



**KING KHALID UNIVERSITY**  
College of Pharmacy  
Department of Clinical Pharmacy

# Student Handbook MPBA Program

Academic Year  
2024-2025

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## **KKU Vision, Mission, and Goals**

On May 6, 1998, HRH Crown Prince ordered the merger of Imam Mohammad ibn Saud Islamic University and King Saud University in the Southern Region into one entity under the new identity of 'King Khalid University'. Later, on July 6, 1998, a Royal Decree (7/78/M) was issued to complete all regular procedures necessary to execute the merger. The University's first budget was issued in 1999 within the general state budget. King Khalid University is located in the region of Asir that has a total area of ~80,000 km<sup>2</sup> and is occupied by more than 1.6 million people distributed over 78 governorates and centers.

### **Vision**

To be a world-class university in developing the human and the place and enhancing the economy.

### **Mission**

To have an academic environment stimulating the production and application of knowledge, research, and innovation, promoting social responsibility, and contributing to sustainable development by optimizing our capabilities and resources.

### **Goals**

- Improve teaching and learning outputs to meet labor market requirements and ensure sustainable development.
- Conduct scientific research to promote innovation and contribute to the knowledge economy.
- Promote social responsibility and voluntary work.
- Improve the quality of university life.
- Achieve institutional excellence.
- Diversify, develop, and sustain revenue sources.

## College of Pharmacy Mission and Goals

### College Mission

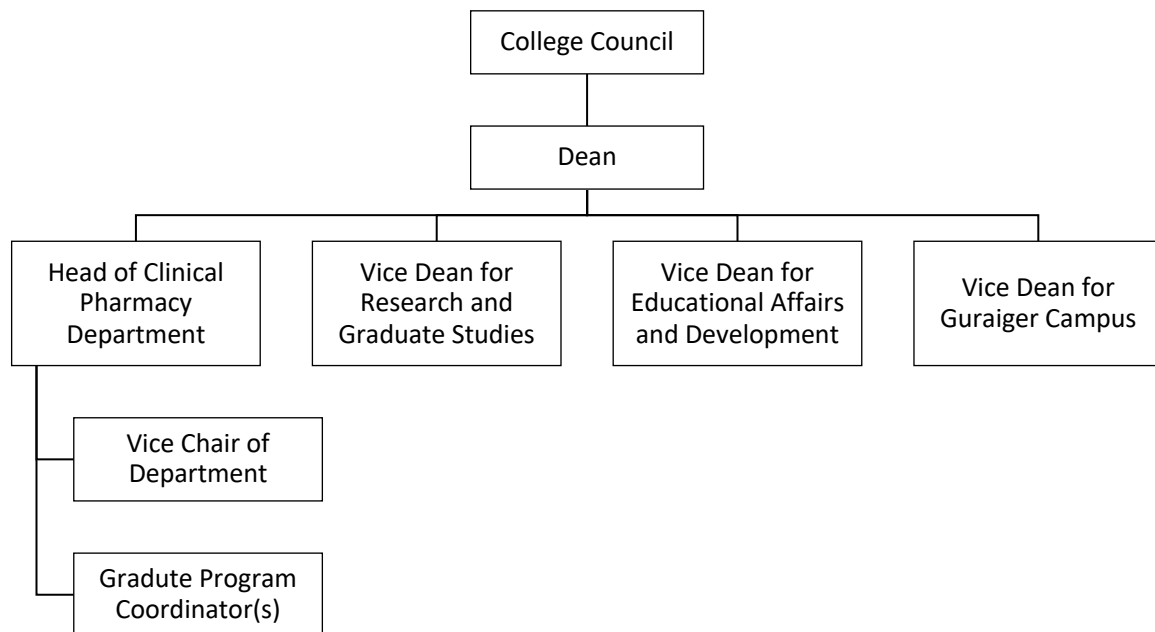
To optimize health outcomes through application of knowledge, pharmaceutical research, and community awareness.

### College Goals

- Advance the quality of pharmacy education and practice.
- Improve the educational environment and administration processes.
- Encourage high-impact scientific research and graduate education and enrich resources.
- Provide continuous professional development and community service programs.

### Organizational Hierarchy

The program is managed by the Department of Clinical Pharmacy, following the below organizational hierarchy:



## MPBA Program Mission, Goals, PLOs

Saudi Arabia has witnessed significant changes in pharmacy education to keep up with the global education system in developed countries and to achieve the Saudi Vision 2030 goals related to improving education and healthcare systems. Considering the need for skilled individuals in pharmacy business administration to cope with the Saudi Vision 2030 that focuses on partnering with the private sector at different levels, a master's degree in pharmacy with a focus on pharmaceutical business administration (MPBA) was established in 2021.

### Program Mission

To graduate pharmacy business professionals equipped with leadership, managerial, and research skills required for leading roles in pharmaceutical sectors and making a viable impact on pharmacy business and society.

### Program Goals

- Develop a deep understanding of administrative and managerial concepts required in various pharmacy settings.
- Acquire leadership and social skills required to advance pharmaceutical services.
- Produce advanced and applied research to improve pharmaceutical services and make a positive impact on society.

### Program Learning Outcomes

**K1.** Develop deep understanding of administrative and managerial concepts and theories required in various pharmacy settings while keeping up with recent developments.

**K2.** Learn critical techniques related to leadership and social interactions required to advance pharmaceutical services.

**K3.** Acquire advanced and applied research techniques to improve pharmaceutical services and make a positive impact on society.

**S1.** Apply appropriate managerial concepts and theories in advanced contexts in various pharmacy settings.

**S2.** Review and evaluate policies, regulations, procedures, and performance and suggest creative solutions in complex contexts in various pharmacy settings.

**S3.** Implement quality standards manage their procedures to meet the requirements of the respective accreditation bodies.

**S4.** Develop critical thinking, problem-solving skills, and professional communication skills to solve complex pharmaceutical management challenges.

**S5.** Illustrate the required skills to conduct research in pharmacy administration using relevant statistical techniques and software, with the ability to share the findings with specialists and lay audiences.

- V1.** Cooperate with the multidisciplinary team members effectively and efficiently.
- V2.** Demonstrate ability to work independently.
- V3.** Conform to professional and ethical standards to advance healthcare for the benefit of stakeholders and community wellbeing.

### **Graduate Attributes**

- Deep understanding of administrative and managerial concepts.
- Leadership and social skills.
- Creative and problem solving using reliable data.

## **MPBA Requirements**

### **Admission**

Accepted students are admitted to the program in the fall term of every year. The Deanship of Graduate Studies announces the opening of an online application through the KKU website. All prospective graduate students must apply through the registration portal (Academia) using the link <https://registration.kku.edu.sa/kku//init> and upload all required documents before the announced deadline. The minimum requirements for admission to the MPBA program are:

- A bachelor's degree in pharmacy from an accredited institution accepted by the Ministry of Education, with a minimum grade letter of C (i.e. GPA  $\geq 2.75$  out of 5).
- Two letters of recommendation.
- Good conduct and medically fit.
- Proof of English language proficiency and/or passing the department admission exam (if announced within the requirements for that year).

The department of clinical pharmacy will contact qualified applicants for the admission exam. All applicants will be notified of the results of their application by the Deanship of Graduate Studies through the Academia portal.

### **Financial Fees**

The program tuition fees are 75,600 SAR, paid in three installments per year at the beginning of each academic term. The costs encompass all MPBA program's in-person, blended, and virtual services. Textbooks are not included in the tuition costs.

### **Registration**

Prior to each academic term, several courses are made available for registration according to the program study plan (see Program Study Plan section). The department automatically registers students to courses per their study plan. Registration is completed when tuition fees are paid by the due date at the beginning of each academic term.

### **Student Responsibilities**

Students must familiarize themselves with the rules and regulations of graduate studies and the rules and regulations of study and examinations at KKU. Some of the highlights are:

- The passing score for graduate courses is 75 (out of 100).
- Students must maintain an overall grade letter of B or higher (i.e. GPA  $\geq 3.75$  out of 5).
- If a student's attendance falls below 75%, the student will not be allowed to sit for the final exam. The student will be considered to have failed the course with a "DN" grade.
- Alternative exam requests must be submitted within 5 business days of the exam date to be discussed in the GSSR committee.
- Admission deferral can be requested before starting the program (for no more than one request).



- Study postponement can be requested after completing at least one academic term for no more than three academic terms. The postponement period will not be counted as part of the maximum study period allowed for completing the degree.
- Withdrawal requests must be submitted before final exams and during the specified period in the academic calendar. Course withdrawal must not exceed one course per academic term and three courses throughout the study.
- Graduate students will be dismissed from the program in the following cases:
  - If the student obtains a GPA of <3.75 (less than very good) in two consecutive academic terms.
  - If the student discontinues the program without an acceptable excuse.
  - If the admission decision was based on submitting fraudulent documents.
  - If the student violated academic integrity rules or the university rules and regulations.
  - If the student did not complete the program requirements within the maximum study period.
- For more information, visit the program's website which has the most updated rules and regulations.

## Plagiarism

Plagiarism is a form of academic dishonesty which consists of presenting someone else's work as his or her own work (i.e. copying other students' or authors' work for his or her own assignments or research purposes). Plagiarism is a serious violation with severe consequences. If any students are found to be involved in such activities, their research or assignments will be nullified and will receive a zero grade. In additions, the rules of the King Khalid University in this regard will be applied (KKU Student Rights and Responsibilities Guide, pg 32 and 34, available on the program's website).

## Complaints and grievances

The program is dedicated to promoting a culture of respect and integrity. However, issues could happen, and the academic advisor is the first point to contact concerning issues. If the issue was not resolved by the academic advisor, the students may raise the issue to the attention of the Head of the Department to be solved or discussed in the next graduate studies and scientific research (GSSR) committee. If the issue was not resolved by the department, it may be raised to the Vice Dean of Research and Graduate Studies and the Dean.

## Graduation

Students in the MPBA program will be awarded the master's degree after completing all graduation requirements with a minimum GPA of 3.75 out of 5 (very good).

## Transfer

A student may transfer from one program to another within the College of Pharmacy at KKU or from another recognized university based on the recommendation of the Department Council and the approval of the College Council taking into consideration the following:

- A transferred student must fulfill the admission requirements of the program, or any other conditions deemed necessary by the department.
- Students dismissed for academic or disciplinary reasons are ineligible for the transfer.

## Course Equivalency

The decision of courses equivalency is based on the recommendation of the Department Council and the approval of the College Council, taking into considerations the following:

- The course should have not been taken more than 6 academic terms preceding the application.
- The course should be at least 70% similar to an MPBA course in terms of content and credit hours.

## MPBA Study Plan and Courses

The total credits for degree confirmation are 33 credits, including 6 credits for a research project. The program duration is 2 years.

### Program Study Plan

Level	Course title	Performance level	Credit
1	CPH-8001: Biostatistics	I	2
	CPH-8501: Research Methodology & Pharmacoepidemiology	I	3
	MBA-8401: Human Resource Management	M	2
2	CPH-8401: Social & Administrative Aspects of Pharmacy I	M	2
	CPH-8502: Pharmacoeconomics	M	2
	ACCT-8402: Management Accounting	M	2
	MBA-8403: Quality Management	M	2
3	CPH-8402: Social & Administrative Aspects of Pharmacy II	M	2
	CPH-8503: Research Design Seminar	M	3
	MBA-8404: Pharmaceutical Supply Chain	M	2
	MKT-8405: Pharmaceutical Marketing	M	2
4	CPH-8901: Research Project	M	6
	CPH-8902: Practice Experience	P	3

I: Introduced; P: Practiced; M: Mastered

### Course Descriptions

**ACCT-8402:** Management Accounting

**Prerequisites:** None

**Cr hr:** 2+0

This course provides a comprehensive guide to the essential areas of management accounting in the pharmaceutical business arena. It deals with the main issues in management accounting such as decision-making, cost and costing, traditional and modern costing, budgeting, and control through the variance analysis. The performance measurement and reporting are also covered in this course.

**CPH-8001:** Biostatistics

**Prerequisites:** None

**Cr hr:** 2+0

The course is designed to introduce students to the basics of statistics used in the field of health sciences. The course helps students understand, evaluate, and conduct introductory descriptive and inferential statistics.

**CPH-8501:** Research Methodology and Pharmacoepidemiology

**Prerequisites:** None **Cr hr:** 3+0

This course comprises two main parts: research methodology and pharmacoepidemiology. The research methodology part focuses on the process of designing studies systematically in order to obtain reliable results. The second part is about pharmacoepidemiology, which applies the methods of epidemiology to the content area of clinical pharmacology. This course provides an opportunity for students to expand their understanding of the field of pharmacoepidemiology, relevant statistics, pharmacoepidemiological study designs, and other related areas.

**CPH-8401:** Social and Administrative Aspects of Pharmacy I

**Prerequisites:** None **Cr hr:** 2+0

The course covers the fundamental principles of quality and safety of medication use. It presents multiple tools and strategies that can be used for identifying medication safety risks, implementing changes, and monitoring of implemented changes. It also explains the concepts of ensuring quality in pharmacy settings and meeting the accreditation standards.

**CPH-8402:** Social and Administrative Aspects of Pharmacy II

**Prerequisites:** None **Cr hr:** 2+0

This course aims to provide a background on national rules and regulations and common international standards and policies related to pharmaceutical products. It also teaches leadership skills needed for working in pharmaceutical organizations.

**CPH-8502:** Pharmacoeconomics

**Prerequisites:** None **Cr hr:** 2+0

This course provides an overview on the role of pharmacoeconomics assessment in comparing costs and outcomes of various pharmacy interventions. It focuses on areas related to the types of economic analysis, measurement of costs, evaluation of pharmacoeconomic studies, and health-related quality of life measures.

**CPH-8503:** Research Design Seminar

**Prerequisites:** CPH-8001 **Cr hr:** 2+1

This course is designed to teach students the basic principles of scientific research designs and hone their professional presentation skills. Students will be familiarized with topics pertinent to the methodologies of writing research proposals and manuscripts and how to present them effectively. During the course, students will present and discuss their ideas on issues related to their research topics.

**CPH-8901:** Research Project

**Prerequisites:** CPH-8503

**Cr hr:** 6+0

The main purpose of the course is to provide students with hands-on research experience through a specific research project. Under the supervision of an academic faculty member, students will conduct research on a relevant topic that allows them to formulate a research hypothesis, critique literature, design experimental methodologies, analyze data, and draw logical conclusions.

**CPH-8902:** Practice Experience

**Prerequisites:** CPH-8401, CPH-8402

**Cr hr:** 0+3

This course allows students to shadow their supervisors in a particular pharmacy practice setting and gives them the opportunity to learn how to apply managerial concepts and other related skills in practice.

**MBA-8401:** Human Resource Management

**Prerequisites:** None

**Cr hr:** 2+0

This course is a comprehensive guide to the essential areas of healthcare human resource management. This course covers the context of human resources management in the unique healthcare business arena from a strategic perspective such as human resources planning, organizational culture and assessment, managing training and development programs, and recruitment.

**MBA-8403:** Quality Management

**Prerequisites:** None

**Cr hr:** 2+0

This course aims at introducing students to the concepts of quality management in pharmaceutical industries. It helps students improve their understanding of how to analyze performance and apply quality tools to improve organization's performance in the pharmaceutical industry.

**MBA-8404:** Pharmaceutical Supply Chain

**Prerequisites:** None

**Cr hr:** 2+0

This course aims at introducing students to the concept of supply chain management in the pharmaceutical industry. It helps students improve their understanding of how to manage the drugs development and production, how to control inventory, ensure sustainable procurement, and how to effectively manage the distribution, as well as the use of technologies for all these supply chain activities.

**MKT-8405:** Pharmaceutical Marketing

**Prerequisites:** None

**Cr hr:** 2+0

This course provides general information on the pharmaceutical market, as well as stakeholder and consumer behaviors. It also gives an overview of marketing techniques related to the pharmaceutical industry including product, pricing, promotion, and place.

### GPA Calculation

The Grade Point Average (GPA) is calculated by dividing the total number of earned points by the total number of credits hours. The GPA at King Khalid University is out of 5.

### Course Grades

The letter grades for courses follow the distribution below, with the exception of CPH-8902 (pass or fail grading system):

<b>A+</b>	<b>A</b>	<b>B+</b>	<b>B</b>	<b>C+</b>	<b>F</b>	<b>AB</b>	<b>DE</b>	<b>W</b>
95 to 100%	90 to <95%	85 to <90%	80 to <85%	75 to <80%	<75%	Absent	Denied entry	Withdrawn

## Research Project

### Description

The main purpose of the research project is to provide students with hands-on research experience through a specific research project. Under the supervision of an academic faculty member, students will conduct research on a relevant topic that allows students to formulate a research hypothesis, critique literature, design experimental methodologies, analyze data, and draw logical conclusions.

### Milestones

Prior to the Research Project course, the students should have prepared a research proposal, as part of the Research Design Seminar course (CPH-8503) requirements. The research topic must first be approved by the course instructor, then all topics must be presented to the GSSR committee in the department for approval. In addition, students are also instructed to obtain an IRB approval (if needed) during the academic term preceding the Research Project course. This should help students to complete their research project within one academic term.

Course name	Week	Task
<b>CPH-8503: Research Design Seminar</b> The purpose is to formalize a complete research proposal.	<b>1</b>	Topic selection
	<b>2</b>	Course instructor and GSSR approval
	<b>3-4</b>	Literature review
	<b>5-6</b>	Background
	<b>8-10</b>	Methods
	<b>11-12</b>	Submitting the final proposal
	<b>13-15</b>	Applying for ethical approval (if needed)
<b>CPH-8901: Research Project</b> The purpose is to conduct research under the supervision of a faculty member.	<b>1-3</b>	Data collection
	<b>4-6</b>	Data analysis and interpretation
	<b>7-12</b>	Writing manuscript and present the research findings
	<b>13-15</b>	Submitting the final manuscript

### Student Responsibilities<sup>1</sup>

#### Personal responsibility as a researcher

- Accept the ultimate responsibility for completion of the agreed research project.
- Setting clear objectives that comply with expected research milestones.
- Maintain satisfactory progress in the research program.
- Devoting appropriate time and efforts for task completion.
- Identify personal development and training needs in consultation with supervisors.
- Ensure that the final research project is submitted within the designated period.
- Comply with ethical requirements for research.
- Comply to the university's regulations and policies for graduate programs.

<sup>1</sup> Adapted from the Role of Student and Supervisor by Ulster University. [www.ulster.ac.uk](http://www.ulster.ac.uk).

### Meetings, written work, and records

- Prepare ahead of time for supervisory meetings.
- Attend scheduled meetings with the supervisor in time.
- Document supervisory meetings.
- Take the initiative in raising any problems or difficulties for discussion with the supervisor or department chair, as appropriate.
- Submit written work for review by supervisor at specified times.
- Inform the supervisor of any communications in relation to the research project, including communications from sponsors, external agencies, and other researchers.

### Communication of findings

- Assume responsibility for the communication of research findings to others in the academic, scientific, and professional communities.
- Establish, in agreement with the supervisor, a strategy for the communication and dissemination of research outputs in a timely and effective manner.
- Ensure that all contributions to the work are appropriately acknowledged and recognized.
- Obtain appropriate consent from the supervisor and any relevant co-authors to publication of findings from work undertaken as part of the research project.
- Avoid inappropriate publications or duplications of others' work and abiding by the KKU university policy of plagiarism and scientific integrity.
- Ensure that intellectual property rights are respected in relation to output from the research program, both during the period of registration and subsequently.

## Supervisor Responsibilities<sup>2</sup>

### Personal responsibility as a supervisor and academic

- Assume, in collaboration with the student, responsibility for the satisfactory progress and completion of the research project.
- Possess and maintain knowledge and appropriate skills of the research area to provide adequate supervision of the research project.
- Develop, in collaboration with the student, an appropriate planning schedule for the stages of the research project, so that the project may be completed and submitted within the announced timeline from the department.
- Ensure that ethical committee and other related approvals have been obtained (if applicable).
- Assist students in identifying their development and training needs.
- Encourage and instill a high standard of research ethics on the part of the student, in particular avoiding conduct that could lead to fabrication or plagiarism.
- Ensure that the students are aware of any unsatisfactory progress or standard of work and arrange supportive actions as necessary.
- Exercise formal duties in respect of KKU regulations and guidelines.

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<sup>2</sup> Adapted from the Role of Student and Supervisor by Ulster University. [www.ulster.ac.uk](http://www.ulster.ac.uk).



- Advise students when the project should be considered ready for submission.
- Provide guidance and advice regarding the future career plans for students.

### Meetings, written work, and records

- Maintain and ensure availability for regular contact with the student.
- Prepare a schedule for meetings with the students prior to the start of the academic term.
- Review written work prepared by the student and provide appropriate and constructive criticism in a timely fashion.
- Ensure that students maintain clear and detailed records of work undertaken.
- Ensure that students maintain a record of supervisory meetings and agreed actions.
- Retain a copy of all written feedback provided to the student.

### Communication of findings

- Encourage students to present their research work at appropriate seminars and meetings.
- Encourage students to attend and participate in relevant academic bodies and societies.
- Ensure that appropriate agreement has been obtained with all parties, including external sponsors and potential co-authors, in relation to the communication of research findings.
- Ensure that students are aware of all issues related to intellectual property rights and intellectual contribution.
- Encourage appropriate and early dissemination of research findings.
- Obtain the agreement of the student for any publication of work contained in the project and quoting the student as a co-author.

### Research Evaluation

Evaluation is based on the three domains of learning outlined in the course specification, i.e. knowledge and understanding, skills, and values, and its perspective course learning outcome. The coursework is assessed using rubrics which specifies the aspects of performance that are expected from students. The following are the three assessment tasks assigned in the research project course:

- Research progress report (10%): This part is evaluated by the student's immediate supervisor.
- Presentation (40%): This part is evaluated by the student's supervisor and another faculty member, using a predetermined rubric. The final score is the average of the two faculty members evaluations.
- Written manuscript (40%): This part is evaluated by two faculty members (other than the student's immediate supervisor) using a predetermined rubric. The final score is the average of the two faculty members evaluations.
- Poster presentation (10%): This part is evaluated by the student's supervisor using a predetermined rubric.

### Research manuscript formatting

At the end of the academic term, the students are required to submit their research in a manuscript format. This manuscript structure should be as follows (in order):

- Title
- Authors and their affiliations
- Abstract
- Introduction
- Methods
- Results
- Discussion
- Conclusion
- Conflict of interest
- Acknowledgments (if applicable)
- Funding (if applicable)
- References
- Tables
- Figures
- Supplementary materials (if applicable)

The manuscript format should be as follows:

- Manuscript (3000 to 4000 words, excluding references)
- Abstract (maximum 250 words)
- Font size: 12 points
- Font type: Calibri or Times New Roman
- Font color: black only
- Line spacing: 1.5
- Standard margin (2.54 cm)
- Borderless document
- All tables and figures must be numbered, and their numbers should be placed after their initial citation.
- File format: Word Document (.docx)
- File name: Surname, First name - manuscript

Students should follow the American Medical Association (AMA) or Harvard style when citing and listing the references. Other formats are not acceptable. AMA guide can be found at <https://academic.oup.com/amamanualofstyle/pages/about/guide-to-citing>.

## Poster formatting

General recommendations include:

- The content is more important than the design.
- Use concise sentences and bullet points to emphasize the findings and improve poster readability (a poster is not a manuscript).
- Clear tables and figures make a successful poster.
- Avoid uncommon abbreviations, acronyms, or jargons.
- Proofread carefully for grammar, spelling, and punctuation errors.
- Start early to get feedback from your supervisor and classmates.
- Practice presenting your poster to friends or colleagues.
- Be prepared to present your poster and answer questions within 5 minutes.

Instructions on poster structure

- Use the MPBA poster template for preparing your poster.
- Use a clear and legible font (e.g. Arial, Calibri) with a minimum size of 32 points for body text and 44 points for headings.
- Use black color for body text. For the titles and headlines, keep the colors in the MPBA poster template.
- Use Sentence case format. Do not use all lowercase or ALL CAPS letters.
- To distinguish and emphasize different poster parts, leave areas of white space between them.
- Title and author(s)
  - Large fonts are recommended.
  - The KKU logo should be at the top and placed near to the title.
  - Type your name as the author.
  - Type your research project supervisor as the supervisor. Do not add your supervisor's name as a co-author.
- Introduction
  - Be concise as possible and pique the audience's attention to the topic.
  - After the introduction, list the purpose of the study.
- Methods
  - Be accurate and concise.
  - Mention the study design, timeline, population, and inclusion/exclusion criteria.
  - Describe the statistics and other methodologies that were used.
- Results
  - Briefly describe the findings (e.g. response rate, age, and gender distribution).
  - Show the most important, interesting, and astounding findings.
- Conclusions
  - Comment on the main findings and explain their importance.
  - Mention conceivable recommendations.
- Tables and figures
  - The poster must contain tables and figures.
  - Figures and tables should have a title and legend.
  - Tables should be self-contained.

- Avoid large tables of raw data.
- Delete all extra table gridlines and data curves irrelevant to the discussion.
- Use high-quality images and graphics, and ensure they are properly cited if not original.
- Figures or illustrations should be supplemented with a minimum amount of text.
- Figures or illustrations should be large enough to be read from 1.5 to 2.0 meters away.
- White background is recommended.

### Scientific Integrity Policies

This policy complements the KCU Research Code of Ethics and serves as a foundation for conducting research at KCU. It defines the criteria for research ethical review and how research misconduct is handled in the MPBA program. All MPBA students are responsible for ensuring that their research adheres to the applicable ethical and research practice standards, regardless of whether the research was funded. To proceed with their study, it is the duty of all students to secure the appropriate ethical approvals and to fulfill any external requirements. Integrity and objectivity are essential in the research process. Experiment and observation design, data analysis, and interpretation of results must be free of bias and prejudice.

The Department of Clinical Pharmacy is committed to be in compliance with the policies and regulations that ensure the ethical conduct of research. The policies and principles outlined below should be strictly followed.

### Experimental design

Research on a human cohort must protect the rights of study participants while also acknowledging the challenges of doing scientific investigations. These investigations are founded on the principles of experimental design. The results of experiments involving humans typically have different outcomes, and an effective design that results in objective conclusions is essential. Every clinical study, whether prospective or retrospective, should have a written research proposal outlining the objectives, the background and justification for the study, the inclusion and exclusion criteria, the methods and follow-up, the types of expected outcomes, and the specifics of the statistical design. For prospective trials, the protocol should specify in detail how subjects will be handled, and any significant alterations to the study's methodology, such as adjustments to the sample size, eligibility requirements, or treatment protocols should be taken into consideration. The University Institutional Review Board approval must be obtained prior to starting clinical research.

### Data management and trial monitoring

Clinical research requires complete and accurate data. Each study should include a plan for accurate and well-documented data storage to avoid major issues when data are missing or inconsistent with source medical records through computer failure or unsafe storage. Data should be abstracted from source medical records utilizing data collection forms. The

principal investigator should keep primary data for as long as practicable. To prevent data loss from computer failure, backup files should be retained, preferably at a different location.

### **Scientific reporting**

Unclear reports may devalue a study and possibly discredit it. The actual statistical analysis should match the study planned analysis. Results must include all studied cases; cases excluded from outcome data analysis should be reported, along with the reason for exclusion.

### **Authorship and intellectual property**

Authorship aims to acknowledge intellectual work and should accurately reflect real contributions to the final work. Each collaborating author must have a clear contribution to the manuscript and should review the entire manuscript while focusing on parts that involve their expertise.

### **Conflict of interest**

A conflict of Interest may occur when circumstances place a person in a contradiction between the responsibilities and duties related to academic, personal, or other interests. These interests may involve a business, a friend, or a family member. Individuals must reveal all conflicts of interest to the Head of the Department, including perceived ones. The KKU policy for conflict of interest will be applied to such cases.

### **Misconduct in research**

Research misconduct carries serious consequences. If research misconduct is suspected, the course coordinator must write a report and submit it to the GSSR committee. The GSSR committee has the right to take appropriate action in line with the rules and regulations of KKU. Research misconduct includes the following:

- **Falsification:** It is unacknowledged manipulation, alteration, or omission of data, sources, methodology, or results, such as figures, which leads to incorrect conclusions.
- **Fabrication:** It is making up data, source material, methodologies or findings, including graphs and images.
- **Plagiarism:** It is the act of representing ideas or works from other individuals as yours by inserting them in your work without giving them proper credit.

### **Plagiarism detection software**

The department uses SafeAssign, a plagiarism detection program, that looks for areas of similarity between the submitted work and previously submitted files and published articles and websites to check for copied texts in student's submission. Consequences of plagiarism are serious; they include the following:

- Failing the course if plagiarism was detected in course assignments or exams.
- Dismissal from the program if plagiarism was detected in the research project course.

For more information, read the Graduate Student Conduct Regulations (available on the program's website).

## **Practice Experience**

### **Description**

The purpose of the Practice Experience course (CPH-8902) is to provide students with on-site training and understanding of pharmacy administration and management concepts relevant to a particular area of practice. Students are expected to apply broad integrated managerial concepts and theories work collaboratively and constructively within multidisciplinary teams, as well as demonstrate commitment to professional values and standards, and ethical code of conduct. Students are required to take 60 hours of experience, within 15 weeks. To be eligible for this course, students must have passed CPH-8401 and CPH-8402.

### **Student Responsibilities**

- Students should dress professionally according to the training site dress code.
- Students should attend the training site punctually as per the schedule.
- Students should build good rapport with their supervisors, as this is an effective way to improve learning.
- Students are expected to be respectful in their communication with their supervisors. In the case of a difference of opinions about a particular situation, they are expected to resolve the conflicts in private in an atmosphere of mutual respect. All criticism should be viewed as a means of learning.
- Students are bound by a duty of confidentiality to the patients about their conditions and records.
- Students must remain proactive during training and continue to seek guidance and mentoring.
- Students must avoid discriminatory practices, behavior, or work conditions that may impair professional judgment.
- Students must NOT accept portions of someone else's work or data and present it as his or her own work. All forms of plagiarism should be avoided.
- Students should abide by the law and comply with institutional policies, rules, and regulations.

### **Supervisor Responsibilities**

- Accept the responsibility of supervising the student's activities and monitor their achievements by devoting adequate time for guidance.
- Provide students with the opportunity to advance their knowledge, skills, and experience in an accelerated time frame through a structured, practice-based training program aligned with the course syllabus.
- Communicate with the students regarding their appearance, conduct, attitude, scheduling of hours, experience to be gained, and general policies and procedures of the training site.
- Never presume the student's capabilities, instead review their work profile and discuss with them their prior experience to better judge their capabilities.

- Regularly assess the student's performance through constructive evaluation and provide specific recommendations for improvement if needed.
- Complete the evaluation and grading of students on time and send it (via email) to the MPBA coordinator on the last day of training.
- Correspond with the MPBA coordinator regarding any significant irregularities related to a student's activities, such as irregular attendance, unprofessional appearance or behavior, breach of training site policies, or inappropriate communications with health professionals, patients, or staff.

### Communication

- Program coordinator, training supervisors, and students must check their emails regularly.
- Students and training supervisors must inform the program coordinator of any change in contact information.
- Failing to follow up on and respond to communications may result in a negative impact on the academic achievement of the student.
- If any issue arises during the training, the student or the training supervisor needs to contact the program coordinator.

### Training Site Selection

- It is the responsibility of the student to find a suitable field experience site that fulfills the following criteria:
  - A qualified supervisor who has a master's degree in administration or at least three years of experience in administration.
  - The field experience site must be in the field of pharmacy with more than 10 employees.
- Students should initially inform the MPBA coordinator of the preferred field experience site during the academic term preceding the Practice Experience course.
- The MPBA coordinator will provide the students with a form to be filled out by the field experience site that contain the following:
  - Name of field experience site.
  - Supervisor department name.
  - Field experience supervisor information, including their qualification, position, and contact information.
  - Training period (start and end date).
  - Acceptance of field experience site.
- Students must provide the department with the signed form of the field experience supervisor, indicating their acceptance to train and supervise the student.
- Relevant committee within the department reviews student requests for field experience which include validity of the acceptance form, the appropriateness of the field experience site, and the administrative experience for the field experience supervisor.
- It is the responsibility of the students to contact their supervisors at least two weeks before the training starts.

- Students are expected to fulfill all the required procedures from the training site.

### Training Evaluation

- Students are evaluated on the following tasks:
  - 50%: Site training evaluation
  - 30%: Self-reflection report
  - 10%: Online training sessions
  - 10%: Community service report
- Evaluation is based on the updated National Commission for Assessment and Academic Accreditation (NCAAA) domains: knowledge and understanding, skills, and values.
- Site supervisors must use the “Training Evaluation Form” provided by the department.
- Students will receive a final grade based on the above tasks. The student should receive a final score of  $\geq 75\%$  to pass the training. If a student fails the training course, they will have to repeat that training during the next academic term. This will result in a delay in their graduation.
- Students are required to complete a student feedback form at the end of the training period.

### Training Cancellation

The department will cancel the training of the student if complaints are received regarding their professionalism or attitude, and the student must repeat the training during the next academic term. If the department receives a major complaint or a second minor complaint, the department will raise the student’s case to the Department and College Councils to discuss his or her dismissal from the program.

### Site Evaluation by Students

At the end of the training period, students will be asked to evaluate their training sites. Students feedback will contribute to improving student experience in the future, as well as assist in the decision-making process for selecting training sites.

## Policies

### Confidentiality

- Students must not discuss their patients with other patients, colleagues, friends, family members or anyone who is not directly related to their patients.
- Students must observe confidentiality at all times.
- Students must not discuss patient cases in front of other people who may overhear.
- Students must not include patient identifiers (name, file number, etc.) in their case presentations.
- Students must not breach confidentiality by leaving confidential documents in public places or taking them home.
- Students should not develop personal relationships with patients.



- If the training site asks students to sign a confidentiality statement, the students must do so.
- Students must follow any additional rules and regulations of the training site.

### **Professionalism**

Students on the training site should behave professionally and follow the professional ethics without any compromise. Students must abide by the rules and regulations of the department and the training site. Students must exhibit a professional appearance in manner and in dress. The student must always adhere to the standards of dress and behavior specified by the training site. In the case of any violation, the supervisor should inform the department, and a final decision will be made by the Department and College Councils on such issues.

### **Immunizations**

It is the responsibility of students to meet the immunization requirements of the training sites prior to the beginning of training. It is highly recommended that students have proof of immunization ready for submission upon request at the training site. The most common required immunizations are MMR, polio, tetanus/diphtheria, pertussis, varicella, chicken pox, seasonal flu vaccine, and the hepatitis B vaccine series. Students may also need to show proof that they are free from tuberculosis, hepatitis B, and rubella. A certificate from an accredited Basic Life Support (BLS) course might also be needed.

### **Absence and lateness policy**

Students must complete the required training period in the allocated time and should always be punctual and follow the daily schedule given by the supervisor and the training site. If any absence or lateness is expected, students must inform their supervisor at least one day before its occurrence. If a student is late for his or her rotation, the student must make up for the missed hours.

## **Rights and Duties**

A guide for the rights and duties was prepared to address student conduct and enforces the disciplinary action for any violation of university's rules and regulations. All graduate students are obligated to adhere to KKU rules and regulations. For more information, read the KKU Student Rights and Responsibilities Guide:

[https://www.kku.edu.sa/sites/default/files/general\\_files/pdf/Administration/guide.pdf](https://www.kku.edu.sa/sites/default/files/general_files/pdf/Administration/guide.pdf).

## **Services**

The College of Pharmacy provides adequate facilities and services for the teaching and learning requirements of the program. Learning resources at the college are offered through different providers, including the central library, sub-libraries, the Saudi Digital Library, E-Learning Deanship, and college subscriptions to specialized learning resources.

### **Academic Advising Services**

An academic advisor is assigned to each graduate student in the program to provide appropriate guidance on the progress within the MPBA program, discuss any issues the student may be facing to determine the best option for resolving the issue, and maintain open communication with graduate students and provide a safe space to speak openly.

### **Central Library**

The Central Library is located in Alfaraa campus and includes a wide range of books to support graduate education and research. The library was designed to provide collaborative group space as well as traditional study areas. The central and sub-libraries contain various updated books and references, along with computers connected to the internet. Furthermore, computer labs with Wi-Fi access are also available in the Central Library. Qualified librarians are available to support users with borrowing and returning resources and to help students to find needed resources within the library system. An electronic system is being developed to assist users in searching and locating library collections.

### **Saudi Digital Library**

KKU maintains an active subscription to the Saudi Digital Library and makes it available to students inside and outside the colleges. Access to databases on the Digital Saudi Library website is available 24/7 to students and faculty members. The Deanship of Library Affairs provides access to the Saudi Digital Library website [<http://lib.kku.edu.sa/guidance.html>] through the main KKU library website. This includes access to various scientific websites and search engines, such as Access Pharmacy, Doab directory of open access books, and E-book central. The SDL contains more than 310,000 E-books, 100,000 periodicals, 184 electronic databases, and 5 million theses.

### **E-learning Services**

The E-learning services provided by the Deanship of E-learning promote effective communication between faculty and students using Blackboard, TAZAMON, and KKUx. It is mandatory that all the courses in the college upload all their teaching materials, quizzes, tests, and assignments into Blackboard. Furthermore, some pharmacy classes are offered partially online (Blended); thus, some of the face-to-face sessions are replaced by virtual classroom sessions and activities where the instructor provides live or recorded lectures and receives students' discussions and assignments. In addition, the KKUx platform offers several online

courses and workshops that target professional development of faculty members and students.

### **Software Packages**

KKU provides several software packages for students and faculty free of charge. This aims to improve the efficiency and effectiveness of the teaching and learning experience in KKU. The free software packages include Office® and some statistical and antivirus software. In addition, the program provides software specific to the program, such as statistical software packages.

### **Classrooms**

Classrooms are equipped with computers, whiteboards, podiums, chairs, and projectors. The classrooms are air conditioned and well-ventilated, suitable to create a good environment for learning.

### **E-learning Lab**

The college provides computer labs that are equipped with computers and software. These are open on all working days. These, along with wireless internet access (Wi-Fi), facilitate student access to the internet and other learning resources, as well as use for teaching purposes.

**Important Contact Information**

Emergency Center & Roadside Assistance	017-241-8888
Emergency Center in Alfaraa	017-241-8068, 0535015834
Information Technology Support	017-241-8000
Electronic Services Deanship	017-241-7000
Graduate Studies Deanship	017-241-9240