



Department of Pharmaceutical Chemistry

Master of Pharmacy in Cosmetic Science

MPCS Student Handbook



Table of Contents

KKU Vision, Mission, and Goals	3
College of Pharmacy Vision, Mission, and Goals	3
Program Overview	4
Program Mission and Goals	4
MPCS Graduate Attributes	5
Program Learning Outcomes (PLOs)	5
Admission and Program Requirements	6
General and Specific Admission Requirements	6
Program Requirements	6
Registration and Student Responsibilities	6
Academic Integrity, Complaints, and Grievances	8
Graduation, Transfer, and Course Equivalency	8
MPCS Study Plan and Course Descriptions	10
Program Study Plan	10
Course Descriptions	10
GPA and Course Grades	12
Rights, Duties, and Student Services	13
Rights and Duties	13
Academic Advising	13
Research Project	15
Student Responsibilities	15
Supervisor Responsibilities	16
Scientific Integrity Policies	16
Experiential Field	17
Student Responsibilities	17
Site/Supervisor Responsibilities	17

Program Handbook | Master of Pharmacy in Cosmetic Science

Field Training Coordinator Responsibilities.....	18
Professionalism, Confidentiality, and Safety.....	18
17. Important Contact Information.....	19

KKU Vision, Mission, and Goals

Vision

A globally leading university committed to human empowerment, regional development, and economic enhancement.

Mission

An invigorating academic setting that fosters knowledge creation and application, champions research and innovation, emphasizes societal responsibility and advances sustainable development by maximizing our potential and resources.

Goals

- Enhance educational outcomes to meet the needs of labor market requirements and sustainable development.
- Advance research and innovation in response to societal and economic imperatives.
- Foster a culture of social responsibility and encourage volunteerism.
- Enhance the overall quality of academic life.
- Realize and maintain institutional excellence for students and staff.
- Diversify and nurture sustainable revenue streams.

College of Pharmacy Vision, Mission, and Goals

Vision

To accomplish national and international recognition for excellence in education, research, and community partnership.

Mission

To improve healthcare by effectively utilizing resources and creating a motivating environment that promotes high-quality education, research, and community partnership.

Goals

1. Foster a high-quality pharmacy education and practice in a supportive environment.
2. Achieve excellence in research and innovation.
3. Promote voluntary work and community partnership.
4. Improve administrative work, and enrich financial resources.

Program Overview

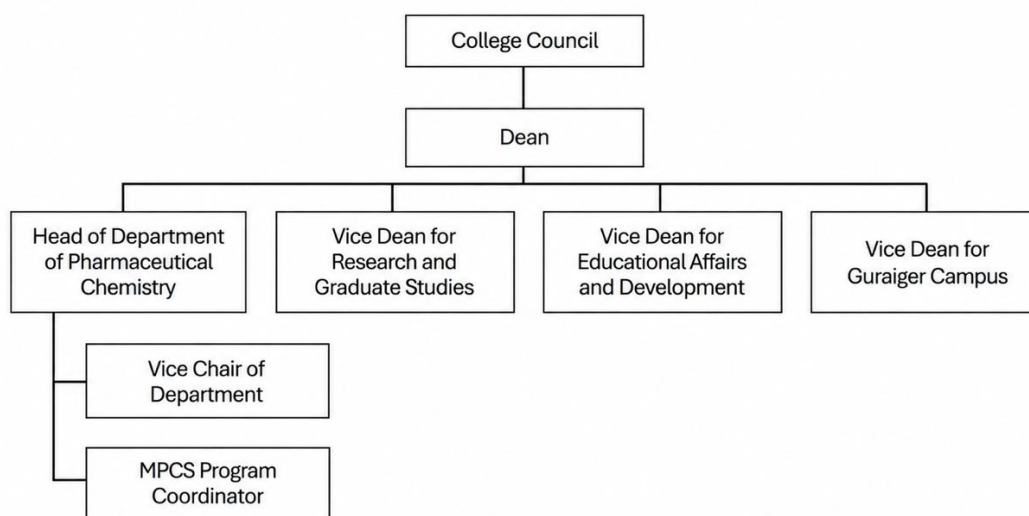
The Master of Pharmacy in Cosmetic Science (MPCS) is a two-year full-time program offered by the Department of Pharmaceutical Chemistry, College of Pharmacy, King Khalid University. The program is intended for graduates from pharmaceutical sciences, or similar subjects who meet the program admission requirements.

The curriculum provides up-to-date scientific knowledge and practical skills relevant to cosmetic science. It prepares students to formulate, develop, evaluate, and assess cosmetic products while considering quality, safety, regulatory compliance, sustainability, ethical practice, and public wellbeing.

The program comprises 33 credit hours distributed over two academic years and includes foundational and specialized coursework, a Research Project Design Seminar, a six-credit Research Project, and a three-credit Experiential Field course.

Organizational Hierarchy

The MPCS program is managed by the Department of Pharmaceutical Chemistry, following the below organizational hierarchy:



Program Mission and Goals

Program Mission

To prepare professionals with knowledge and skills on the science, research, and development of cosmetics that ensure competent practices and public wellbeing.

Program Goals

1. Support the ongoing educational needs in the field of cosmetics through continuing education and advanced programs.
2. Enhance the professionals' ability to apply the principles of cosmetic sciences and utilize them efficiently in their practice.

3. Develop essential research skills and expertise required for designing, validating, and analyzing various cosmetic products.
4. Improve community knowledge on rational use and safety of cosmetics by providing community outreach programs.

MPCS Graduate Attributes

On successful completion of the program, graduates will have:

1. Deep understanding of cosmetic related sciences.
2. Commitment to lifelong learning and career development.
3. Essential skills to access and critique research findings from scientific literature in cosmetic R&D.
4. Fundamental knowledge on rational use and safety of cosmetics that ensure public wellbeing.
5. Personal responsibility and professional ethics.

Program Learning Outcomes (PLOs)

Domain	Program Learning Outcome
Knowledge and Understanding	
K1	Describe essential knowledge in subjects related to cosmetics, including Physiology, Immunology, Microbiology, Biostatistics, Toxicology, and Chemistry of cosmetic raw materials.
K2	Recall the concept and principles of formulation, Quality Assessment (QA), and Toxicology of cosmetic products.
K3	Describe the potential safety, efficacy, toxicity, and allergic concerns of cosmetic products and possible interactions with other pharmaceutical preparations.
K4	Recognize current national/international rules and regulations pertinent to the design, safety & Risk assessment, and approval of cosmetic products.
Skills	
S1	Apply up-to-date ethical, legal, quality, and safety practices related to cosmetics.
S2	Develop skills in practices relevant to the critical evaluation and make a judgment of scientific literature and research methodologies within the area of cosmetic science.
S3	Apply knowledge of sciences related to cosmetics in practice.
S4	Develop the skills necessary for the formulation, validation, safety, efficacy, and toxicology of potential cosmetic products.
S5	Show appropriate levels of communication skills in conveying scientific knowledge and expertise to scientific/non-scientific audiences.
Values, Autonomy, and Responsibility	
V1	Adopt professional communication skills that are appropriate to all parties.
V2	Cooperate in inter-professional and educational activities.
V3	Accept professional ethics, positive criticism, feedback, and engage in life-long learning.

Admission and Program Requirements

General and Specific Admission Requirements

- Obtain a university degree from a Saudi university or another recognized university, along with an equivalency certificate from the Ministry of Education where applicable.
- Be of good conduct and medically fit.
- Be subject to the selection criteria conducted among applicants.
- English language test results from TOEFL, IELTS, or STEP are accepted.
- Payment of applicable tuition fees is required. The stated program tuition does not include supplementary courses, repeated failed courses, or additional semesters beyond the specified program period.
- Hold a bachelor's degree with a grade of no less than Good in Pharmacy or specializations related to pharmacy.
- Pass the STEP English language test with a score of no less than 67, or its equivalent.

Program Requirements

The MPCS core curriculum covers cosmetic raw materials, formulations, quality control, safety and toxicology, biostatistics, cosmetic regulations, research preparation, a research project, and experiential field learning. A total of 33 credit hours is required to be completed over two academic years.

Registration and Student Responsibilities

Students are expected to follow King Khalid University and graduate studies regulations governing registration, attendance, academic progression, examinations, postponement, withdrawal, and completion of the degree.

Financial Fees

The program tuition fees are 75,600 SAR, paid in two installments per year at the beginning of each academic term. The costs encompass all MPCS 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 are responsible for familiarizing themselves with and complying with the applicable King Khalid University regulations governing graduate studies, study and examinations, academic integrity, and other relevant University policies and procedures. Students are expected to:

- Register for and complete courses in accordance with the approved MPCS study plan and official academic procedures.
- Take responsibility for monitoring their academic progress and seek appropriate guidance promptly when academic or professional difficulties arise.
- Maintain regular communication with course instructors, the academic advisor, research supervisor, experiential training supervisor, and program coordinator, as applicable.
- Meet all course, research, laboratory, and experiential training requirements and deadlines.
- Maintain professional, ethical, and responsible conduct in classrooms, laboratories, research activities, training sites, and academic communications.
- Protect confidential information and comply with laboratory safety, research ethics, academic integrity, and institutional requirements.

Key Academic Regulations

- **Academic Performance:** The minimum passing grade for a graduate course is 75 out of 100 (C+). Students must maintain a cumulative GPA of at least 3.75 out of 5.00 ($\geq 2.75/4.00$).
- **Attendance:** Students are expected to attend all required learning activities. If attendance falls below 80% of the required course contact hours, the student may be denied permission to sit for the final examination and assigned a DN grade in accordance with University regulations.
- **Alternative Examinations:** Requests for an alternative examination must be submitted within five business days of the scheduled examination date for consideration by the relevant committee.
- **Admission Deferral:** A student may request deferral of admission before commencing the program, subject to the conditions and limits specified in the applicable graduate studies regulations.
- **Study Postponement:** A student may request postponement of study after completing at least one academic term. An approved postponement period is not counted toward the maximum period allowed for completion of the degree.
- **Withdrawal:** Requests for withdrawal from a course or the program must be submitted within the periods specified in the KGU academic calendar and in accordance with the applicable University regulations.
- **Dismissal:** A student may be dismissed from the program in circumstances specified by University regulations, including failure to maintain the required academic standing, discontinuation of study without an acceptable excuse, admission based on fraudulent documents, violation of academic integrity or University regulations, or failure to complete degree requirements within the maximum permitted study period.

Academic Integrity, Complaints, and Grievances

Academic Integrity and Plagiarism

Students must submit original academic and research work and appropriately acknowledge the ideas, text, data, figures, images, and other contributions of others. Plagiarism is a form of academic dishonesty that involves presenting another person's work as one's own, including copying or using the work of other students or authors without appropriate acknowledgment. Plagiarism is a serious academic violation and may result in the affected assignment or research work being invalidated and a grade of zero being assigned. In addition, applicable King Khalid University regulations and disciplinary procedures will be applied in accordance with the KKU Student Rights and Responsibilities Guide (pp. 32 and 34), available on the program website.

Complaints and Grievances

The program is committed to maintaining a respectful and supportive academic environment. Students with academic concerns or grievances should first raise the matter with their academic advisor. If the matter is not resolved, it may be referred to the Head of the Department for appropriate action or consideration by the Graduate Studies and Research Committee, as applicable. If the matter remains unresolved at the Department level, it may be escalated to the Vice Dean for Research and Graduate Studies and subsequently to the Dean, in accordance with the applicable College and University procedures.

Graduation, Transfer, and Course Equivalency

Graduation

Students are awarded the degree after successfully completing all approved MPCS program requirements and satisfying the applicable King Khalid University graduate studies regulations.

Transfer and Course Equivalency

Requests for transfer or course equivalency are governed by the current KKU graduate studies regulations and require the appropriate academic review and approvals. A student may transfer to the MPCS program from another graduate program within King Khalid University or from another recognized university, subject to the applicable KKU Graduate Studies Regulations and the required academic approvals.

For transfer between programs within KKU:

- The student must fulfill the admission requirements of the MPCS program and any additional requirements specified by the Department.
- The student must have completed at least one academic semester and a minimum of six credit hours in the program from which the student is transferring, with a cumulative GPA of at least Very Good ($\geq 3.75/5$).
- Previously completed courses may be considered for equivalency when they are at least 75% equivalent in course content and credit hours to the corresponding courses in the MPCS study plan.
- Approved equivalent courses are recorded in the student's academic record and included in the cumulative GPA in accordance with University regulations.
- The period spent in the previous program is counted toward the maximum period allowed for completion of the degree.

- A student may transfer from one graduate program to another only once during the degree period.
- Transfer is subject to the recommendation of the relevant Department Council and approval of the College in accordance with University regulations.

Transfer applications must be submitted using the designated University forms and accompanied by the required academic record and approved detailed course specifications for courses requested for equivalency.

MPCS Study Plan and Course Descriptions

Course Code	Course Name	Credit Hours
PCH-8101	Physiology & Immunology	3+0
PCH-8102	Cosmetics Raw Materials I	2+0
CPH-8001	Biostatistics	2+0
PCH-8104	Cosmetics Raw Materials II	2+0
PCH-8105	Quality Control of Cosmetics I	3+0
PCH-8103	Cosmetic Formulations I	2+1
PCH-8107	Cosmetic Formulations II	2+0
PCH-8106	Quality Control of Cosmetics II	2+1
PCH-8108	Safety & Toxicology of Cosmetics	1+0
PCH-8109	Research Project Design Seminar	1+1
PCH-8110	Cosmetic Policies & Regulations	1+0
PCH-8111	Research Project	6
PCH-8112	Experiential Field	3
Total		33

Program Study Plan

Period	Course	Credits
Year 1 – Semester 1	PCH-8101 Physiology & Immunology	3
	PCH-8102 Cosmetics Raw Materials I	2
	CPH-8001 Biostatistics	2
	PCH-8110 Cosmetic Policies & Regulations	1
Year 1 – Semester 2	PCH-8103 Cosmetic Formulations I	3
	PCH-8104 Cosmetics Raw Materials II	2
	PCH-8105 Quality Control of Cosmetics I	3
	PCH-8108 Safety & Toxicology of Cosmetics	1
Year 2 – Semester 1	PCH-8106 Quality Control of Cosmetics II	3
	PCH-8107 Cosmetic Formulations II	2
	PCH-8109 Research Project Design Seminar	2
	PCH-8112 Experiential Field	3
Year 2 – Semester 2	PCH-8111 Research Project	6

Course Descriptions

PCH-8101 Physiology & Immunology

Prerequisites: ZOOL-105 or equivalent

Describes the basics of physiology and immunology of integumentary systems, including skin, nail, hair, and oral cavity, and familiarizes students with biological systems interacting with cosmetics.

CPH-8001 Biostatistics

Prerequisites: None

Introduces the basics of statistics used in health sciences and supports understanding, evaluation, and conduct of introductory descriptive and inferential statistics.

PCH-8102 Cosmetics Raw Materials I

Prerequisites: CHEM-110 or equivalent

Expands knowledge of the chemistry, functions, structure-activity relationships, properties, and formulation compatibility of raw materials used in products such as creams, depilatories, deodorants, shaving products, foot-care preparations, sunscreens, and colored make-up.

PCH-8104 Cosmetics Raw Materials II

Prerequisites: PCH-8102

Expands knowledge of raw materials used in shampoos, hair products, dentifrices, mouthwashes, antiseptics, preservatives, and antioxidants, including their chemistry, functions, structure-activity relationships, and compatibility.

PCH-8105 Quality Control of Cosmetics I

Prerequisites: None

Covers fundamental concepts of quality assurance and quality control in the cosmetic industry, analytical instrumentation, official methods of analysis, method development, and rheological and microbial quality control.

PCH-8106 Quality Control of Cosmetics II

Prerequisites: PCH-8105

Provides quality-control practices in cosmetic analysis and bioanalysis, including official analytical approaches, monitoring selected cosmetic ingredients, green cosmetics, and hands-on laboratory training in analytical techniques.

PCH-8103 Cosmetic Formulations I

Prerequisites: None

Covers methodologies for developing major cosmetic and toiletry products, including idea generation, formulation development, manufacturing considerations, and stability testing.

PCH-8107 Cosmetic Formulations II

Prerequisites: PCH-8103

Expands knowledge of delivery systems used in cosmetic formulations, including surfactants, emulsions, liposomes, niosomes, aerosols, foams, gels, and nano-based delivery systems.

PCH-8108 Safety & Toxicology of Cosmetics

Prerequisites: PCH-8101

Provides essential knowledge of cosmetic safety, toxicology, toxicological evaluation, toxicant disposition, skin toxic responses, safety evaluation procedures, risk assessment, regulatory safety requirements, and animal/non-animal models.

PCH-8109 Research Project Design Seminar**Prerequisites: CPH-8001**

Introduces scientific research design and professional presentation, including preparation of research proposals, journal articles, and posters, and supports development and discussion of the student's research proposal.

PCH-8110 Cosmetic Policies & Regulations**Prerequisites: None**

Covers national and international legislation relevant to cosmetic safety, efficacy, manufacturing, and administration, including GSO requirements, cGMP, labeling, packaging, product claims, distribution, and SFDA requirements.

PCH-8111 Research Project**Prerequisites: PCH-8109**

Provides hands-on research experience through a supervised project involving hypothesis formulation, literature critique, experimental design, data analysis, conclusions, and communication of findings in oral/poster and journal-manuscript formats.

PCH-8112 Experiential Field**Prerequisites: None**

Immerses students in applied cosmetic science across legislation, marketing, manufacturing, assessment, and application of cosmetic products through collaboration with public and commercial institutions.

GPA and Course Grades

The Grade Point Average (GPA) is calculated on a 5-point scale in accordance with King Khalid University regulations. Students in the MPCS program must obtain a minimum grade of C+ (75%) in each course and maintain a cumulative GPA of at least 3.75 out of 5.00 (Very Good). The letter grades for courses follow the distribution below, with the exception of PCH-8112 (pass/fail grading system). The grading scale and grade symbols are as follows:

Grade	Percentage	Grade Points (out of 5)
A+	95%–100%	5.00
A	90%–<95%	4.75
B+	85%–<90%	4.50
B	80%–<85%	4.00
C+	75%–<80%	3.50
F	<75	
Ab	Absent	
DE	Denied Entry	
W	Withdrawn	

Rights, Duties, and Student Services

Rights and Duties

MPCS students are subject to King Khalid University regulations governing student rights, responsibilities, conduct, academic integrity, and disciplinary procedures. Students are expected to familiarize themselves with the current official versions of these regulations [\[LINK\]](#).

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

Academic advising should support students in understanding the study plan, monitoring academic progress, addressing academic difficulties, planning research and experiential requirements, and identifying appropriate University support services. Each student is assigned an academic advisor through Academia, with accessible communication channels maintained to facilitate timely guidance and support throughout the program.

Learning and Support Services

Central Library

The Central Library is located on the Al-Fara'a Campus and includes a wide range of books and resources to support graduate education and research. The library is designed to provide collaborative group spaces as well as traditional study areas. The central and branch libraries contain a variety of updated books and references, along with computers connected to the internet. Computer facilities with Wi-Fi access are also available in the Central Library. Qualified librarians are available to assist users with borrowing and returning resources and to help students locate needed resources within the library system. An electronic system is available to assist users in searching for and locating library resources.

Saudi Digital Library

KKU maintains an active subscription to the Saudi Digital Library (SDL) and provides students and faculty members with access both on and off campus. SDL resources and databases are available 24/7. The Deanship of Library Affairs provides access to the Saudi Digital Library through the main KKU library website under Knowledge Resources. The SDL provides access to a wide range of scientific databases and electronic resources, including AccessPharmacy, the Directory of Open Access Books (DOAB), and ProQuest Ebook Central. It also provides extensive collections of e-books, periodicals, electronic databases, theses, and other scholarly resources.

E-Learning Services

The e-learning services provided by the Deanship of E-Learning support effective communication and interaction between faculty members and students through platforms such as Blackboard and KKUx. Course learning materials, quizzes, tests, assignments, and other relevant resources are made available through Blackboard, as appropriate. Some pharmacy courses may also be offered in blended-learning formats, in which selected face-to-face sessions are

complemented or replaced by virtual classroom sessions and online learning activities. These may include live or recorded lectures, discussions, assignments, and other interactive activities. In addition, the KKUx platform offers online courses and workshops that support the professional development of faculty members and students.

Software Packages

KKU provides a range of software packages to students and faculty members free of charge to support teaching, learning, and research. These include Microsoft Office® and selected statistical, security, and other academic software. In addition, students have access to specialized software required for courses and research activities within the program.

Classrooms

Classrooms are equipped with computers, whiteboards, podiums, seating, and projectors. They are air-conditioned and appropriately ventilated to provide a suitable environment for teaching and learning.

E-Learning Lab

The College provides computer laboratories equipped with computers and relevant software and available to students during working days. Together with wireless internet access (Wi-Fi), these facilities enable students to access online learning resources, academic databases, and other educational materials and support their use for teaching, learning, and research purposes.

Research Project

PCH-8111 Research Project is a six-credit course designed to provide students with hands-on research experience through selected project work and to improve scientific thinking and communication skills. Under the supervision of academic staff, students conduct research on a relevant topic that enables them to formulate a research hypothesis, critique literature, design experimental methodologies, analyze data, and draw logical conclusions. Students are required to communicate their work through an oral/poster presentation and a journal-manuscript format.

Research Project Proposal Development and Approval

Supervisor Confirmation: After meeting with potential supervisors, students must select and confirm a faculty member who specializes in the relevant field and is willing to provide guidance.

Topic Selection: The student and supervisor collaborate to choose a research topic that aligns with the student's interests.

Initial Meeting: A meeting is held between the student and faculty member to discuss the research plan, objectives, methodology, and anticipated outcomes.

Proposal Preparation: Once an agreement is made, the faculty member prepares a detailed proposal outlining the research question, literature review, methodology, and expected outcomes.

Graduate Studies Committee (GSC) Review and Approval: The proposal is submitted to the Graduate Studies Committee for review and approval of the research project

Preparation through PCH-8109

The Research Project Design Seminar prepares students for the final research project by developing their understanding of scientific research design and research communication. Students work on a research proposal and are exposed to rigorous approaches for preparing research proposals, journal articles, and posters.

Student Responsibilities

- Take primary responsibility for timely completion of the agreed research project.
- Work with the supervisor to establish clear objectives, milestones, and an appropriate project schedule.
- Maintain satisfactory and documented progress.
- Prepare adequately for supervisory meetings and submit agreed written work on time.
- Comply with research ethics, laboratory safety, data-management, and institutional requirements.
- Obtain required ethical or other approvals before beginning activities that require approval.
- Maintain accurate research records and preserve original data appropriately.
- Communicate problems or delays promptly to the supervisor and relevant program personnel.
- Prepare the required research outputs in the formats approved for the MPCS program.

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

- Provide appropriate scientific supervision and guidance within the area of the research project.
- Agree with the student on project scope, milestones, and a feasible completion schedule.
- Meet with the student regularly and provide timely, constructive feedback.
- Ensure that required ethical, safety, and institutional approvals are addressed before relevant research begins.
- Guide the student in research design, experimental work, data analysis, interpretation, scientific writing, and presentation.
- Monitor progress and identify unsatisfactory progress early enough for corrective action.
- Promote research integrity, responsible data handling, and appropriate acknowledgement of contributions.

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.

Scientific Integrity Policies

All MPCS research must comply with applicable KKU research ethics and scientific-integrity requirements. Students are responsible for conducting and reporting research objectively and for protecting the integrity, traceability, and confidentiality of research data.

Core Principles

- Research design should be scientifically appropriate and documented before data collection or experimentation.
- Required ethical, biosafety, laboratory, or institutional approvals must be obtained before relevant work begins.

- Research data must be recorded accurately, stored securely, and retained according to applicable requirements.
- Results must be reported accurately; fabrication, falsification, selective omission, and plagiarism are prohibited.
- Authorship and acknowledgement should reflect genuine intellectual and practical contributions.
- Potential conflicts of interest should be disclosed through the appropriate institutional channels.
- Intellectual property and confidentiality requirements must be respected.

Experiential Field

PCH-8112 Experiential Field is a three-credit course designed to immerse students in the multifaceted field of cosmetic science. The course develops practical understanding across legislation, marketing, manufacturing, assessment, and application of cosmetic products through collaborative engagement with public and commercial institutions.

Student Responsibilities

- Attend the approved experiential site according to the agreed schedule and complete all required activities.
- Comply with the site's safety, confidentiality, professional conduct, dress, and access requirements.
- Act professionally and communicate respectfully with supervisors, staff, clients, and other stakeholders.
- Participate actively in learning opportunities related to cosmetic legislation, manufacturing, marketing, assessment, and application as relevant to the site.
- Protect confidential, proprietary, client, and commercial information encountered during the experience.
- Complete required documentation, reports, reflections, presentations, or other assessment tasks specified in the approved course specification.
- Inform the site supervisor and MPCS field training course coordinator promptly of significant attendance, safety, professional, or training concerns.

Site/Supervisor Responsibilities

- Provide an appropriate learning environment relevant to the intended MPCS experiential outcomes.
- Orient the student to site policies, safety requirements, confidentiality, conduct, schedule, and expected activities.
- Provide appropriate supervision and opportunities for meaningful participation and observation.
- Give constructive feedback on student performance and professional development.
- Communicate significant concerns or irregularities to the MPCS program through the approved channel.
- Complete required student evaluation documentation within the specified timeline.

Field Training Coordinator Responsibilities

- Coordinate the implementation of the Experiential Field course in accordance with the approved course specification and program requirements.
- Identify and coordinate with appropriate training sites relevant to cosmetic science and the intended field training outcomes.
- Ensure that training sites and field supervisors meet the program requirements before student placement.
- Coordinate student placement and communicate training schedules, requirements, and expectations to students and field supervisors.
- Provide students and field supervisors with the required training guidelines, manuals, forms, assessment tools, and relevant course information before the start of training.
- Serve as the primary academic liaison between the Program, students, and training sites throughout the training period.
- Monitor student attendance, progress, professional conduct, and achievement of the required training activities and learning outcomes.
- Follow up with field supervisors and address academic, administrative, or professional issues that may arise during training.
- Collect and review field supervisor evaluations and other required student assessments and documentation.
- Obtain feedback from students and training sites and use it to support continuous improvement of the Experiential Field course.
- Maintain appropriate records of student placements, attendance, evaluations, and other training-related documentation.

Professionalism, Confidentiality, and Safety

- Students must maintain professional behavior and comply with the regulations of KKU, the Department, and the experiential site.
- Confidential information obtained during training must not be disclosed or used outside the authorized educational purpose.
- Students must comply with all applicable laboratory, manufacturing, occupational, and site-specific safety requirements.
- Any accident, exposure, safety concern, or serious professional issue should be reported immediately to the site supervisor and the course coordinator for appropriate action and follow-up in accordance with applicable procedures.

17. Important Contact Information

Service / Contact	Information
MPCS Program Coordinator	017-241-8021
Head, Department of Pharmaceutical Chemistry	017-241-8407 (also available via WhatsApp)
Vice Deanship / Graduate Studies Contact	017-241-7802
Emergency Center & Roadside Assistance	017-241-8888
Emergency Center in Al-Fara'a	017-241-8068 / 0535015834
Information Technology Support	017-241-8000
Electronic Services Deanship	017-241-7000
Graduate Studies Deanship	017-241-9240

Approval:

Council / Committee	Department Council
Reference No.	11 th meeting 1446
Date	24/02/2025 (25/08/1446H)