract a case statement from the faculty he is enrolled in to submit it to any other place.

Third - the geographical scope of Alexandria University:

The University Council approved that the geographical scope of Alexandria University be as follows:

High school graduates from the governorates of Alexandria, Beheira, Kafr El-Sheikh and Marsa Matrouh

Fourth - For students wishing to transfer enrollment from faculties inside or outside the university other than new students:

A student may be transferred from one faculty to another that is not equivalent in the same university or another university with the approval of the council of the two faculties, provided that he has obtained the total marks accepted by the faculty in the year of obtaining high school, and fulfills the conditions that qualify for admission to the faculty in that year.

Fifth: Students with equivalent certificates:

It is permissible to accept the transfer of students who have obtained equivalent degrees between corresponding faculties in Egyptian universities under the same conditions as a student who obtained an Egyptian general secondary certificate within the limits of the rules governing this and issued by the Supreme Council of Universities

The enrollment of a student who obtained an equivalent certificate may be transferred between non-corresponding faculties under the following conditions:

- Approval of the main coordination office for universities and higher institutes
- That the student submit proof of his residence in the geographical area of Alexandria

Based on the decision of the Supreme Council of Universities in its session on March 18, 1991, it decided the following:

In order to achieve the principle of equal opportunities among Egyptian students and not to allow any exceptions, it is prohibited to transfer Egyptian students from foreign universities to Egyptian universities unless the student has obtained the minimum level in the general secondary certificate or its equivalent for admission to the concerned faculty to which he wishes to transfer or transfer his enrollment to it, provided that the Transferring centrally through the main coordination office for admission to Egyptian universities and higher institutes in Cairo

The Student Affairs Department follows up on the following:

1. Inventory and collection of transfer requests submitted within the specified period
2. Applying the transfer rules issued by the Faculty Council to all submitted applications, which are classified into accepted and rejected applications
3. Presenting previously classified transfer lists to the Education and Student Affairs Committee to take the appropriate recommendation
4. Presentation after that to the Faculty Council to approve the recommendation of the Education and Student Affairs Committee, and then submit it to the university administration for ratification.
5. Notify the faculty from which students are transferred of the faculty's approval and request for their files

6. Notifying the faculties to which the students are transferred and sending them their files after they have agreed to accept their transfer

Personal achievement:

1. After completing the registration procedures, a personal identification card is issued for each student
2. The identity card is renewed every academic year after paying fees
3. Each student who has paid the due fees is given a special card with his picture affixed on it and stamped with the faculty seal and signed by the dean of the faculty or his representative. This card must be presented in every university matter. The student may be given another card if it is lost or damaged.

How to extract the faculty card:

- 1- Completing the medical examination procedures
- 2- Obtaining the payment portfolio from Student Affairs
- 3- Payment of expenses in the faculty treasury (ground floor - old building)
- 4- Submit a copy of the portfolio after payment, along with a personal photo of Student Affairs
- 5- Receiving the card the next day

NB:

- Article (2) of Law No. 143 of 1994 in the matter of civil status stipulates that the Civil Status Authority establishes a national database for citizens' data that includes a special record for every citizen distinguished by a national number since his birth and throughout his life, and it is not repeated even after his death.
- Circular Book No. (3) for the year 2005 was also issued regarding the necessity of commitment to dealing with citizens through the national number and proving the full components of the number (fourteen digits) without abbreviation, and considering that each component of the fourteen numbers has its own significance and all parties must abide by what Apply with precision.

Registration certificate or statement of status:

An application is submitted to obtain a certificate of enrollment for student affairs in the name of Mr. Prof. Dr. / Dean of the Faculty specifying in it the entity requesting the certificate of enrollment or a statement of the case and its reason, and the approval of the university is obtained before issuing the certificate.

Academic and incentive rewards and encouragement to study:

- Article 272 of the executive regulations of the Universities Organization Law stipulates that new students from the Arab Republic of Egypt whose rank in the general secondary school certificate exam does not exceed thirty in science, ten in arts, and five in the technical secondary school certificate exam, will be granted one hundred and twenty pounds annually for each of them.

- New students from the Arab Republic of Egypt who obtain at least 80% in the total for the general secondary school certificate exam or the technical secondary school certificate exam other than those referred to in the previous paragraph shall be granted a reward of eighty-four pounds without counting the grades of the special level of the student.
- The Egyptian student who obtained a non-Egyptian equivalence certificate is excluded from this award
- The non-Egyptian student (the expatriate) is excluded from this reward
- The Egyptian student who holds an equivalency certificate (non-Egyptian) spends only 60 pounds during the transfer years if he gets a very good general grade of 80%, but if he gets an honors degree, he spends 120 pounds

Personality Fulfillment:

1. After completing the registration procedures, an ID card is made for each student
2. The ID card is renewed every academic year after paying the tuition fees.
3. Each student who has paid the due fees will be given a special card

How to extract a faculty ID card:

- 1- Completion of medical examination procedures
- 2- Obtaining the payment portfolio from Student Affairs
- 3- Payment of expenses in the faculty treasury (ground floor - old building)
- 4- Submit the copy of the portfolio after payment with personal photo to Student Affairs.
- 5- Receiving the card, the next day

Note:

- Law No. 143 of 1994 concerning the civil status Article 2 Civil Status Department establish a national database of citizens that covers over 100 million records, where each citizen record is characterized by a national unique number since his/her birth, and throughout his/her life.
- Regular Letter No. 3 of 2005, concerning the obligation to deal with citizens through the national number and to prove the components of the complete number (fourteen digits), was issued without any abbreviation. Each of the fourteen digits is of special significance, and all parties must abide by the above with precision.

Certificate of registration or statement of status

An application for a student certificate of registration shall be submitted in the name of prof. Dr./Dean of the Faculty, specifying the applicant for the certificate of registration or the reason for the case. The approval of the University shall be obtained before the issuance of the certificate.

Studying rewards and encouragement

- Article 272 of the Executive Regulation of the Law on University Regulation stipulates that new students from the Arab Republic of Egypt who are not more than 30th in general secondary school certificate in science and 10th in literature and 5th in the examination of technical secondary school certificates shall be awarded one hundred and twenty pounds per year for each.
- New students from the Arab Republic of Egypt who have obtained at least 80% of the total for the Secondary School Certificate Exam or the Technical Secondary School Certificate Exam from those not referred to in the preceding paragraph shall be awarded an equivalent of 84 Egyptian pounds without taking into consideration the student's special grades.
- An Egyptian student with a non-Egyptian equivalency certificate is excluded from the bonus.
- The non-Egyptian student (expatriate) is excluded from this reward.
- An Egyptian student who holds a certificate of equivalence (non-Egyptian) will be only given 60 Egyptian pounds during the transport years if he receives a very good general rating of 80%. If he receives Excellent, he will pay 120 Egyptian pounds.
- The remuneration referred to in the preceding two paragraphs shall continue to be paid to applicants in the aforementioned categories if the student obtained a very good grades in general assessment during transport years.
- Anyone who obtains an excellent general rating on the transfer examination is awarded an annual remuneration of 120 pounds. Anyone who obtains a very good general rating from those not referred to in the preceding paragraphs is awarded a financial remuneration of sixty pounds. The Supreme Council of Universities establishes the rules for applying this system to students who are admitted in the preparatory years and the first years in faculties that do not have preparatory years.

The award is limited to the following school year in which the student receives the aforementioned assessment, and the award is renewed whenever its conditions are met, as detailed above

In faculties where no annual transport examinations are held, the remuneration will continue to be awarded during the academic year following the transport examinations.

General rules on recruitment are followed in the process of enrolling and enrolling faculty students:

- Every student who is 16 years old shall submit the national ID number to the faculty in order to register their data with the recruitment record upon enrollment in the faculty.
- Any student over the age of eighteen shall not be accepted until he submits the military service card received from the recruitment representative in the department or center to record its data in the register, edit the Form 2, and approve it for every student who deserves to be postponed for the age of 28.
- A student who exceeds a deferral or exemption period must be dismissed after referral to the Liaison Office. Except for students in final years who have reached the maximum postponement period after the start of the academic year fixed at 06/1, new solidarity No. 2 form shall be edited to postpone their recruitment to the end of the year.
- Copies of certificates of treatment, notifications, or forms shall not be accepted. The original shall be submitted to the Faculty and may not be handed over to the owners until after graduation or with written permission from a judicial or regional authority.
- A temporary health care student who has reached the age of 29 years shall not continue to be registered until a new certificate has been submitted after reaching that age.

The Student Affairs Department implements and monitors the following:

- Follow up on student recruitment cases through each division's recruitment record.
- Follow the students' birthdates and the dates of their temporary exemption certificates.
- Warn students when the reason for their adjournment or exemption disappears.
- Prepare the decision of dismissal (of one and three photos) in the event that the position on recruitment is not determined, despite the warning given to students who have exceeded the legal age. It shall then notify the Military Liaison Office with the original copy and keep a copy in the student's file, a copy of the department for annual inspection, and a photo of the student.
- Facilitate the work of the Military Inspection Commission to inspect recruitment records in the Department.
- Notifying the examination control with the Names of Dismissed Students.
- Receive requests for expense installments (expenses can be paid in two installments to make it easier for students)

Student Accountability System

A disciplinary offense is a violation of university laws, regulations and traditions in particular:

- Acts against the Faculty System or University Facilities
- Disrupting studies, inciting students to attend classes, lectures, or other academic activities required by the regulations.
- Any act that contradicts honor and dignity or violates good conduct inside or outside the university.
- Any violation of the examination system or the required calm, and any fraud in any examination or attempt therein.
- Any destruction or squandering of facilities, devices, materials or university books.
- Any organization of a group within a university, or participation therein, without a fixed license from the competent university authorities.
- Distribution of pamphlets, publication of wall newspapers in any form at faculties or collecting signatures without prior authorization from the competent university authorities.
- Protesting inside university buildings or participating in demonstrations contrary to public order or morals.

Disciplinary penalties are:

1. Oral or written alert.
2. Warning
3. Deprivation from some student services
4. Deprivation from attendance at a course for a period not exceeding one month
5. Dismissal from the faculty for a period not exceeding one month
6. Deprivation from examination in one or more courses
7. Suspension of the master's or doctoral degree student for a period not exceeding two months or for a semester
8. Cancelling the student examination in one or more courses
9. Dismissal from faculty for a period not exceeding one semester
10. Deprivation from exams in one or more semesters
11. Depriving a student of a master's or doctoral degree for one or more semesters
- 12- Final dismissal from the university which shall be admitted to other universities, which shall entail the following:

- Inability of a student to be enrolled or take an examination at universities in the Arab Republic of Egypt
- The decision issuing the disciplinary penalty may be announced inside the Academy. The decision must be notified to the guardian of the student, and the decisions issued with disciplinary penalties shall be kept, except for the oral warning in the student's file.
- The university may reconsider the decision of the final dismissal at least three years after the date of the decision.

The bodies competent to impose penalties are:

1. Professors and Assistant Professors:

They may impose the first four penalties set in the preceding article on the incidence of students during studies, lectures and various university activities

2. Dean of the Faculty:

In the event of disturbance or disruption of order caused by such disturbance or fear of irregular study or examination, the Dean of the Faculty shall be entitled to impose all the penalties set in the preceding article, provided that the matter is submitted within two weeks from the date of the imposition of the penalty to the Disciplinary Board if the penalty is the final dismissal from the University. The University President shall, for other sanctions, consider upholding, abolishing or amending the penalty.

3. University President:

He may impose all the penalties set in the previous article, with the exception of the last penalty, after consulting the dean of the Faculty. He may prohibit any student referred to the disciplinary board from entering the premises of the University until the day specified for his trial.

4. The Disciplinary Board may impose all penalties.

- No penalty shall be imposed from the aforementioned Section V et seq. until the student is investigated in writing and heard what is attributed to him. If he fails to appear in time for the investigation, his right to be heard shall be forfeited. The dean of the Faculty shall delegate who to investigate.
- The faculty member delegated to investigate the student must not be a member of the disciplinary board. Decisions issued by the bodies competent to impose disciplinary penalties in accordance with Article (127) shall be final. However, opposition to a decision issued in absentia by the disciplinary board may be permitted within one week from the date of its announcement to the student or his guardian. The decision shall be considered in person if the request to attend has been announced to the student or his guardian, and the student fails to attend without acceptable excuse.

- The student may file a complaint against the disciplinary decision with a request submitted to the University President within fifteen days from the date of notification of the decision. The University President shall show any grievances submitted to him to the Council of the University for consideration.

Student Disciplinary Board

- Professor Doctor/Dean of the Faculty President
- Professor Dr./Faculty Vice dean for Education and Student Affairs
Member
- Senior Faculty Board Member

Measures to Stop Enrollment and Apology from Taking the Test

Considering the provisions of the executive regulation of the University Regulation Act, applications for suspension and apology for entrance to the examination shall take into account the following:

Firstly, suspension of the University enrollment as follows:

The suspension may be for pathological, social, legal, conscription or other reasons assessed by the University Council or Faculty Council, as the case may be. However, the mere presence of a student abroad may not be considered a test excuse in accordance with the provisions of this Decree.

Other cases of suspension:

1. Child Care: Three Times Off The Register
2. Parental Care: Three Times Off
3. Accompanying a husband who works abroad

To be able to consider an application for suspension, the applicant must pay the prescribed fees, as follows:

1. Childcare: Fees are paid after the third year
2. Parental care: Fees are paid after the second year
3. Accompanying a husband who works abroad: Fees shall be paid upon first application

The application for suspension of enrollment shall be submitted at the beginning of the school year and as a maximum of 12/31 of each year. Otherwise, application shall be rejected after the deadline set by the University Student and Education Affairs Board

Secondly: Apologizing for not taking the test:

Pathological Excuses:

1. Medical excuses shall be considered by the Medical Committee of the Medical Department of the University. The Committee may consult specialists at the University Hospital or the Students Hospital in cases requiring consultation.
2. For psychiatric diseases, it shall be presented by the knowledge of the medical administration to a tripartite committee composed of faculty members of the faculty of medicine chosen by the dean of the faculty.
3. Certificates issued by public or central government hospitals or hospitals of public health institutions shall be presented to the Medical Committee. The certificate shall bear the name of the hospital and be signed by the treating physician, indicating its name and specialization.
4. The medical committee shall also be presented with medical certificates from abroad, on the condition that they are certified by the Egyptian consulate and its doctor if they are found
5. Medical certificates issued by doctors or private hospitals shall not be taken into account
6. The student shall submit an apology for not entering the examination before the beginning of the examination, during it, or within a maximum of two days from the date of its conclusion. The request shall be submitted in the name of the dean of the faculty. It shall be deposited either by hand with the Faculty Archive or sent to the Faculty by registered mail accompanied by an acknowledgment of receipt. No request shall be considered other than these two methods.
7. The Student Affairs Department of the Faculty shall, upon the arrival of the application, notify the student to apply to the medical department
8. Pathological excuses must be decided, the medical report must be prepared, and student affairs, the system and monitoring committees and the examination in the faculties shall be notified as soon as possible and before the announcement of the examination results.
9. If the disease is during the examination, the medical examination shall assigned to the student and the medical report shall be written immediately by the doctor appointed to the examination committee, who shall then be accredited by the chairman of the medical committee.
10. If a student's illness does not allow him to come to the medical department, he shall submitted to the nearest public or central government hospital or public health institution with his residence in the hospital. He shall immediately notify the faculty of this, along with a certificate in the name of the hospital, signed by the treating doctor, indicating his name and specialization. The faculty shall refer the papers to the committee to look into the medical condition.

Not taking the exam

- 1- There shall be no repetition of the apology for not taking the examination in one round.

- 2- Examination committees for patients may only be held at the faculty headquarters.
- 3 - The Dean of the Faculty shall be responsible for considering grievances submitted by the decisions of the Medical Committee
- 4- The number of pathological excuses for not taking the examination may not exceed two times during the school years, to be added a third time by a decision of the Board of Education and Students Affairs, authorized by the University Council, in accordance with Article 80 of the Executive Regulation of the Law on the Organization of Universities
- 5-The decision of the Committee on Education and Student Affairs at its session of 13 June 2010 concerning the obligation of the departments to limit the absence of students in practical lessons in the first semester. Those whose absence exceeds 25% are warned and denied entry for the final examination of the first semester. The same procedure is followed in the second semester. In case of abuse, the student is denied entrance to the final theoretical examination. The absence of a student with an acceptable excuse does not exempt him from deprivation if he exceeds the prescribed rate of absence.

Social Excuses:

1. A student must attach a request not to take the examination for a social excuse with an explanation of this excuse, accompanied by all the official papers that indicate the truth of the excuse submitted by him. No papers or documents issued by non-official bodies shall be considered of this.
2. The provisions of Item 2.4.10 of Item (a) concerning medical excuses shall apply to social excuses

General provisions:

The assessment of the reasons that call for suspension of enrollment or for an apology for not taking the examination for a social excuse shall be made by the board of the faculty or the board of education and student affairs of the university, each within the limits of its competence, after examining the circumstances and circumstances surrounding each case separately.

□ Student Dismissal

The student shall be dismissed in the following cases :

- Dismissal as a result to exhaust the enrollment times from the faculty. The student has the right to apply from abroad for examination. The student shall pay fifty pounds for each failing substance. The student shall be returned to the higher year in the event of success from abroad.
- Dismissal due to repeated failing: A final dismissal is announced due to exhausting the repetition of failures by announcing the result. Students who are dismissed vacate the faculty and withdraw their file. Students who are dismissed receive a certificate of dismissal upon request, in the case of their dismissal, they can apply to join one of the faculties they wish to attend, in

accordance with the decision of the Supreme Council of Universities regarding dismissals from pharmacy faculties

- A student shall be dismissed as a conscript upon reaching the age of twenty-eight years. If the age of the student in the final division reaches the maximum indicated age, his recruitment shall continue to be postponed until the end of the school year, provided that the student does not exceed thirty years of age.

Exam instructions for faculty students

Article 125 of the Executive Regulation of the University Regulation Act provides as follows:

Any student who commits or attempts to commit cheating during the examination and caught in the act of being in flagrante delicto, the dean or his representative shall dismiss him from the examination place and be prohibited from taking the examination in the remaining subjects. The student shall be considered to have failed all the subjects of this examination and shall be referred to the disciplinary board.

In other cases, the examination shall be annulled by a decision of the Disciplinary Board or the Board of the Academy. It shall entail the annulment of the academic degree if it was granted to the student before cheating.

All students shall comply with the following instructions in the theoretical and oral examinations:

1. Cell phone access is permanently prohibited in examination halls
2. Smoking is not allowed in exam halls
3. All students shall be present in the halls before the start of examinations for thirty minutes at least ten minutes. The chairperson of the examination committee shall not allow the students who are late in starting the examination to enter after five minutes at the most, whatever the reason
4. The student shall not be allowed to enter the examination hall in the company of any books, notes, references, or papers of any kind, even if they are white, and shall not have any tools or activities other than those necessary to answer questions
5. No student shall be allowed to enter the examination hall without his own identity card. The student shall give it to the observatory committee before he receives the answer paper and retake it after submitting the answer paper.
6. The student will not be given more than one answer booklet
7. The student shall ensure that his name and his seating number are written on the data written on the back of the response booklet
8. The student shall sign upon receipt of the answer paper in the statements prepared for this purpose
9. A student shall not be allowed to enter the examination hall half an hour after the beginning of the examination time

10. A student shall not be allowed to attend the oral examination before a committee other than his own announced committee.

All students must commit to:

- Write answers only in the answer sheet.
- Don't write any sentences or comments outside of the requested answer.
- Not writing any marks on and in the reply pamphlet outside the scope of the requested answer in order to avoid accountability and punishment
- The answer is only in blue.
- No student is allowed to leave the examination hall before the half-time limit for the examination.
- Also, no exit from examination premises during the last fifteen minutes of the examination shall be allowed in order to organize the receipt of the response booklet.
- Any attempt to engage in fraud or disturbance of order inside exam halls will be canceled and the student's examination will be questioned before the Disciplinary Board of the Faculty

Complaints about test results

The Faculty has a system for reviewing the results of theoretical examinations in the case of a student's complaint, where the student completes the form, reviews the Student Affairs Office's Answering Brochure, and then reviews and corrects the error, if any.

Announcement of test results:

The results of the exams are announced on the website:

http://mis.alexu.edu.eg/umisapp/Registration/ed_Login.aspx

Tasks of the Youth Welfare Department

First, sports activity:

Under the supervision of specialists responsible for athletic activity in the faculty, they oversee:

- 1- Composing sports teams
- 2- Organization of internal and external competitions and meetings
- 3- Participation in university tournaments and leagues

Second, Social activism:

Under the supervision of specialists responsible for social activities in the faculty, they oversee:

- 1- Research and assistance to the disabled through the Social Solidarity Fund
- 2- Organizing trips, visits, and social competitions

- 3- Roaming and public service projects inside and outside the Faculty
- 4- Cultural activities, symposiums and competitions at the faculty and university level
- 5- Artistic activity, concerts, and art exhibitions
- 6- Families formation, courses and seminars

Third, Scientific and technological activity

- 1- Scientific seminars and lectures
- 2- Scientific association

How to get Solidarity Fund assistance:

1. The designated form is to be taken from the Youth Welfare Office (third floor - administrative building)
2. The form is stamped by the Student Affairs Department (Ground Floor - Administrative Building)
3. The form is submitted to the Youth Welfare Office with the following documents:
 - a. A copy of the parent's salary scales or a copy of the pensioner if the parent is a pensioner or has died.
 - b. Social research from the Social Affairs Unit of which the student's residence is certified if the parent is a farmer or self-employed
 - c. National identity card with a copy
 - d. A copy of the birth certificate of the brothers or the family ration card

Note:

All Takaful services are provided in complete confidentiality between the specialist and the student.

Health care

The faculty's students have a free medical insurance and health care system provided by the university hospital - the Horiya Road next to the emergency police - through the therapeutic units (comprehensive clinic) located in theoretical faculties complex, in addition to the following:

- 1- Students shall have access to the Faculty of Medicine facilities in critical situations where the two faculties are located in the same complex
- 2- Each Faculty Laboratory includes a first aid unit
- 3- The new building includes a first-aid room on the second floor
- 4- A medical committee comprising doctors and nurses of the faculty shall sit during the theoretical examinations. The health card shall be extracted from the student affairs office in the ground floor, the administrative building

It is necessary to bring:

- Fee payment voucher
- (2) Portrait

How do you join the faculty student union?

Union Membership:

After the announcement of the opening of the nomination period, the student shall withdraw the nomination form and submit it within the specified deadline.

Nomination Requirements:

- 1- To be a citizen of the Arab Republic of Egypt.
- 2- Be of good character, reputable.
- 3- Be a new student in his or her study level for students of the Quarterly and Full Year Systems.
- 4- Being new or failing to not more than two of the courses he took last year for students of credit hour system.
- 5- Have documented student activity in a university, faculty, or institute in the field of the committee for which he is nominated, with the exception of first year students.
- 6- He must not have been sanctioned disciplinarily.
- 7- He must not have been previously sentenced to a criminal or custodial penalty for a crime involving moral turpitude or faithfulness, unless he has been rehabilitated.
- 8- Must not belong to a terrorist organization, entity or group established in violation of the law.

How to Vote

- 9- Federation councils and committees are elected annually during the first semester of the university year. Detailed dates are set at least seven days before the start of their procedures. Each candidate must submit his or her nomination papers with his or her electoral program in the field of his or her candidate. Expatriate students are entitled to practice all activities of the union without the right to vote or run for office.

Formation of Student Union Council:

- 1- President of the Faculty Students Union.
- 2- Vice-President of the Faculty Federation.
- 3- Secretaries of the Seven Committees of Activities at the Faculty Level.
- 4- Assistant Secretaries of the Seven Committees of Activities at the Faculty Level.

Student union activities

The Faculty Student Union performs various activities through its committees:

- 1- The Committee on Families is responsible for encouraging the formation of families, supporting their activities in all fields, and coordinating them, and providing technical and material support for student initiatives and campaigns
- 2- The Sports Committee: It organizes and encourages sports activities, the formation of sports teams and the organization of sports competitions with a view to developing athletic talents
- 3- The Cultural Committee: It organizes cultural and media activities and promotes awareness of national issues in order to strengthen the concepts of citizenship and democracy, promote a culture of human rights, community participation and public work, and develop students' creative, cultural and media capacities
- 4- The Technical Committee: it organizes art activities for students with a view to highlighting their talents and refining their artistic creations
- 5- The Mobile and Public Service Committee: It is responsible for supporting the Scout Movement, participating in public service projects and implementing its programs to serve the environment and society
- 6- The Social Commission and Travels: It organizes trips and social, cultural and recreational camps with the aim of developing social ties, promoting a spirit of cooperation among students, faculty and staff, and providing social support to those who are financially and morally unable to do so
- 7- The Committee on Scientific and Technological Activity (CSTI) holds scientific seminars and lectures with the aim of developing scientific and technological capabilities and disseminating knowledge in production and application through science clubs and scientific societies

The Faculty's Youth Welfare Department specializes in the administrative work of election supervisory committees and helps the Federation Council and the Activity Committees.

Scientific Society

Scientific Society in Lines:

- * The Scientific Society was first established at the Faculty of Pharmacy, University of Alexandria, in 1982 to promote the level of the pharmacy profession in Egypt
- * The Scientific Society derives its legitimacy as a member of the Egyptian Union of Pharmacy Faculty Students, which is also a member of the International Federation of Pharmacy Faculties
- * Among its goals is to raise the competence of pharmacy students, raise health awareness among students, and increase their exposure to the medicine market in Egypt

- * The Scientific Association of Alexandria Pharmacy Students is considered one of the strongest associations in the Egyptian Union.
- * The Scientific Association of Members will provide the student exchange program in the summer period
- * The Scientific Society is open for participation in the first month of the study

Public student complaints and suggestions:

There is a student complaint and suggestion box - for students' opinions, suggestions and complaints - on the fourth floor of the old building in front of the vice dean Office for Education and Student Affairs and in the new building on the ground floor in front of the Technology and Information Club

There is a complaint mechanism in the secretariat of the Office of the vice dean for Education and Student Affairs

Library

The Faculty Library was established in the old building along with the Faculty establishment. Library activity is the true measure of scientific progress in the country, and the Faculty Library provides services to students and researchers and provides them with the latest books and periodicals. This comes in the form of a good number of books and periodicals so as to facilitate their use.

1 - Student Library Department:

- It contains a number of scientific books concerning the students of the faculty, as well as some scientific references, periodicals and photography machines of the library

2 - Library of the Professor:

- It contains the scientific books on studying in the Faculty which are of interest to faculty members, researchers from inside and outside the Faculty, and graduate students

3 - Management Section:

- It is situated between the student library and the professor's library and has some scientific books, references, periodicals and scientific letters

4- Digital Library Section:

- It is located next to the student library section and contains 30 computers, all of which are connected to the Internet. The units are separated by a glass separator and are intended for teaching staff, teaching assistants and graduate students in the faculty. Undergraduate students may use the digital library with the approval of the vice dean for education and students for student research.

How to extract the external borrowing card for books:

Students who want to borrow externally must present the student card and fill out the form that is in the library related to the warranty, submit it to the librarian and extract the external borrowing card.

Academic Advisory Guide

➤ Introduction

Due to the intensive efforts made by the faculty to keep up with the development of the educational process, it was necessary to activate academic advisory and make it one of the quality standards, which is why the faculty offers an academic advisory manual so that it can be an aid and means of communication between students and the faculty and its professors.

➤ Concept of academic advisory

The faculty's students shall be divided into small groups, each supervised by a member of the faculty staff. Academic advisors and students shall meet regularly to discuss any problems or questions the students may have. This shall be done in order to strengthen the link between the advisor and his students with the aim of overcoming the obstacles facing the students that directly affect their academic conditions.

➤ Academic Guidance Goals

- 1) Spread Cultural Awareness among University Students
- 2) Working to maximize the use of the educational process for students
- 3) Develop an atmosphere of healthy human relationships between the academic mentor and his students
- 4) Keep track of students' academic status, try to overcome academic backwardness, and encourage excellence
- 5) Study the environment, characteristics and problems of students; take advantage of the leisure time activities of students in providing services to the faculty; work to establish a spirit of cooperation, self-reliance and responsibility that benefits the faculty and the environment, growth and excellence
- 6) Sensing and studying student problems and trying to solve them

➤ Competencies of the Academic advisor

- 1) Steering students toward a commitment to good ethics and the preservation of noble values and principles
- 2) Work to develop a legal personality for students so that they feel a sense of belonging to their faculty
- 3) Monitoring the level of students at school, academic achievement, and test results to encourage outstanding students and help those with disabilities or special needs

- 4) The academic advisor discovers abilities, skills, and talents, highlights them, and guides them in the right direction, especially in regard to the various aspects of study or activities
- 5) They urged the students to be innovative in all fields
- 6) An academic advisor declares the appropriate time and place for him or her to be permanently present in a clearly stated place
- 7) The academic advisor holds periodic group or individual meetings with the students to strengthen the relationship between the advisor and the students in order to overcome the obstacles facing the students that directly affect their academic conditions
- 8) Organize a welfare program for outstanding students within the framework of plans issued by higher levels and competent authorities

➤ **The Role of the Student Towards Academic advisor**

- 1) Know the office hours of the academic advisor
- 2) Scheduling a meeting with the academic advisor
- 3) Prepare a list of questions before meeting with an academic advisor
- 4) To keep in touch with the academic advisor; either by meeting him or by email
- 5) The student creates a file for himself in which he places copies of the documents, to which he can refer when necessary
- 6) Adhere to the time limit set by the academic advisor for periodic meetings
- 7) Responding to an academic advisor's advice so that leadership can achieve its goal
- 8) Without embarrassment from the academic advisor, and permission of any problem, he may find the means to overcome and solve any problem facing the student

[Student Guide in Educational Quality](#)

What it means to ensure quality in education:

Ensure that the elements of the educational process are in line with the faculty's mission and meet the required standards at the national and international levels, and that the services provided by the faculty are suitable for the beneficiaries and the labor market.

Quality assurance for education:

- ☐ An internal faculty system to ensure that elements of the educational process meet a specific level of quality (curriculum, resources, learning processes, evaluation)
- ☐ The graduation of their pharmacists ensures their ability to compete in the labor market

- ☐ Allows early detection and correction of problems and continuous improvement and development

Advantages of implementing quality systems: -

- ☐ Ensuring equality, non-discrimination, and fair evaluation
- ☐ upgrading the educational program to achieve the standards leading to a distinguished graduate competing in the labor market
- ☐ Student participation in decision-making
- ☐ Ensuring the provision of support, activities and services
- ☐ Ensuring the Consent of Community Parties
- ☐ Ensure students are satisfied with courses and activities
- ☐ Get certified

Accreditation: Certification by the National Authority for Quality Assurance of Education and Accreditation that the Faculty meets quality standards (accomplishes its mission - objectives - has a future vision - achieves standards of educational effectiveness and institutional capacity)

Accreditation Standards: -

Institutional capacity: The Faculty is credible, impartial, organized and has sufficient resources to deliver its message.

Educational effectiveness: placing the student at the forefront of concerns, availability of programs, learning patterns and competencies.

How to Help Get Certified:

1. Read Student Directory
2. Know the faculty's message and goals
3. Participation in various committees
4. Knowledge of course goals and skills learned from courses
5. Skills Development and Participation in Training Courses
6. Make good use of faculty resources (library - hardware)
7. Participate in questionnaires and give feedback for ongoing improvement and development
8. Stay away from negativity in the event of dissatisfaction
9. Know and make use of the complaint's mechanism
- 10- Communication with the scientific pioneer
- 11- Participation in scientific seminars, research and various activities

landline telephones

Faculty of Pharmacy:

Old building: 03-4871317

New building: 03- 4868256/4868482/4868346

Fax: 03- 4873273/4871668

University Cities:

Males: 03 4202946 / 4202947

Females: 03-5974187

Al-Talaba Hospital: 03 4222638-4222789

Sutter Comprehensive Clinic: 03-4835243

University website

<https://www.alexu.edu.eg/index.php/en>

Faculty website

<https://pharmacy.alexu.edu.eg>