

# **Libyan International Medical University**

## **Faculty of Pharmacy**

**Academic Regulations for The Doctor of Pharmacy Program  
Annexed to Decree No. (17) of The University Council - 2017**

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# Chapter I: General Provisions

## Article (1) Designation

When adopted, this document is called the “Academic regulations for the Doctor of Pharmacy Program”.

## Article (2) Entry into Force

The provisions of this Regulation shall apply to all students studying in the Doctor of Pharmacy Program at the Libyan International Medical University.

## Article (3) Definitions

The terms and phrases, wherever they appear in these regulations, signify the meanings set out below:

- University: Libyan International Medical University.
- Faculty: Faculty of Pharmacy at the University.
- Study Phase: The time period of a number of educational years consisting of educational blocks that include integrated, overlapping and homogeneous curricula.
- Learning Unit: A set of educational dilemmas and activities that contain specific educational objectives relating to different courses with different ratios and periods of time which are specified by the Curriculum Committee.
- Educational Problem: A way to introduce a problem with educational goals, designed to motivate the student's abilities to deduct those goals and to impart skills that qualify him/her to acquire the elements of the academic material through self-research under guidance, supervision and academic follow-up.
- Educational Seminar: An open panel discussion at the end of the curriculum for each educational problem, conducted in the presence of the students in a particular year and faculty members as representatives of the academic departments participating in the problem.
- Academic Committees: Committees composed of representatives of the academic departments.
- Educational Skills: Courses that aim to refine the student's abilities to understand and present academic material in the best way. These skills are provided in the form of interactive educational activities, such as applied educational sessions, panel discussions, workshops, etc.
- Clinical Skills: Practical skills complementary to theoretical attainments acquired by the student during his/her studies through applied educational sessions.
- Coordinator: The person responsible for supervising the educational process and coordinating its implementation in a particular phase, year or educational module.

- Educational Supervisor: The person responsible for conducting panel discussions for a group of students.

#### Article (4) Purpose

To organize the procedures for the implementation of the Doctor of Pharmacy Program in order to achieve the objectives of the program and ensure the quality of its outcomes within the limits of the applicable laws and regulations.

## Chapter II: Introduction to The Faculty

### Article ( 5) Foundation of The Faculty

The Faculty was founded according to Decree No. 593 of the year 2007 concerning the establishment of a non-governmental university under the name of the “Libyan International Medical University”.

### Article (6) About the Faculty

The Faculty of Pharmacy is one of the faculties of the Libyan International Medical University and the education it provides is a stage of higher education.

The adopts educational and research programs that contribute to raising the level of health care in Libya and to developing pharmaceutical policy through participation in the restructuring of the health system in Libya.

The Faculty works through the consolidation of academic links with faculties, universities as well as bodies that are concerned with good pharmaceutical practice and education, locally and internationally with the aim of developing field training programs for students and continuing education programs for human resources’ development.

### Article (7) Vision of the Faculty

That the Faculty occupies a regionally advanced position in the fields of pharmaceutical education, research and community service.

### Article (8) Mission of the Faculty

- Implementing new pharmaceutical education programs based on science, clinical skills and professional behavior which adopt guided self-learning and lifelong learning strategies.
- Applying quality management systems in line with local, regional and international standards.
- Providing professional development programs and carrying out research that meets the needs of the community with a commitment to professional ethics.

### Article (9) Objectives of the Faculty

- Supplying the country with specialized pharmacists capable of providing pharmaceutical care.
- Creating educational and research programs that meet the needs of society.
- Developing self-learning methods through advanced techniques and establishing the principle of continuing professional education.
- Developing field training programs for students.

- Supporting scientific research and postgraduate studies.
- Increasing the efficiency and development of human resources' capability in the Faculty.
- Adopting academic standards that achieve the Vision and Mission of the Faculty.
- Supporting the quality management system.
- Applying Business Process Management

#### Article (10) Language of Instruction

English is the language of instruction in the Faculty except for certain courses of a special nature, which are taught in Arabic.

#### Article (11) Academic Departments

1. The Pharmaceutical Sciences Department, which includes the following units:

- Medicinal Chemistry
- Pharmaceutics
- Pharmacology and Molecular biology
- General Sciences (general requirements under the University Regulations)

2. The Pharmacy Practice Department, which includes the following units:

- Clinical Pharmacy
- Hospital Pharmacy
- Pharmacoeconomics
- Professional Skills and Behaviors

The Faculty Council has the right to propose the repeal or creation of sections or units as necessary, and repealing or creation of sections and units requires the approval of the University Council.

#### Article (12) Academic Degrees Awarded by The Faculty

The Libyan International Medical University, at the request of the Council of the Faculty of Pharmacy, grants the following degrees:

- Firstly: A specialized certificate (bachelor's) in the Doctor of Pharmacy Program organized by this regulating document and symbolized by BPharmD
- Secondly: A specialized certificate (bachelor's) in pharmacy regulated by a special regulation and symbolized by BPharm.
- Thirdly: An occupational specialization license (Diploma), a master's degree and a doctoral degree, which are organized via other special regulations.

#### Article (13) System of Study at the Faculty

1. Study in the Faculty is conducted according to the problem-based learning system in line with guided self-learning strategies.
2. Educational skills are offered in the form of interactive activities.
3. Laboratory and clinical skills are provided through applied educational sessions.

4. The Faculty adopts the scholastic year system.

5. The duration of study at the Faculty is five academic years, followed by eight months to complete the supplementary training. The duration of study is divided into study periods that include scholastic years divided into learning modules or periods of time. The number and periods of learning units vary from year to time, and the annexed table shows the distribution of courses at different educational levels. The Faculty will issue a manual detailing the content of learning modules at every stage.

6. The duration of study at the Faculty is divided as follows:

- Phase I (General Sciences phase), which has a duration of one scholastic year.
- Phase II (Pharmaceutical Sciences phase), which has a duration of one scholastic year.
- Phase III (Professional Development phase), which has a duration of three scholastic years.

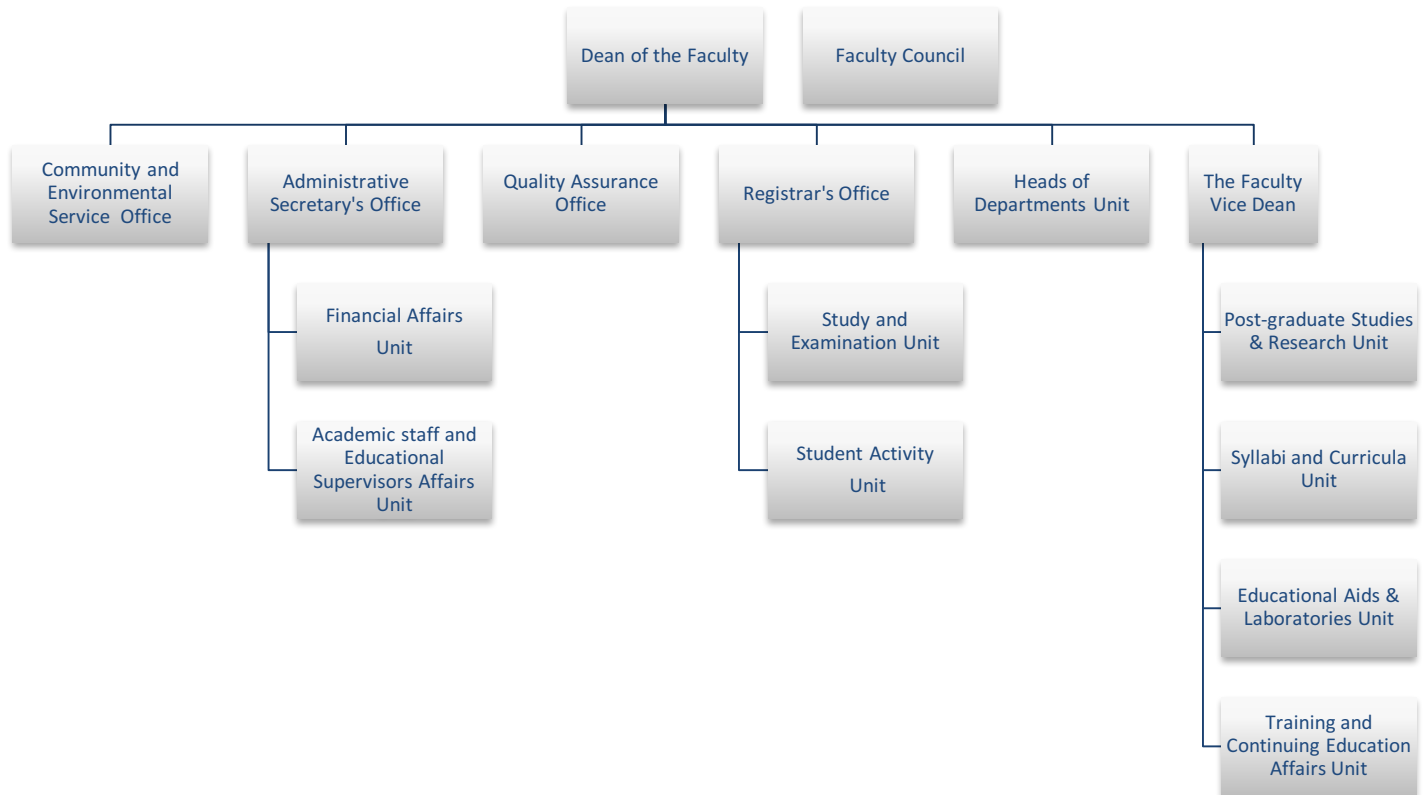
7. In addition to successfully passing all learning modules and courses, graduation requirements include:

- The research project in which, at the beginning of the fifth year, the student is registered in the academic department of his/her choice to conduct the research project. The student then submits his/her graduation project-in preparation for its discussion-by the end of the second training period of supplementary training. The student is required to deliver four hard copies of the search in its finalized form, as well as the electronic version to the Faculty.
- Supplementary training starts immediately after the twentieth learning module is successfully completed and lasts for 10 months at a rate of at least 6 hours per day.
- Summer training comes between the second and third or the third and fourth years for at least 280 hours under the supervision of a specialized teaching staff member in one of the pharmaceutical establishments approved by the Faculty Council.



| Phase I (Year I)                | Phase II (Year II)               | Phase III (Years 3-5)            |                                  |  |
|---------------------------------|----------------------------------|----------------------------------|----------------------------------|--|
| Foundational Years              |                                  | Professional Years (PY)          |                                  |  |
| General Sciences                | Pharmaceutical Sciences          | PY1                              | PY2                              | PY3  |
| Integrated sequence I: Block 1  | Integrated sequence II: Block 5  | Integrated sequence IV: Block 9  | Integrated sequence IV: Block 15 | Integrated sequence VII: Block 20                |
| Integrated sequence I: Block 2  | Integrated sequence II: Block 6  | Integrated sequence IV: Block 10 | Integrated sequence IV: Block 16 | Structured Clinical rotations + research project |
| Integrated sequence II: Block 3 | Integrated sequence III: Block 7 | Integrated sequence IV: Block 11 | Integrated sequence IV: Block 17 |  |
| Integrated sequence II: Block 4 | Integrated sequence III: Block 8 | Integrated sequence IV: Block 12 | Integrated sequence V: Block 18  |  |
|                                 |                                  | Integrated sequence IV: Block 13 | Integrated sequence VI: Block 19 | Structured Clinical Rotations                    |
|                                 |                                  | Integrated sequence IV: Block 14 |                                  |  |

## Article 14: The Organizational Structure of the Faculty



## Article (15) The Faculty Council

The Faculty Council consists of:

1. The Dean of the Faculty
2. The Faculty Vice Dean
3. Head of the Pharmacy Practice Department
4. Head of the Pharmaceutical Sciences Department
5. Faculty Registrar
6. Administrative Secretary
7. Representative of the Quality Assurance Office
8. Representative of the Community and Environmental Service Office

## **Chapter III: Admission and Transfer**

### Article (16) Admission Terms and Procedure

1. The applicant must have a high (secondary) school diploma or an equivalent that is recognized, certified and approved by the relevant authority.
2. The applicant must be healthy enough to be able to keep up with studying in his/her specialty.
3. The applicant must have achieved the required percentage for admission to the Faculty.
4. If the applicant is not a Libyan national, the procedures for his/her stay in Libya during his term of study must be valid and in accordance with the rules, laws and regulations in force.
5. The student must pay the fees and expenses of studying in accordance with the regulations and rules of the University.
6. The number of students admitted to study should be proportional to the capacity and the capabilities of the Faculty.
7. If the applicant meets all the previous conditions, he/she will undergo a personal interview whose outcome will determine whether he/she will be accepted or rejected. Additionally, the Faculty may, in accordance with its internal regulations, conduct entrance examinations for applicants.
8. The student and his/her guardian will then submit a declaration stating that they have comprehensively and fully understood these regulations as well as the list of tuition fees decreed at the university and pledge their commitment to the provisions contained therein.
9. The student's guardian will then sign the contractual form with the University in all matters relating to the student's study at the University. The University Registrar is authorized to represent the Faculty and thus sign the contract with the applicant's guardian.

### Article (17) Equivalizing Academic Qualifications

1. A specialized committee for equivalizing qualifications will be established at the Faculty to receive applications from students wishing to transfer in the beginning of the scholastic year, with the committee deciding on the applications for transition from accredited Faculties within two weeks from the date of submission.
2. Applicants who have studied in educational systems that are different from those in the Libyan universities and institutes will be directed to the committee specializing in equivalizing academic qualifications. The Faculty may allow the applicant to attend and study on the basis of a preliminary equation at the beginning of the year and on his/her personal responsibility, However, the student, in this case, is not allowed to enter the final exams until the final equivalency proceedings have been completed.
3. The student must spend at least three academic years in the Faculty before graduation, in addition to the duration of supplementary training.

## **Chapter IV: System of Study and Examinations**

### **Article (18) Faculty Guidelines**

Without contravention of the provisions of these regulations, the Faculty must prepare its own guidelines, including the system of study and the distribution of educational modules in a manner that ensures the student's familiarity with the system of study and the basic provisions of the regulations in force at the Faculty.

### **Article (19) Renewal of Enrolment**

Students must renew their enrolment before every school year and no later than two weeks from the beginning of study in accordance with the procedures adopted by the General Registrar of the University. Students must also pay tuition fees in accordance with the regulations and rules of the University. Students whose renewal is not established within the prescribed period will be considered suspended from study and will be treated as such in accordance with the regulations.

Students are entitled to a half-yearly vacation as well as the end of the scholastic year vacation, which are scheduled according to the Faculty academic calendar.

### **Article (20) Suspending Enrolment**

A student may suspend his/her enrolment within a month from the beginning of the scholastic year in accordance with the procedures approved by the General Registrar's administration and with the consent of the Faculty, with the provision that the student may only suspend his/her enrolment once in the course of all study years. In this regard, the student is subject to the University's tuition fees regulations in terms of financial treatment.

### **Article (21) Attendance and Adherence to Schedules**

Students enrolled in different stages of study must commit to attending at least 75% of scientific sessions, panel discussions and educational seminars, lectures and practical lessons for each educational module or course. The Faculty Council, at the request of specialized departments can deny a student entry to the final exam in educational modules or courses in which the student has not attained the percentage of attendance that is required. This student is then considered to have failed unless he/she provides an acceptable excuse to the Faculty Council via the Study and Examination Office; in this situation the student is denied entry into the examination and is considered absent with an excuse. The Faculty Council may amend this percentage in special cases and the decision must be unanimous in this situation and the Faculty Council decides how to calculate student evaluations in all cases.

#### Article (22) Student Evaluation

1. Continuous evaluation and its marks represent 60% of the total marks of an educational module or course.
2. Final exams and their marks are 40% of the total marks of an educational module or course.

#### Article (23) Duties of The Student

1. Following the rules and regulations governing the study at the Faculty and the University.
2. Abiding by the rules of ethics and the customs of the community.
3. Performing any research, experiments, etc. that are required of him/her in the educational program.
4. Participation in academic activities, excursions and visits, which link the Faculty's study program to the community and its needs as well as areas of work for graduates. This participation is evaluated according to the guidelines of the Academic Committee in the Faculty.

#### Article (24) The Faculty's Office of Quality Assurance and Performance Appraisal

- The Dean of the Faculty assigns a competent coordinator who is knowledgeable about quality and evaluation as a representative of the Faculty at the University's Quality Assurance Office.
- The coordinator contributes to the building of an effective quality assurance system and the dissemination of a Quality Assurance principles among Faculty members, support staff, administrators, students and all relevant parties, with the aim of consolidating the principles of self-evaluation in order to achieve continuous development and improvement based on the mission and objectives of the University and on the basis of the specific accreditation criteria. The Quality Assurance and Accreditation Manual issued by the National Centre for Quality Assurance and Accreditation of Educational Institutions is considered a particular reference.

#### Article (25) Curriculum Development Committees and Academic Committees

On a recommendation from the Faculty Council, curriculum development committees and academic committees are formed via a decree from the Dean of the Faculty. These committees supervise the characterization and development of the scientific content of educational modules and curricula, and review the teaching and evaluation methodology in coordination with the University's Vice President for Learning Affairs.

#### Article (26) Study and Examination Committee

The Faculty's Study and Examinations Committee, through its administration of the Faculty's Study and Examinations Office, undertakes the following:

1. Preparation of the academic calendar for the Faculty to be presented to the University Council for accreditation.

2. Preparation of the general study schedules for the various years, monitoring their application and making any necessary adjustments, while taking into account the optimum utilization of the University's common capabilities.
3. Adoption of the weekly schedules for the Faculty.
4. Distribution of students into study groups
5. Monitoring the attendance of students.
6. Monitoring the attendance of collaborating faculty members.
7. Adopting and supervising the execution of continuous evaluation and final exams schedules.
8. Preparation of curriculum guidelines before the beginning of the scholastic year.
9. Activating the various systems and the educational courses site.
10. Submitting monthly reports for presentation at the Faculty Council meetings.

#### Article (27) Examination and Invigilation Committee

The Faculty Council forms a committee for conducting and supervising examinations under the name of the "Examination and Invigilation Committee". The members of this committee include the head of the Study and Examinations Office and the Faculty Registrar. The Examination and Invigilation Committee is responsible for all matters relating to the conduct and organization of examinations in the Faculty and, in particular, the following:

1. Receiving exam questions and coordinating with the Curriculum Development Committee to put them in the finalized form.
2. Supervising the printing and storing of exam questions in paper form and/or electronically.
3. Supervising the organization and invigilating of conduct examinations.
4. Receiving the answer papers from the exam hall supervisors and placing the confidential numbers on them.
5. Handing over the answer papers to the educational module committees to be corrected.
6. Receiving the answer papers after they have been corrected, calculating students' average grades and recording them. In all cases, final examination papers may not be destroyed before three years have passed after the announcement of the results.
7. Preparing reports on the conduct of the examinations and delivering this report to the Faculty administration for approval.
8. Preparing lists of results, graduates and suspended/dismissed students and sending them to the Faculty Council.

#### Article (28) Passing and Failing Grades and Percentages in The First Sitting of Examinations

Firstly: Grades:

Student grades are calculated according the following percentages:

1. Distinction: 90% to 100% of the total marks, the equivalent of 3.60 to 4.00 points, and symbolized by (A+).
2. Excellent: from 85% to less than 90% of the total marks, and is equivalent to 3.40 points to less than 3.60 points, and symbolized by (A).

3. Very Good Plus: from 80% to less than 85% of the total marks, and is equivalent to 3.20 points to less than 3.40 points, and is symbolized by (B+).
4. Very Good: from 75% to less than 80% of the total marks, the equivalent of 3.00 points to less than 3.20 points, and is symbolized by (B).
5. Good Plus: from 70% to less than 75% of the total marks, the equivalent of 2.80 points to less than 3.00 points, and symbolized by (C+).
6. Good: from 65% to less than 70% of the total marks, the equivalent of 2.60 points to less than 2.80 points, and is symbolized by (C).
7. Accepted Plus: from 63% to less than 65% of the total marks of educational modules and basic courses, the equivalent of 2.52 points to less than 2.60 points, and symbolized by (D+).
8. Accepted Plus: from 60% to less than 65% of the total marks of supporting courses, the equivalent of 2.40 points to less than 2.60 points, and symbolized by (D+).
9. Accepted: from 60% to less than 63% of the total marks of educational modules and basic courses, the equivalent of 2.40 points to less than 2.52 points, and symbolized by (D).
10. Accepted: from 50% to less than 60% of the total marks of supporting courses, the equivalent of 2.00 points to less than 2.40 points, and symbolized by (D).
11. Weak: from 35% to less than 60% of the total marks of educational modules and basic courses, the equivalent of 1.40 points to less than 2.40 points, and symbolized by (F).
12. Weak: from 35% to less than 50% of the total marks of supporting courses, the equivalent of 1.40 points to less than 2.00 points, and symbolized by (F).
13. Weak: from 35% to less than 75% of the total marks of clinical skills, the equivalent of 1.40 points to less than 3.00 points, symbolized by (F).
14. Very weak: from 0% to less than 35% of the total marks, the equivalent of 0.00 points to less than 1.40 points, and symbolized by (U).

#### Secondly: Passing and Failing Percentages

1. A student is considered to have successfully passed if he/she received at least 60% of the total marks in any educational module or basic course.
2. A student is considered to have successfully passed if he/she received at least 75% of the total marks of clinical skills.
3. A student is considered to have successfully passed if he/she received at least 50% of the total marks for any supporting course.

#### Article (29) Conditions for Re-Sitting Examinations

1. Re-sitting of examinations will be held once a year according to the dates set by the Study and Examinations Office at the Faculty. The student is required to pay the financial fees due for re-sitting an examination in accordance with the financial regulations adopted by the University.
2. Students are entitled to re-sit examinations in one of the following cases:

- If he/she was absent from the first sitting of the final examination of any educational module or academic course.
- If he/she was denied access to the first sitting of examinations due to exceeding the percentage of permitted absence.
- If he/she received a “Very Weak” or “Weak” grade in any educational module or course in the first sitting of an examination.

3. Students are permitted to re-sit examinations for the educational modules and courses in which he/she has failed and they will not retain any marks for continuous assessment.

4. Students who are held back to repeat a year in any of the scholastic years will be treated as new students, who must retake the educational modules and courses that they have successfully passed (theoretically and practically); studying and sitting examinations and the resulting grades will be recorded.

#### Article (30) Passing and Failing Grades in The Re-Sitting of Examinations

1. The decreed grade distribution ratios of re-sitting examinations will be applied, without any contradiction with the University's evaluation systems, in all cases of a student re-sitting examinations.
2. Students receive an “Accepted” grade in the educational modules or courses that they successfully passed in re-sitting examinations, even if their grade is higher than that.
3. The Faculty Council can grant students the right to calculate the passing grade of re-sitting examinations in the event of being justifiably absent from the first sitting of examinations as stipulated in the University regulations.

#### Article (31) Transition and Repetition

1. Students will repeat the entire school year in all its educational modules if they fail in any educational module or course in the re-sitting session while they are not required to re-study any clinical skills courses and supporting courses that they have successfully passed.
2. A student will be transferred from one scholastic year to the other after he/she has passed all the planned educational modules, the total of which equals the student's general rate for the same year.
3. The grades of supporting material are not calculated in a student's general rate and students are required to successfully pass them before transitioning from one scholastic year to another.
4. The student must fulfill all summer training hours before moving to the fifth year.
5. The first sitting for the examination of the twentieth educational module will take place within one month of completing the study of this educational module, the re-sitting session



will be held in May and for those who did not pass, a supplementary examination will be held in September of the same year.

#### Article (32) General Grade

The general grade for the Bachelor's degree in the Doctor of Pharmacy Program is calculated on the basis of the cumulative total of grades obtained in all academic years, including the grades of the graduation project. A student graduates with Honors if his/her final rating is "Excellent" with the condition that his/her general grade never fell below "Very Good" in any scholastic year as well as never having failed an examination he/she took. Students are arranged at graduation according to their accumulative total.

#### Article (33) Confirmation of Results

The final results for transitional years ' examinations are endorsed by the Faculty Council, and the final results for graduation years are endorsed by the University Council.

#### Article (34) Appeals in Cases of Failing Grades

Student who have failed no more than two educational modules and two study courses, can appeal for a review within a week of the announcement of results, according to the disciplines and procedures adopted at the University; Examinations and Invigilation Committees at Faculties must address such appeals in a period that does not exceed one week from the date of receipt, and the results will be presented to the Faculty Council for endorsement and for the issue of relevant instructions.

# Chapter V: Warning and Dismissal

## Article (35) Academic Warning

Students are warned in the following cases:

1. If study is interrupted without a legitimate reason for a continuous month at least in the scholastic year.
2. If the student's accumulative grade percentage is less than 60%.
3. If the student receives "Very Weak" as a general grade in any year after the 2nd scholastic year.

## Article (36) Dismissal

Students are dismissed and lose their right to study in the following cases:

1. If study is interrupted without a legitimate reason for a whole year.
2. If the student gets "Very Weak" as a general grade at the end of any of the first two scholastic years.
3. If the student fails in two consecutive years during the first academic stage and in three consecutive years during the following stages.
4. If the student gets the maximum number of warnings, which is 3 warnings in one scholastic year.

# Chapter VI: Disciplinary Provisions

## Article (37) Transgressions, Penalties and Disciplinary Proceedings

While no provision is made for this issue in this regulation, the provisions relating to offences, penalties and disciplinary measures that are contained in the regulations for study, examinations and discipline used at this University and Libyan universities are applicable to all students of the Faculty of Pharmacy.

## Article (38) Changing the Regulations

No change in the regulation shall be deemed valid unless it is approved by the University Council on the basis of suggestions presented by the Faculty Council.

## Article (39) Enforcing the Regulations

The provisions of these regulations will be effective from the date of their adoption by the University Council.

**Dr. Salma AbdelKerim Bukhatwa**  
Dean, Faculty of Pharmacy

**Dr. Mohamed Saad Ambarak**  
President, LIMU

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