



Department of Pharmacy

# **Pharmacy Student Handbook**

**2019**

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## **1. About the Department**

### **a. Overview**

Pharmacy is a multidisciplinary subject. The good practice of pharmacy today is one of the most crucial components in providing proper health services to people worldwide. It is a profession of honor and high esteem that demands huge responsibilities. The Department of Pharmacy, Brac University was established in 2010. We have designed an undergraduate programme to produce competent graduates, who will be capable of meeting the challenges of a rapidly evolving healthcare sector.

The Bachelor of Pharmacy (B. Pharm.) is divided into eight consecutive semesters approved by the University Grants Commission (UGC) and Pharmacy Council of Pharmacy (PCB). We have highly qualified faculty members, advanced research facilities and online library services containing a large collection of books, articles and journals. Using innovative and interactive techniques, we make pharmacy education exciting for the students. The instructors undergo continuous training and assessment in order to uphold the quality of education. We are also proud of our sound disciplinary policies which enable smooth operation of our department.

This programme is designed to support those who wish to pursue a career in different areas of drug discovery, drug manufacturing, formulation development, pharmaceutical marketing, scientific research and higher education. Thus, our incessant efforts are directed towards creating highly qualified conscientious pharmacists who will actively contribute to all sectors of our society including in industrial, clinical, community, research and educational fields.

### **b. Vision**

The Vision for the Department of Pharmacy, aligned with that of Brac University, is to inspire our students towards high standards and innovative thoughts for the betterment of the pharmaceutical sector as well as of mankind.

### **c. Mission**

The Mission of the Department of Pharmacy is to prepare and nurture students who will become leaders and innovators in pharmaceutical education, research, development and practice. The Department of Pharmacy will accomplish this mission through learning, discovery and engagement by:

- Generating, integrating, and applying knowledge across disciplines to advance discovery in pharmacy and pharmaceutical sciences
- Delivering a contemporary and innovative professional curriculum that empowers students to advance the field of pharmacy

- Producing world class pharmacists and scientists for academia and industry
- Attracting and retaining talented and diverse faculty, staff and students
- Establishing new synergies: partnerships, collaborations and strategic alliances at the local, regional, national and global levels

#### **d. Core values**

Our core values include excellence, leadership, innovation, and teamwork. This is achieved by the support of a culture that exemplifies:

- Commitment to excellence, innovation, and integrity in education, research, clinical practice, and service
- Dedication to the discovery of new knowledge and the advancement of the pharmacy profession
- Contemporary educational programs and research agendas
- Inclusiveness, transparency, and communication to support inter-professional education and interdisciplinary research
- Respect of the dignity, rights, culture, and diversity of each other and the populations we serve
- Rigorous evaluation, assessment, and the professional development of our faculty, staff, preceptors, and students and support for their roles as active, self-directed, lifelong learners

#### **e. Programme Outcome (PO)**

To provide broad-base education in Pharmacy in order to equip our graduates for employment in the wider field and at the same time imparting the following qualities to them. The pharmacy graduates should be competent enough to:

**PO1:** Exhibit high level of core competencies in different areas such as Pharmaceutical Technology, Medicinal Chemistry, Pharmacology, Toxicology, Pharmacy Practice, Pharmaceutical Marketing and Management, Pharmaceutical Regulatory Affairs, etc.

**PO2:** Develop strong interpersonal, communication and managerial skills, and function effectively within multidisciplinary teams.

**PO3:** Display independent thinking, exemplary professionalism and leadership skills.

**PO4:** Demonstrate innovative thinking, ability to integrate and apply knowledge to solve problems in drug discovery, formulation development, quality assurance and commercialization.

**PO5:** Exhibit socially responsible conduct as well as demonstrate sensitivity to personal values and ethical principles in the professional context.

**PO6:** Identify the need for, as well as demonstrate the aspiration for continued professional development through life-long learning.

## **2. Faculty and Staff**

During your program at the Department of Pharmacy you will come into contact with most of our faculty but you may not have the opportunity to meet every staff. This handbook includes the names of the present faculty members and staff so that you, the student, can become better acquainted with them. You are encouraged to get to know your instructors and take the initiative to meet with them if problems arise or to seek advice regarding various aspects of the programme and your future career as a pharmacist.

### **Faculty**

1. Dr. Eva Rahman Kabir, Chairperson and Professor
2. Dr. Hasina Yasmin, Professor
3. Dr. Sharmin Neelotpol, Associate Professor
4. Dr. Md. Abu Bakar, Associate Professor
5. Dr. Raushanara Akter, Associate Professor
6. Dr. Mohd. Raeed Jamiruddin, Assistant Professor
7. Dr. Md. Jasim Uddin, Assistant Professor
8. Dr. Afrina Afrose, Assistant Professor
9. Dr. Md. Abul Kalam Azad, Assistant Professor
10. Dr. Md. Aminul Haque, Assistant Professor
11. Dr. Md. Shaki Mostaid, Assistant Professor
12. Farhana Alam Ripa, Assistant Professor
13. Shahana Sharmin, Senior Lecturer
14. Imon Rahman, Senior Lecturer
15. Mohammad Samiul Alam Rajib, Senior Lecturer
16. Mohammad Kawsar Sharif Siam, Senior Lecturer
17. Md. Tanvir Kabir, Senior Lecturer
18. Faria Tahsin, Lecturer
19. Marzia Alam, Lecturer
20. Namara Mariam Chowdhury, Lecturer
21. Easin Uddin Syed, Lecturer
22. Eshaba Karim, Lecturer
23. Dr. Mohammad Zulfiqur Hossain (Study Leave), Associate Professor

24. Dr. Md Mesbah Uddin Talukder (Study Leave), Associate Professor
25. Ashis Kumar Podder (Study Leave), Senior Lecturer
26. Saif Shahriar Rahman (Study Leave), Senior Lecturer
27. Mahmud Tareq Ibn Morshed (Study leave), Senior Lecturer
28. Zara Sheikh (Study leave), Senior Lecturer
29. Monica Sharfin Rahman (Study leave), Senior Lecturer
30. Ridwan Islam (Study leave), Senior Lecturer
31. Nishat Zareen Khair (Study leave). Senior Lecturer
32. Sinayat Mahzabeen (Study leave), Lecturer
33. Mr. Jayanta Kishor Chakrabarti (Study Leave), Lecturer
34. Mr. Tanbir Ahammad (Study Leave), Lecturer

### **Staff**

1. Asma Ahmed, Assistant Departmental Coordination Officer
2. Rakhi Chowdhury, Teaching Assistant
3. Nashrah Mustafa, Teaching Assistant
4. Syeda Fahria Hoque Mimmi, Teaching Assistant
5. Syed Akib Hossain, Teaching Assistant
6. Sabiha Akhter, Teaching Assistant
7. Nuzhat Zahin, Teaching Assistant
8. Syeda Maliha Ahmed, Teaching Assistant
9. Most. Nasrin Aktar, Teaching Assistant
10. Md Kaykobad Hossain, Teaching Assistant
11. Md. Moniul Islam, Lab Officer
12. Md. Anawarul Islam, Lab Officer
13. Nahid Akter, Lab Officer
14. Shimu Akter, Lab Officer
15. Nur Aktar Habiba, Lab Officer
16. Tania Akter Tamanna, Lab Officer
17. Shaheen Mahmud, Office Assistant
18. Pankaj Bala, Office Assistant

### **3. Student Ethics and Conduct**

The Department of Pharmacy has outlined a number of professional abilities, including responsible use of moral values and ethical principles, which we expect each student to master as they proceed through our programme. The students are expected to demonstrate these values and ethical principles in their professional and social contexts. Most students come into our program with a well-developed value system that is further fine-tuned as they grow through their experience in general and their professional education in particular. As a result, there is less emphasis on disciplinary procedures. However, serious offences, such as dishonesty, misbehavior and substance abuse will not be tolerated and will receive swift and decisive attention. These actions are not publicized and therefore not widely known because we expect growth and learning to occur so that these behaviors are not repeated. To avoid any ambiguity with regard to tolerating unprofessional and unacceptable behaviors; our disciplinary policies with regard to specific problems are presented in detail.

#### **3.1 Professionalism Standards**

The foremost privilege and responsibility of the profession of pharmacy is to promote the public health and welfare. Given such important privilege and responsibility, pharmacy students are expected to present and conduct themselves in a manner commensurate with a health care professional. Students must realize that the standards for professional and ethical conduct are higher than for the student body, in general. Unprofessional conduct includes engaging in any activity that is disruptive or threatening to other students, that inhibits or diminishes the opportunity for other students to learn in the classroom, or that result in an unfair advantage/disadvantage for a student (i.e., academic dishonesty). Failure to adhere to and report unprofessional and unethical behaviors tarnishes the reputation of the entire student body at the Department of Pharmacy and Brac University.

Students in the programme should not only demonstrate appropriate professional and ethical behaviors but should also expect such behaviors from fellow students. As it is the responsibility of pharmacists in practice to adhere to standards of practice, requirements of the law, and to report unprofessional, unethical, or unlawful behaviors, it is the responsibility of students in a professional program to report suspicious actions or behaviors to the proper course or department authorities. Students who observe unprofessional or unethical (cheating) behaviors or incidents are encouraged, if appropriate, to address the situation directly with the fellow student. If the student does not feel comfortable dealing with the situation personally, the student is encouraged to report the conduct or behavior to the academic coordinator. These conversations are considered strictly confidential with the student's identity remaining anonymous.

#### **3.2 Classroom Conduct and Dress**

Professional conduct, dress, classroom behavior, and respect are expected in all courses in the curriculum. Disruptive behavior in the classroom is defined as repeated, continuous, or multiple student behaviors that prevent an instructor from teaching and/or prevent students from learning. Although situations of disruptive behavior are rare at the Department of

Pharmacy, situations that can distract from the learning environment may occur. Students are expected to be courteous, considerate, and respectful of others and in their seats and ready for class to begin at the appointed time. Students should respect other students and faculty by not talking or engaging in other activities that might disrupt the class. Students arriving late to class or who must leave early often disrupt both faculty and fellow students. If space permits, the last row of seats in the lecture room will be reserved for those students who either arrive late to class or must leave early (adhering to this policy with help to minimize classroom disruptions). In this context, students are advised to use the back entrance to minimize any possible disruption to the class. Any student under the influence of any intoxicating substance should not attend class as this condition has historically increased the risk of disruptive behaviors in the classroom and also places the student at great risk for severe punitive action. Any occurrence of unprofessional conduct will result in the student's immediate removal from the classroom and may result in additional penalties, up to a failing grade in the course, and referral to the academic coordinator.

Although acceptable dress for students in a classroom is much more casual than would be expected in a patient care environment, students are reminded the expectations are higher than those set for entering freshman. This is especially the case when outside speakers are invited into the classroom (business casual attire is recommended). Students should use good judgment and when selecting attire to wear to class. Hats should NOT be worn during class and any clothing with printed material on it should be in good taste.

### **3.3 Academic Dishonesty**

Academic honesty is an expectation of students in the department. Experience has shown that a few students in the Department of Pharmacy display unprofessional behaviors and/or become involved in academic dishonesty, particularly on tests, but also in the preparation of various types of reports and homework assignments. Dishonesty will not be tolerated and appropriate punitive actions will be enforced. Dishonesty includes, but is not limited to, (1) plagiarism: using another's words, ideas, or paraphrases and implying that they are your own [the exact duplication of printed material from journal or text, without the use of quotation marks and appropriate reference to the author]; (2) cheating; using hidden notes, accessing electronic devices, or examining another person's responses in order to answer questions on a quiz or test; (3) ringers: having another person fulfill your assignment (e.g., lab, quiz, or text); (4) using non-allowed references or aids during on-line quizzes.

Learning and understanding are facilitated by exploring subjects together. Several minds grappling with a difficult concept or complex material can often produce a deeper understanding in each of those minds. Students are encouraged to form study groups and ask each other questions. The assignments that the students turn in, must be his/her own work and should reflect the problem-solving and written communications skills of the individual student. Students have a responsibility to help enforce honesty standards in the Department. Students are urged to talk with their instructors and the academic coordinator on a confidential basis regarding cases of suspected dishonesty.

Since the degree of academic dishonesty can vary from case to case, such as "wandering eyes"



to the premeditated preparation and use of detailed crib notes, it is difficult to be specific about penalties imposed. In general, a first offense will result in actions ranging from failure of a particular examination or assignment to failure of the course. A second offense within the department will almost always result in dismissal from the department. All offenses will be reported to the academic coordinator and typically to the Registrar's Office.

#### **4. Bachelor of Pharmacy (B.Pharm.) Curriculum**

**Target award:** B.Pharm (Hons.)

**Programme code:** PHR

##### **Academic Year**

Each academic year comprises of two semesters.

Spring semester : January to June  
Summer semester : July to December

The detailed academic calendar is available at the following webpage in the university website. <https://www.bracu.ac.bd/calendar/month>

##### **Course Structure**

A 4-year (8 semesters) Pharmacy undergraduate program has been designed including topics of recent trends in this field. The principal objectives of this curriculum are:

1. To impart scientific knowledge for the identification, formulations, preparation, standardization, quality control and uses of drugs and medicines and effective management of their distribution and sale.
2. To produce a skilled manpower to manage the affairs of hospital pharmacies, pharmaceutical industries, community pharmacy services, drug administration and other organizations in drug research, marketing, sales and administration.
3. To encourage research on different fields of pharmacy so as to develop newer techniques of formulation, quality control and standardization of drugs.

The total credit requirements for the degree of Bachelor of Pharmacy (Hons.) are 164. Out of these 18 credits are on general educations, which is compulsory as per requirement of Brac University. The departmental core courses account for 140 credits (theoretical, practical, and thesis /project). In addition a student may have to undertake a few courses (not exceeding 6 credits in total) from outside the major specialization as per the University rules.

##### **Courses for the Degree of Bachelor of Pharmacy (Hons.)**

###### **1. General Education (18 Credits)**

MAT 101 Fundamentals of Mathematics (3 Credits)

DEV 101 Bangladesh Studies (3 Credits)

ENG 091 Foundation Course (Non Credit)  
ENG 101 English Fundamentals (3 Credits)  
ENG 102 Composition 1 (3 Credits)  
CSE 101 Introduction to computer Science (3 Credits)  
HUM 103 Ethics and Culture (3 Credits)

## **2. Departmental Core Courses (140 Credits)**

### **Theoretical**

PHR 101 Inorganic Pharmacy I (3 Credits)  
PHR 102 Organic Pharmacy (3 Credits)  
PHR 103 Pharmacognosy I (3 Credits)  
PHR 107 Inorganic Pharmacy II (3 Credits)  
PHR 108 Physical Pharmacy I (3 Credits)  
PHR 109 Physiology I (3 Credits)  
PHR 110 Pharmaceutical Microbiology I (3 Credits)  
PHR 111 Basic Anatomy (2 Credits)  
PHR 112 Oral Assessment I (1 Credit)  
PHR 201 Physical Pharmacy II (3 Credits)  
PHR 202 Biochemistry and Molecular Biology (3 Credits)  
PHR 203 Pharmaceutical Microbiology II (3 Credits)  
PHR 204 Physiology II (3 Credits)  
PHR 205 Pharmacognosy II (3 Credits)  
PHR 210 Pharmaceutical Analysis I (3 Credits)  
PHR 211 Biostatistics (3 Credits)  
PHR 212 Pharmaceutical Technology I (3 Credits)  
PHR 213 Pharmacology I (3 Credits)  
PHR 214 Pathology (2 Credits)  
PHR 215 Oral Assessment II (1 Credit)  
PHR 301 Medicinal Chemistry I (3 Credits)  
PHR 302 Pharmacology II (3 Credits)  
PHR 303 Pharmaceutical Technology II (3 Credits)  
PHR 304 Biopharmaceutics & Pharmacokinetics I (3 Credits)  
PHR 310 Pharmaceutical Analysis II (3 Credits)  
PHR 311 Medicinal Chemistry II (3 Credits)  
PHR 312 Pharmaceutical Engineering (3 Credits)  
PHR 313 Biopharmaceutics & Pharmacokinetics II (3 Credits)  
PHR 314 Pharmaceutical Management (2 Credits)  
PHR 315 Oral Assessment III (1 Credit)  
PHR 401 Medical Chemistry III (3 Credits)  
PHR 402 Pharmaceutical Technology III (3 Credits)  
PHR 403 Pharmaceutical Biotechnology (3 Credits)  
PHR 404 Cosmetology (3 Credits)  
PHR 405 Clinical Pharmacy (3 Credits)  
PHR 406 Industrial Training (Non Credit)

PHR 410 Advanced Pharmaceutical Analysis (3 Credits)  
PHR 411 Pharmacology III (3 Credits)  
PHR 412 Hospital and Community Pharmacy (3 Credits)  
PHR 413 Pharmaceutical Regulatory Affairs (3 Credits)  
PHR 414 Thesis of Project (2 Credits)  
PHR 415 Oral Assessment IV (1 Credit)

### **Laboratory Courses**

PHR 104 Inorganic Pharmacy I Lab (1 Credit)  
PHR 105 Organic Pharmacy Lab (1 Credit)  
PHR 106 Pharmacognosy I Lab (1 Credit)  
PHR 113 Inorganic Pharmacy II Lab (1 Credit)  
PHR 114 Physical Pharmacy I Lab (1 Credit)  
PHR 115 Physiology I Lab (1 Credit)  
PHR 116 Pharmaceutical Microbiology I Lab (1 Credit)  
PHR 206 Physical Pharmacy II Lab (1 Credit)  
PHR 207 Biochemistry and Molecular Biology Lab (1 Credit)  
PHR 208 Physiology II Lab (1 Credit)  
PHR 209 Pharmacognosy II Lab (1 Credit)  
PHR 216 Pharmaceutical Analysis I Lab (1 Credit)  
PHR 217 Biostatistics Lab (1 Credit)  
PHR 218 Pharmaceutical Technology I Lab (1 Credit)  
PHR 219 Pharmacology I Lab (1 Credit)  
PHR 306 Medical Chemistry I Lab (1 Credit)  
PHR 307 Pharmacology II Lab (1 Credit)  
PHR 308 Pharmaceutical Technology II Lab (1 Credit)  
PHR 309 Biopharmaceutics & Pharmacokinetics I Lab (1 Credit)  
PHR 316 Pharmaceutical Analysis II Lab (1 Credit)  
PHR 317 Medical Chemistry II Lab (1 Credit)  
PHR 318 Biopharmaceutics & Pharmacokinetics II Lab (1 Credit)  
PHR 407 Medical Chemistry III Lab (1 Credit)  
PHR 408 Pharmaceutical Technology III Lab (1 Credit)  
PHR 409 Cosmetology Lab (1 Credit)  
PHR 416 Pharmacology III Lab (1 Credit)

### **3. Elective Courses outside major (6 credits)**

BTE 401 Bioinformatics (3 Credits)  
ECO 103 Principles of Economics (3 Credits)  
HUM 101 World Civilization and Culture (3 Credits)  
HUM 102 Introduction to Philosophy (3 Credits)  
HUM 111 History of Science (3 Credits)  
SOC 401 Gender and Development (3 Credits)

### **Semester wise Distribution of Courses for the Degree of Bachelor of Pharmacy (Hons.)**

## **THEORY & PRACTICAL COURSES**

### **FIRST YEAR, FIRST SEMESTER**

MAT 101 Fundamentals of Mathematics (3 Credits)  
ENG 091 Foundation course Non-credit  
ENG 101 English Fundamentals (3 Credits)  
CSE 101 Introduction to Computer Science (3 Credits)  
PHR 101 Inorganic Pharmacy I (3 Credits)  
PHR 104 Inorganic Pharmacy I Lab (1 Credit)  
PHR 102 Organic Pharmacy (3 Credits)  
PHR 105 Organic Pharmacy Lab (1 Credit)  
PHR 103 Pharmacognosy I (3 Credits)  
PHR 106 Pharmacognosy I Lab (1 Credit)  
Total: 21 Credits

### **FIRST YEAR, SECOND SEMESTER**

ENG 102 Composition 1 (3 Credits)  
PHR 107 Inorganic Pharmacy II (3 Credits)  
PHR 113 Inorganic Pharmacy II Lab (1 Credit)  
PHR 108 Physical Pharmacy I (3 Credits)  
PHR 114 Physical Pharmacy I Lab (1 Credit)  
PHR 109 Physiology I (3 Credits)  
PHR 115 Physiology I Lab (1 Credit)  
PHR 110 Pharmaceutical Microbiology I (3 Credits)  
PHR 116 Pharmaceutical Microbiology I Lab (1 Credit)  
PHR 111 Basic Anatomy (2 Credits)  
PHR 112 Oral Assessment I (1 Credit)  
Total: 22 Credits

### **SECOND YEAR, FIRST SEMESTER**

PHR 201 Physical Pharmacy II (3 Credits)  
PHR 206 Physical Pharmacy II Lab (1 Credit)  
PHR 202 Biochemistry and Molecular Biology (3 Credits)  
PHR 207 Biochemistry and Molecular Biology Lab (1 Credit)  
PHR 203 Pharmaceutical Microbiology II (3 Credits)  
PHR 204 Physiology II (3 Credits)  
PHR 208 Physiology II Lab (1 Credit)  
PHR 205 Pharmacognosy II (3 Credits)  
PHR 209 Pharmacognosy II Lab (1 Credit)  
Elective Course I (3 Credits)  
Total: 22 Credits

### **SECOND YEAR, SECOND SEMESTER**

DEV 101 Bangladesh Studies (3 Credits)  
PHR 210 Pharmaceutical Analysis I (3 Credits)  
PHR 216 Pharmaceutical Analysis I Lab (1 Credit)  
PHR 211 Biostatistics (3 Credits)  
PHR 217 Biostatistics Lab (1 Credit)  
PHR 212 Pharmaceutical Technology I (3 Credits)  
PHR 218 Pharmaceutical Technology I Lab (1 Credit)  
PHR 213 Pharmacology I (3 Credits)  
PHR 219 Pharmacology I Lab (1 Credit)  
PHR 214 Pathology (2 Credits)  
PHR 215 Oral Assessment II (1 Credit)  
Total: 22 Credits

### **THIRD YEAR, FIRST SEMESTER**

HUM 103 Ethics and Culture (3 Credits)  
PHR 301 Medicinal Chemistry I (3 Credits)  
PHR 306 Medicinal Chemistry I Lab (1 Credit)  
PHR 302 Pharmacology II (3 Credits)  
PHR 307 Pharmacology II Lab (1 Credit)  
PHR 303 Pharmaceutical Technology II (3 Credits)  
PHR 308 Pharmaceutical Technology II Lab (1 Credit)  
PHR 304 Biopharmaceutics & Pharmacokinetics I (3 Credits)  
PHR 309 Biopharmaceutics & Pharmacokinetics I Lab (1 Credit)  
PHR 305 Pharmaceutical Marketing (3 Credits)  
Total: 22 Credits

### **THIRD YEAR, SECOND SEMESTER**

PHR 310 Pharmaceutical Analysis II (3 Credits)  
PHR 316 Pharmaceutical Analysis II Lab (1 Credit)  
PHR 311 Medicinal Chemistry II (3 Credits)  
PHR 317 Medicinal Chemistry II Lab (1 Credit)  
PHR 312 Pharmaceutical Engineering (3 Credits)  
PHR 313 Biopharmaceutics & Pharmacokinetics II (3 Credits)  
PHR 318 Biopharmaceutics & Pharmacokinetic II Lab (1 Credit)  
PHR 314 Pharmaceutical Management (2 Credits)  
PHR 315 Oral Assessment III (1 Credit)  
Elective Course II (3 Credits)  
Total: 21 Credits

### **FOURTH YEAR, FIRST SEMESTER**

PHR 401 Medicinal Chemistry III (3 Credits)

PHR 407 Medicinal Chemistry III Lab (1 Credit)  
PHR 402 Pharmaceutical Technology III (3 Credits)  
PHR 408 Pharmaceutical Technology III Lab (1 Credit)  
PHR 403 Pharmaceutical Biotechnology (3 Credits)  
PHR 404 Cosmetology (3 Credits)  
PHR 409 Cosmetology Lab (1 Credit)  
PHR 405 Clinical Pharmacy (3 Credits)  
PHR 406 Industrial Training (Non Credit)  
Total: 18 Credits

#### **FOURTH YEAR, SECOND SEMESTER**

PHR 410 Advanced Pharmaceutical Analysis (3 Credits)  
PHR 411 Pharmacology III (3 Credits)  
PHR 416 Pharmacology III Lab (1 Credit)  
PHR 412 Hospital and Community Pharmacy (3 Credits)  
PHR 413 Pharmaceutical Regulatory Affairs (3 Credits)  
PHR 414 Thesis or Project (2 Credits)  
PHR 415 Oral Assessment IV (1 Credit)  
Total: 16 Credits

Total Credits in eight semesters/four years = 164 Credits

First Year = 43

Second Year = 44

Third Year = 43

Fourth Year = 34

#### **Academic System & Evaluation Method**

##### **a. Academic Standards**

In keeping with the mission and goals in mind, the Undergraduate program in Pharmacy will strive to ensure high academic standards by implementing well-designed curricula, carefully selecting high quality students and faculty, utilizing modern and effective instructional methods and aides, and by continuously monitoring and rigorously evaluating all the pertinent activities and systems. A special feature of teaching will be the tutorial/ lab/ workshop sessions designed to assist students in learning application of the concepts and theories.

##### **b. Courses and Credit Requirements**

The Bachelor of Pharmacy (Honours) programme will follow the model of higher education consisting of semesters, courses, credit hours, continuous evaluation and letter grading as in all other courses of Brac University. There are two regular semesters: Spring and Summer, each with a duration of 22 weeks.

Credit hours for a course are assigned on the basis of a 22 – week semester. One (1) credit hour means that the course meets for 60 minutes in a class each week; 3 credits mean that it will meet three times every week.

### c. Examination, Evaluation and Grading

The grading process will undoubtedly be transparent. The performance of the students is evaluated throughout the semester through class tests, quizzes, assignments, and midterm exams. End of semester evaluation includes final examinations, term papers, project reports etc. Numerical scores earned by a student in tests, examinations, assignments etc. are cumulated and converted to letter grades.

## **5. Academic Standards: Policies and Procedures**

Students are selected for admission to the B.Pharm. program on the basis of (a) evidence of academic potential and readiness to handle the curriculum in a satisfactory manner and (b) evidence of motivation to pursue that goal. Once admitted, students who experience academic difficulties are encouraged to determine the nature and extent of the underlying problem(s) so that remedial steps can be taken as early as possible.

An academic progress review conducted at the end of each semester is intended to identify and assist students whose grade records reveal a pattern of academic difficulties. Directed counseling involving academic advisors and/or the academic coordinator assures that these particular students take steps to evaluate their problems and formulate plans for remedial action. Students are encouraged to evaluate their academic progress, seek help for developing problems, enhance study skills, and develop self-discipline.

To facilitate student monitoring of academic progress and initiative in resolving an academic problem, it is important to define the level of performance which is acceptable and predictive of continued satisfactory progress in the department. The Academic Standards Policies identify a C grade in core courses as the minimal level of performance that the faculty deems necessary for continued satisfactory progress. In this context, a grade of D or F represents an unsatisfactory level of attainment of the course objectives. D grades, although passing, represent a clear warning that the student is responsible for remedying those deficiencies to avoid compounding the problem in subsequent professional courses that build upon that background.

### **5.1 Academic Advice**

An important factor in a pharmacy student's success in university is the help he or she has available from advising and counseling, and the degree to which such services are used. Every student has access to an academic advisor during the entire degree program with a dedicated project advisor during the final year of study. You are encouraged to get to know your academic coordinator and to use that person's experience and advice in planning your study progress.

Information is also available in the Student Services section of the department's web-site

(<https://www.bracu.ac.bd/academics/departments/pharmacy>).

Academic coordinator helps in planning schedules and must approve the courses which each student selects at registration. They advise on electives and assist in determining the best schedule for a student to take. The advisor is the first person to go to when a student is having academic or personal problems.

## 5.2 Distribution of Marks & GPA Computation

The distribution of marks for the performance evaluation is as follows:

### i. Theory Courses

Marks Distribution (%)

Section	Marks %
1. Quiz (average of best 3)	10
2. Assignment + Case Study	5
3. Attendance	5
4. Mid Term Examination	30
5. Final Examination	50
<b>Total Marks</b>	<b>100</b>

### ii. Lab Courses

Marks Distribution (%)

Section	Marks %
1. Attendance	10
2. Lab Manual	10
3. Viva	20
4. Final Examination	60
i. Quiz	20
ii. Experiment	30
iii. Performance	10
<b>Total Marks</b>	<b>100</b>

### iii. Project

Project work will be done during the last two semesters.



Class attendance is compulsory for every student. 5% of total marks in every course is allocated for attendance in classes including tutorials and labs. The basis for awarding marks for attendance is as follows:

### Attendance Marks

<u>Attendance</u>	<u>Marks</u>
90% and above	5
85% to less than 90%	4
80% to less than 85%	3
75% to less than 80%	2
70% to less than 75%	1
Less than 70%	0

If a student does not attend a minimum of 70% of the total classes including tutorials and labs, s/he will not be allowed to take the final exam.

Marks earned by the students in Class Tests, Quizzes, Assignments, Participation, Attendance, Midterm Exam, Final Exam, Projects, Term Papers etc. are to be cumulated and the total is to be graded as per the scale given below:

### Grading System

100	-	90	=	A	4.0
<90	-	85	=	A-	3.7
<85	-	80	=	B+	3.3
<80	-	75	=	B	3.0
<75	-	70	=	B-	2.7
<70	-	65	=	C+	2.3
<65	-	60	=	C	2.0
<60	-	57	=	C-	1.7
<57	-	55	=	D+	1.3
<55	-	52	=	D	1.0
<52	-	50	=	D-	0.7
		<50	=	F	0.0

### GPA Computation

The Grade Point Average (GPA) is computed in the following manner:

$$\text{GPA} = \frac{\text{Sum of (Grade Points x Credits)}}{\text{Sum of Credits Attempted}}$$

Exceptions to the policies described in this document will be made only in cases where serious illness, a medical emergency, or death of an immediate family member clearly caused a precipitous drop in the academic performance. In such cases, the student may write an application to the Chairperson for an expedited review of their academic standing and program

continuation eligibility.

### **Course GPA**

To facilitate assessment of student progress in the Department, GPA will be assessed for all the courses. These grade point averages will be calculated beginning with the grades earned in the first academic year for Bachelor of Pharmacy students. GPA will be assessed and monitored for each semester and over the entire course of study in the B. Pharm. program (cumulative). GPA will be computed following the usual University procedures with regard to grades for repeated courses and with regard to credits transferred from other institutions for core course equivalents. The Office of the Registrar will provide the information needed to assist the Office of academic coordinator with GPA computations.

#### **Academic Standing**

<b>CGPA</b>	<b>Standing</b>
3.80 to 4.00	Highest Distinction
3.65 to 3.79	High Distinction
3.50 to 3.64	Distinction
2.00 to 3.49	Satisfactory

### **5.3 Absence Policy**

The Department of Pharmacy is committed to working with students who find it necessary to be absent due to illness or other unavoidable circumstances and a working policy to address absences is outlined as follows:

If a student will be absent for a period of less than three consecutive days and arrangements can be made by the student to make up missed work, no notification to the department is necessary. However, if a student absence results in missing an examination, quiz or other graded assignment, or the student will be absent for three days or more, the student is responsible for notifying the course instructor(s) and the academic coordinator in the department of the absence. Whenever possible, this notification should be given prior to any exam, quiz or assignment due date. If a student will miss multiple examinations or assignments, the academic coordinator should be contacted and he will notify course instructors of the absence on behalf of the student with the expectation that the student will make contact with each instructor upon return to class. If a student is going to be absent for an extended period of time (e.g. one week or more), the Registrar's Office should be notified as well. Normally, a course syllabus will outline the absence policy for a given class, and students should review the course syllabus for this information. Only the course instructor may excuse a class absence. Absences for non-illness related reasons are subject to these policies as well. If an anticipated absence is due to a University-approved event (e.g., professional meeting, PMO, athletics, national competition), the academic coordinator will contact the course instructor(s)

on behalf of the affected student(s). However, the course instructor will make the final decision on whether to excuse the absence. Absences for such activities as family vacations, weddings, or other events are not normally considered as approved absences. Students should not make travel plans for the end of semesters or for times when classes will not be in session (e.g. winter break, summer break) that require absence when class or examination periods will still be in effect. Questions regarding the department absence policy should be directed to the academic coordinator.

## **5.4 Probation and Dismissal**

### **Retake**

A student getting “F” grade in a course will be allowed to retake the course twice with the proviso that the student received at least a C grade in all other subjects taken during the semester. In other words, getting a D or F in more than one subject in a semester will allow the student to retake F grade subject only once. In case of non-credit course (091/092 category) taken in the first/second semester, will only be allowed to retake once. However, course so retaken will not be awarded more than B plus (B+) grade.

### **Repeat**

Students with a grade of B minus (B-) or below may repeat a course once; but shall not be awarded a grade of more than B plus (B+) in that particular course.

### **Probation**

Students are expected to maintain a minimum CGPA of 1.5, otherwise the student will be put on probation for the following semester. If a student on probation fails to raise CGPA to 1.5 in two consecutive semesters s/he will be dismissed from the University. Students whose grade point average is below 1.0 in their first semester may be asked to withdraw from the university. Students will be allowed to continue with a CGPA of 1.50 up to their fourth semester. However, at the end of the fourth semester, students must have a CGPA of 2.00 in order to continue his/her studies in the undergraduate programs.

### **Readmission**

Students who are dismissed once because of their underperformance, can never take readmission in the department again.

### **Notification**

Students placed on probation or subject to dismissal in accordance with these policies will be notified promptly in writing from the Registrar’s Office with copies sent to the department.

### **Requirements for the Degree**

As Brac University is based on the US University system all undergraduate degrees are for about four years duration. For the degree 164 credits are required. Students are responsible for meeting degree requirements. Before selecting the courses in each semester students should consult their academic advisor. The university reserves the right to bring in change into programs and curricula without notice whenever circumstances warrant such changes.

## Graduation

Following are the requirements for graduation in an undergraduate program:

- 164 credits must be earned to fulfill the requirements of the B.Pharm (Hons.) degree.
- Attending Residential semester is compulsory for all Brac University students. Completion of all course requirements for the degree including General education courses, departmental core courses and elective courses.
- A student must complete the requisite number of credits of course work and meet other requirements depending on the program in which he/she is enrolled and must maintain a minimum CGPA of 2.00.
- A student must have clearance from Brac University Accounts, Library and Registrar's Office.

Fulfillment of the above conditions does not necessarily mean that a degree will be conferred on the student. The University reserves the right to refuse the awarding of degree on disciplinary or similar grounds.

## **6. Brac University Extracurricular Activities**

Whenever possible, students are encouraged to develop some outside interest or activity in addition to academic study. A well balanced university career includes extracurricular involvement as well as classroom and laboratory work.

### **6.1 Brac University Pharma Society**

#### **Mission:**

The mission of Brac University Pharma Society is to create an atmosphere of joy and festivity along the side of learning pharmacy through a diverse series of co-curricular projects with a goal to create proficient, creative and dynamic healthcare leaders.

#### **Vision:**

Brac University Pharma Society thrives to bring about the following in veracity-

- Organize a gathering of students of pharmacy across nationwide national and private universities.
- Become a member of the internationally recognized forums of pharmacy students around the globe.
- Create floors for pharmacy students to attend international seminars, workshops dedicated to pharmacy students.
- Celebrate national and internationally recognized health/disease awareness days.
- Publish an annual magazine.
- Lead Brac University Pharma Society towards becoming a brand in healthcare awareness campaigns.
- Shine, nurture and develop the talents veiled in the students of pharmacy of Brac University.
- Work alongside Brac and other organizations in intersecting prospects of the club.

- Participate in voluntary works that would leave a footprint on social impact.
- Undertake community based assignments and arrange to publish them as reports.
- Assist Department of Pharmacy of Brac University in regular functions.
- Conduct seminars, workshops, events, awareness campaigns beneficial to the education in pharmacy.

### **Membership Rules and Policies:**

- Any student of department of pharmacy of Brac University is entitled to a membership of Brac University Pharma Society.
- An individual has to submit an application, CV and participate at the interview as per the recruitment notice.
- A member of the club must follow the rules and regulation of Brac University.
- Failure to do so, he/she may have to face obliteration from the club.

### **Activities:**

- Winter Clothes Distribution: “WINTER DIMPLE”
- Awareness Campaigns:
  - World Thyroid Day
  - World Rheumatoid Day
  - World Cancer Day
  - World Kidney Day
  - World Oral Health Care Day
  - World Tuberculosis Day
  - World Health Day
  - World Malaria Day
- Seminars:
  - Exploring Leadership (Feb 09)
  - Pharmacovigilance (Feb 28)
  - “Need for youth engagement in climate change issues”
- Celebration of International Mother Language Day
- Fresher’s Orientation Program: Disco Capsule
- Celebration of Pahela Baishakh
- Workshop on Poster making and banner designing
- Acknowledgement of World Earth Day by cleaning the shores of Buriganga River

## **6.2 IPSF**

The International Pharmaceutical Students’ Federation (IPSF) was founded in 1949 by eight pharmacy student associations in London, United Kingdom. The Federation now represents approximately 350,000 pharmacy students and recent graduates in 80 countries worldwide. IPSF is the leading international advocacy organisation for pharmacy and pharmaceutical science students. The organization promotes improved public health through the provision of information, education, and networking opportunities as well as a range of publications and professional activities.

Brac University Pharma Society (BUPS) is a member of International Pharmaceutical Students' Federation (IPSF) involved in different extracurricular activities such as awareness campaigns, competitions (Patient Counseling Event, Clinical Skills Event), etc. Students of the Department of Pharmacy, Brac University often represent the department at IPSF events. To be a part of this dynamic student club, please contact:

Advisor: Md. Samiul Alam Rajib, Senior Lecturer, Department of Pharmacy, Brac University

### **6.3 Other Extracurricular Activities**

Students can be enrolled in:

- Brac university cricket club
- Brac university cultural club
- Adventure club
- Art & photography society
- Biz bee
- Brac university chess club
- Brac university law society
- Brac university marketing association
- BracU monon
- Business and economics forum
- Communication and language club
- Computer club
- Debating club
- Drama and theatre forum
- Earth and environment forum
- Economics club
- Entrepreneurship development forum
- Film club
- Football club
- Global affairs forum
- Heritage forum
- Indoor games club
- International association of business communicators
- Natural sciences club
- Robotics club
- UNESCO club

### **7. Financial Assistance for Students**

All categories of scholarship will depend on the performance of the students and availability of fund. The detailed information is available at Brac University website:

<https://www.bracu.ac.bd/admissions/undergraduate-programs/scholarships-and-financial-aid> .

## **Pledge of Professionalism**

For students in the Department of Pharmacy at Brac University, there is a need to build and reinforce a professional identity founded on integrity, ethical behaviour, and honour. This development, a vital process in pharmacy education, will help ensure that you are true to the professional relationship you establish between yourself and society as you become a member of the pharmacy community. Integrity will be an essential part of your everyday life and it is incumbent upon you to pursue all academic and professional endeavors with honesty and commitment to service.

To accomplish this goal of professional development, you, as a student in the Department of Pharmacy at Brac University, must always believe in the Pledge of Professionalism given below:

ACCEPT the responsibility for my actions as a student and as a healthcare professional that will reflect on both myself, my department and my University.

CONSIDER the needs of others before myself.

DEVELOP a sense of loyalty and duty to the profession of pharmacy by contributing to the wellbeing of others and by accepting accountability for membership in the profession.

FOSTER professional competency through life-long learning and striving for highest ideals, teamwork, and unity within the profession.

COMMIT to the Oath of a Pharmacist and the Code of Ethics for Pharmacists as set forth by the profession.

DEDICATE my life and practice to excellence by an ongoing reassessment of personal and professional values.

MAINTAIN the highest ideals and professional attributes to ensure optimal service.

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\*Adapted and modified from the American Pharmaceutical Association (APhA) and the American Association of Colleges of Pharmacy (AACP) Pledge of Professionalism & Faculty of Pharmaceutical Sciences, University of British Columbia.

***We are unified in our work to help our students to become the next generation of qualified, dedicated and innovative pharmacists.***

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The department reserves the right to update the contents and rules of the student handbook as and when necessary, and will seek approval from the relevant authorities should such changes be made.