



Postgraduate Studies Department Guide

Faculty of Pharmacy – Ain Shams University

1. Department Overview

The Postgraduate Studies Department at the Faculty of Pharmacy Ain Shams University provides assistance to students in various post-university higher education degrees as; **Diploma** in the various Pharmacy practice Specializations & immune change (IMCERT); **Doctor of Pharmacy in Clinical Pharmacy** – (Post grad PharmD); **Master's Degree**, and **Doctorate degree** (Ph.D.).

The department manages admissions, enrollments, and registration procedures for the various academic degrees awarded by the faculty in accordance with the specified deadlines, regulations, and governing laws.

Department Contact: studies469@gmail.com



2. Responsible Faculty members and administrative officers

Vice Dean for Postgraduate studies: Acting Vice dean: Professor Dr. Rihab Osman

1. Professional & regulatory authorities

Head of Credit Hour Postgraduate studies.: Professor Dr. Lamia El Wakeel

Lamia.elwakeel@pharma.asu.edu.eg

Diploma degree -Coordinator: Associate Professor Dr. May Shawki

mayahmed@pharma.asu.edu.eg

PhD degree -Coordinator: Professor Dr. Ester Menz

Doctor of Pharmacy degree- Coordinator: Associate Professor Dr. Radwa El Boroossy/

Associate Professor Dr. Sara Farid

radwa.abdelkader@pharma.asu.edu.eg/ sarah.farid@pharma.asu.edu.eg

Master degree- Coordinator: Associate Professor Dr. Sara Farid

sarah.farid@pharma.asu.edu.eg

2. Administrative regulatory authorities

Administrative Manager: Dr. Nasser Fathy

Administrative officers: Mrs. Nivin Sabry/ Mrs. Eman Ahmed Mostafa / Mr. Tamer Awad/ Mrs.

Basma `Kamal El din/ Mrs. Doaa Samy

3. Department Responsibilities & Tasks

- Receiving required documents from new students and applicants for registration across various academic degrees.
- Preparing lists of accepted students for enrollment in various scientific degrees.
- Determining the annual tuition fee amounts in accordance with governing bylaws and regulations.
- Completing student registration procedures.
- Preparing student records and issuing student ID cards.
- Issuing enrollment certificates and statements for postgraduate students.

- Requesting verification of grade monitoring/recording for courses.
- Processing requests for suspension of registration for postgraduate students.
- Processing requests for extension of registration for postgraduate students.
- Preparing study schedules, practical groups, and teaching plans for all specializations.
- Issuing postgraduate schedules (Lectures – Examinations).
- Issuing scientific course contents (syllabi) for postgraduate students.
- Registering research thesis topics for Master's and Ph.D. degrees.
- Developing new programs bylaws and regulations
- Preparing the agenda for the Postgraduate Studies Committee and executing its decisions following approval by the Faculty Council.
- Maintaining a statistical database of enrolled, registered, and graduated students.
- Issuing supervision and grant data for faculty members supervising Master's and Ph.D. students.
- Tracking student progress from the date of enrollment through degree conferral.
- Awarding Master's and Ph.D. degrees.
- Issuing transcript statements and pass certificates for postgraduate students.
- Issuing academic transcripts in both Arabic and English.
- Issuing degree conferral certificates in both Arabic and English.

4. Regulations for International Students

International students can apply for postgraduate studies at the faculty of Pharmacy Ain Shams University via the official portal of the Ministry of Higher Education ('Study in Egypt'). Applicants must submit the following required documents:

- **Data Application Form:** All fields completed in clear handwriting. Name must match the student's passport and academic certificates. Must include home and abroad addresses, along with the faculty, university, and academic year information approved with official seals.
- **Original Qualification Certificates:** Original certificates of qualifications obtained by the student.
- **Original Certificate Equivalency:** Issued by the Supreme Council of Universities in Egypt.
- **Passport Copy:** Complete and clear copy of the passport.
- **Embassy Letter:** Stating the funding entity for the student's studies, the target degree (matching the data form), and academic year.
- **Study Declaration:** Official undertaking to pursue studies executed at the Postgraduate Studies Office.
- **Ministry Acceptance Letter:** Official letter issued by the Ministry of Higher Education.



5. Offered degrees at the faculty of Pharmacy Ain Shams University

5. A. Master of Science (M.Sc.) in Pharmaceutical Sciences

Based on the recommendation of the Faculty of Pharmacy Council, Ain Shams University awards the Master of Science Degree in Pharmaceutical Sciences in all of the following specializations:

- Microbiology and Immunology
- Biochemistry and Molecular Biology
- Pharmaceutical Technology
- Clinical Pharmacy
- Pharmacology and Toxicology
- Pharmacognosy
- Analytical Chemistry
- Pharmaceutical Chemistry
- Pharmaceutical Organic Chemistry

General Admission Requirements for M.Sc.:

- The candidate must hold a Bachelor's degree from the Faculty of Pharmacy, Ain Shams University, or an equivalent recognized Egyptian/foreign university recognized by the Supreme Council of Universities, with a general grade of at least 'Very Good' (B) in THREE of the specialization courses.
- Must work at a research institution/entity that allows registration and conducting practical research at the workplace.
- Registration must be in the same specialization field in which the applicant works.
- The applicant must not be currently enrolled in any academic degree program at any other educational institution.

Requirements for Obtaining the M.Sc. Degree:

1. Credit Hour Requirements (Total 72 Credit Hours):

- 8 Credit Hours of General Courses.
- 18 Credit Hours of Specialized Courses.
- 42 Credit Hours for Conducting Thesis Practical Experiments and Thesis Writing.
- 4 Credit Hours for Student Activities (Seminars throughout the registration period).

2. **Minimum Duration:** A minimum of two (2) academic years must elapse from the date of Faculty Council approval of enrollment.

3. Thesis Registration Procedures & Defense:

- The student conducts research on a topic approved by the University Council following Faculty Council approval based on the Department Council proposal. The Faculty Council, based on the

supervisor's recommendation and Department Council opinion, may permit the student to conduct part of the research at another recognized scientific institute or department.

- Upon passing coursework, the student submits research findings in a thesis evaluated by a defense committee in a public defense. **The thesis cannot be submitted before at least two years from the enrollment date.**
- If the thesis is not submitted within five years from registration date, registration lapses unless the Faculty Council approves an extension of up to TWO additional years based on the supervisor's report and Department Council opinion (5+2).

Important Academic Notes (M.Sc.):

- Course examinations are held twice a year after each semester. If a student fails a course, re-examination is required only in the failed course(s).
- The Faculty Council, based on Department Council proposals, may debar a student from examinations if attendance falls below 75% without an acceptable excuse (considered failed; course must be repeated).
- The Faculty Council may suspend registration for a missed course/period if an acceptable excuse preventing research continuation is submitted (suspension period is excluded from maximum completion time limits).
- Graduates receive an accredited degree certificate stating the field of specialization.

5. B. Doctor of Philosophy (Ph.D.) in Pharmaceutical Sciences

Based on the recommendation of the Faculty Council, Ain Shams University awards the Ph.D. in Pharmaceutical Sciences in the same specializations listed for the Master's program, provided the candidate holds a Bachelor's degree and a Master's degree in the same specialization. The certificate specifies the specialization branch, academic department, study conducted, and thesis title.

Admission Conditions for Ph.D.:

- Bachelor's degree in Pharmaceutical Sciences with a general grade of at least 'Good' and a Master's degree in the same specialization from Ain Shams University or an equivalent institution recognized by the Supreme Council of Universities.
- Employment at a research entity that permits registration and conducting research at the workplace or another approved facility.
- Registration must match the applicant's professional field of work.

Requirements for Obtaining the Ph.D. Degree:

2. **Minimum Duration:** A minimum of two (2) academic years must elapse from the date of Faculty Council approval for research point approval and registration.

3. Thesis Registration Procedures & Defense:

- The student conducts research on a topic approved by the University Council following Faculty Council approval based on the Department Council proposal. The Faculty Council, based on the supervisor's recommendation and Department Council opinion, may permit the student to conduct part of the research at another recognized scientific institute or department.
- Upon passing coursework, the student submits research findings in a thesis evaluated by a defense committee in a public defense. **The thesis cannot be submitted** before at least two years from the research point registration date.
- If the thesis is not submitted within five years from research point registration date, registration lapses unless the Faculty Council approves an extension of up to FOUR additional years based on the supervisor's report and Department Council opinion (5+4).
- **Research Topic & Approval:** Conduct research on a topic approved by the University Council following Faculty Council approval and Department Council recommendation.
- **Annual Reports:** The supervising professor submits an annual progress report to the Department Council, forwarded to the Faculty Council for approval.
- **Comprehensive Examination Committee:** The Department Council forms a 5-member examination committee of full Professors related to the specialty of the candidate's thesis (1 supervisor, 1 internal faculty member, 3 external members). A comprehensive exam is held after at least 6 months after thesis topic registration and candidate start of the practical thesis work.
- *The exam is composed of 3 parts; 1st written exam (100 marks), 2nd written exam (100 mark) and a full project proposal submission for evaluation by the committee.*
- *The Written Examinations:* Written exams span over two semesters (General Specialization topics in Term 1; Specialized Subjects in Term 2). Passing mark is 65% per subject. The 5 member committee are the ones responsible for writing and correcting the exams and evaluating the project proposal.
- *Re-examination:* If the student fails, one re-examination attempt is permitted within six months with the same committee and topics.
- *Certification:* Successful candidates receive an accredited certificate detailing their field of specialization.

5.C. Postgraduate Diplomas in Pharmaceutical Sciences

Ain Shams University awards Postgraduate Diplomas in the following specializations:

- Diploma of Pharmaceutical Sciences in Microbiology and Immunology
- Diploma of Pharmaceutical Sciences in Biotechnology
- Diploma of Pharmaceutical Sciences in Biochemical and Biological Analysis
- Diploma of Pharmaceutical Sciences in Pharmaceutical Technology and Quality Assurance
- Diploma of Pharmaceutical Sciences in Clinical Pharmacy
- Diploma of Pharmaceutical Sciences in Hospital Pharmacy
- Diploma of Pharmaceutical Sciences in Experimental and Clinical Pharmacology
- Diploma of Pharmaceutical Sciences in Pharmacognosy



- Diploma of Pharmaceutical Sciences in Drug Quality Control and Assurance
- Diploma of Pharmaceutical Sciences in Pharmaceutical Organic Chemistry
- Diploma of Pharmaceutical Sciences in Pharmaceutical Chemistry
- Professional Diploma in Climate Changes

General Conditions for Postgraduate Diplomas:

- Bachelor's degree in Pharmaceutical Sciences with at least a 'Good' overall grade.
- Must not be enrolled in any other academic degree program at another institution.
- Study Requirements: 24 credit hours over one calendar year. Study duration is minimum 1 year, maximum 2 years from enrollment date.

Special Admission Requirements: Professional Diploma in Immune Changes (IMCERT):

- Open to holders of a Bachelor's degree from Faculties of Pharmacy, Medicine, or Science (Biological branches: Microbiology, Biochemistry, Zoology) with at least a 'Good' overall grade from a recognized Egyptian university or equivalent.
- Applicant must not be enrolled in another degree program elsewhere.

5. D. Doctor of Pharmacy (PharmD) - Specialization in Clinical Pharmacy

Admission Conditions:

- Bachelor's degree in Pharmaceutical Sciences with at least 'Very Good' in 4 specialization subjects.
- Must achieve at least a 'Very Good' grade in four specialization courses.
- Applicants who did not take Clinical Pharmacy courses during undergraduate studies must hold a Clinical Pharmacy Diploma from an accredited Egyptian university or equivalent institution.
- Practical experience in clinical pharmacy practice is preferred.
- Applicant must not be enrolled in any other degree program.

Requirements for Awarding the PharmD Degree:

- Successful completion of 76 credit hours comprising coursework, clinical training, and scientific activities defined by the department.
- The 1st academic year is comprised of a total of 34 credit hour in specialized and advanced clinical pharmacy didactic courses and course work divided on 2 semesters each for 16 weeks, 18 CE in the 1st semester and 16 CE in the 2nd semester.
- The 2nd academic year is comprised of 6 clinical rotations with a total of 36 CE and 6 CE of clinical activities adding to a total of 42 CE.
- Completion of a minimum duration of two (2) academic years from the date of enrollment at the faculty.



5. E. Professional Master Degree in Pharmaceutical Administration

Admission Conditions:

- Bachelor's degree in Pharmaceutical Sciences with at least a 'Good' overall grade and 'Very Good' in specialization subjects.
- Must have completed at least a year experience of pharmacy practice work.
- TOEFEL degree of at least 450
- Practical experience in clinical pharmacy practice is preferred.
- Applicant must have at least a day vacancy for attendance

Requirements for Awarding the PharmD Degree:

- Successful completion of 42 credit hours comprising coursework, training, and scientific activities defined by the department.
- Completion of a minimum duration of two (2) academic years from the date of enrollment at the faculty.